

NUMBER:	3.6
SUBJECT:	WAIT: DUPLICATE CHECK
CATEGORY:	CAL-ID
DATE:	MARCH 7, 2012
DATE REVISED:	FEBRUARY 25, 2015
RELATED SECTIONS:	3.3 WEB ARCHIVE; 3.7 WRONG DEMOGRAPHICS; 3.17 STORE & FORWARD
IN COMPLIANCE WITH:	N/A

POLICY:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with mandated identification and database maintenance when a Duplicate occurs.

RESPONSIBILITY:

It is the responsibility of the Cal-ID Section to detect, correct, and maintain the CAFIS database (Cogent Automated Fingerprint Identification System) when a duplicate booking occurs.

PROCEDURE:

When a booking number has been transmitted twice into the Queue, the second transmission will appear on the Queue as; 'Wait: Duplicate check'. It is important to investigate each duplicate booking to determine if it is actually a duplicate, a problem with the system, or a wrong demographic.

A. WAIT: DUPLICATE CHECK, QUEUE SCREEN.

1. Checking the 'Wait: Duplicate check', searching by Booking #.
 - a. Highlight the **Wait: Duplicate Check** and double click. You will see **Date Created** as **Current** and **Source** as **Trans** for both transactions.
 - b. Verify demos.
 - c. Click **Close**.
 - d. Compare prints by right clicking on the **Wait: Duplicate Check**.
 - e. Select **Side by Side**.
 - f. Click **Query** on the 1st booking (right side).
 - g. Click the **Demographic Columns** tab.
 - h. Click on **Booking No.** and enter the booking # (highlighted on the queue screen).
 - i. Click **OK**.
 - j. Click on the 1st booking (not the duplicate check).
 - k. Click **OK**. Click **OK** again.

- l. Compare Prints.
 - m. Click **Return**. Click **Yes**.
 - n. If prints and demographics are the same and they are not a submission that is back to back, check with the 'Q' desk to see if it has been worked in JIMS. If prints and demographics are NOT the same, refer to 3.7 Wrong Demographics.
 - o. If the booking has been worked in JIMS, highlight the **Wait: Duplicate Check** and double click.
 - p. Click **Delete** on the 2nd booking. Click **OK**.
 - q. Click **Save** on the 1st booking. Click **OK**.
 - r. Click **Close**.
 - s. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - t. Right click and delete the **Rejected** duplicate check.
 - u. Delete the duplicate from the Store & Forward.
2. Checking the 'Wait: Duplicate check', searching by Transaction #.
 - a. Highlight the **Wait: Duplicate Check** and double click. You will see **Date Created** as **Current** and **Source** as **Trans** for both transactions.
 - b. Verify demos and write down the Transaction # of the 1st booking.
 - c. Click **Close**.
 - d. Compare prints by right clicking on the **Wait: Duplicate Check**.
 - e. Select **Side by Side**.
 - f. Click **Query** on the 1st booking (right side).
 - g. Click the **Demographic Columns** tab.
 - h. Click on **Trans. No.** and enter the Transaction # of the 1st booking.
 - i. Click **OK**.
 - j. Select the transaction and click **OK**. Click **OK** again.
 - k. Compare the prints
 - l. Click **Return**. Click **Yes**.
 - m. If prints and demographics are the same and they are not a submission that is back to back, check with the 'Q' desk to see if it has been worked in JIMS. If prints and demographics are NOT the same, refer to 3.7 Wrong Demographics.
 - n. If the booking has been worked in JIMS, highlight the **Wait: Duplicate Check** and double click.
 - o. Click **Delete** on the 2nd booking. Click **OK**.
 - p. Click **Save** on the 1st booking. Click **OK**.
 - q. Click **Close**.
 - r. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - s. Right click and delete the **Rejected** duplicate check.
 - t. Delete the duplicate from the Store & Forward.

B. WAIT: DUPLICATE CHECK, WEB ARCHIVE

1. Comparing using the Database Query; Searching by Booking #

- a. Highlight the **Wait: Duplicate Check** and double click. You will see **Date Created** as **CURRENT** and **Source** as **TRANS** for the duplicate check (2nd booking) and **Date Created** as the actual date and **Source** as **DB** for the 1st booking.
 - b. Verify the demos and note the transaction # of the 1st booking.
 - c. Click **Close**.
 - d. Right click on **Wait: Duplicate Check** and click **View NIST packet**.
 - e. Double click on the **Database Query**, ('Q' screen NIST Packet will minimize)
 - f. Click on **New Query** and enter the booking number in the Booking No. field. Click **OK**.
 - g. Highlight the booking and right click.
 - h. Select **View NIST packet** to bring up the database images.
 - i. At the bottom maximize the 'Q' screen, NIST packet.
 - j. Click on the tree icon on both NIST packets.
 - k. Click on **Rec 4: Fingerprint Image Data** on both NIST packets.
 - l. Click on **Right Thumb** for image on both NIST packets.
 - m. Compare prints. Select other fingers to compare those.
 - n. Close both NIST packet windows.
 - o. Click **Return** on Database Query screen. Click **Yes**.
 - p. If the fingerprints are the same, check with the 'Q' desk to see if it has been worked in JIMS. If prints and demographics are NOT the same, refer to 3.7 Wrong Demographics.
 - q. If the booking has not been worked in JIMS, leave it on the 'Q' screen for the Booking Section to work. Once the Booking Section has notified you that it has been worked, double click the **Wait: Duplicate Check**.
 - r. Click **Delete** on the 2nd booking. Click **OK**.
 - s. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - t. If the booking has been worked in JIMS, right click and **Delete** the duplicate check
 - u. Delete the duplicate from the Store & Forward.
2. Comparing using the Web Archive; Searching by Transaction #.
- a. Highlight the **Wait: Duplicate Check** and double click.
 - b. You will see **Date Created** as **CURRENT** and **Source** as **TRANS** for the duplicate check (2nd booking) and **Date Created** as the actual date and **Source** as **DB** for the 1st booking.
 - c. Verify the demos and note the transaction # of the 1st booking.
 - d. Click **Close**.
 - e. Click on the **View Transaction Data** icon at the top of the queue screen.
 - f. Double click on the #1 fingerprint to enlarge image.
 - g. Open up the Web Archive and click on **Search Archive**.
 - h. Input the transaction # of the 1st booking in the **Trans #** field and click **Search**.
 - i. Click on the record and click **Details** or double click on the record to open.
 - j. Click on the tree icon.
 - k. Click on **Rec 4: Fingerprint Image Data**.
 - l. Click on **Right Thumb** for image.
 - m. Compare the prints.

- n. Close both images and click on the **View Transaction Data** icon on queue to close images.
- o. If the fingerprints are the same, check with the 'Q' desk to see if it has been worked in JIMS. If prints and demographics are **NOT** the same, refer to 3.7 Wrong Demographics.
- p. If the booking has not been worked in JIMS, leave it on the queue screen for the Booking Section to work. Once the Booking Section has notified you that it has been worked, double click the **Wait: Duplicate Check**.
- q. Click **Delete** on the 2nd booking. Click **OK**.
- r. Click **Save** on the 1st booking. Click **OK**.
- s. Click **Close**.
- t. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
- u. Right click and delete the **Rejected** duplicate check.
- v. Delete the duplicate from the Store & Forward.

C. WAIT: DUPLICATE CHECK, REJIS (JUVENILE) NUMBER – REJIS numbers are retained by the minor throughout their Juvenile record history.

- 1. Repeat Section A, 1. a-m or 2. a-l or B, 1. a-o or 2. a-n (DO NOT NEED TO CHECK WITH THE 'Q' DESK).
- 2. If the fingerprints and demographics match, delete that particular REJIS number from Database Query and save the booking from the 'Q' screen so the current booking of the juvenile will be retained and go through to DOJ.
 - a. Double click the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 1st REJIS. Click **OK**.
 - c. Click **Save** on the 2nd REJIS. Click **OK**.
 - d. Click **Close**.
- 3. If the fingerprints and demographics do not match, contact Juvenile Hall to verify the REJIS number to the name of the juvenile. Advise them of the error and have them edit the REJIS number and resend.
 - a. Double click the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 2nd REJIS. Click **OK**.
 - c. Click **Save** on the 1st REJIS. Click **OK**.
 - d. Click **Close**.
 - e. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - f. Right click and delete the **Rejected** duplicate check.
 - g. Delete the duplicate REJIS from the Store & Forward.

D. WAIT: DUPLICATE CHECK, CITE & RELEASE

1. Repeat Section A, 1. a-m or 2. a-l or B, 1. a-o or 2. a-n (DO NOT NEED TO CHECK WITH THE 'Q' DESK).
2. If the fingerprints match, delete the cite off the queue screen.
 - a. Double click the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 2nd Cite & Release. Click **OK**.
 - c. Click **Save** on the 1st Cite & Release. Click **OK**.
 - d. Click **Close**.
 - e. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - f. Right click and delete the **Rejected** duplicate check.
 - g. Delete the duplicate Cite & Release from the Store & Forward.
3. If the fingerprints and demographics do not match, contact the agency/station and advise them of the wrong citation number and determine if there is more than one subject on the cite and have them add a 1,2, 3 etc. after the letter designator. Advise them of the error and have them edit the citation number and resend.
 - a. Double click the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 2nd Cite & Release. Click **OK**.
 - c. Click **Save** on the 1st Cite & Release. Click **OK**.
 - d. Click **Close**.
 - e. Right click and delete the **Rejected** duplicate check.
 - f. Notify the Queue Clerk that you are deleting a transaction and give them the pertinent information.
 - g. Delete the duplicate Cite & Release from the Store & Forward.

E. WAIT: DUPLICATE CHECK, DNA SUBMISSION – DNA submissions are received on Palm Print collections and sent to DOJ.

1. Determine if the duplicate is due to a DNA submission.
2. Look at the charges on the back of the card to determine if one of the charges is a 662000 DNA Collection.
3. If it is a DNA submission:
 - a. Compare the charges on the back of the printed fingerprint card.
 - b. Determine if the deputy deleted an existing charge and replaced it with a DNA charge or if they added the DNA charge to the end.
4. If the DNA charge is added to the bottom of the existing charges:
 - a. Double click the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 1st Submission. Click **OK**.
 - c. Click **Save** on the 2nd Submission. Click **OK**.
 - d. Click **Close**.
5. If the deputy replaced an existing charge with DNA Collection
 - a. Double click on the **Wait: Duplicate Check**.
 - b. Click **Delete** on the 2nd Submission. Click **OK**.
 - c. Click **Save** on the 1st Submission. Click **OK**.

- d. Click **Close**.
- e. Call the detention facility and have the deputy replace the charge and add DNA as another charge after the last charge
- f. If there are four or more charges, have the deputy delete the fourth charge and add the DNA charge.

F. DEMOGRAPHICS OR FINGERPRINTS DO NOT MATCH

1. Check to see if the stations/agencies have sent multiple suspects under one case number.
 - a. If there are multiple suspects, contact the station/agency to re-send the transmission with a 1, 2, 3, etc. designator after the station/agency identifier.
2. If you have a Wrong Demographic, follow the Wrong Demographic procedures.