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| NUMBER: | 3.19 |
| SUBJECT: | REJECTING/RE-ROLLING FINGERPRINTS |
| CATEGORY: | CAL-ID |
| DATE: | 07/27/19 |
| RELATED SECTIONS: | CAFIS (3.2); WEB ARCHIVE (3.3); WRONG DEMOGRAPHICS (3.7) |
| IN COMPLIANCE WITH: | N/A |

PURPOSE:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with mandated identification and database maintenance when a fingerprint submission needs to be rejected or re-rolled.

RESPONSIBILITY:

It is the responsibility of the Cal-ID Section personnel to detect, correct and maintain the databases of CAFIS and the Web Archive. When a problem exists from submitted fingerprints; the Fingerprint Examiner will contact the agency to correct the error.

PROCEDURE:

Rejection of submitted fingerprints can be for poor quality, a miss-roll or a wrong demographic.

A. FINGERPRINT QUALITY

1. Check the fingerprint images to see if they are too dark, light, smeared or have a double image problem. If the fingerprint images are rolled too high or are partial, you should reject for poor quality.
2. If the deputy calls and states the fingerprints are "best possible" check the images to make sure they are not miss-rolled. Do not reject them.
3. If the quality of the fingerprints are poor, click on the "Return" icon or the "Reject" icon, if in a Perform Quality Check.
4. Take out a "Fingerprint Reject Log" form and fill in the pertinent information at the top.
5. Problem Notation
 - a. On the fingerprint card in the memo field; notate the problem (i.e. too dark, too light etc.)
 - b. On the form in the "Remarks/Problem" area notate the problem.
6. Contact the jail facility/agency where the error occurred and explain the problem, notate the deputy/contact person and time on the form.

- a. If the re-roll has not been received, make a second contact call after 45 minutes.
- b. If you have not received the re-roll 60 minutes after the second call, contact the Watch Commander.

Note: the time frame on the requests for re-rolls was approved by the Sheriff's Command Staff and affirmed by the Standards and Compliance Committee.

B. MISS-ROLLED FINGERPRINTS

1. Check the slap (flat) area of the fingerprints to the rolled box area for sequence matching.
2. If the fingerprints do not match, click on the "Return" icon or the "Reject" icon, if in a Perform Quality Check.
3. Problem Notation
 - a. On the fingerprint card in the memo field, state the problem with the fingerprint card (i.e. #2 in #1, and then #1 not rolled, double images, specifying which fingers on the FPC, etc.)
 - b. On the form in the "Remarks/Problem" section state the problem.
4. Follow the procedures in Section "A-6"

Note: Juvenile re-rolls are at the discretion of Juvenile Hall. If a juvenile has been released, housed or in class; they will not pull the juvenile to re-roll. Relay the information of the problem to the representative at Juvenile Hall and advise the on-coming shift of the issue.

C. MISSING FINGERPRINTS IN ROLLED OR SLAP AREAS

1. Check boxes and slap areas for notations of MAB, AMP, BAND, DEF, etc.
2. If you see the double annotation in the slap and rolled areas, do not reject the fingerprints; the deputy has annotated a problem.
3. If you do not see an annotation in the slap and rolled areas, follow the procedures in Section "A-6" and reject the fingerprint submission.

D. MISS-ROLLED IDENTITY REQUESTS (IDN)

1. If there is a miss-roll on an IDN, do not call for a re-roll, but edit/substitute the flat fingers in the rolled area. The fingerprint card will not be retained on the database.
2. Notate in the memo area of the fingerprint card that a substitution was made because of a miss-roll and file in the request folder.

E. MISS-ROLLED INKED FINGERPRINTS (BOOK & RELEASE)

1. If you receive a miss-rolled set of inked fingerprints, do not enroll them into the database.
2. Fill out the "FPC REJECTION LETTER", attach it to the fingerprint card and send the fingerprint card back to the sender.

F. WRONG DEMOGRAPHICS

1. Follow the instructions in Section 3.7, Wrong Demographics
2. Use the same time frame criteria for the re-roll stated in Section "A-6"