NUMBER:	3.3
SUBJECT:	WEB ARCHIVE and DOJ AAS
CATEGORY:	CAL-ID
DATE:	2/1/18
DATE REVISED:	
RELATED SECTIONS:	CAFIS (3.2); DUPLICATES (3.6); WRONG DEMOGRAPHICS (3.7); SEALING (3.8); MANUALLY PROCESSING SUBMISSIONS (3.11); CONSOLIDATIONS (3.12); REQUESTS (3.13); FLATBED SCANNER (3.14);
IN COMPLIANCE WITH:	

POLICY:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with maintaining the local fingerprint archive – the Web Archive System, and accessing the state archive – the California Department of Justice Automated Archive System.

RESPONSIBILITY:

It is the responsibility of Cal-ID Section personnel to detect, correct, and maintain the local fingerprint archive database – the Web Archive System; and to properly access the state archive database – the California Department of Justice Automated Archive System.

PROCEDURE:

There are two different fingerprint archives. The first is the local county fingerprint archive – the Web Archive System. The second is the state fingerprint archive – the California Department of Justice Automated Archive System (AAS).

A. Web Archive System

1. To access the Web Archive, double-click on the Web Archive System icon (located on the main desktop of the CAFIS workstations).

2. A window opens with the message "Web Archive System 1.5 San Diego Sheriff Department."

   a. Type your assigned username in the 'User' field.
   b. Type your password in the 'Password' field.
   c. Click 'Login'.

   Note: Your user ID and password are the same as your CAFIS user ID and password.

3. The Web Archive System opens on the 'System Message' screen.

4. On this screen you can choose a selection from the left side column to either search the Web Archive System or view the Transaction Monitor for California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Department of Homeland Security (DHS) electronic responses. Click on 'Search Archive' to look for fingerprints in the local database or click on 'Transaction Monitor' to look for electronic responses.

5. To search the Web Archive System by a transaction number, CAFIS number, or booking number; enter the transaction number in the 'Trans#' field, the CAFIS number in the 'Main#' field, or the booking number in the 'Booking#' field. Then click 'Search'.

Note: You can follow the procedures in step 5 to also search for NEC#s (AFIS), SID#s (CII), or names/DOBs.

a. Double-click on the booking# or transaction# that you searched for or click on the booking# or transaction# and click on 'Details' to view the NIST file (fingerprint card). An image of the front of the fingerprint card (FPC) will open.

(1) Click on the printer icon and click on 'OK' to print the FPC.

(a) A 'Print Options Dialog' window will open. Select the circle next to the option 'Tenprint on Paper' to print the fingerprints on paper or the circle next to 'Tenprint on Card' to print the fingerprints on a card.
(b) Click on 'OK'.
(c) A 'Print' window will open. Click on 'Print' to print the fingerprints on the paper or card.

(2) To view the back of the FPC, click on the Card Back icon.

(3) Click on 'Exit' to close FPC window.

6. To view the Transaction Monitor for the status of DOJ, FBI, and DHS responses, scroll through the 'Transaction Listing' for the transaction# (Transaction No.) or booking# (Booking No.) and click on it. **The list will be in the order by the date and time that the transaction#s were sent from the CAFIS queue by the 'Q' clerk.** If record is not found, type the booking# in the 'Booking No.' field, input range of dates in the 'Begin Date' and 'End Date' fields, and click on 'Query'.

a. Below the 'Transaction Listing' is the 'DOJ Interface'. A response from DOJ, FBI, and DHS will be listed with a 'Hit' or 'No Hit' status once they are received. To see more detailed information on the response, double-click on the response. A window will open with detailed information of the individual.

7. To exit the Web Archive System, click on 'Logout' at the top of the page and click 'OK'.

B. California Department of Justice Automated Archive System (AAS)

1. To access the AAS, double-click on the DOJ AAS icon (located on the main desktop of the CAFIS workstations).

2. A window opens with the message "Welcome to California Department of Justice Automated Archive System."

    a. Type your assigned username in the 'User ID' field.
    b. Type your password in the 'Password' field.
    c. Click 'Submit'.

3. The Query Archive screen opens.

    a. Type the CII# to be searched in the 'SID' field or type the last name, first name in the 'Name' field and the date of birth in the 'DOB' field.
    b. Type the reason for the search in the 'REASON' box. (Reason should include both letters and digits for recollection of search in case of state audit).
    c. Click on 'Query Archive'.
    d. Click on 'Document List'.
    e. Checkmark the box of the searched record and click on 'Display'.

        (1) A window with the FPC record will open.
        (2) Hover cursor over a fingerprint image and the cursor will turn into an eye. Left-click and hold down button while moving mouse to view an enlarged image of the fingerprint. To view the entire image in a larger format, right-click on the image and select 'View This Image'. To print enlarged image for comparison only (not to be released), right-click in the purple area and select 'Print'. Click 'Print'.
        (3) To print out a San Diego Sheriff's Department fingerprint card, click on 'BrowserPrint' and then click 'Print'.

Note: If a customer submits a request for prints that have previously been purged from our local database and they are in the AAS, we can print the fingerprint card and release to the customer. Customer must be informed that the prints are not from our local database and that we printed them from DOJ. Do not stamp the fingerprint card certifying that the fingerprint card is from our local database/archive. You cannot release prints from ANY other agency from the AAS. If the customer wants these prints, they need to request them through DOJ.

        (4) Click 'Close' to exit the images and/or FPC record.

    f. Click on 'Cancel' to return to the 'Query Archive' page.
    g. Click 'Logoff' to exit and close out of the window.