

<b>NUMBER:</b>	<b>3.16</b>
<b>SUBJECT:</b>	<b>STORE &amp; FORWARD ELECTRONIC SUBMISSIONS OF MISSING NUMBER REBOOKS</b>
<b>CATEGORY:</b>	<b>CAL-ID</b>
<b>DATE:</b>	<b>07/29/19</b>
<b>RELATED SECTIONS:</b>	<b>CAFIS (3.2), WEB ARCHIVE (3.3)</b>
<b>IN COMPLIANCE WITH:</b>	

**POLICY:**

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with the electronic archiving and submission of fingerprint cards. The fingerprint cards will be submitted to the California Department of Justice for their records.

**RESPONSIBILITY:**

It is the responsibility of the Cal-ID Section personnel to electronically submit the fingerprints from the Store & Forward (S&F) with the corrected fields to CAFIS and submit to the California Department of Justice (DOJ).

**PROCEDURE:**

**A. PROCESSING JIMS INACTIVE NUMBER LIST FINGERPRINTS**

The Booking Section will provide printouts of the SDLAW screen from the JIMS missing number list. The Booking Section personnel will enter the booking into CHS and JIMS and highlight the rebook needing to be submitted. The lists will be in one of the Senior Fingerprint Examiner's in-box. Check each sheet; you will only process the rebooks.

**Note: If a printout is an 'A' or '01' booking and there are no fingerprints for the main arrest and nothing can be submitted. Return the printout to a Booking Supervisor for action.**

**B. NOTIFICATION OF "Q" CLERK AND CO-WORKER**

Before starting; notify the "Q" clerk that you are submitting fingerprints from the JIMS active number list through the Store & Forward. They are to mark the sheet AE (already entered) next to the booking number and submit the fingerprints to DOJ. Give the SDLaw printout to them as you are submitting the rebooks so they will know which ones you have submitted. Let your co-worker know you are submitting rebooks from the Store & Forward.

**C. SUBMITTING A REBOOK FROM THE STORE & FORWARD (S&F)**

**If the booking is over 2 weeks old, it may not be in the S&F so you will have to print out the booking from the Archive and attach it to the sheet and file it in the drawer to be scanned and Archived at a later date.**

1. Click Search
2. In the booking number field type the booking number and put "01" where the "A" should be. (Remember the 01 will convert to an "A") and click search
3. Click Open
4. Check the name to the paperwork
5. Arrow down to the Booking number and change the 01 to whatever booking you are working on and enter
6. In the Main Number field type in the DOC number and enter
7. Arrow down to the Date of Arrest; check to see if the dates are the same, if not change the date and enter
8. Arrow down to the charge field and type in the charge and hit F2. Use the drop down menu to select the correct verbiage and hit enter to lock in the change.  
(Example: if you have a charge of 211 PC, Robbery hit the F2 you will notice there is a felony and misdemeanor to choose from; ask the "Q" clerk which is the correct one to select)
9. If there are additional charges click on "Insert Below"
  - a. fill in "A" in the Book Type and enter
  - b. 001 in the count field and enter
  - c. type in charge in the field and process as in #7
  - d. continue adding up to 4 charges
10. If you need to remove charges, arrow down to the charge and click "Delete", this will remove the additional charges
11. Click on F8 to advance the screens
12. A pop up will ask you if you want "Save Changes" click "OK"
13. Pop up will ask to Execute click "OK"
14. Change the Local Pint Selection to "0"
15. Transmission Request click "Yes"
16. Give the SDLaw sheet to the "Q" clerk
17. Process the booking in the Edit and Verify phases

#### **D. FIELD PROBLEMS/INVALID DATA**

When you are moving through some of the fields you may encounter a problem with incorrect data or a mandatory field that is blank/incorrect. You will need to make the correction before you can advance.

1. To correct the Booking ORI field, click the F2. The ORI should go to the CA0370000 for San Diego County Sheriff and Enter
2. To correct the Mandatory field left blank on the palm prints available, type N and Enter
3. To correct the ORI Destination Agency type CA0349400 and click F2. (sometimes the ORI will be all 0000000000) DOJ Sacramento will appear as the agency and Enter
4. Remember to use the F2 drop down to select the verbiage for the penal codes.