

NUMBER:	3.12
SUBJECT:	CONSOLIDATIONS
CATEGORY:	CAL-ID
DATE:	2/1/18
DATE REVISED:	
RELATED SECTIONS:	CAFIS (3.2); WEB ARCHIVE (3.3); DATABASE QUERY (3.4)
IN COMPLIANCE WITH:	

POLICY:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with consolidation of fingerprint records.

RESPONSIBILITY:

It is the responsibility of Cal-ID Section personnel to comply with necessary consolidations of fingerprints to maintain the database with correct and accurate information. You will visually verify all fingerprint images prior to a consolidation.

PROCEDURE:

Consolidations can be processed one of two ways: electronic or manual.

A. ELECTRONIC CONSOLIDATIONS

When an electronic submission of fingerprints are in the 'TP/VERIFY' Comp State (Visual Verification phase) on the queue screen and more than two of the CAFIS candidates have the same images.

1. Verify the images of all the candidates under SDREGION1:CAFIS Database to the incoming submission of fingerprints under SDREGION1.
2. Click on 'Confirm Yes' of all candidates that have the same images as the incoming submission of fingerprints and click on 'Confirm No' for those that do not. The 'Status' next to each candidate will change to a 'Y' for a Confirmed Yes and a 'N' for a Confirmed No.
3. Click on 'End Trans' in the right column under TP Verification.
4. Click on 'OK'.
5. Check each CAFIS number in the Best Set Selection window list to determine which CAFIS number was created first (C0, C1, C2, C3, M) and select it.
 - a. The Candidate ID # will update with the CAFIS number that was selected and the circle will be filled in for your selection.
5. Click on 'OK'.
6. Click on 'Return' in the right column under TP Verification.

Note: Those CAFIS numbers will be electronically consolidated in the database to the CAFIS number that was selected.

B. MANUAL CONSOLIDATIONS

When the CAFIS database and Web Archive need to be updated with current and correct CAFIS information; a manual consolidation will be performed. A duplicate or correction to a record can be brought to the attention of the Cal-ID Unit by the Booking Section or an outside law enforcement agency.

1. If two CAFIS numbers are active on the queue screen and/or in the CAFIS database.
 - a. Consolidating two bookings on the queue screen.
 1. Select both bookings on the queue by clicking on the first booking, holding the 'Ctrl' key and clicking on the second booking. Both bookings will be highlighted.
 2. Right click on a highlighted booking and select 'Side by side view'.
 3. Compare images to one another to verify that they are the same and select 'Return' in the right column under Side By Side View.
 4. Click on 'Yes'.
 5. Click on 'Database Query' in the right column under Transaction Queue.

Note: CAFIS numbers cannot be consolidated on the queue screen.

6. Click on 'New Query' in the right column under Database Query.
7. Input either the CAFIS # in the 'Main No.' field, the booking # in the 'Booking No' field, or the transaction # in the 'Trans. No.' field for the first CAFIS # and click on 'OK'.
8. Click on 'Append Query' in the right column under Database Query.
9. Clear previous number that was inputted for first query. Input either the CAFIS # in the 'Main No.' field, the booking # in the 'Booking No' field, or the transaction # in the 'Trans. No.' field for the second CAFIS # and click on 'OK'.

Note: Steps 1 – 3 can also be done here.

10. Select both CAFIS #s in the list by clicking on the first CAFIS #, holding the 'Ctrl' key and clicking on the second CAFIS #. Both CAFIS #s will be highlighted.

Note: Do not highlight a composite record (C1) as composite records cannot be modified.

11. Right click on a highlighted CAFIS # and select 'Manual consolidate'.
12. Check each CAFIS number in the Manual Consolidate dialog window list to determine which CAFIS number was created first (C0, C1, C2, C3, M) and select it.
 - a. The 'Use selected main No.' will update with the CAFIS number that was selected and the circle will be filled in for your selection.

13. Click on 'Consolidate'.
14. Click on 'Yes'.
15. Click on 'Return' in the right column under Database Query.
16. Notify the 'Q' clerk of the consolidation and inform of which CAFIS # was retained.

b. Consolidating two bookings in the database.

1. Click on 'Database Query' in the right column under Transaction Queue.
2. Click on 'New Query' in the right column under Database Query.
3. Input either the CAFIS # in the 'Main No.' field, the booking # in the 'Booking No' field, or the transaction # in the 'Trans. No.' field for the first CAFIS # and click on 'OK'.
4. Click on 'Append Query' in the right column under Database Query.
5. Clear previous number that was inputted for first query. Input either the CAFIS # in the 'Main No.' field, the booking # in the 'Booking No ' field, or the transaction # in the 'Trans. No.' field for the second CAFIS # and click on 'OK'.
6. Select both CAFIS #s in the list by clicking on the first CAFIS #, holding the 'Ctrl' key and clicking on the second CAFIS #. Both CAFIS #s will be highlighted.

Note: Do not highlight a composite record (C1) as composite records cannot be modified.

7. Right click on a highlighted CAFIS # and select 'Manual consolidate'.
8. Check each CAFIS number in the Manual Consolidate dialog window list to determine which CAFIS number was created first (C0, C1, C2, C3, M) and select it.
 - a. The 'Use selected main No.' will update with the CAFIS number that was selected and the circle will be filled in for your selection.
9. Click on 'Consolidate'.
10. Click on 'Yes'.
11. Click on 'Return' in the right column under Database Query.
12. Notify the 'Q' clerk of the consolidation and inform of which CAFIS # was retained.

2. If you are given a photocopy of a set of prints from an Applicant card, Registrant or a jail jacket with fingerprints, compare the fingerprints to the database fingerprints. If the fingerprints match and the sex is the same, proceed with updating the database.

Note: The Booking Section will give you a photo copy of the Applicant or Registrant card to look at for the comparison. Do not tie to the record unless you have visually verified the fingerprints are the same.