NUMBER:	2.21
SUBJECT:	PETITION TO SEALBOOKING-ARREST RECORD PROCEDURES
CATEGORY:	BOOKING
DATE:	FEBRUARY 16, 2010
DATE REVISED:	JUNE 15, 2011; JULY 30, 2013; JULY 24, 2014; MAY 31, 2018
RELATED SECTIONS:	CAL-ID SEALING 3.8, CASES SEALING 4.7
IN COMPLIANCE WITH:	WELFARE & INSTITUTION CODE 781, 389, PENAL CODE 851.7, 851.8, 1203.45, US FEDERAL CODE USC844(B)(1) & (B)(2)

PURPOSE:

To establish a standard procedure for complying with a Court Order or Department of Justice request to seal criminal history records.

POLICY:

It is the responsibility of the Records & ID Division's Booking Section to process all Court orders and Department of Justice sealing requests for adult or juvenile, relating to the sealing of arrest records and/or SR06 entries (AFIS/CAFIS number assignment for Non-Bookings).

PROCEDURE:

Sealing orders are received and reviewed by the Cases' day shift supervisor for completeness. If the sealed order is complete, it will be passed on to the sealing clerk for processing. If the sealed order is not complete, the Cases section will be responsible to make the appropriate contact to get clarification regarding the order or return the order to the requestor for corrections.

Once the sealed order has been reviewed and verified for accuracy, the following procedure will be followed for processing:

A. The sealing clerk receives the sealed order from the Cases supervisor; reviews it for any possible cases involved; generates the "Court Order to Seal Records" notification and checklist then forwards it to the Cal-ID supervisor along with a copy of the order, all attachments (if any received) and a copy of any report(s) involved

B. The Cal-ID supervisor will review the sealed order request and assign the order to be processed. The appropriate examiner will check the electronic CORI log to determine those agencies that Cal-ID made contact with that will require notification of the sealed order, check all necessary systems to determine if fingerprints exist in the system and if so, the sealing order will be processed per 3.8 Cal-ID Sealing Policy and Procedure.

    After reviewing and processing the Sealed Order request, the sealed order checklist will be initialed and dated by the processing examiner. It will then be forwarded along with the sealed order request to the Booking supervisor for processing.

C. The Booking supervisor will review the sealed order request to determine what information needs to be sealed, (i.e. one charge, one arrest, one booking or the entire record).

D. For Juvenile Records: if there is no additional criminal history found other than the information ordered to be sealed, complete the following steps:

1. Print out the SR06 from SD Law or JURIS prior to completing the below steps.

2. Log into JURIS, run RI02/system number to bring up SR06 information.

3. Bring up a blank SR06 screen by typing <SR06 over <RI02 (see Booking Desk Reference 2.21). Go into the blank SR06 screen and enter the information exactly as it appears on the printed SR06. Add in the remarks section "Old Record Purged" and change the purge date to the current date (see Booking Desk Reference 2.21).

4. Make note of the SR06 and AFIS/CAFIS numbers to check in 30 days to be sure the record purged.

5. Check the electronic CORI Log to determine which agency, if any, will require notification of the sealed order request.

E. Any adult criminal history that is related to the juvenile sealed record (i.e. JCM document #), these adult records will be sealed with this order. If there is existing adult criminal history for the Juvenile Record being sealed that is not included in the sealing order, the AFIS/CAFIS number will not be sealed by Cal-ID and these adult records will not be sealed.

F. For Adult Records: check all necessary systems to determine if a criminal history record exists and determine the appropriate record(s) ordered sealed, print out hard copies of record(s) to be sealed.

1. If you are sealing an entire record or at the CIN Level (this hides all data for a person) for each record that is ordered to be sealed for the subject:

a. Go into JURIS SR31; go into the booking and remove the CII and FBI numbers. Go into RI03 and remove the AFIS/CAFIS number. SR03 the booking to remove it from JURIS by typing; SR03 (sp) booking # and letter of the booking to be sealed (without a space)//b/dispo. For Example: SR03 12345678a//b/dispo

b. Go into JIMS and print the Booking Summary for the arrest record(s) to be sealed. Go into the eMug system and print the mugshot for the arrest record(s) to be sealed.

c. Go into DOJ Cal Photo, using the event number(s) on the Mugshot printout and print the photo. For example: FCN SH98765432

d. Go back into the eMug system and "Seal" the related Mugshot(s).

e. Go into JIMS Book>Maintenance>enter the JIMS number and click on the Seal Record Tab.

     f. Go into JIMS Admin>Record Menu>JIMS Maintenance>enter the System Number then click on Seal Record.

2. If you are sealing a single booking or at the Book Level (this hides all the data for that booking, but not the personal information):

     a. Check to be sure all arrests for the Booking have been linked in JIMS. Go into JURIS. Do not remove the CII, FBI or AFIS/CAFIS unless there will be no record left following this sealing.   SR03 the Booking to remove it from JURIS by typing; SR03 (sp) booking # and letter of the booking that is to be sealed (without a space)//b/dispo. For example: SR03 12345678a//b/dispo (If this is the only record and there are no other bookings, follow step one Seal at the CIN level.)

     b. Go into JIMS and print the Booking Summary for the arrest record(s) to be sealed. Go into the eMug system and Print the Mugshot for the record(s) to be sealed.

     c. Go into DOJ Cal Photo using the event number on the Mugshot and Print the photo. For example: FCN SH98765432

     d. Go back into the eMug system and "Seal" the related Mugshots(s).

     e. Go into JIMS>Book>Maintenance> enter the Booking number to be sealed. Click on the Seal Record Tab.

     f. If this is the only Booking in the Record, go into the JIMS Admin>Record Menu>JIMS Maintenance enter the System Number then click on Seal Record. If there are additional Bookings for this Record, do not complete this step.

3. If you are sealing a single Arrest (this hides the arrest and charges, but not the booking or person) or a single Charge (this hides only a single charge of an arrest):

     a. Check to be sure all arrests for the Booking have been linked in JIMS. Go into JURIS SR31; SR03 the Booking to remove it from the IBM Mainframe by typing SR03 (sp) booking #, letter of booking (without a space)//b/dispo. For example: SR03 12345678a//b/dispo If you are sealing only one charge, do not SR03 the booking, go into SR31 and type over the charge "charge sealed"

     b. Go into JIMS and print the Booking Summary for the arrest record(s) to be sealed. Go into the eMug system and check the mugshot for the arrest record to be sealed. If charges have been entered in the system for that booking, the charges to be sealed need to be deleted.

     c. Do not "Seal" the Mugshot and do not request the Mugshot be deleted form DOJ Cal Photo since the subject has additional criminal history. Notate on the yellow "Court Order to Seal Records" notification checklist that the JIMS number and Mugshot was unable to be sealed due to additional adult criminal history.

d. Go into JIMS>IMS>Inquiry>Booking Summary and enter the Booking number to be sealed. Go to Booking Maintenance>Arrest Charge/Lookup>Arrest # to be sealed. If you are sealing the whole Arrest, click on the Seal Record Tab from here. If you are sealing only one charge from the arrest, go into the Arrest # and highlight the charge then click on the Seal Record Tab.

4. Go into the "V" Drive and update the excel spreadsheet titled "Bookings Sealed Record in JIMS". (V:\Records Supervisors\Booking Supervisors\Sealed Records in JIMS). On the spreadsheet, notate if the Booking, Arrest or Charge was sealed and notate the JIMS number. If the Booking Mugshot was sent to Cal Photo, go into the "V" Drive and update the excel spreadsheet titled "Emug Project Seal Cal Photo". There is one folder for each calendar year. (V:\Records Supervisors\Booking Supervisors\(year)Emug Project Seal Cal Photo\Mugshots to be sealed for the month). Complete the information for that spreadsheet. Send an email requesting the booking be deleted from Cal-Photo. Give the Event #, Name, DOB, Date and Time the photo was taken and the Sealing # in the email.

5. Check the electronic CORI log and the Subpoena log to determine which agency, if any, will require notification of the Sealed Order request. The section that released the records will generate the Notification letter which will be mailed, e-mailed or faxed to the agency the record was released to. The Notification letter can be found on the shared drive at; V:\Records\Forms\No Letterhead\Booking\Dispo Sealing Form for Booking Documentation Released.doc. Complete the notification and send to the appropriate agency.

6. Complete the appropriate information on the Booking Section and Mugshot Sealing sections of the yellow "Court Order to Seal Records" notification checklist. Sign and date the checklist. Scan it into Application Xtender for the arrest record(s) being sealed.

7. If the Booking and/or entire Record is sealed, print a hardcopy of the entire document and then delete the document from Application Xtender one page at a time. Do not delete the two yellow "Court Order to Seal Records" notification and checklist sheets. Leave both sheets in Application Xtender. If only a charge has been sealed, print any paperwork that contains this charge, redact this information, initial and date next to the redaction add the note "sealed pco" and rescan/replace page into Application Xtender.

8. Complete a Records & ID Division Route Slip and return the sealed order packet, along with all printed materials to the Cases section sealing clerk inbox.

G. The sealing clerk, upon receiving the letter and copies of all sealed records will place all records in the sealing envelope to be held for 10 days before sealing. After 10 days, the sealing clerk will do a QA check to verify if a confirmation of receipt of the Notification Letter has been received from the original requestor. If confirmation has not been received, the sealing clerk will place a follow-up contact call to the requestor or agency to ensure the Notification Letter was received. Once confirmation has been made, the sealing clerk will seal the envelope and file in the sealing drawer to be retained per the established retention criteria.