NUMBER:	3.14
SUBJECT:	**Flatbed Scanner Fingerprint Processing**
CATEGORY:	**CAL-ID**
DATE:	**7/31/19**
DATE REVISED:	
RELATED SECTIONS:	**CAFIS (3.2), Web Archive (3.3)**
IN COMPLIANCE WITH:	

POLICY:

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

RESPONSIBILITY:

It is the responsibility of Cal-ID Section personnel to comply with the necessary maintenance of the database with correct and accurate information. Submission of fingerprints through the EPSON scanner will electronically process and archive in the local database.

PROCEDURE:

The flatbed Scanner will be used to electronically submit fingerprints through CAFIS to DOJ, update the local database with existing prints and identity recognition (IDN).

A. **PROCESSING A CRIMINAL FINGERPRINT CARD TO DOJ**
   When a FPC must be submitted electronically to DOJ:

   1. Log into CAFIS with your User Identification and Password.
   2. Click on 'Scan' in the right column under TRANSACTION QUEUE.
   3. Select the drop down arrow from the top menu to select the fingerprint card form 'SD_FD249' or click on 'Form' from the top menu, click on 'Select Form' and then click on the fingerprint card form 'SD_FD249'.
   4. Select the 'Configure Transaction Flow' icon or select 'Transaction' from the top menu and select 'Conversion Control'.
   5. Scroll to the SD_FD249 form in the right column under CONVERSION CONTROL and verify that the Workflow has a number. If not, highlight the workflow by clicking on it and select 'Property'. Select 'Workflow 1' and click 'OK'.
   6. Click on the green check mark 'OK'.
   7. Place the FPC in the scanner with the prints face down and click on 'Scan' in the right column under Scan for Enrollment.
   8. Flip FPC over and click 'OK'.
   9. Check that the FPC and images are aligned correctly and click 'Save'.

Note: If FPC and images are not aligned correctly, adjust the FPC on the scanner and click on 'Scan' again.

10. Fill in fields with all available information by either typing in or using the drop down. **Must always include Last Name, First Name, Booking No., DOB, Sex, DOA, TOT, ORI, FP Date, and FP Officer.**

   a. 'NEC No', CHS AFIS #
   b. 'SID', CII #
   c. 'Document No.', Case #
   d. 'Last Name'
   e. 'First Name'
   f. 'Middle Name'
   g. 'Booking No', use the Booking #, Station Case # with alpha designator, or the Cite # associated with the FPC.
   h. 'Date Of Birth'
   i. 'Sex'
   j. 'Race'
   k. 'Height'
   l. 'Weight'
   m. 'Color Of Eyes'
   n. 'Color Of Hair'
   o. 'Place Of Birth', only USA states or regions
   p. 'Date of Arrest'
   q. 'FBI No.'
   r. 'Charge'
   s. 'TOT', CRM (criminal)
   t. 'ORI' this field is should automatically fill in with 'CA0370000' (SD Sheriff)
   u. 'Device ID' this field is automatically filled in with 'G05' (EPSON Scanner)
   v. 'FP Date'
   w. 'Date of Arrest' use date on FPC
   x. 'FP Officer', who rolled the prints

5. Click 'Save'.
6. Click 'Return'.
7. **Immediately** (as soon as 'Q' screen appears) right click on the booking and select 'Set Priority'. Slide the scale all the way over to 'High' (priority 1).
11. Process the booking through all queue phases.

B. PROCESSING AN IDN FUNCTION
   This is the simplest procedure to obtain an identity only.

   1. Log into CAFIS with your User Identification and Password.
   2. Click on 'Scan' in the right column under TRANSACTION QUEUE.

3. Select the drop down arrow from the top menu to select the fingerprint card form 'SD_TP_IDN' or click on 'Form' from the top menu, click on 'Select Form' and then click on the fingerprint card form 'SD_TP_IDN'.
4. Select the 'Configure Transaction Flow' icon or select 'Transaction' from the top menu and select 'Conversion Control'.
5. Scroll to the SD_TP_IDN form in the right column under CONVERSION CONTROL and verify that the Workflow has a number 3. If not, highlight the workflow by clicking on it and select 'Property'. Select 'Workflow 3' and click 'OK'.
6. Click on the green check mark 'OK'.
7. Place the fingerprint card in the scanner with the prints face down and select the 'Scan' icon.
8. Verify that fingerprints are aligned correctly and select the 'Save' icon.

Note: If FPC and images are not aligned correctly, adjust the FPC on the scanner and click on 'Scan' again.

9. Remove fingerprint card from scanner when scanning is completed and the images appear.
10. Enter the mandatory fields.

   a. 'Last Name', IDN
   b. 'First Name', REQUEST
   c. 'Booking No', Cal-ID Request Log #
   d. 'Date of Birth', if unknown use 01/01 and estimate the year (01011975)
   e. 'Sex'
   f. 'Date of Arrest' listed on FPC or today's date
   g. 'TOT', IDN (identification)
   h. 'ORI' this field should automatically fill in with 'CA0370000' (SD Sheriff)
   i. 'Device ID' this field is automatically filled in with 'G05' (EPSON Scanner)

11. Click 'Save'.
12. Click 'Return'.
13. **Immediately** (as soon as 'Q' screen appears) right click on the booking and select 'Set Priority'. Slide the scale all the way over to 'High' (priority 1).
14. Process 'Wait:TP/Verify' if FPC stops in phase.

   a. Verify the images of all the candidates under SDREGION1:CAFIS Database to the incoming submission of fingerprints under SDREGION1.
   b. Click 'Confirm Yes' of all candidates that have the same images as the scanned 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 Confirm Yes and a 'N' for a Confirm No.
   c. Notate the CAFIS # (Main No.), Name, and SID (CII) of the matching candidate.
   d. Click on 'End Trans' in the right column under TP Verification.
   e. Click 'OK'.
   f. Visually confirm the CAFIS # and click 'OK' again.

g. 'Booking No', Cal-ID Request Log #
h. 'Date of Birth', if unknown use 01/01 and estimate the year (01011975)
i. 'Sex'