NUMBER:	2.5
SUBJECT:	TIE-UP PROCEDURES
CATEGORY:	BOOKING
DATE:	JULY 27, 2012; OCTOBER 11, 2012; JULY 31, 2013
RELATED SECTIONS:	UPDATES (2.2); CONSOLIDATIONS
IN COMPLIANCE WITH:	PENAL CODE SECTIONS 11105 AND 13300

POLICY:

It is the policy of the Sheriff's Records & ID Division to establish procedures for processing criminal history tie-ups when an inmate is found to have multiple criminal history system numbers.

RESPONSIBILITY:

It is the responsibility of the Records & ID Division, Booking section to ensure that criminal history information is correctly tied to the appropriate criminal history system number relating to each individual.

PROCEDURE:

When it is discovered that an individual who has booked into a county jail facility, has been assigned more than one criminal history system number, JIM number, SR04, SR05 or SR06 system number, the following procedure will be followed to combine all multiple system numbers.

A. Complete the "Tie-up checklist" form. Begin by filling in the booking number that established or originated the tie-up and how the tie-up came to your attention.

B. Write the name of the subject.

C. Write down the RI system number, AFIS/CASFIS and JIMS number being retained.

D. Write down the RI system number, AFIS/CAFIS and JIMS number to be deleted.

E. Run Rap sheet as needed.

F. Choose Part I, II, or III tie-up procedure:

1. Part I –

   IBM/SUN MAINFRAM SYSTEM:
   a. Click on Sun/Mainframe. Press the enter key to access County Enterprise Server Menu. Enter your User ID and Password. Enter PRD on the Command Line. Then clear the screen (click pause or similar command to go to a blank screen).
   b. SR31 of CHS to be moved from to be scanned in ApplicationXtender prior to steps below.

   c. Bring up the CHS and delete the AFIS/CAS number to be deleted (if two AFIS/CAFIS numbers were assigned, type SR31 xxxxx xxxxxx (11 digit system number, your initials/reason-i.e. update)
   d. If the deleted system number has a District Attorney (DA) or a City Attorney (CA) case number attached, notify the agency by printing each DA screen or case # and sendvia inter-office using the appropriate mailstop or by e-mail and update the electronic CORI log. (is this step necessary?)
   e. Print the SR31 of the booking number of the system number to b deleted and print screen each booking number and all re-books.

   f. Delete each booking from CHS/IBM Mainframe using the SR03 process below:
   SR03 xxxxxxxxA (subsitute b,c,d,e-rebook number**)/000 B DISPO**

   g. Go to the JIM system and process each step. When the relink and merge preocesses are done in JIMS, update all information in SR31 and all bookings, re-books. (i.e. contact, court dates, remarks fields). Add AKA's if applicable.

      1. Log into the JIM system
      2. Bring up the JIM number to be deleted by going to IMS/Admin/Records Menu JIM Maintenance (see example below):
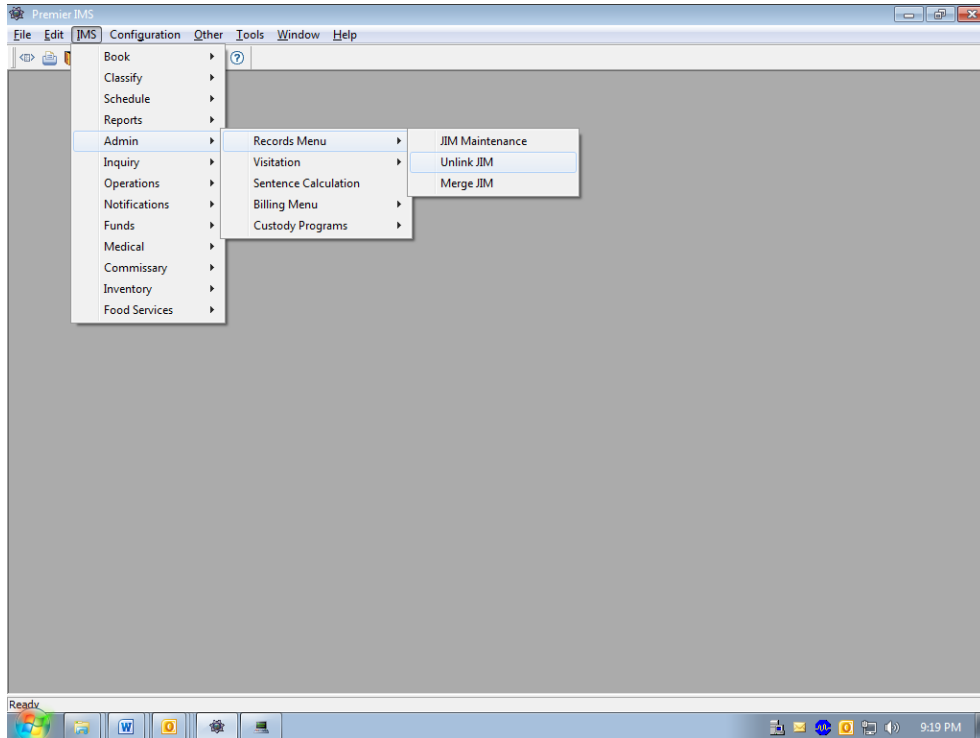
3. Clear the RI systems number to be deleted.
4. Unlink the booking number from the JIM number and relink to the JIM number to be kept.
5. Unlink and relink each booking until all bookings are moved from the JIMS number to be deleted to the JIMS number to be kept. Merge JIMS number to keep and JIM number to delete.
6. Relink all bookings with the SCN number/JIM number retained.
7. Update CII/FBI/CAFIS number (if consolidation applies).

2. Part II –

SR04 AND SR31 TIE-UP: (either go to IBM or SDLaw)
a. Complete the Tie-up sheet. Form numbers 2, 3, 8, 10, 11, and 12.
b. Keep SR31 CHS systems #.
Determine which AFIS/CAFIS and coordinate w/Cal-ID
(keep AFIS of CHS – so that the e-Mug & ApplicationXtender & SR31 & JIMS AFIS # do not need to be changed).
c. Transfer from SCN # of SR04 to SCN # of CHS procedure using IBM or SDLaw below.
d. Scan Tie-up sheet or file in jacket, whichever is applicable.

Procedure using IBM:
IBM
BLANK SCREEN or clear IBM screen
Type SR11 and Enter (key)
Screen shot below.

Type Scn # of Sr04 and type 00400
Type SCN # of CHS to transfer to
Enter key
Transaction completed

SR11   SYSTEM NUMBER TRANSFER

 LICENSE/REGISTRANT XFER   FROM   (SCN#) 00400 TO (SCN # CHS)

Go to SDLAW, click eSunWeb, What is your Location ? Records/Warrants,
Click ok, Click County, type in your Password (IBM), County Locals Menu –
Scroll down, click System Number Transfer (SR09)

FROM SR05 SYSTEM # , SEQUENCE # 00400 TO SYSTEM # OF CHS

<u>**License/Registrant Transfer**</u>

From: [   ] [   ] [00400]   To: [   ] [   ]   [Transfer (SR11)]

SR05 and SR31 TIE-UP: (Either go to IBM or SDLAW)
a. Complete the Tie-up sheet. Form numbers 2, 3, 8, 10, 11, and 12.
b. Keep SR31 CHS systems #.
   Determine which AFIS/CAFIS and coordinate w/Cal-ID
   (keep AFIS of CHS – so that the e-Mug & ApplicationXtender & SR31 & JIMS
   AFIS # do not need to be changed).
c. Transfer from SCN # of SR05 to SCN # of CHS procedure using IBM or SDLaw
   below.
d. Scan Tie-up sheet or file in jacket, whichever is applicable.

Procedure using IBM/Sun Mainframe:
IBM
BLANK SCREEN or clear IBM screen
Type SR11 and Enter (key)
Screen shot below.

Type Scn # of Sr05 and type (5 digit sequence number i.e., 00500 00501
)
Type SCN # of CHS to transfer to

Enter key   **Transaction completed**
SR11   **SYSTEM NUMBER TRANSFER**   **LICENSE/REGISTRANT XFER   FROM   (SCN#)   00500 TO   (SCN # CHS)**
Procedure using SDLaw.
Go to SDLAW, click eSunWeb, What is your Location ? Records/Warrants,
Click ok, Click County, type in your Password (IBM),   County Locals Menu – Scroll down, click System Number Transfer (SR09)

FROM SR05 SYSTEM # , SEQUENCE # (5 digit i.e., 00500 00501) TO SYSTEM # OF CHS

License/Registrant Transfer

From: [ ] [ ] [00501] To: [ ] [ ] [Transfer (SR11)]

3. PART III –

   SR06 Tie-Up:
   a. Rap sheet is not needed for tie-up with SR06
   b. Complete the Tie-up Sheet. Form numbers 2, 3, 8, 10, 11, and 12.
   c. Go into the SR06 screen in the SR16 page (by overriding <SR06 systems#).
   d. Type in the Remarks field: "OLD RECORDS PURGED".
   e. Change the Purge date to: Date tie-up was processed.
   f. Enter Operator ID (OPID).
   g. Hit Enter.
   h. Transaction completed (transaction has been completed and the SR06 screen will disappear after 30 days).

G. Retrieve booking numbers in eMug and change systems # or AFIS/CAFIS numbers and other identifiers applicable.

H. Take fingerprint card to Cal-ID for consolidation of CII numbers, if applicable.

For samples and screenshots, please refer to Booking Desk Reference Section 2.5