NUMBER:	**3.21**
SUBJECT:	**JADE NOTIFICATION**
CATEGORY:	**CAL-ID**
DATE:	**07/29/19**
RELATED SECTIONS:	
IN COMPLIANCE WITH:	**DOJ Directive**

PURPOSE:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with mandated correction notification to the California Department of Justice (DOJ) on fingerprint submission errors.

RESPONSIBILITY:

It is the responsibility of the Cal-ID Section to notify DOJ when an error has been sent from a livescan submission. Errors could be a miss-rolled set of fingerprints or incorrect demographic information. When you have two CII numbers a request must be sent to notify DOJ to consolidate them and notify Cal-ID of the number to retain.

PROCEDURE:

To correct a record in the JADE System you will need the CII and SCN numbers of that particular transaction. You must wait 24-hours for the transaction to show in the history. If the agency booking the arrest is not the San Diego Sheriff, (i.e. CVPD, LMPD, and OPD) you will not be able to change the entry and a NATMS form will need to be faxed to DOJ.

    A.   **CORRECTIONS TO A MISS-ROLLED, WRONG DEMOGRAPHIC OR INCORRECT CHARGES RELATING TO A SET OF FINGERPRINTS**
        When a livescanned set of fingerprints have been processed to DOJ, an electronic correction notification will need to be sent.

        1. Log into JADE using the Cal Photo log-in
        2. Fill in the CII number and click "Get Record"
        3. Check the "Events" column to see if the arrest has been posted and if it has click on "All Others"
        4. The "Events" will have record you are looking for highlighted yellow
        5. Click on the yellow record and it will bring up the "All Others" screen
        6. Fill in the SCN number and FBI (if known)
        7. Click on the "Deletion" button, (there are three choices "Addition", "Correction", or "Deletion")

8. Fill in the "Comments" section of why you are making the change and notate the corrected record and fingerprints are being sent.
9. click "ADD TO CART"
10. CLICK "SUBMIT"
11. The last screen will have a comment stating "All records have been updated".
12. Copy this screen and save it in the "V" drive, JADE folder. List the captured screen entry by CII number.
13. To copy the completed transaction screen to the JADE folder
   a. with the JADE screen showing, press Ctrl and Print Screen
   b. bring up a blank Word page, go to Edit and paste
   c. change the title of the document to the CII number
   d. save the document to the JADE folder in the V drive
15. If your transaction is not listed, you can post to JADE manually.
   a. fill in the date of arrest
   b. fill in the SCN number
   c. fill in the FBI number is known
   d. follow instructions A-8-14 to complete

NOTE: A NATMS form maybe used in cases that involve an arresting submission from Chula Vista Jail, etc.

B. **NATMS FORM NOTIFICATION**
DOJ can kill a job that was sent to them in error from another agency; if they are notified promptly. If the job generated an SCN you will have to fax the NATMS form to correct the submission error.

1. Fill out the pertinent information on the form.
2. Obtain the SCN number from the DOJ teletype response or by contacting DOJ.
3. Fax the form to DOJ and put the paper work in the JADE Notification folder with a notation of completed at the top.

C. **NOTIFICATION OF DOUBLE CII NUMBERS**
When you have completed a fingerprint search and there are two candidates with active CII, a JADE notification will need to be made.

1. Write down the two CII numbers.
2. Check DOJ's archive system and obtain the SCN numbers (possibly only one of the records has an SCN number)
3. Log into the JADE System following steps A: 1-7.
4. Click on "Correction"
5. Fill in the "Comments" section advising of the duplicate CII number and give them the CII and SCN (if available). Notate to contact you when they have consolidated the records.
Note: DOJ knows your contact information from your clearance information so it is not necessary to leave your email address.

6. Capture the screen and save it to the JADE folder
7. Save the paperwork and wait for the DOJ response. When you have received the response, check with the Booking Section to make sure the Criminal History information is correct.

D. LOCATING A CII NUMBER TO DO A JADE NOTIFICATION

1. Run the subject's name in AAS to if there is a CII number associated with the subject
   a. check the CII number in the AAS to get the SCN
   b. if there is no hit try the next step
2. Scan the fingerprint card in the CAFIS and send it to the state to see if you get a hit
   a. if there is a hit, check the CII number in the AAS to get the SCN
   b. if there is not a hit, ask Day Shift to contact DOJ to see if the subject is pending