

NUMBER:	3.9
SUBJECT:	RETENTION / PURGE CRITERIA
CATEGORY:	CAL-ID
DATE:	2/14/18
DATE REVISED	
RELATED SECTIONS:	CAFIS (3.2), WEB ARCHIVE (3.3), DATABASE QUERY (3.4)
IN COMPLIANCE WITH:	26205.1GC; 11106.3 PC

POLICY:

To establish Sheriff's Records & ID Division, Cal-ID Section procedures for compliance with mandated purging of fingerprints associated with Criminal History.

RESPONSIBILITY:

It is the responsibility of Cal-ID to purge fingerprints from the CAFIS and Archive Databases in compliance with the county-wide standards authorized by the Purchasing and Contracting/Records Management review. Electronic images may be purged after 80 years, if the records do not relate to a homicide, death in a detention facility, nor relates to prints maintained for sex registrants and arson registrants and the County has not been served with any claim or litigation relating thereto.

PROCEDURE:

Cal-ID will process a search in the database for prints that were enrolled 80 years ago. Cal-ID will verify the criminal history to see if it is/is not active and proceed to remove the inactive fingerprints from the database. Active criminal history purges electronically at a 10 year period. It is important to remember the Archive System did not become active until the end of December 1999. An escapee, deceased person or 187/192 (murder) will be evaluated and retained per a set purge criteria.

A. NO ACTIVE CRIMINAL HISTORY (NO CHS)

1. Check to see if there are fingerprints in the database.
2. Delete the fingerprint card from the database, if the fingerprints fall under the inactive criminal history criteria.

B. ACTIVE CRIMINAL HISTORY (ACH)

1. Check to see if the fingerprints are in the database.
 - a. Enroll the fingerprints in CAFIS, if they are not.
2. Check the database for the purgable booking and remove it.

C. ACTIVE FELONY WARRANT (AFW)

1. Check to see if the fingerprints are in the database.
 - a. Enroll the fingerprints in CAFIS, if they are not.
2. The fingerprint card should have a mug shot attached, if not, print out a mug from eMug and attach to the card.
3. Give the fingerprint card w/mug to the Warrants Section.

D. ACTIVE REGISTRANTS (SR05), CITE & RELEASES (SR06)

1. Check to see if the fingerprints are in the database.
 - a. Enroll the fingerprint card, if not on the database
2. Delete the purgable booking from the database.
3. Throw the fingerprint card in the shredder bin.

**E. MURDERS & ATTEMPT MURDERS, (664) 187/191/191.5/192/217.7 PC
Murders, attempt murders, and motor vehicle homicides are never purged and the blue accordion jackets are retained.**

1. Check the database to see if the (664) 187/191/191.5/192/217.7 history is San Diego County.
 - a. If the history was generated from an out of county warrant, delete the fingerprints from the database, if applicable.
2. If there is a fingerprint card in the jacket and the prints are not in the database, enroll the card.
3. If the fingerprints are in the database and there is not a card in the jacket, print the card from the database and note the CAFIS#, AFIS# (NEC), and System# on the card and place it in the jacket. Give the jacket to the Booking Section so it can be scanned into the Application Xtender.

4. If there are no fingerprints on the database and no card in the jacket, note on the paperwork 'No FPC Available', date and initial. File the jacket in the designated area.
5. If the CHS screen is missing and there is only the SR31, put a yellow sticky on the jacket flagging it for CHS activation and give to a booking clerk.
6. If you are enrolling a fingerprint card and you hit on an additional active CHS, pull the jacket and put a yellow sticky on the jacket flagging it for a tie-up. Give the tie-up to the Booking Supervisor on duty.

F. ESCAPEE

1. If there is a flag on the jacket of an escapee, print the fingerprint card from the database and note the CAFIS#, AFIS# (NEC), and System# on the card. Place the card in the jacket. Give the jacket to the Booking Section so it can be scanned into the Application Xtender.

G. DEATH

1. If an inmate dies in custody, print the fingerprint card from the database and note the CAFIS#, AFIS# (NEC), and System# on the card. Place the fingerprint card in the jacket (brown accordion) and give to the Booking Section.
 - a. If notified by the Booking Section of the death, print the fingerprint card and note the CAFIS#, AFIS# (NEC), and System# on the card and give to the clerk.
 - b. If the Booking Section has a fingerprint card and there are no fingerprints for the deceased individual in the database, scan the fingerprint card and enroll the prints into the local database only.
2. If the subject is not in custody and dies, notify the Booking Section.