Commonwealth of PA Criminal Booking System

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Introduction

The Pennsylvania Chiefs of Police Association (PCPA) is in its third decade of assisting police departments in identifying offenders, improving criminal histories, assisting with biometrics and data capture, and helping with forensic crime scene solutions. Over this time, PCPA has administered grants to provide technical solutions and training to improve the process of arresting the offender and submitting their biometric information (finger/palm prints, facial images, scars, marks, and tattoos) and demographic data to the State Police to create a criminal history record. As a result of our work, Pennsylvania has a state-of-the-art network of arrest booking locations.

This document provides information and instructions related to the Criminal Booking System and its procedures. The procedures outlined here must be followed to properly process a Pennsylvania State Police (PSP) criminal record on a DataWorks Plus All-In-One (AIO) Livescan/CPIN system.

Updates to this document and additional documentation can be found at the Pennsylvania Chiefs of Police Association Central Booking Training Resources site.

Why Fingerprint is Important

A criminal history record is initiated upon an arrest and submission of fingerprints to the Pennsylvania State Police Central Repository (PSPCR). A record of the arrest is not created without submission of fingerprints related to the arrest.

A complete Criminal History Record is important to law enforcement for investigative purposes. A key benefit of accurate data is having up to-date records of convicted felons. A complete Criminal History Record is also important for background checks for employment, licensing, adoption, citizenship, volunteer programs, and firearms purchases.

Fingerprinting is the only positive form of ID. The offender could be wanted and give a false name.

PSP is the sole source contributor of PA arrest fingerprint cards to the FBI. If an arrested person is not fingerprinted, he/she will not be on III and National Crime Information Center (NCIC) RAP sheets.

Fingerprints, palm prints and CPIN arrest images submitted to PSP support several important biometric and forensic offender identification programs. Without them there can be no comparison to latent impressions from crime scenes. No facial recognition of offender caught on camera and no field identification by mobile fingerprint id devices of offenders trying to allude detection.

Arrest fingerprints are legally required under the Crimes Code, 18 Pa.C.S. § 9112.

What Can Happen if You Don't Fingerprint an Offender?

Officer safety is compromised. Officers may unknowingly confront a dangerous subject.

If the offender is not fingerprinted, PSP has no record of that arrest, and the arrest will not appear on the rap sheet.

With the large increase in non-criminal justice background checks, the risk of lawsuits increases when a person is hired and his/her criminal history record is not accurate.

The public is at risk when an offender can buy a gun or get a sensitive job due to the lack of arrest data.

Latent fingerprints cannot be compared to the suspect if his/her fingerprints are not in AFIS. Crimes he/she has committed may never be solved.

When Fingerprinting Should Occur

Fingerprint when you have the offender in custody. Fingerprint the offender before being released when he/she appears for arraignment and has not been fingerprinted for the charged offense.

Fingerprint before the offender is taken to the MDJ court. This will verify identity so the criminal complaint can be accurately completed.

Legal Requirements to Fingerprint:

a. Fingerprints of all persons arrested for a felony, misdemeanor or summary offense, which becomes a misdemeanor on a second arrest after conviction of that summary offense, shall be taken by the arresting authority (see Crimes Code, 18 Pa.C.S. § 9112).

b. Fingerprints are required of every person, arrested for any of the above grades of crime, without regard for previous fingerprints submitted to the PSPCR.

c. If a child is found to be a delinquent child pursuant to 42 Pa.C.S. §6341 in accordance with 42 Pa.C.S. §6308(c) & Pa.R.J.C.P. 409 (A)(2)(b)(i) & (ii).

d. In addition, prior to the commencement of a trial or the entry of a plea, a defendant 16 years of age or older accused of the following summary offenses is required to be fingerprinted:

   (1) Offenses under 18 Pa.C.S. §3929 (Retail Theft).

   (2) Offenses under 18 Pa.C.S. §3929.1 (Library Theft).

Timely submission of fingerprint cards is a statutory requirement pursuant to the Crimes Code, 18 Pa.C.S. §9112. An arresting authority shall, within 48 hours of arrest, forward fingerprints to the PSPCR. This can be done either by Livescan equipment or inked cards.

Causes of Missing Fingerprints

There are various reasons why a fingerprint is missing for a subject. Here is a list of the common reasons:

1. The offenses were reduced to a summary and the fingerprints were not taken before the grade was changed. Consequently, no fingerprint order is issued because of the reduction in the grade of the offense.

2. The arresting agency released a defendant from custody pursuant to Pa. R. Crim. P.519 without fingerprinting the defendant, but instructs him/her to go to a central booking center to be printed. The defendant fails to do so, is issued a fingerprint order but never responds to it.

3. The defendant was not fingerprinted after a conviction on charges filed on a private criminal complaint.

4. Defendant did not comply with fingerprint order before preliminary hearing.

5. The defendant was too intoxicated and the officer did not take the prints. The charges were dismissed and the defendant was never fingerprinted.

6. Record was expunged and the defendant was never printed.

7. The arresting agency never fingerprinted the defendant and was not aware that the case proceeded by summons.

8. The victim did not want to press charges and the charges are dismissed or withdrawn.

9. The defendant is now deceased and was not fingerprinted.

10. Officer called out on another call and doesn't fingerprint.

11. Booking center is busy, and/or does not want to print other department's cases.

Do's and Don'ts

1. **Do** use the services of a booking center.

2. **Do** fingerprint when you have an offender in custody.

3. **Do** follow-up on every arrest that was processed by summons to make sure fingerprints were taken.

4. **Do** remember it is a legal obligation of the police to fingerprint every arrest based on the charges filed not the court disposition.

5. **Do** remember every arrest fingerprint not submitted to the State Police puts you and the citizens you serve at risk.

6. **Do** get trained on the proper techniques and procedures for the submission of fingerprints, palm prints and electronic images.
7. **Don't** think the time to fingerprint is not important.
8. **Don't** miss the opportunity to fingerprint an offender in custody before they are released.
9. **Don't** miss the opportunity to use a booking center where available.
10. **Don't** think that training for arrest fingerprint is not important.
11. **Don't** think that this is not important to the public. Your compliance with submitting arrest fingerprints is published on the PA Criminal Justice Advisory Data Dashboards. (https://pacjabdash.net/Dashboards/tabid/2013/Default.aspx)

CPIN

CPIN (Commonwealth Photo Imaging Network) is where all demographic data, scars marks and tattoos, charges and photos are captured for a subject. Accuracy is extremely important. If a name is misspelled a convicted felon could serve his time and come out and buy a gun, as PICS is strictly based on name and date of birth. Demographics must be accurate or investigators will have difficulty finding suspects based on height, weight, sex, and/or race, if they are inaccurate.

Once all data has been entered and photographs taken, all information carries over to Livescan.

JFRS is a facial recognition program running within CPIN. There is a JFRS box in the top right corner of the CPIN Screen. It is green. If it turns red during the booking process, it means there is a possible hit on the facial recognition server housed at JNET. In the case of a possible hit, the only responsibility of the booking officer is to hold the subject for 60 minutes. During this time, JNET will send a notification to the officer who had the photo placed on the server. It is his responsibility to go on line and determine if he wants the subject held. If you do not hear in 60 minutes, continue as usual, whether that means arraignment or release.

Charge Codes

Title 3 = DL: Dog Law

Title 4 = AC: Amusement Codes

Title 18 = CC: Crimes Code

Title 23 = DR: Domestic

Title 30 = FB: Fish & Boat

Title 34 = GM: Game Law

Title 35 = CS: Drug Charges

Title 42 = JC: Judicial Code

Title 47 = LL: Liquor Law

Title 62 = PW: Public Welfare

Title 63 = PA8 Pharmacy Act

Title 72 = TF: Taxation

Title 73 = HI: Home Improvement act

Title 75 = VC: 'Vehicle Code

PFA Violation: DR6114A - CONTEMPT FOR VIOLATION OF ORDER

DUI: VC3802A1

Retail Theft: CC3929A1

Fugitive from Justice: JC9134 - ARREST PRIOR TO REQUISTION

FAILURE TO REGISTER AS SEX OFFENDER – MEGAN'S LAW – SEX OFFENDER REGISTRY – CC4915 A1

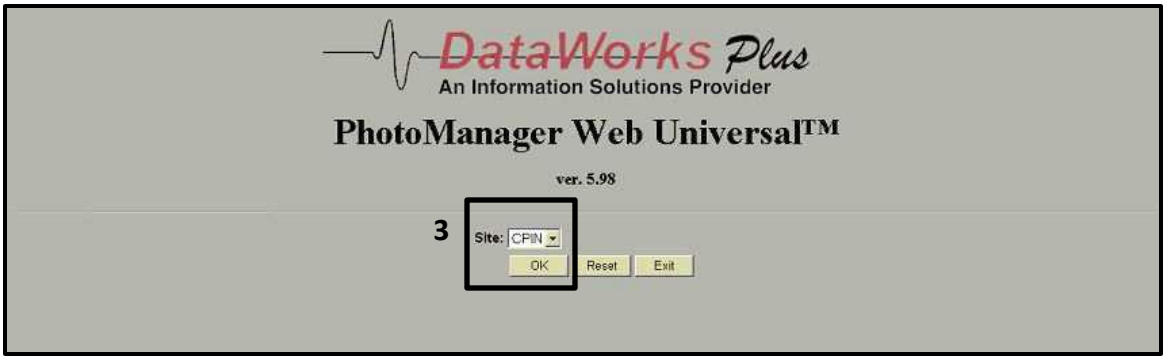
NOTE: Purdens charge codes will not have the letter prefix.

Creating a Data Statistical Report from a CPIN System

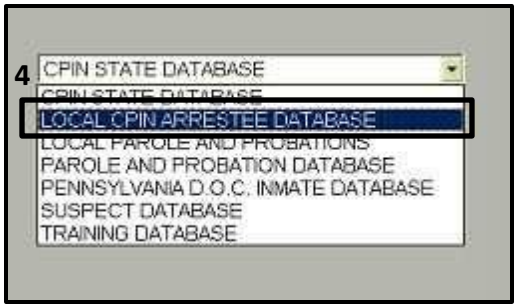
1. Log into the CPIN system using your own credentials.

2. When system login is complete, double-click on the **Image & Data Retrieve** icon.

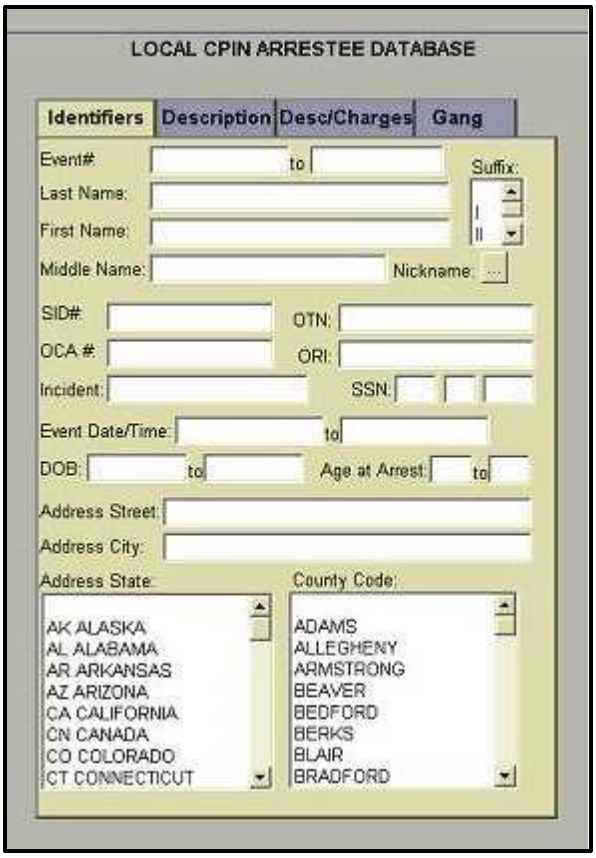
3. Once the application opens, ensure the CPIN option is selected, and select **OK**.



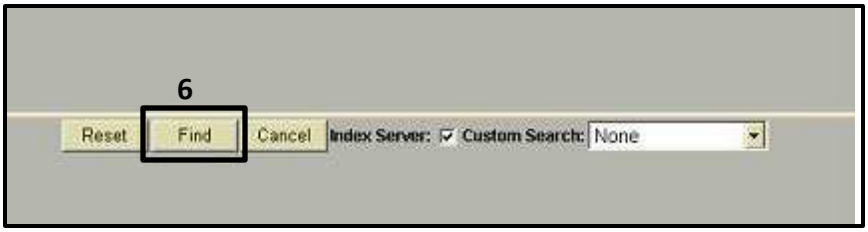
4. From the Database selection on the top-left, highlight **Local CPIS Arrestee Database**.



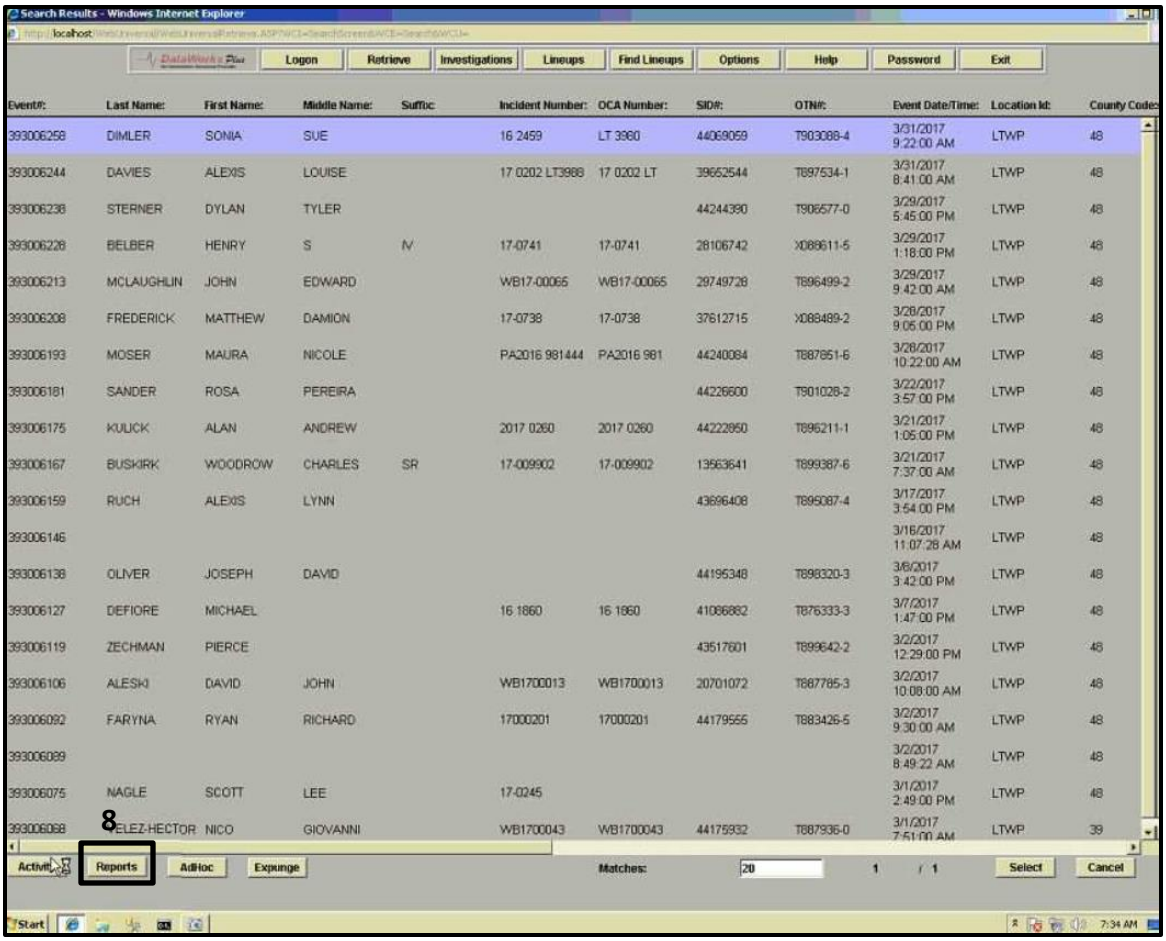
5. The **Local CPIN Arrestee Database** will appear.



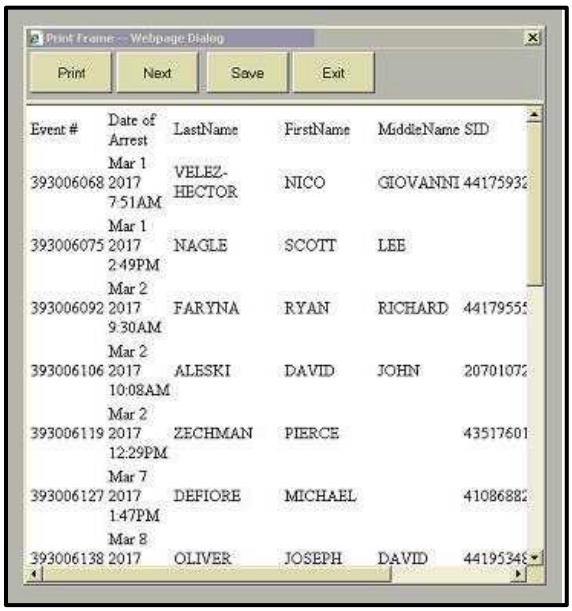
6. Enter a Date/Time (for example, 3/1/2017 to 3/31/2017) and select **FIND** at the bottom.



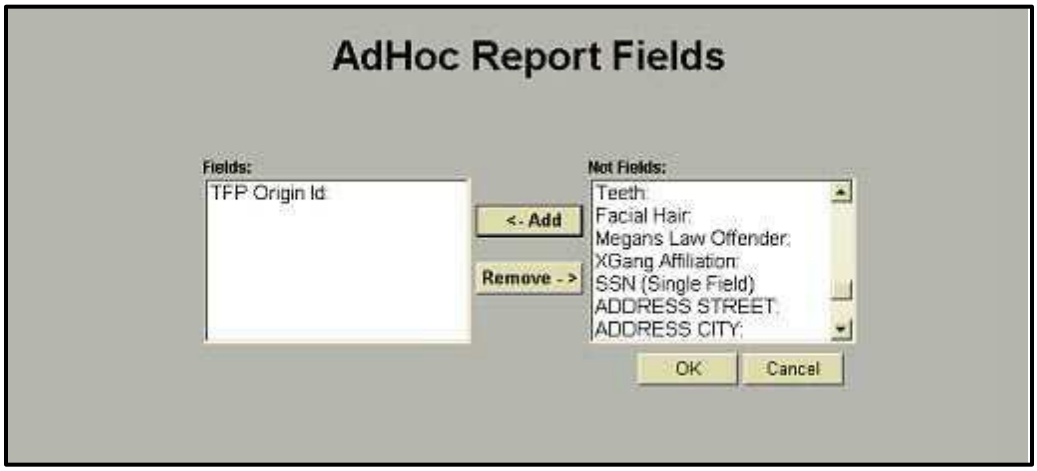
7. The results for the time period will display in a listing.



8. Selecting the **REPORTS** button at the bottom of the screen will prepare a report with all of the results listed and allow report printing.



9. Selecting the **ADHOC** button at the bottom of the screen will allow you to create customized reporting by adding requested fields only.



10. There should be a training manual at each site that covers this application in detail. To create a customized report, some visuals aids are helpful. If using Web/CPIN, the steps are exactly the same.

Livescan

Livescan is where the criminal history for the subject is created and/or updated. Data that was entered through CPIN is carried over to Livescan and should be reviewed and corrected as necessary. Fingerprints and palms are captured in Livescan. Once all data has been verified and all captures are complete, the record is submitted to NATMS.

What Happens Upon Submission

Once the record is received at the State, a series of steps occur. First, the system compares the name and date of birth submitted to determine if the subject has been arrested before in Pennsylvania. If there is a match the submitted fingerprints are compared with those on file. One of three results happen:

1. The prints match and the subjects Criminal History is updated with the most recent arrest added and an OTN# is assigned and a criminal history sent.
2. The prints do not match the existing record. The system then conducts a tech search of all ten fingers and if a match is found, that record is updated with the name now listed for that arrest, thus creating an alias. The master record will show the name on file for that individual. You may also receive an NCIC HIT if the subject was lying to avoid arrest on warrants.
3. There is no record of the name and date of birth and a tech search does not find a match. A new Criminal History will be created, assigning a SID# (which stays with the subject for life) and an OTN#.

While the above is happening, the systems is also checking a WatchList for Probation and Parole that is housed on the JNET server. If there is a hit, you may receive a call asking you to detain the subject and a detainer will be faxed to you.

At the same time, every print submitted, both fingers and palms are compared against the unidentified latent files in AFIS. There is an AFIS filed for both fingers and palms. When a detective submits a latent finger or palm print to AFIS and there is no HIT, that print is registered in the Unidentified Latent files and all submitted fingers and palms are bounced off these files, often resulting in HITS on old cases. This is why taking quality prints is of such importance.

Once the identity of the subject has been confirmed, the AFIS/CCH system notifies the local CPIN that a photo is attached to the prints. The system goes back into the local CPIN capture station and updates the SID & OTN in CPIN and pulls the photo over to the CPIN server at PSP. All criminal photos are stored on the CPIN server, which is housed and maintained at PSP. It is important to note that no photo gets onto CPIN server unless it is attached to a fingerprint submission. This is accomplished by sending the event number with the prints. This event number carries over from the CPIN during the booking process.

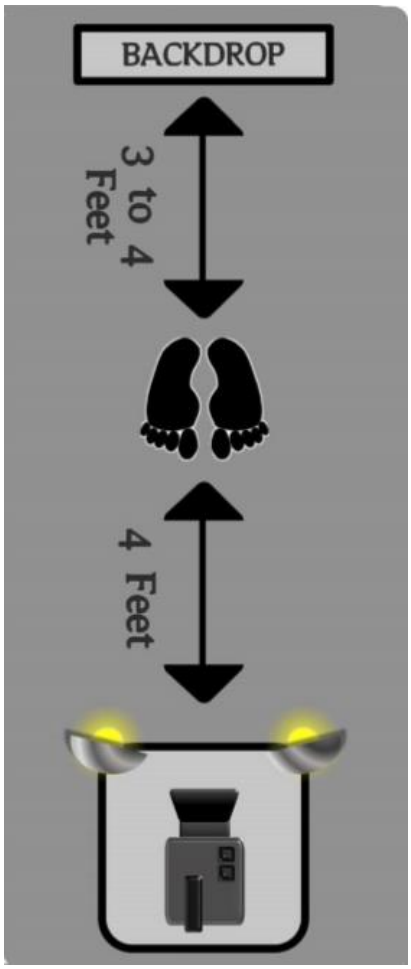
The fingerprint record is forwarded to the FBI IAFIS where it is also searched. You will receive a response from the FBI as well. If the subject has only been arrested in Pennsylvania and is a single state offender, the response will tell you to access the records in your state. You will already have this as the response of Pennsylvania will already be back. If the subject is a multi-state offender, you will receive a complete Federal RAP sheet back.

NOTE: Process everyone prior to release. Jack the Ripper will not come back to get printed and may very well kill a cop or a civilian to avoid capture, knowing he is wanted. It has happened already.

Guidelines for Taking Correct Facial Images

Setting Up

This diagram outlines the correct setup for taking correct images.



First Image

1. First photo should be without glasses and be a front face image only.

2. Make sure all lights are on and working properly. Avoid other light sources such as through blinds.

3. The background should be clean and unobstructed by furniture or other objects.

4. The subject's head should face forward with eyes open for the front face image.

5. To avoid shadows, the subject should not be too close to the backdrop.

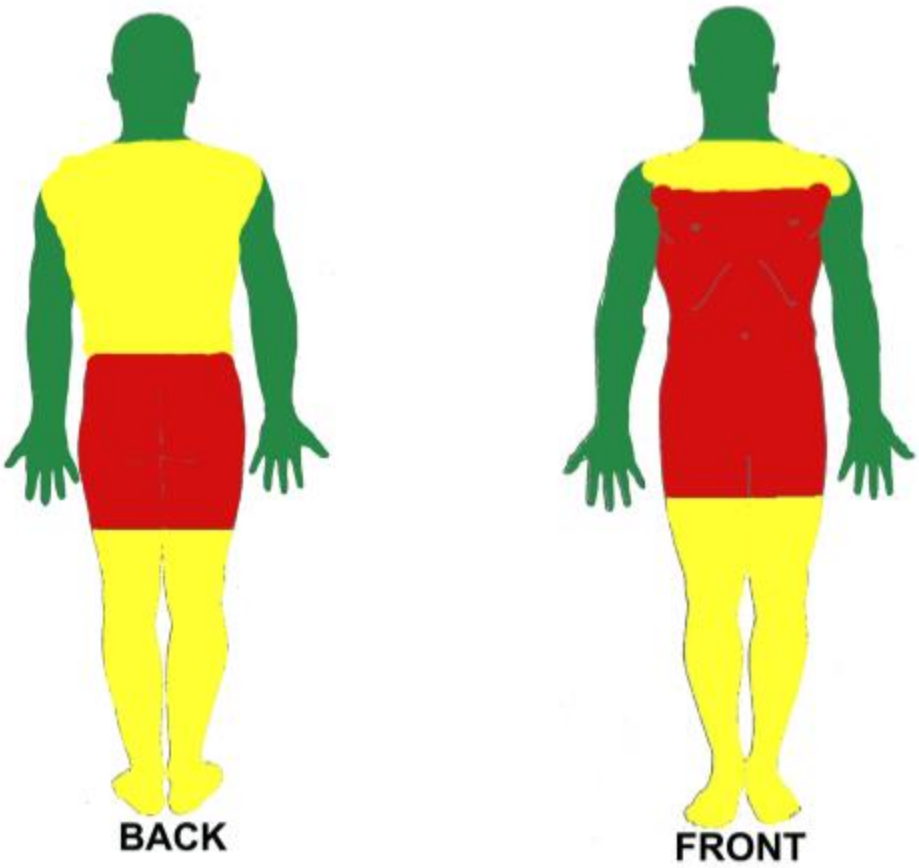
6. Turn the subject's entire body to the side for side images.

Guidelines for Taking Images of Scars, Marks, and Tattoos

The recording of accurate information in the SMT (Scar Mark Tattoo) Field could help solve a crime or murder in the future. However, CPIN is a photographic record and only scars, marks, or tattoos that are in appropriate areas that can be photographed should be entered and images taken. The following pictures demonstrate the areas acceptable to photograph.

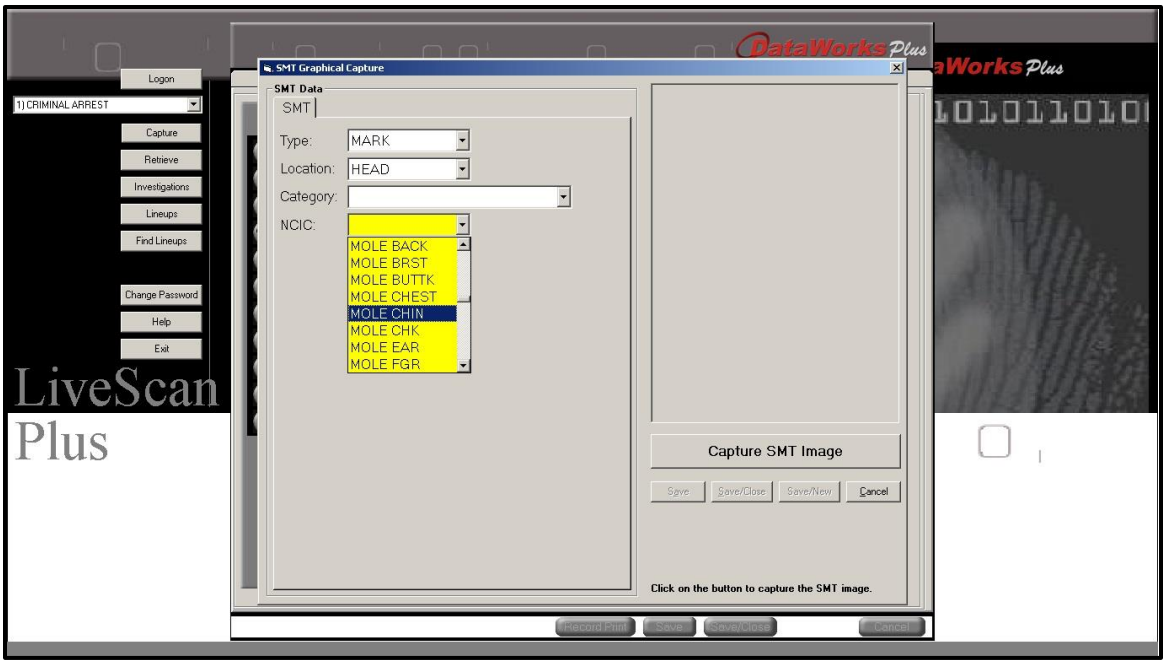
Green Area	The head, face, neck, arms, and hands are acceptable areas.
Yellow Area	The legs and back are acceptable when they are exposed without removing normal indoor clothing.
Red Area	The breasts, buttocks, and genital areas are never to be photographed.

Note: SMTs that are not photographed should not be entered in CPIN but should be entered in Livescan when hand and fingerprints are taken.



SMT Birthmark Workaround

Since the PSP systems are not updated to include the new NCIC 2000 codes, to enter a birthmark you would choose **Mark** for the **Type**, then select the general location. Then under NCIC you would choose the closest **Mole** location. Then **Capture SMT Image** and take the photo.



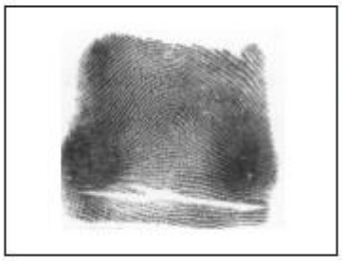
Capturing Legible Fingerprints

Proper Capture of Image within Fingerprint Block

INCORRECT

Image printed too low in block.

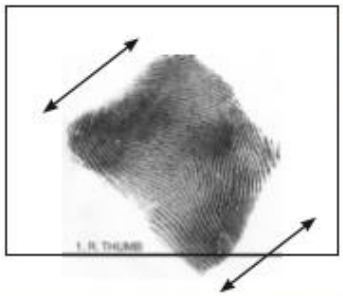
Image protrudes into neighboring fingerprint block.



CORRECT

Entire image printed in the center of the block.

Proper Orientation of Rolled Fingerprint Impressions



INCORRECT

Image captured at an angle.

CORRECT

Capture image in a vertical upright position.

Proper Capture of Plain Fingerprint Impressions

INCORRECT

Image captured at an inappropriate angle.

CORRECT

Image captured at an appropriate angle.

White Lines/Cracks/Worn Ridges within Fingerprint Pattern Area

INCORRECT

Indicates dry, rough skin.
Fingerprint ridge detail not visible.

CORRECT

Worn ridge detail may be improved with the following:

1) Ridge Builder
2) Corn Huskers Lotion
3) Lotion containing Aloe Vera
4) Massage finger to force blood to fingertips

Roll Fingerprints Nail to Nail

Loop

INCORRECT

1) Delta needs to be present in a Loop pattern.

Whorl

INCORRECT

2) Deltas need to be present in a Whorl pattern.

Loop

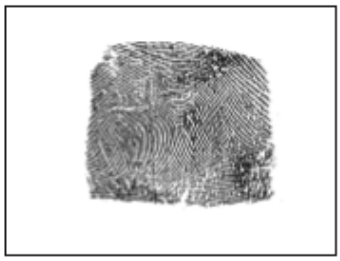
Whorl

CORRECT

1) Roll finger in a smooth continuous motion from nail to nail.
2) Roll thumbs towards subject. Roll fingers away from the subject.
3) Ensure entire first joint of the finger is in constant contact with the card.

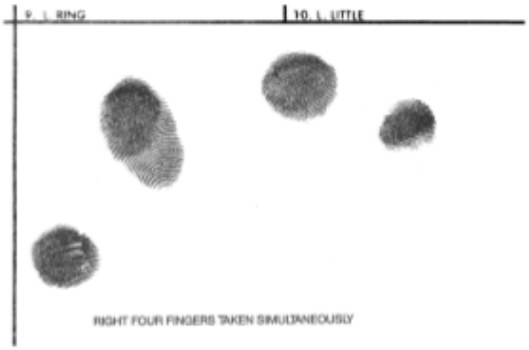
Complete Pattern Area Not Present in Rolled Impressions

INCORRECT



CORRECT

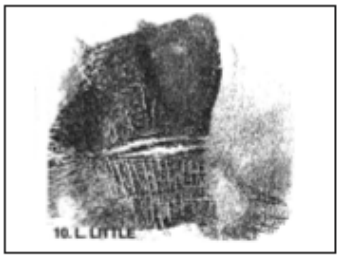
Complete Pattern Area Not Present in Plain Impressions



INCORRECT

CORRECT

Non Discernable Images/Smudges



1) Do not apply excessive ink to the fingertip.
2) Do not apply excessive pressure to the fingertip.
3) During capture, turn subject's wrist and simply guide the finger being printed.

Multiple Images

Do not record multiple fingerprint images in a single fingerprint block.

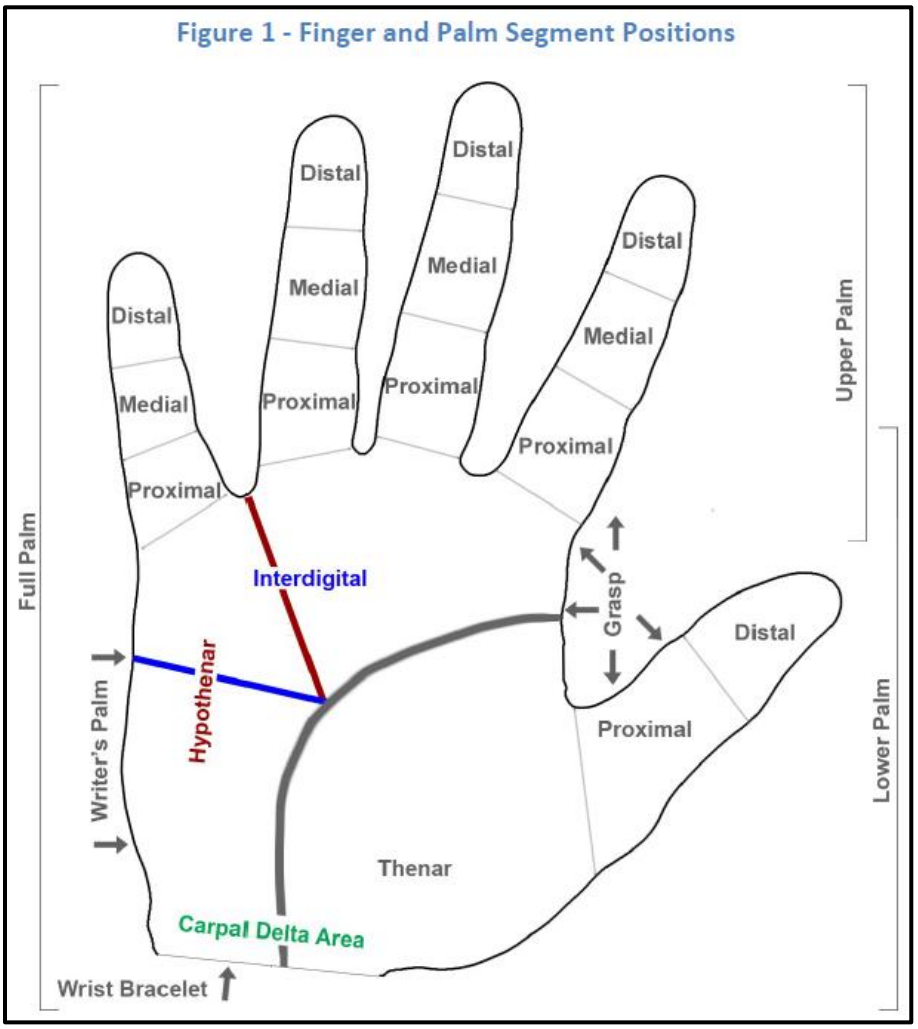
Guide for Palm Print Capture

The FBI's Next Generation Identification (NGI) has deployed a new National Palm Print System (NPPS). The NPPS will facilitate the storage and search of both known and unknown palm prints and will also enable users to compare latent palm prints left at crime scenes against this centralized national repository.

Parts of the Palm

The entire area of the full palm (See Figure 1) is defined as that area extending from the top of the wrist bracelet to the tips of the fingers and can be represented as one or two scanned images. If two images are used to represent the full palm, the lower image shall extend from the top of the wrist bracelet to the top of the interdigital area (proximal finger joint) and shall include the thenar and hypothenar areas of the palm. The upper image shall extend from the bottom of the interdigital area to the upper tips of the fingers. This provides an adequate amount of overlap between the two images to facilitate subject verification. By matching the ridge structure and details contained in the common interdigital area, an examiner can confidently state that both images came from the same palm. The inclusion of the finger impressions, particularly the distal segments, allows the palm print to be verified against a tenprint record for confirmation of identity.

Figure 1 - Finger and Palm Segment Positions



Palm Print Submission

The Electronic Biometric Transmission Specification (EBTS) Type-15 record shall contain and be used to exchange palm print image data. The image data shall be acquired directly from a subject using a live-scan device, a palm print card, or other media that contains the subject's palm prints.

Any method used to acquire the palm print images shall be capable of capturing a set of images for each hand. This set may include the writer's palm as a single scanned image, and the entire area of the full palm extending from the top of the wrist bracelet to the tips of the fingers as one or two scanned images.

The scanning resolution is not specified for Type-15 Records, but it is strongly recommended that the class resolution be 39.37 ppmm (1000 ppi). However, in all cases the scanning resolution used to capture the palm print image shall be either as great as the minimum scanning resolution of 19.69 ppmm (500 ppi), or 39.37 ppmm (1000 ppi).

Palm Print Image Sets

Tenprint Identification submissions may include palm print images. When submitting to the FBI, best practices for this collection of prints are defined as the equivalent of one FBI Standard Fingerprint Card FD-249 or FD-258 and two FBI Standard Palm Print Cards FD-884 per subject. While the FBI CJIS Division no longer routinely accepts hard-copy biometric submissions, the standard card equivalents are noted here for users that continue to use the FBI standard cards to support capture/scanning within their individual programs. It is important to note that the friction ridge collected on FBI cards/any card has to be rotated during scanning to a North/South position. Example: If the writer's palm is collected sideways on the card and it is scanned "as is," NGI will receive a sideways writer's edge. Please ensure to rotate friction ridge (as applicable) to a North/South position during the scanning process before forwarding to the NGI NPPS.

Palm Print Capture and Submission Best Practices

"Best Practice" for submitting palm prints in the Type-15 record will include either:

- Left and right full palm prints with the corresponding left and right writer's palms, for a total of four Type-15 Records (See 4 Image Type-15 Submission Guide),

  or

- An upper and lower palm from each hand with the corresponding left and right writer's palms, for a total of six Type-15 Records (See 6 Image Type-15 Submission Guide).

In capturing palm prints, accuracy is affected by incorrect image orientation. Live capture palm images should be captured as closely as possible to an upright, vertical position (See 4 Image Type-15 Submission Guide and 6 Image Type-15 Submission Guide).

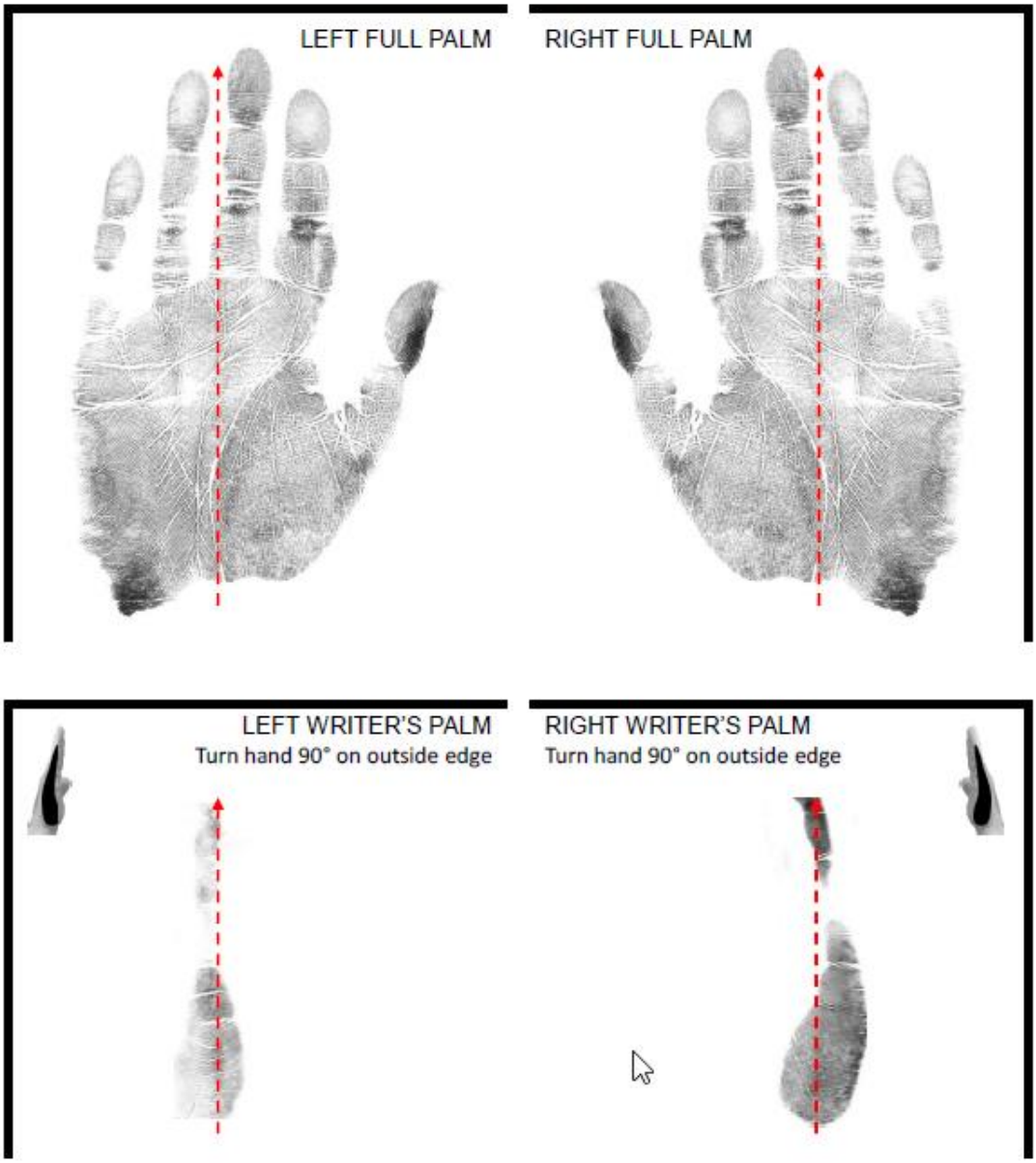
In addition, when submitting palm prints, the submission can also include rolled thenar and hypothenar from each hand, each requiring a separate Type-15 Record. The expectation with the receipt of known-subject palm prints is that the submitting agency has verified the palm print against the subject's corresponding fingerprints. In addition, the NGI system will also perform an automated validation of the submitted palm print's distal images against the composite tenprint. If the palm print orientation is not correct, the NGI

system will not be able to perform this validation and the palm print images will be rejected. Plain impressions and / or identification flat impressions should never be submitted as upper palm images.

The practice of "stitching" together images that were not captured simultaneously is prohibited. Individual images with the proper position code should be transmitted by the contributor. For example, if the upper and lower palms are captured separately, they should be submitted as individual images using position codes 25 and 26 for the right hand or position codes 27 and 28 for the left hand. Under no circumstances should upper and lower palm images be stitched together and submitted as full palm impressions (position code 21 or 23), as the geometric relationship between minutiae is altered within the stitched image, which affects matching accuracy.

4 IMAGE TYPE-15 SUBMISSION GUIDE

Palm Print images should be captured as closely as possible to an upright, vertical position.

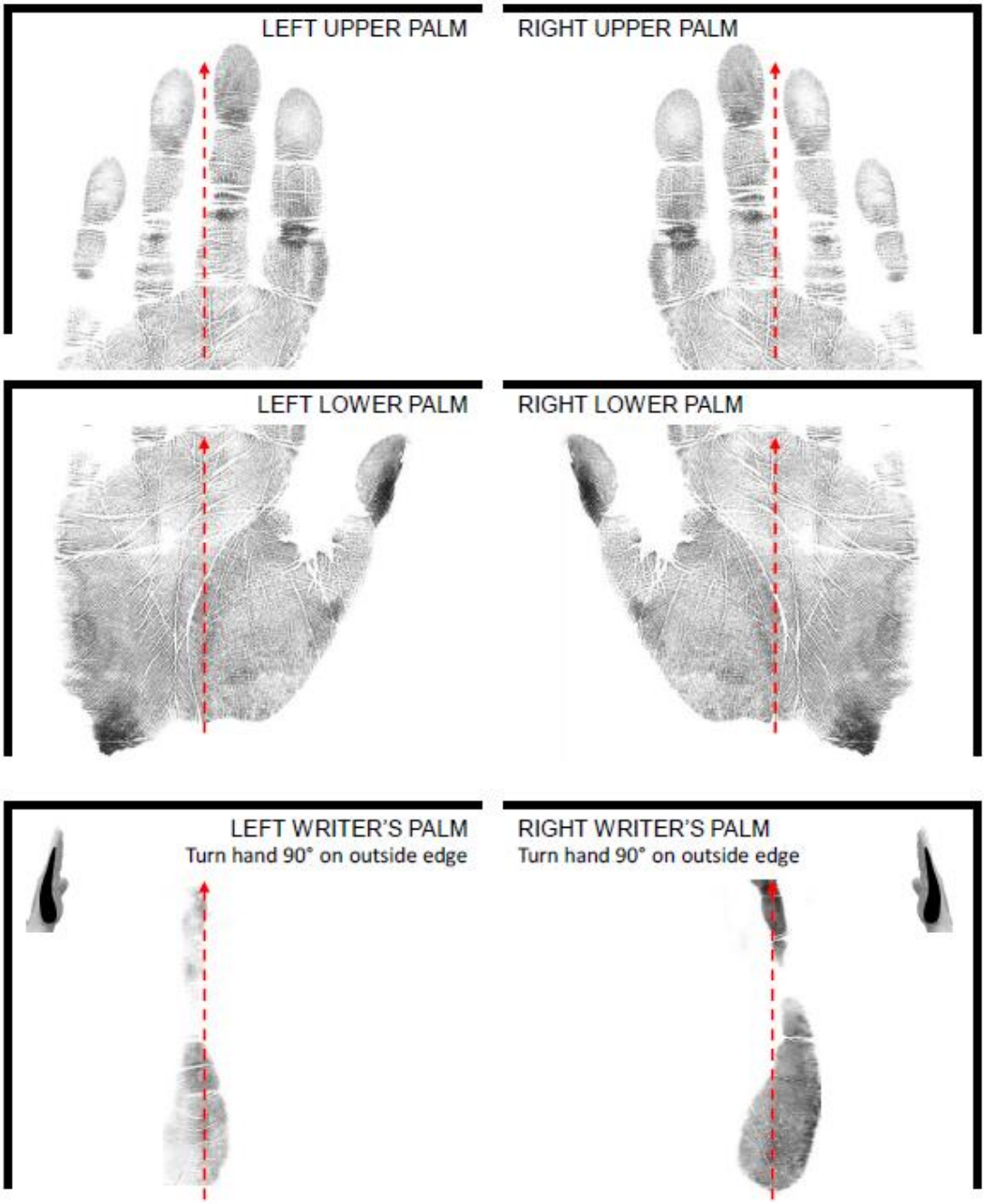


NGI NATIONAL PALM PRINT SYSTEM (NPPS)

Provided by the FBI Criminal Justice Information Services (CJIS) Division, 1000 Custer Hollow Rd., Clarksburg, WV 26306

6 IMAGE TYPE-15 SUBMISSION GUIDE

Palm Print images should be captured as closely as possible to an upright, vertical position.



NGI NATIONAL PALM PRINT SYSTEM (NPPS)

Provided by the FBI Criminal Justice Information Services (CJIS) Division, 1000 Custer Hollow Rd., Clarksburg, WV 26306

Using the DataWorks Plus All-In-One Livescan System

Process Overview

In order for the PSP to properly develop a SID for a criminal record, a number of steps must be followed:

1. Obtaining the criminal charges for the subject.
2. Accessing the Livescan device and logging into the application.
3. Choosing the proper record type from the Livescan's application record choices.
4. Completing the demographic portion of the criminal record.
5. Completing the photo portion of the criminal record.
6. Capturing the subject's finger and slap prints (also known as tenprints).
7. Capturing the subject's palm prints.
8. Submitting the completed record and ensuring its transmittal to PSP.
9. Receiving a Record of Arrest and Prosecution (RAP) sheet with an official SID

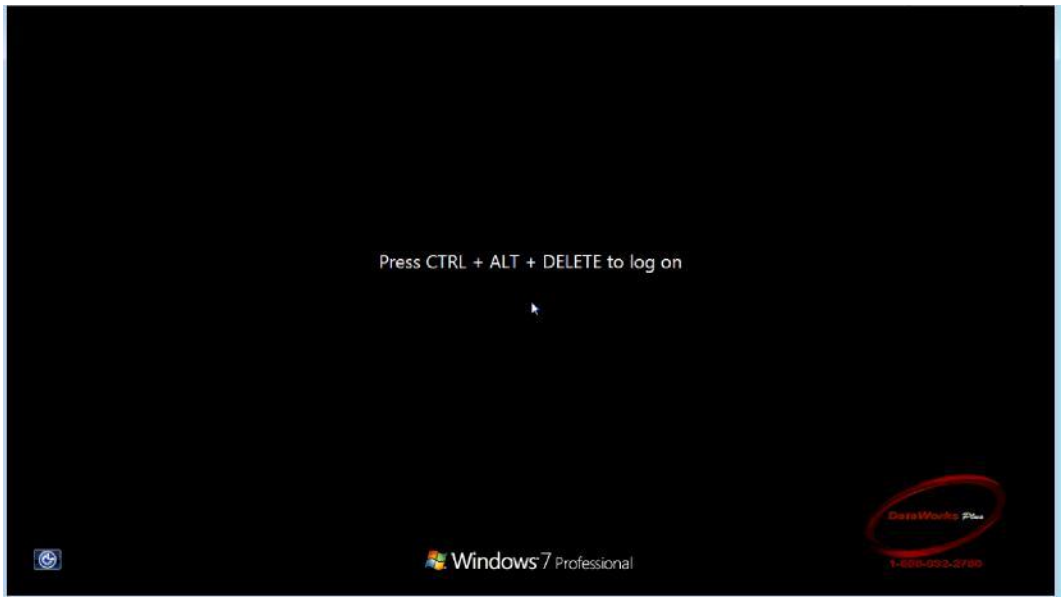
Each of these steps are covered in more detail below.

DataWorks AIO Livescan System Login

Before accessing the DataWorks AIO Livescan system, please ensure that you have obtained the relevant subject's charge statutes (codes), ORI, and OTN (if already assigned by an MDJ) needed for the criminal.

When accessing the system, if the monitor is blank, move the keyboard-imbedded mouse to "wake up" the monitor. Continue logging in using the following steps:

1. Select Control-Alt-Delete on the keyboard to login.



2. Enter your **username** and **password**.

3. Select the **LOGIN** button.

   NOTE: The username will include CWOPA\username where username is the unique user identification of the system user. If it is your first-time logging into the system, it may take a few extra seconds to fully login.

Launching the Livescan Application

After a successful login to the Livescan system, you can now launch the Livescan application. Follow these steps to launch the Livescan application:

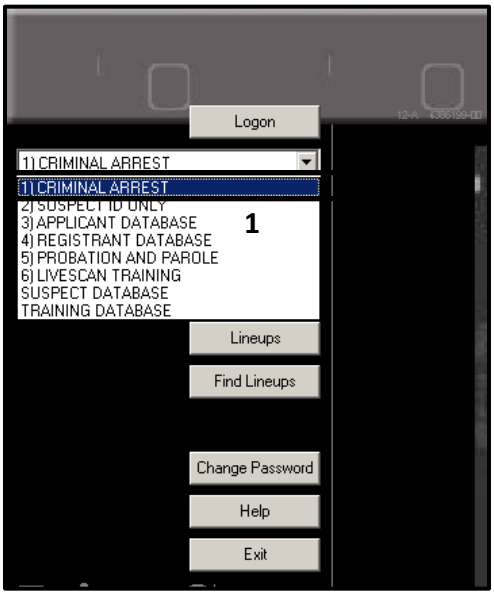
1. Double-click the **FINGER PRINT CAPTURE** icon.

2. The Livescan Plus application screen displays. This serves as the main menu of the DataWorks AIO Livescan System.

Creating a New Criminal Record

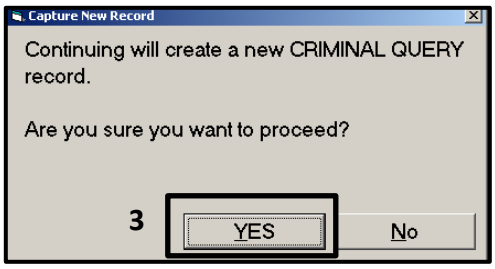
Once you have successfully launched the application, you can begin a new criminal record. Follow these steps to create the new criminal record:

1. Select the "**1) CRIMINAL ARREST**" option from the drop-down list located on the left side of the application.



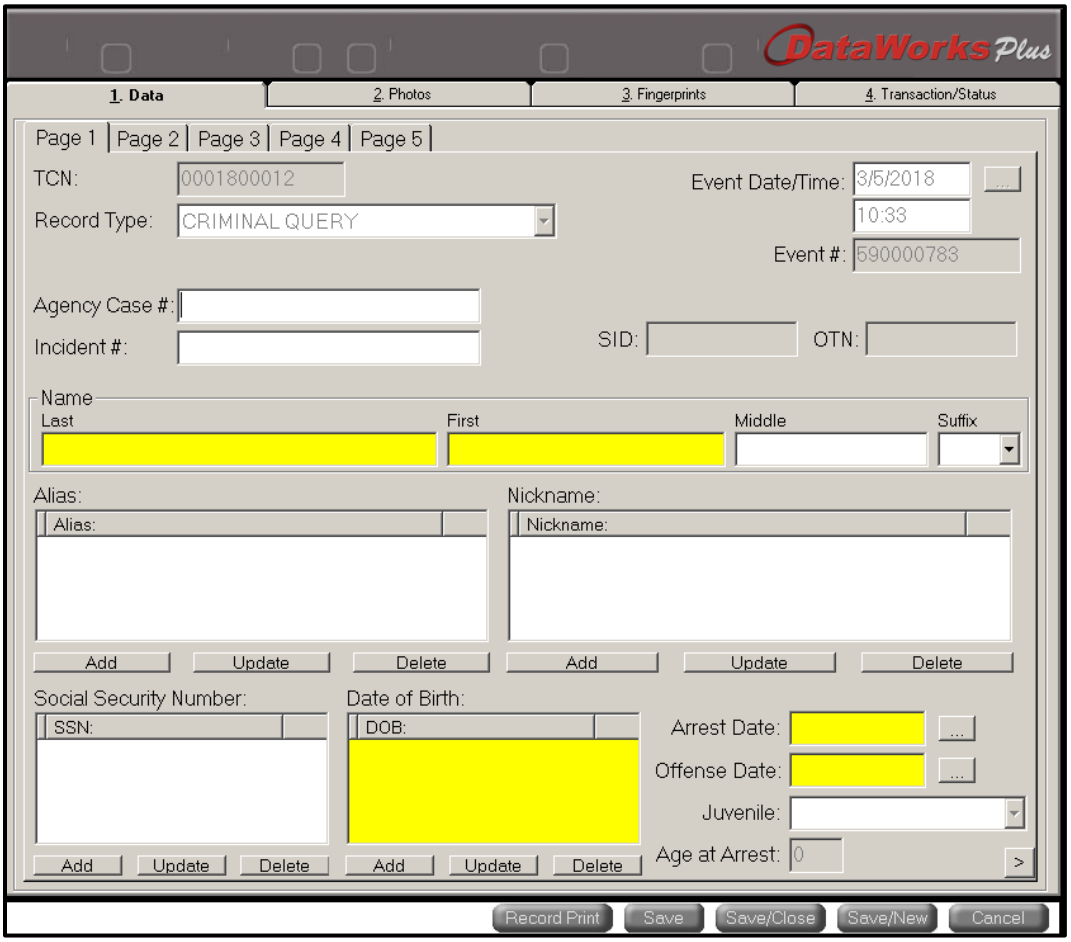
2. Select the **CAPTURE** button. *The "**Are you sure you want to proceed?**" dialog box displays.*

3. Select **YES**. *The application will launch the record screen for demographic entry*.



Completing Criminal Record Demographics

The next step in creating a new criminal record is to enter the subject's demographics. All demographics for the subject are recorded on the 1. Data screen. The 1. Data screen is further divided into five tabbed pages as shown in the image below.

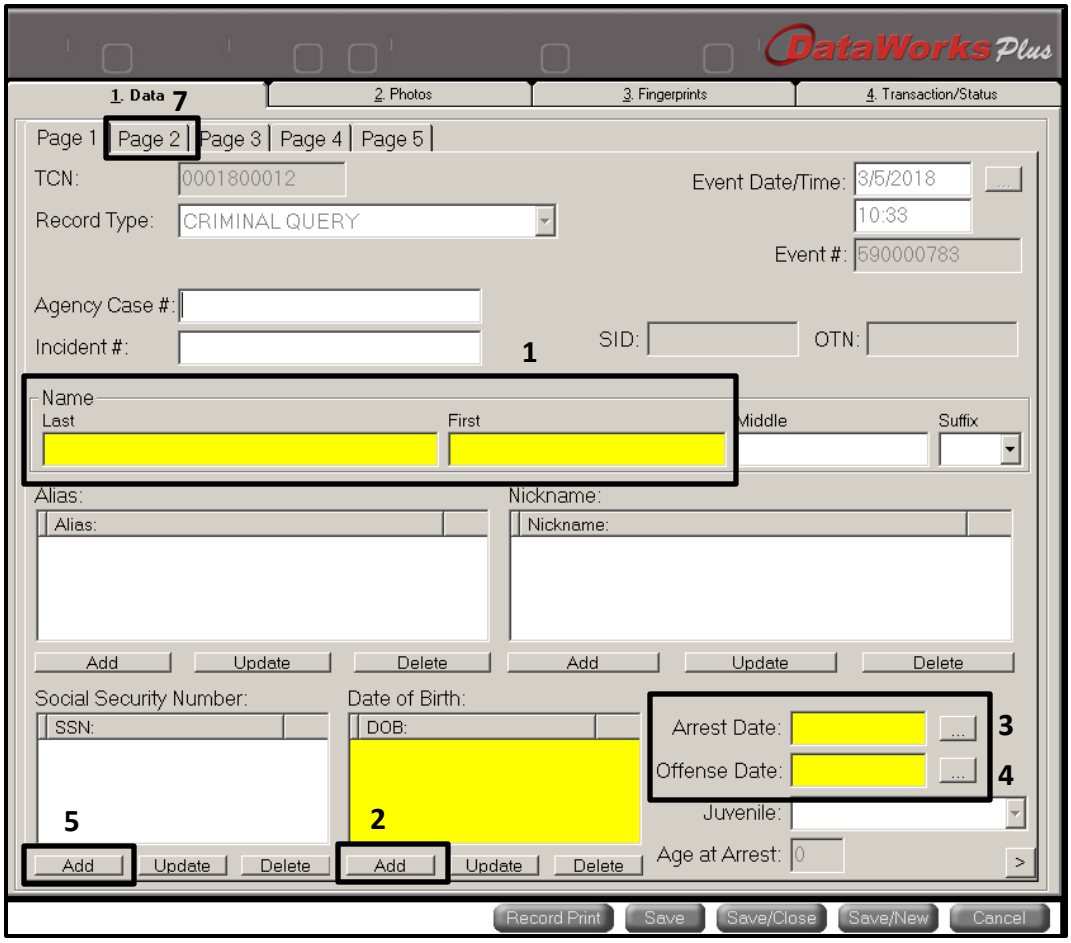


Criminal Record Demographics - Page 1

As a rule, all demographics that are shaded Yellow are mandatory. In the example below, Last Name, First Name, Date of Birth, Arrest Date, and Offense Date are all mandatory fields.

All dates on the system are in a specific format: CCYYMMDD. So, March 12, 2017 would be entered as "20170312." In addition, the Date of Arrest (DOA) and Date of Offense (DOO) can be the same date, but a DOA cannot come before the record's DOO.

Follow these steps to complete Page 1:



1. Enter the subject's **Last** and **First Name**.

   NOTE: The system allows the user of a **Hyphen** in the **Last Name** field to allow for hyphenated last names.

2. Select **ADD** to enter the subject's **Date of Birth**.

3. Enter the subject's **Arrest Date** or select the **CALENDAR** button to select the date from a calendar.

4. Enter the subject's **Offense Date** or select the **CALENDAR** button to select the date from a calendar.

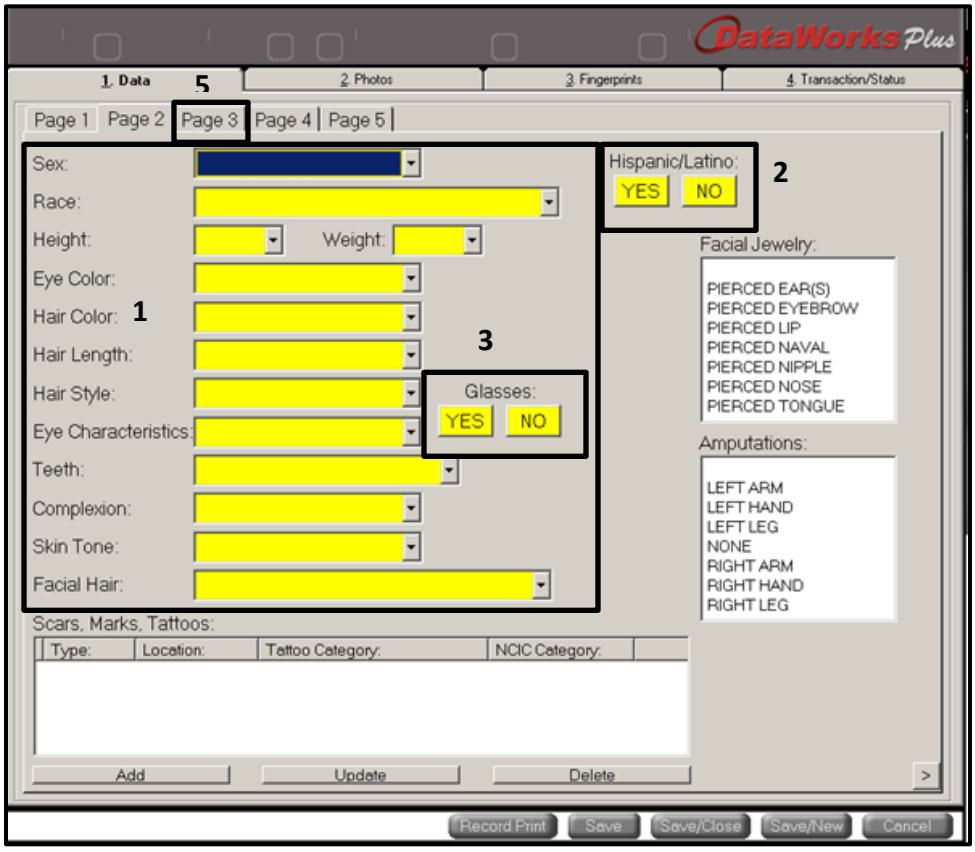
5. If you have the subject's **Social Security Number**, select **ADD** to enter their number.
6. Enter any other non-required information for the subject.
7. Select **PAGE 2** to move to **Criminal Record Demographics – Page 2**. *Page 2 displays.*

Criminal Record Demographics - Page 2

Page 2 consists mainly of physical characteristics of the subject. Most of the demographics on this page have a pick list (Sex, Race, Height, Weight, Eye Color, Hair Color, Hair Length, Hair Style, Eye Characteristics, Teeth, Complexion, Skin Tone, and Facial Hair), available by clicking on the box to the right of each field. The Glasses and Hispanic/Latino demographics need to simply be selected from "Yes" or "No" options.

Click to go to Guidelines for Taking Images of Scars, Marks, and Tattoos.

Follow these to complete Page 2:

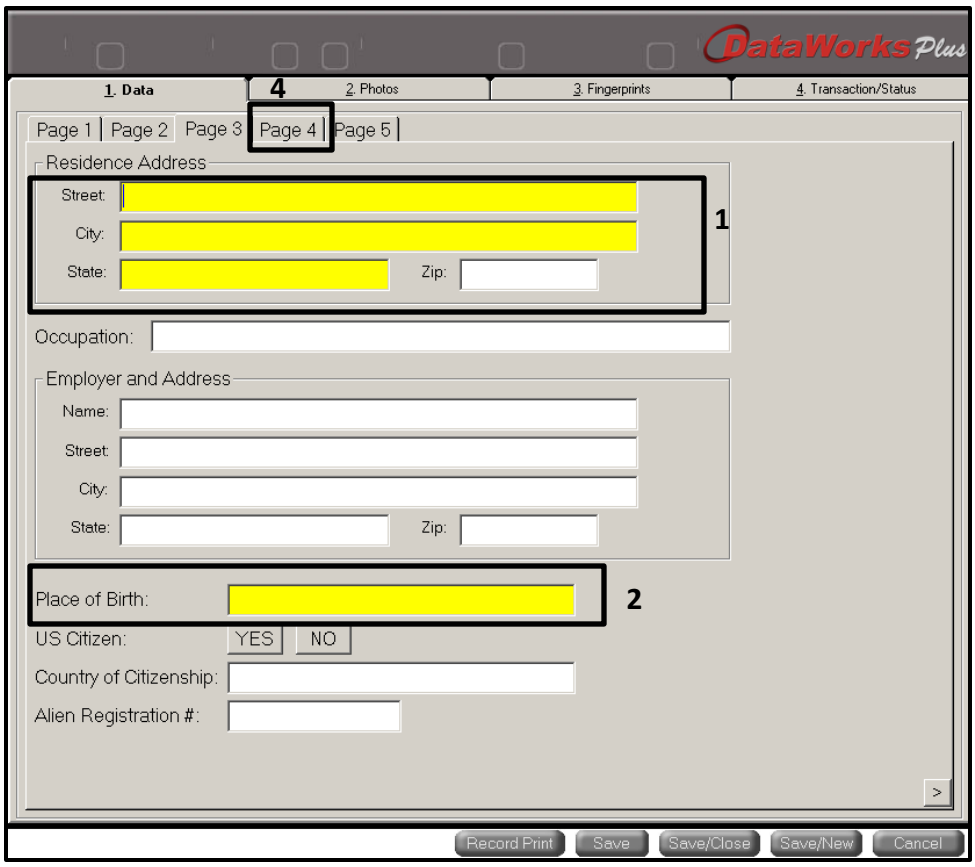


1. User the drop-downs to complete the pick lists for **Sex**, **Race**, **Height**, **Weight**, **Eye Color**, **Hair Color**, **Hair Length**, **Hair Style**, **Eye Characteristics**, **Teeth**, **Complexion**, **Skin Tone**, and **Facial Hair**.
2. Select **YES** or **NO** for **Hispanic/Latino**.
3. Select **YES** or **NO** for **Glasses**.
4. Enter any other non-required information for the subject.
5. Select **PAGE 3** to move to **Criminal Record Demographics – Page 3**. *Page 3 displays.*

Criminal Record Demographics - Page 3

This Page involves address information, both for the subject's residence and for their most-recent employer (if available), and FBI's IAFIS data requirement (the "Place of Birth" field). The "Place of Birth" field indicates the state within the United States, the province of Canada, the state in Mexico, or the country that the subject was born in.

Follow these steps to complete Page 3:



1. Enter the subject's **Residence Address**.
2. Enter the subject's **Place of Birth**.
3. Enter any other non-required information for the subject.
4. Select **PAGE 4** to move to **Criminal Record Demographics – Page 4**. *Page 4 displays.*

Criminal Record Demographics - Page 4

When completing Page 4, be sure to have the subject's charge(s) available. Select each of the proper choices for Firearms Enhancement and Police Prosecution, and enter the record's Magistrate District Number without the dashes. The "Charge Category" is a single-click selection based on the charges within the record.

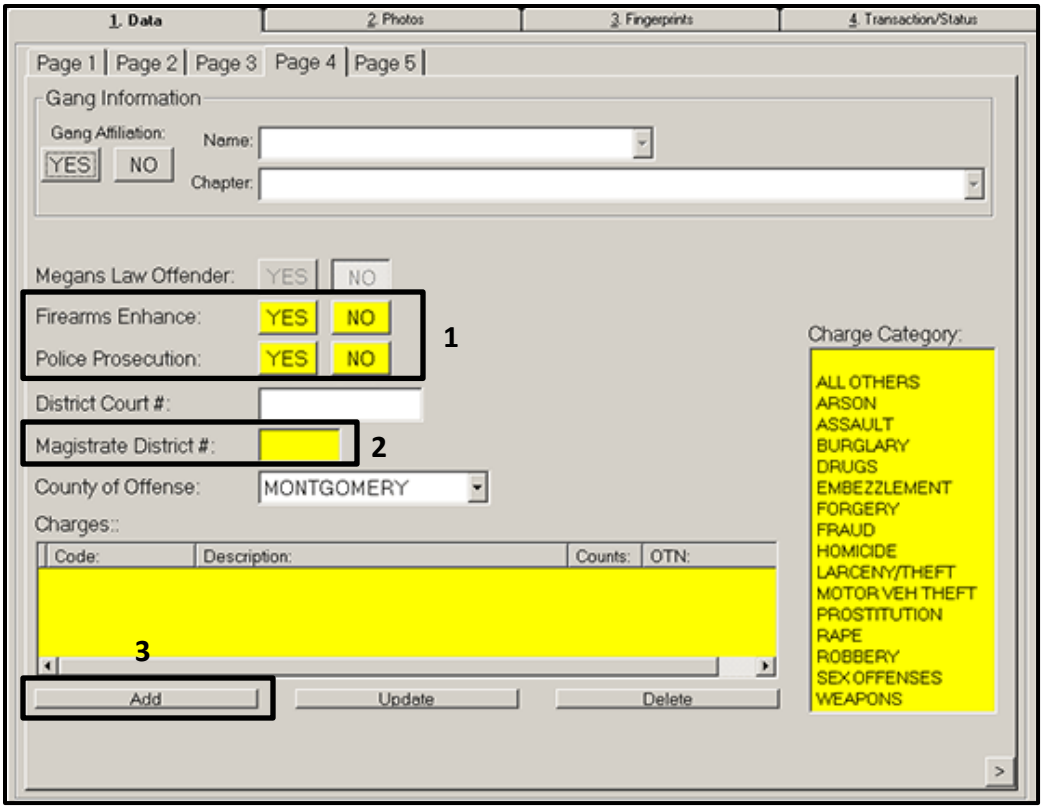
Each charge entered requires a Charge Count and Charge Code/Statute. The record's OTN will only be entered in the VERY FIRST CHARGE (subsequent charges leave OTN blank). Charge Codes/Statutes can be selected from the pick list. Each charge is in a pre-assigned format with spaces and "§" removed, so "Title 35 § 780-113 §§ A31" would be shown as "35780-113A31".

Domestic Violence Crimes January 2020 Update:

Due to the dangerous nature of domestic violence crimes, important modifications have been made to the booking and fingerprinting data collection process. Updates taking effect in January of 2020 expand the automated fingerprint protocol, adding fields to capture the **Relationship To Victim** or RTV for all crimes of Domestic Violence. Collecting this data helps prevent firearm purchases by prohibited persons.

If booking a domestic violence crime, the count for each DV charge will automatically be set to 1. During entry of the charges, you will be required to provide the **Relationship to Victim (RTV)** information for each individual Domestic Violence charge related to the incident.

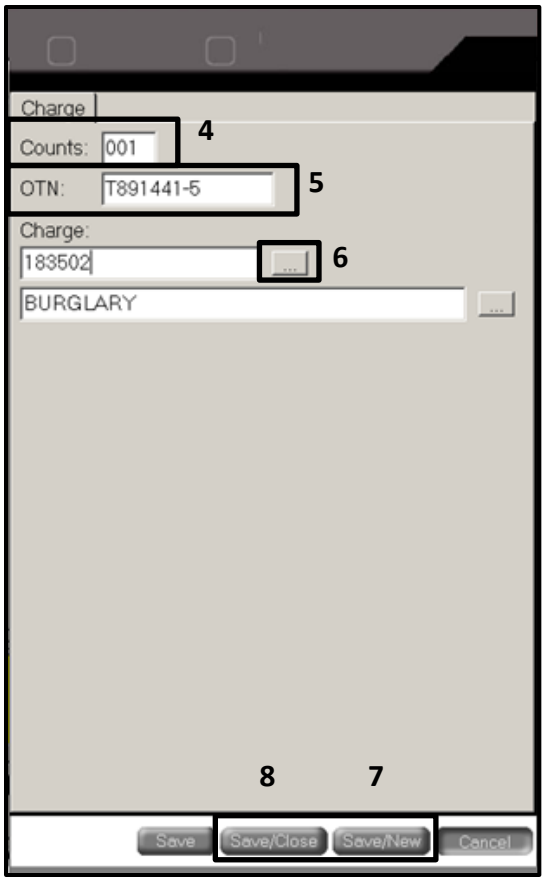
Follow these steps to complete Page 4:



1. Select **YES** or **NO** for **Firearms Enhance** and **Police Prosecution**.
2. Enter the **Magistrate District #**.
3. Select **ADD** to enter **Charges**. *The Charge Entry screen displays.*

   NOTE: *Follow the appropriate steps 4-9 for either charges **NOT** flagged as domestic violence, or charges flagged as domestic violence.*

***For charges <u>NOT</u> flagged as Domestic Violence*:**



4. Enter the **Counts**.

5. If this is the first charge, enter the **OTN**.

   NOTE: *The OTN should only be listed in the very first listed charge (or else PSP will reject the record under a "Duplicate OTN" classification).*

6. Select the **CHARGE** button to select a charge

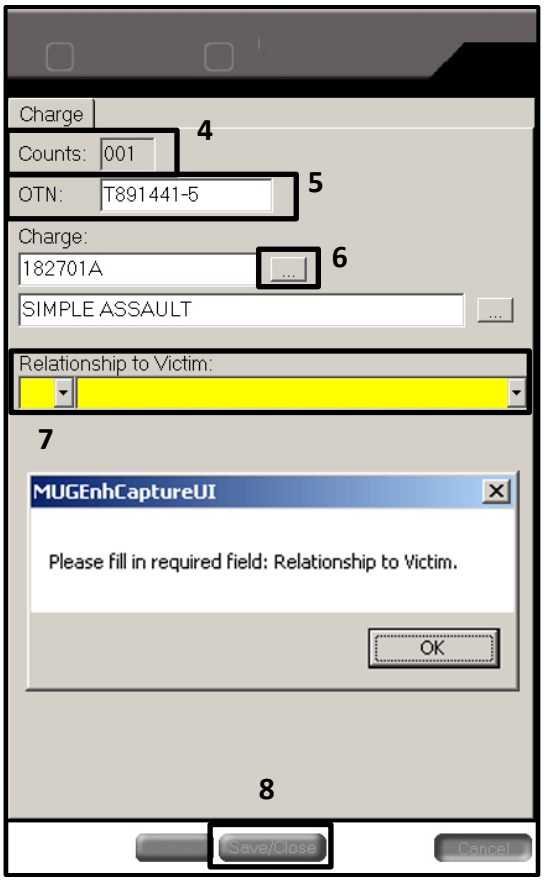
   NOTE: *If you try to continue without selecting the RTV when required, a warning will appear instructing you to fill in the RTV fields.*

7. If you have more charges to enter, select **SAVE/NEW** and repeat **Steps 6 - 8**.

8. If you have completed entering the charges, select **SAVE/CLOSE**.

9. Select **PAGE 5** to move to **Criminal Record Demographics – Page 5**. *Page 5 displays.*

***For charges flagged as Domestic Violence*:**



4. The **Counts** field will be automatically set to 1.

5. If this is the first charge, enter the **OTN**.

   NOTE: *The OTN should only be listed in the very first listed charge (or else PSP will reject the record under a "Duplicate OTN" classification).*

6. Select the **CHARGE** button to select a charge

7. Enter the required **Relationship to Victim** (RTV) information.

   NOTE: *If you try to continue without selecting the RTV when required, a warning will appear instructing you to fill in the RTV fields.*

8. If you have completed entering the charges, select Save/Close.

9. Select **PAGE 5** to move to **Criminal Record Demographics – Page 5**. Page 5 displays.

See the Appendix for a list of Relationship to Victim (RTV) Codes and Definitions and the List of Charges with the Domestic Violence Flag.

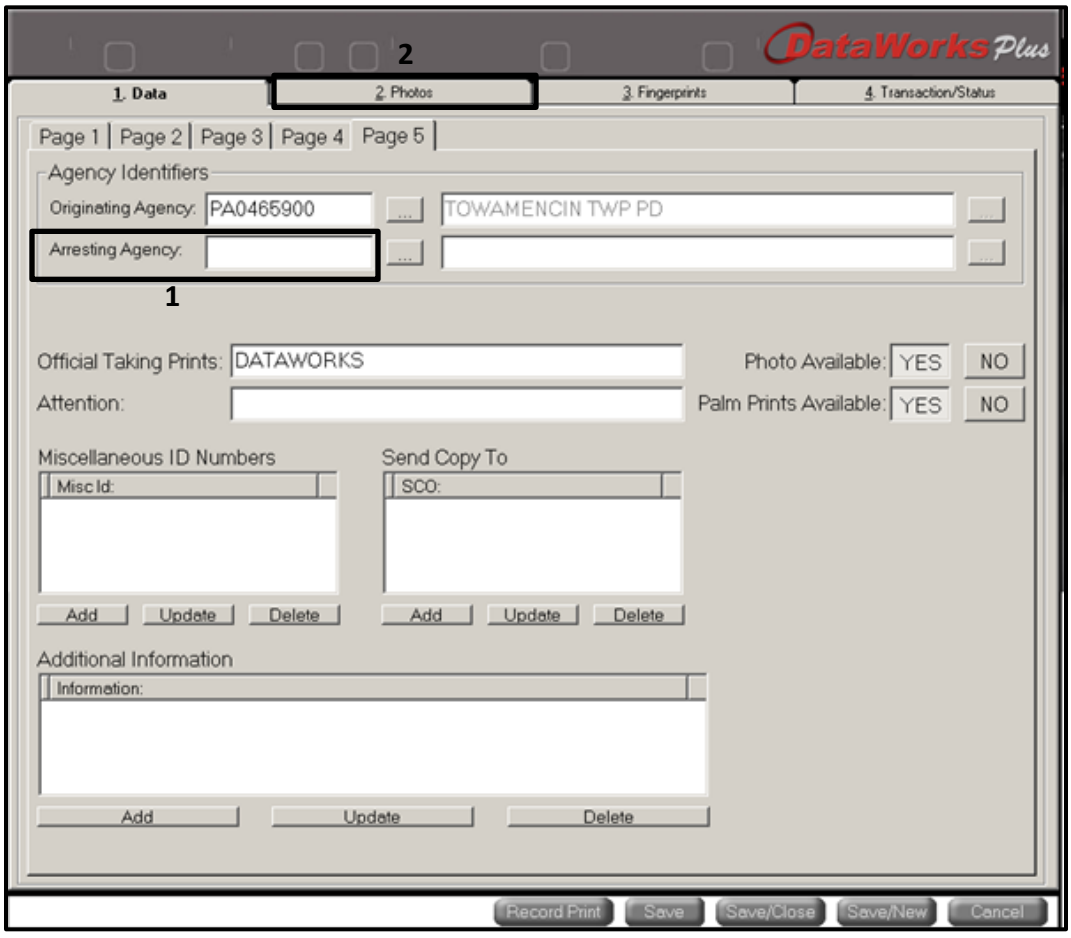
Criminal Record Demographics - Page 5

The **only** required field on Page 5 is the Arresting Agency. For corrections facilities (any agency that has an ORI that ends with a 'C'): The Originating Agency ORI will default to the ORI of the Livescan station. This should **not** be changed. They should enter the Arresting Agency's ORI into the Arresting Agency ORI field.

For all other sites (sites that have an ORI that does NOT end in 'C'):

> The Originating Agency ORI is the only ORI that needs to be filled in.
>
> It will still default to the ORI of the Livescan station. However, if they are processing someone for another agency, they should **CHANGE** the Originating Agency ORI to that agency's ORI.
>
> Arresting Agency ORI can/should be left blank.

Follow these steps to complete Page 5:



1. Enter the **Arresting Agency**.
2. Select **2. PHOTOS** to move to **Photos** screen and take the necessary mugshots. *2. Photos screen displays.*

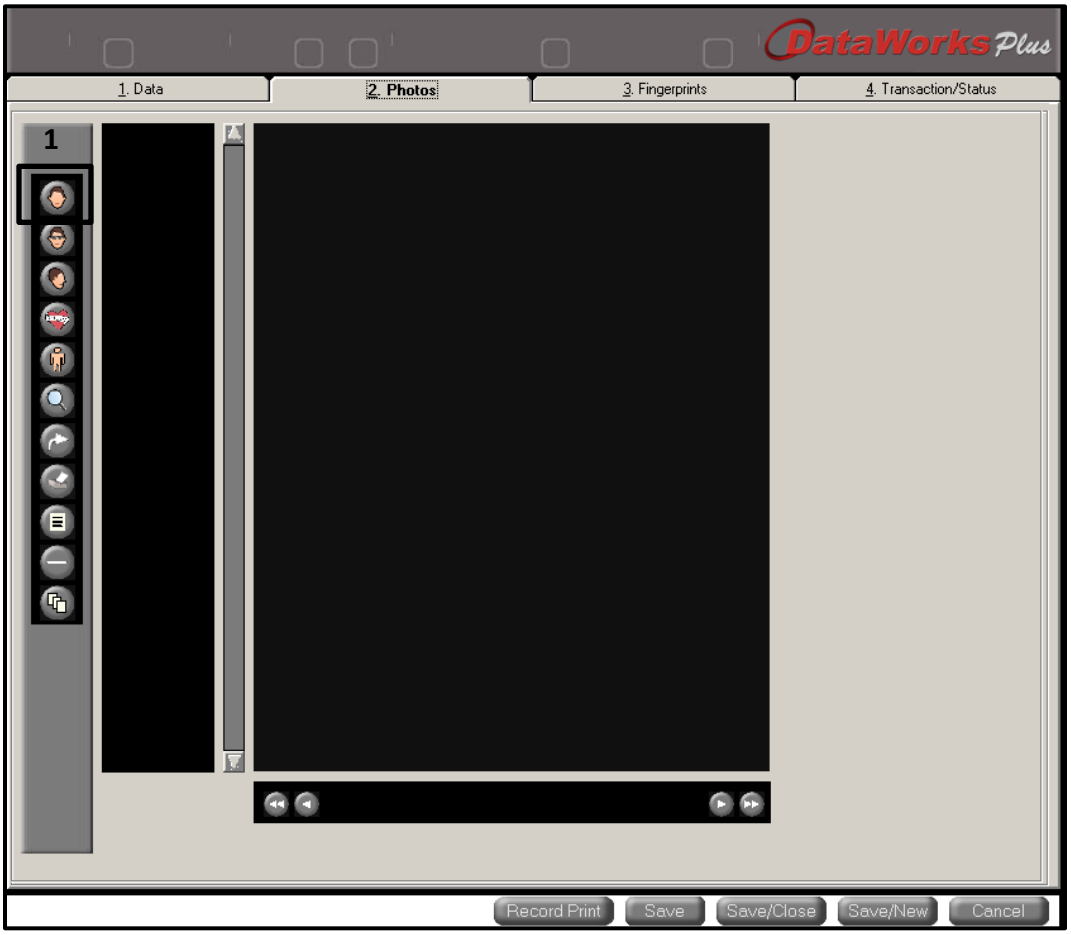
Criminal Record Mugshot Photos

Clicking on the "2. Photos" tab of the Livescan application (shown below) will advance you to the mugshot photo segment of a criminal record.

The top five (5) buttons on the left represent a different photo image of the subject that can be added to their criminal record. PSP only requires 1 photo - the very top standard mugshot photo without glasses. The second button from the top is the same image with glasses (if the subject wears a pair). The third button from the top is the subject's right side of the face. Fourth button from the top is for Scars, Marks, and Tattoos (SMTs) while the fifth one is for a full body image.

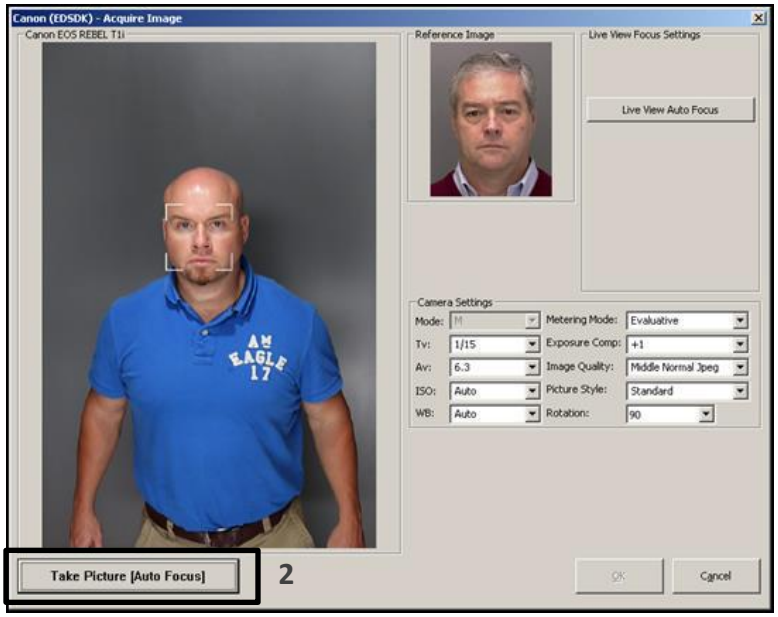
Click to go to Guidelines for Taking Correct Facial Images.

Follow these steps to capture a mugshot photo:



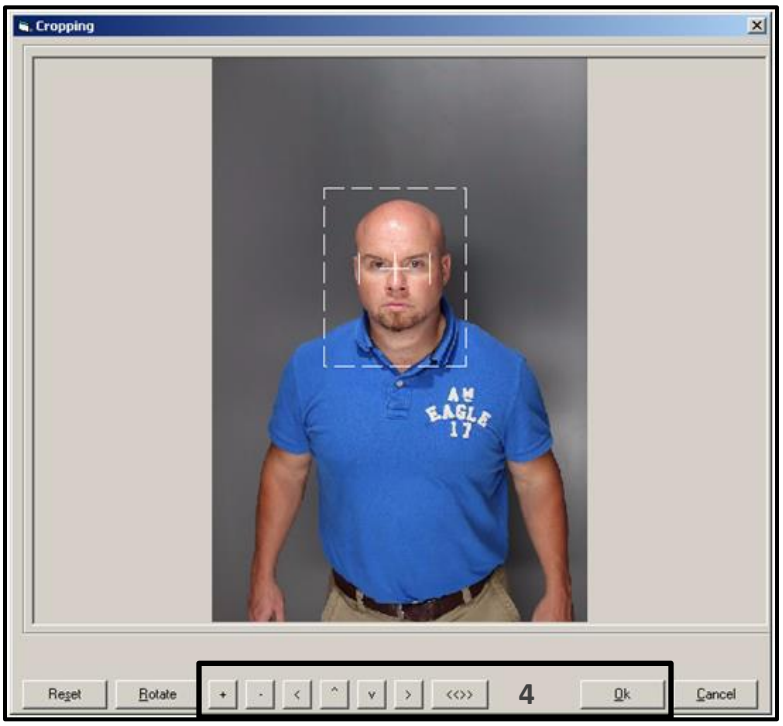
1. Select the top **MUGSHOT PHOTO** button. *Once the top mugshot photo button is clicked, the camera will be detected and the below window should appear.*

   NOTE: The camera can be moved via remote to better center the inmate's image, but do NOT zoom in.



2. Select **TAKE PICTURE** to capture the image. Note the white box around the head of the subject.

3. Select **OK**.



4. Once cropped (with use of the button below the image if needed), select **OK** to accept it.

5. Once the image has been accepted, the system will score the image's quality to ensure it meets PSP requirements. Items will be graded and colored green, yellow, or red to indicate quality.

   OK (Green) means that the parameter passed the quality check.
   Warn (Yellow) means that the parameter is close to failing and could have better quality.

Fail (Red) means that the item did not pass the quality check.

6. Once the image meets all requirements (all metrics are green), select **ACCEPT** to return to the photo selection screen. Other photos are taken in the same manner.

Criminal Record Fingerprinting

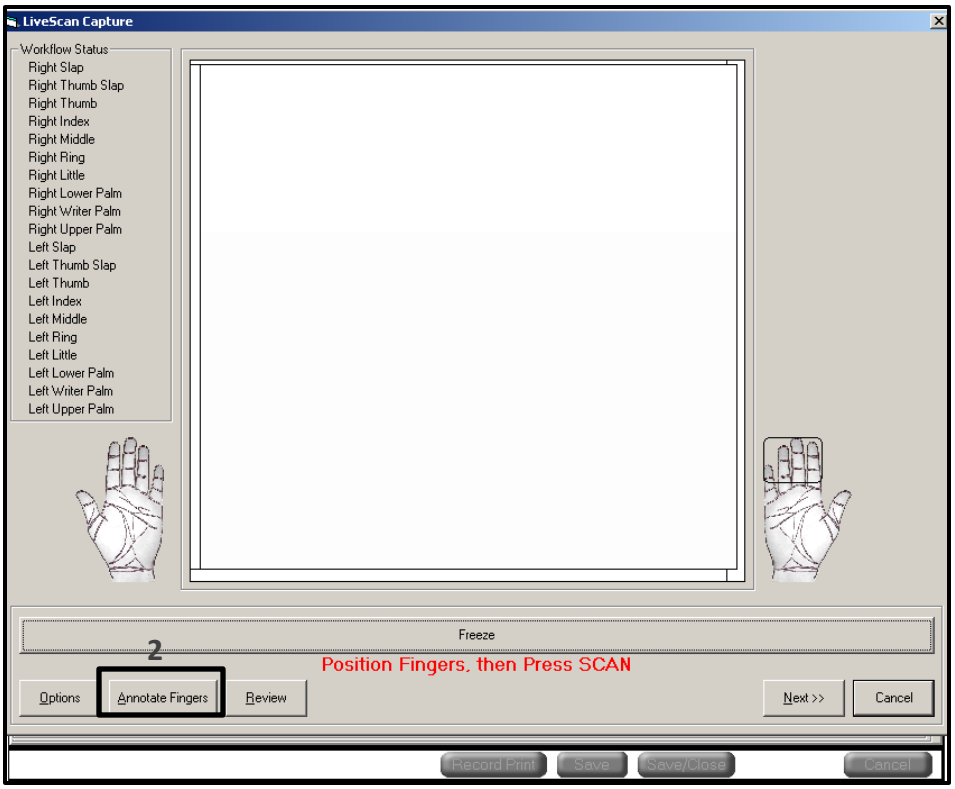
Once all of the relevant mugshot photos are taken, selecting the **3. Fingerprints** tab on the top will open the Fingerprint screen.

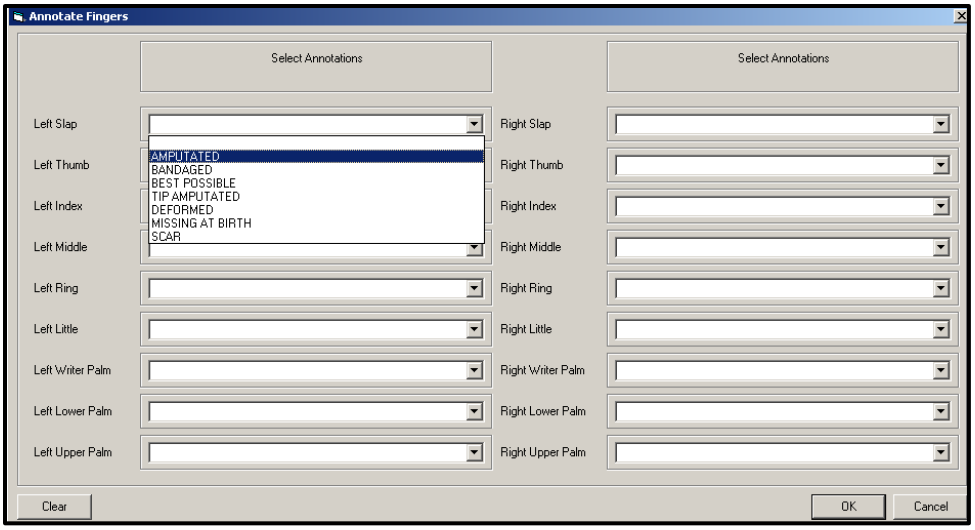
Click to go to Capturing Legible Fingerprints.

Follow these steps to capture fingerprints:

1. Select **CAPTURE** the round button on the left to begin the process. *A screen will appear, indicating the scanner is ready to capture fingerprints.*

2. If any of the subject's fingers are unable to be captured, fingerprints can be skipped by selecting **ANNOTATE FINGERS** and selecting the reason.





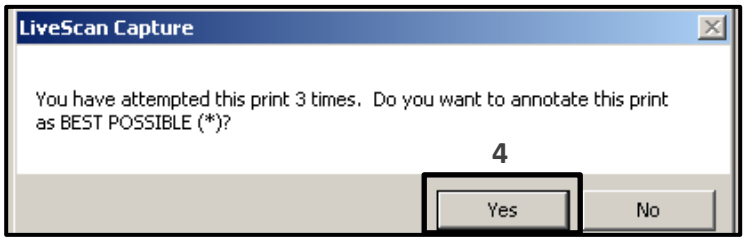
NOTE: Fingerprints are taken in the order in which they are displayed on the top right of the fingerprint capture screen utilizing the same printing techniques used in a Suspect ID record.

Fingerprint capture suggestions:

- For Upper Palmprints, place the top of the longest finger on the top edge of the scanner glass
- For Lower Palmprints, place the top of the wrist on the bottom edge of the scanner glass
- For Writer's Edge Palmprints, center the side of the hand on the scanner glass and turn the hand towards the inside approximately 1" to get the writer's edge.
- For all prints, have the subject relax the hand and spread the fingers gently apart on the glass.

3. If the operator is having issues with a particular subject's print, the system will require the print to be taken 3 times. On the third attempt a pop-up message will display.

4. Select **YES** to continue.



5. Select **SAVE AND EXIT** after the last print is complete will bring you to the fingerprint preview screen. It should look similar to the below image. If any print was skipped, those prints will be grayed out and the reason will be visible in the corner of the print box.

Criminal Record Submission Screen

Once all of the Demographic Screens, Photos, and Fingerprints are completed, selecting the **4.Transaction/Status** tab on the top will open the below screen.

Follow these steps to send the record to PSP:

1. Select **SUBMIT** towards the bottom of the window. *A pop-up message displays that reads "Send Successful" the record has successfully transmitted to PSP.*

2. Select **OK** to return to the "4.Transaction/Status" window.

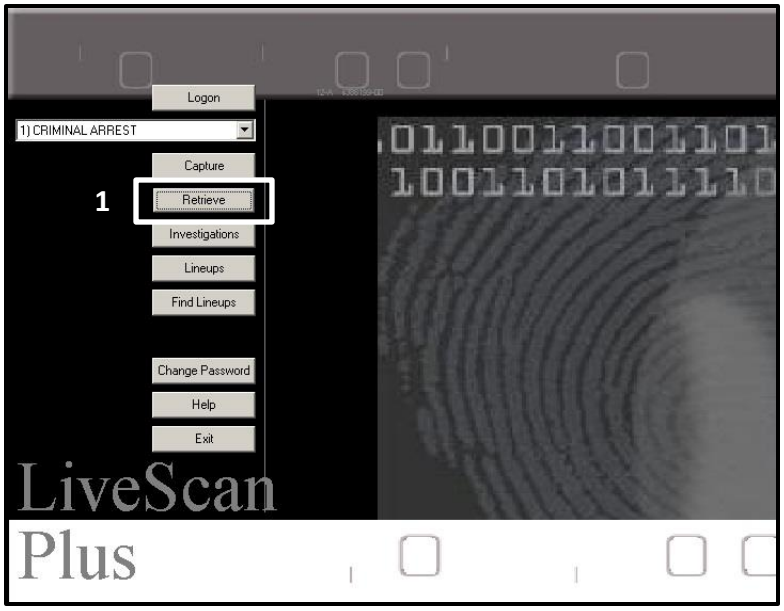
Back on the "4.Transaction/Status", the operator will see a status that displays Packets Submitted and a corresponding TCN (Transaction Control Number) to the right. This TCN will be used by PSP to track the incoming criminal records, so having this number when contacting PSP for submission issues will aid PSP AFIS personnel.

3. Select **SAVE/CLOSE** button at the bottom of the screen to return to the main menu.

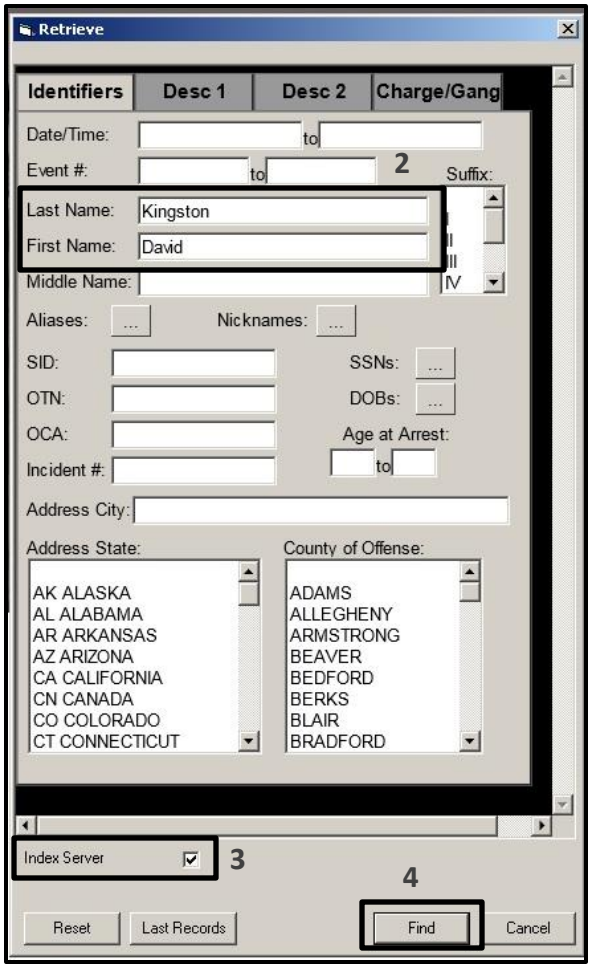
Expunging a Record

The system also allows you to perform expungements. Follow these steps to complete and expungement:

1. Select **RETRIEVE**.

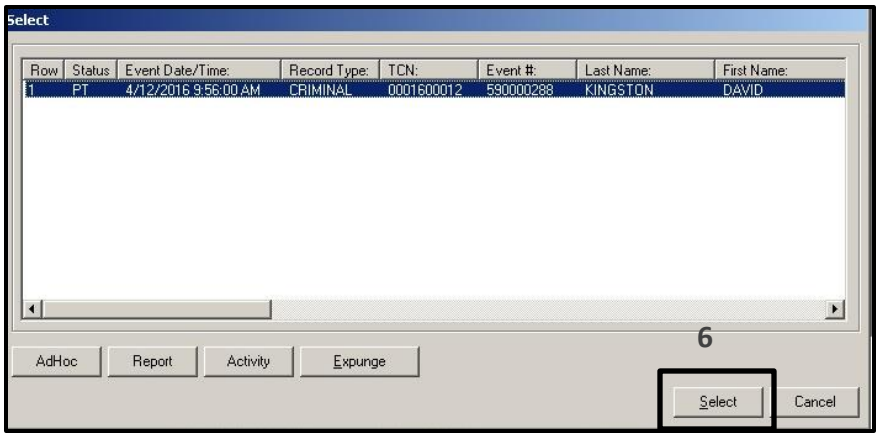


2. Enter the **person's name**.
3. Uncheck **Index Server**.
4. Select **FIND**.



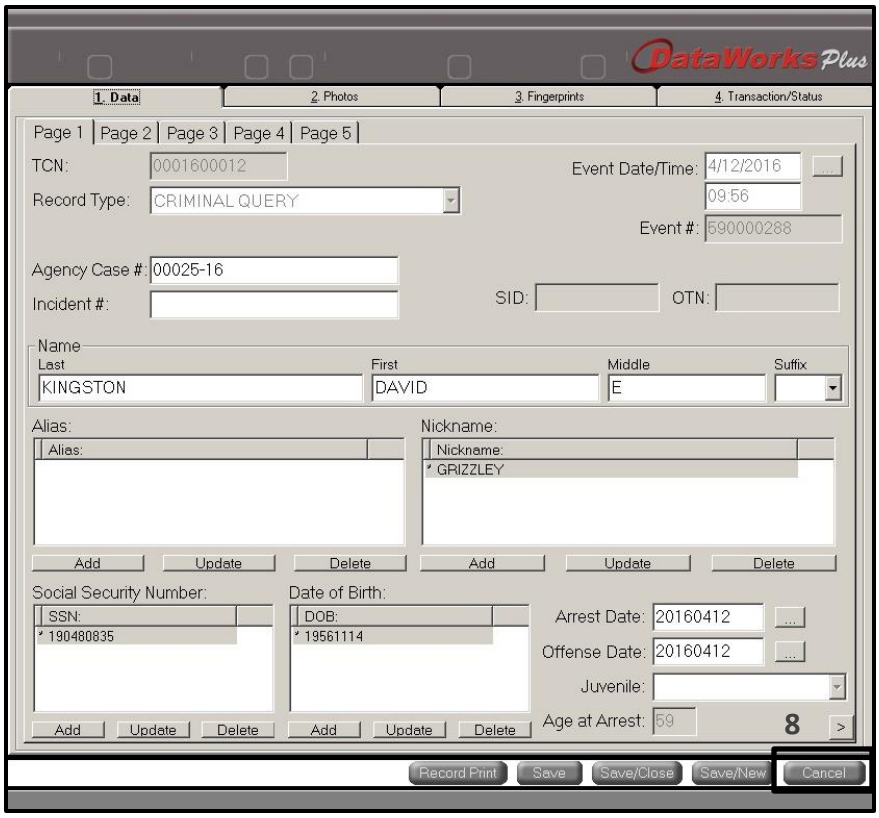
5. Select the record to verify that it is the person you want to expunge.

6. Select the **SELECT** button.

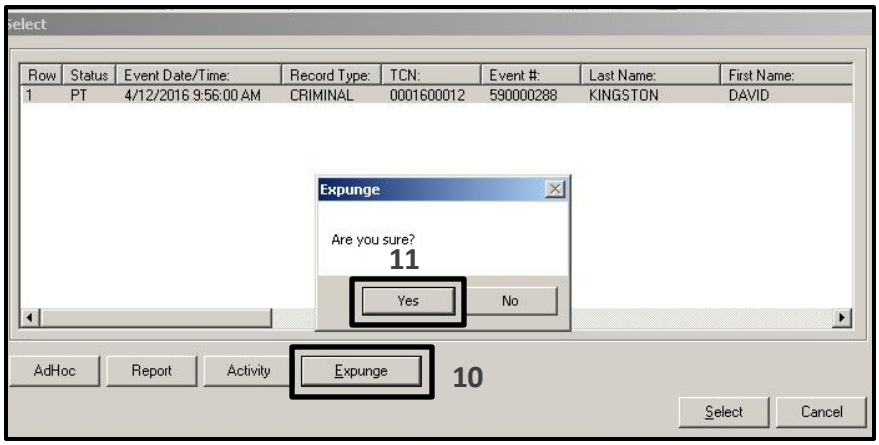


7. Look at **Name**, **DOB**, **SSN**, etc. to ensure it is the person you want to expunge.

8. Select **CANCEL**. *You will be returned to the previous screen.*



9. Select the **person's record**.
10. Select **EXPUNGE**.
11. Select **YES**.



Exiting the Livescan Application

Once back at the Main Inventory Screen, the operator may continue to process another inmate or select **EXIT** to close the application.

Note: Only 1 instance of the DataWorks Plus All-In-One (AIO) Livescan system application can be running at the same time.

Obtaining the Criminal Record's State Identification (SID)

Once the criminal record transmits successfully to PSP, an official SID number should be indicated on the resulting Record of Arrest and Prosecution (RAP) sheet that is returned through CLEAN (Commonwealth Law Enforcement Assistance Network) on your CLEAN terminal.

Proper Procedure for Correcting Duplicate OTN's

As discussed at the last JNET Quarterly Integration Meeting, the Pennsylvania State Police have documented the following procedure when correcting duplicate OTN's:

1. Submit correspondence on Department Letterhead with the requesting officer's name and badge number.

2. Indicate the "L" OTN and Magistrate OTN to be associated in criminal history.

3. Submit the correction via mail the Fingerprint Identification section in R&I. You can fax the request to the AFIS Supervisor at 717-783-5515.

4. Should you have any issues the supervisor is Tyran Cobb and his number is 717-783-5491.

Sample OTN Correction Forms can be found in the Appendix.

Appendix

North Penn Area Central Process Center DUI Fast Trac Center Preliminary Offender Data (Biographical Data Form)

NORTH PENN AREA CENTRAL PROCESSING CENTER
DUI FAST TRAC CENTER

PRELIMINARY OFFENDER DATA
(COMPLETE & SUBMIT TO PROCESSING CLERK OR SHERIFFS)

AGENCY NAME: _____ **Incident #:** _____

Department Phone #: _____ **Arrest #:** _____

Arresting Officer & Badge #: _____

Aresteee Name: _____

Current Address: _____

Dob: _____ **SS#:** _____ **District Magistrate #:** _____

Height: _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____

County of arrest: **Montgomery:** _____ **Bucks:** _____ **Other:** _____

		Counts	Classification
CHARGE 1:	_____	_____	**S M F**
CHARGE 2:	_____	_____	**S M F**
CHARGE 3:	_____	_____	**S M F**
CHARGE 4:	_____	_____	**S M F**
CHARGE 5:	_____	_____	**S M F**
CHARGE 6:	_____	_____	**S M F**
CHARGE 7:	_____	_____	**S M F**

INFORMATION FOR DUI ONLY:

Location of stop: _____ **Time in custody:** _____

Involved in accident: yes/no **If yes, what happened:** _____

Field sobriety: yes/no **PBT given: yes/no**

Call for Pick-up:

#1. Name: _____ **Phone #:** _____

#2. Name: _____ **Phone #:** _____

#3. Name: _____ **Phone #:** _____

Request for Correction of RAP Sheet on Direct Submission

TOWAMENCIN TOWNSHIP POLICE DEPARTMENT
1090 Troxel Road
Lansdale, Pa 19446

Paul T. Dickinson
Chief of Police

215-368-7606
(FAX) 215-368-7624
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NORTH PENN AREA CENTRAL PROCESSING CENTER

Monday, February 12, 2018

Pennsylvania State Police
Fingerprint Identification Section, Records & Identification

ATTN:
AFIS Supervisor
FAX #717-783-5515.

SUBJECT: REQUEST FOR CORRECTION OF RAP SHEET ON DIRECT SUBMISSION

SUBJECT NAME:
SID#:
OTN#:
EVENT#:

Please make the following corrections to the above subjects RAP Sheet:

PLEASE HAVE CPIN CORRECTED ALSO. THANKS

Lt. Joseph A. Filice

Criminal Supervisor

Duplicate OTN Correction

TOWAMENCIN TOWNSHIP POLICE DEPARTMENT
1090 Troxel Road
Lansdale, Pa 19446

Paul T. Dickinson
Chief of Police

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Monday, February 12, 2018

Pennsylvania State Police
Fingerprint Identification Section, Records & Identification

ATTN:
AFIS Supervisor
FAX #717-783-5515.

SUBJECT: DUPLICATE OTN CORRECTION

BOOKING OFFICER:

SUBJECT NAME:
SID#:
OTN NUMBERS TO BE LINKED:

Please link the above listed OTN Numbers on the above subjects Criminal History.

Act 81 Title 42

§ 1725.5. **Booking center fee.**

(a) Imposition.--Following the adoption of a countywide booking center plan, a person may, in addition to any other fines, penalties or costs imposed by law, be required by the court to pay a booking center fund fee of no more than $300 if the person:

(1) Is placed on probation without verdict pursuant to section 17 of the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act.

(2) Receives Accelerated Rehabilitative Disposition for, pleads guilty to or nolo contendere to or is convicted of a crime under the following:

(i) 18 Pa.C.S. § 106(a) (relating to classes of offenses).

(ii) 75 Pa.C.S. § 3735 (relating to homicide by vehicle while driving under influence).

(iii) 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance).

(iv) A violation of The Controlled Substance, Drug, Device and Cosmetic Act.

(b) Disposition.--The fee under subsection (a) shall be paid to the county and deposited into a special central or regional booking center fund established in the county. Moneys in the special fund shall be used solely for the implementation of a countywide booking center plan under section 1725.6 (relating to countywide booking center plan) and the start-up, operation or maintenance of a booking center.

(c) Other laws.--The booking center fee shall be imposed notwithstanding any other provision of law to the contrary. (Sept. 25, 2008, P.L.1026, No.81, eff. 180 days)

2008 Amendment. Act 81 added section 1725.5.

Cross References. Section 1725.5 is referred to in section 1725.6 of this title.

§ 1725.6. **Countywide booking center plan.**

(a) Development.--

(1) A court in a county that has developed and adopted a countywide booking center plan may impose the fee established under section 1725.5 (relating to booking center fee).

(2) A county with a criminal justice advisory board shall develop the plan in conjunction with the criminal justice advisory board.

(3) A county that does not have a criminal justice advisory board shall develop the plan in conjunction with the district attorney, local police departments and municipalities within the county.

(b) Requirements.--The plan adopted under subsection (a) shall do all of the following:

(1) Ensure coordination and collaboration of all criminal justice agencies within the county.

(2) Comply with all applicable Federal and State technology standards for the collection and transmission of offender

identification information.

3) Make recommendations regarding the number, funding and operations of booking centers within the county. The plan shall prioritize the recommendations.

(c) Submission.--

(1) The plan shall be submitted to the Pennsylvania Commission on Crime and Delinquency for review and certification that the plan complies with the requirements of subsection (b)(2).

(2) The Pennsylvania Commission on Crime and Delinquency shall provide a list of all certified county plans to the Administrative Office of Pennsylvania Courts upon each county's certification. The Pennsylvania Commission on Crime and Delinquency shall update this list and provide it to the Administrative Office of Pennsylvania Courts whenever a county is added or subtracted from the list.

(d) Duties of commission.--The Pennsylvania Commission on Crime and Delinquency shall do all of the following:

(1) Determine and certify if a countywide booking center plan submitted by a county criminal justice advisory board or the county commissioners complies with subsection (b)(2).

(2) Adopt guidelines within 90 days of the effective date of this section relating to technology standards for the collection and transmission of offenders' identification. The guidelines shall be published in the Pennsylvania Bulletin.

(e) Implementation.--Following certification by the Pennsylvania Commission on Crime and Delinquency under subsection (d), the county may appropriate moneys in the special central or regional booking center fund to implement the plan to the greatest extent possible.

(f) Limitation.--No more than 5% of moneys in the special central or regional booking center fund may be appropriated by the county for the county's administrative costs related to the collection of the fee under section 1725.5.

(g) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Booking center." A facility utilized for the processing and identification of individuals arrested, charged or accused of a crime.

"County criminal justice advisory board." A county criminal justice planning board which meets the minimum standard for those boards established by the Pennsylvania Commission on Crime and Delinquency.

"Countywide booking center plan." A written plan that includes a comprehensive strategy to improve the collection, transfer and maintenance of electronic offender identification information.

(Sept. 25, 2008, P.L.1026, No.81, eff. 180 days)

2008 Amendment. Act 81 added section 1725.6.

Relationship to Victim (RTV) Codes and Definitions Quick Reference

RTV Code	RTV Description
01	**Current or former spouse of victim (can be same sex)**
02	**Parent/step-parent of victim**
03	**Guardian of victim:** Person who has legal authority over a child when parental rights have been removed or denied for any period.
04	**Child in common (child must be born)**
05	**Person is cohabiting or has cohabited as spouse of victim (can be same sex)**
06	**Person is cohabiting or has cohabited as parent of victim**
07	**Person is cohabiting or has cohabited as guardian of victim:** Person that is cohabitating with individual who has been granted legal authority over a child when parental rights have been removed or denied for any period.
08	**Person similarly situated to spouse (can be same sex):** Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Codes 01 or 05.
09	**Person similarly situated to parent of victim:** Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Codes 02 or 06, i.e. a babysitter having authority to make medical decisions for child.
10	**Person similarly situated to guardian of victim:** Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Codes 03 or 07, i.e. a grandparent or other person having authority to make financial choices for child but not granted full guardianship.
50	**Unknown relationship:** Victim and actor relationship to each other are completely unknown, this would be for cases where you do not have complete victim information, and/or the victim is unable to communicate their relationship to the actor and you cannot determine the relationship through other means.
51	**Relationship to Victim known but not listed:** If the relationship is not RTV codes 01-10 but the victim is able to communicate their relationship to the victim or it can be determined by other means. This would include but not be limited to all acquaintances, coworkers, otherwise known, or even persons that the victim just encountered during the incident but has had no previous relationships as listed in RTV codes 01-10.

List of Charges with Domestic Violence Flag in Criminal History (01/02/2020)

Section & Subsection	Section Name
182501	CRIMINAL HOMICIDE
182501A	CRIMINAL HOMICIDE
182502	MURDER
182502A	MURDER OF THE FIRST DEGREE
182502B	MURDER OF THE SECOND DEGREE
182502C	MURDER OF THE THIRD DEGREE
182503	VOLUNTARY MANSLAUGHTER
182503A	VOLUNTARY MANSLAUGHTER
182503A1	VOLUNTARY MANSLAUGHTER
182503A2	VOLUNTARY MANSLAUGHTER
182503B	VOLUNTARY MANSLAUGHTER
182603	CRIMINAL HOMICIDE OF UNBORN
182603A	CRIMHOMICIDE OF UNBORN CHILD
182604A1	MURDER OF UNBORN CHILD
182604B1	MURDER OF UNBORN CHILD
182604C1	MURDER OF UNBORN CHILD
182605A1	VOLUNTARY MANSLAUGHTER UNBORN
182605A2	VOLUNTARY MANSLAUGHTER UNBORN
182701	SIMPLE ASSAULT
182701A	SIMPLE ASSAULT
182701A1	SIMPLE ASSAULT

Section & Subsection	Section Name
182709A1	HARASSMENT
182713	NEGLECT OF CARE-DEPENDENT PERS
182713.1A1	ABUSE OF CARE-DEPENDENT PERSON
182713A2	NEGLECT OF CARE-DEPENDENT PERS
182718	STRANGULATION
182718A1	STRANGULATION
182718A2	STRANGULATION
182901	KIDNAPPING
182901a	KIDNAPPING
182901A.1	KIDNAPPING OF A MINOR
182903B	FALSE IMPRISONMENT OF MINOR
183121	RAPE
183121A1	RAPE
183121A2	RAPE
183121A3	RAPE
183121A4	RAPE
183121A5	RAPE
1831211	RAPE
1831212	RAPE
183121C	RAPE OF A CHILD
183121D	RAPE OF A CHILD SERIOUS INJURY

182701B1	SIMPLE ASSAULT
182701B2	SIMPLE ASSAULT
182702	AGGRAVATED ASSAULT
182702A	AGGRAVATED ASSAULT
182702A1	AGGRAVATED ASSAULT
182702A4	AGGRAVATED ASSAULT
182706A8	AGGRAVATED ASSAULT
182706A9	AGGRAVATED ASSAULT
182707	PROPULSION MSL OCP VEH OR RDWY
182707A	PROPULSION MSL OCP VEH OR RDWY
182709	HARASSMENT
182709.1	STALKING
182709.1A1	STALKING
182709.1A2	STALKING
182709A	HARASSMENT

183123A1	INVOL DEV SEXUAL INTERCOURSE
183123A2	INVOL DEV SEXUAL INTERCOURSE
183123C	INVOL DEV SEXUAL INTERCOURSE
183125A1	AGGRAVATED INDECENT ASSAULT
183125A2	AGGRAVATED INDECENT ASSAULT
183125A3	AGGRAVATED INDECENT ASSAULT
183125A5	AGGRAVATED INDECENT ASSAULT
183125A7	AGGRAVATED INDECENT ASSAULT
183125B	AGGRAVATED INDECENT ASSAULT
183126	INDECENT ASSAULT
183126A	INDECENT ASSAULT
183126A2	INDECENT ASSAULT
183126A3	INDECENT ASSAULT
185503	DISORDERLY CONDUCT
185503A	DISORDERLY CONDUCT
185503A1	DISORDERLY CONDUCT
185503A4	DISORDERLY CONDUCT

Livescan CPIN System Features

Customized Workflow — A specification requirement of CPIN is that every facial front photo in the consolidated database is verified by SID after an AFIS Search before being accepted on the consolidated PSP PACSERVER2 database. This is accomplished in the following steps:

1. Data and images (mugshot and fingerprints) are captured on local Livescan/CPIN All-in-One booking workstation.

2. Fingerprints and data are submitted to AFIS. The Event# is included with fingerprints.

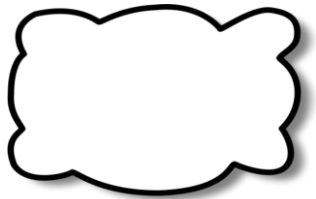
3. NIST packet is submitted to the CPIN CCH interface from CCH and the SID, OTN and Event# are parsed out by the CPIN CCH interface.

4. SID,OTN and Event# are inserted into CPIN database.

5. Demographic data and images are pulled into CPIN database from local capture station based on Event#.

6. Local database record is updated with SID and OTN based on Event#.

Livescan and CPIN Consolidation Process



4 Demographic data, event#, SID, and OTN are transferred to CPIN interface server from CCH (NIST packet)

5 Image and data are pulled from local Livescan/CPIN workstation and inserted in CPIN db based on event#

3 AFIS db searched, CCH assigns SID/OTN

6 SID and OTN are inserted in local db based on event#

2 Fingerprints demographic data, and event#, submitted to AFIS

1 Local Livescan/CPIN workstation

Subjects demographics, mugshot, & fingerprints captured