

**RECORDS SECTION
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: CLETS

NO. E-110

EFFECTIVE DATE : 08-01-06

REVISED : 11-21-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-21-19

POLICY : Crime Reports personnel operate the California Law Enforcement Telecommunication System (CLETS) through the Teletype system. A Teletype operator must be available 24-hours a day. Every employee of Crime Reports is expected to follow the procedures set forth. Every employee must watch a training video and complete a workbook before being able to work in CLETS. Employees will be tested every two years.

PROCEDURE : Department of Justice has provided Crime Reports with instructions on how to operate CLETS. The books are located at the Teletype desk. There is one book for missing persons and vehicle entries. There is another book for restraining orders, property and firearms. **Every entry must have the teletype operator's initials, case number, and area written in the upper right hand corner.** The following are entries that must be made into CLETS.

I. VEHICLES/BOATS

- A. Stolen/Lost
- B. Impounded
- C. Storage
- D. Repossessed
- E. Private Tow

II. MISSING PERSONS

- A. Runaway Juvenile
- B. Adults

- C. Parent/Family Abduction
- D. Suspicious Circumstances
- E. Dependent Adult
- F. Lost
- G. Catastrophe
- H. Unknown

III. PROPERTY

- A. Stolen
- B. Evidence
- C. Found
- D. Lost

IV. GUNS

- A. Evidence/Crime Guns
- B. Found/Safekeeping
- C. Institutional Registration
- D. Lost
- E. Stolen
- F. Under Observation
- G. Retained for Official Use
- H. Destroyed

V. RESTRAINING ORDERS

- A. Emergency Protective Order.

- B. Order to Show Cause and Temporary Restraining Order.
- C. Restraining Order After Hearing.
- D. Restraining Order – Juvenile.
- E. Temporary Restraining Order.
- F. Order to Show Cause (Harassment of Employee) and Temporary Restraining Order.
- G. Order After Hearing on Petition for Injunction Prohibiting Harassment of Employee.
- H. Out-of-State domestic violence protective orders registered in California with the court clerk.

VI. ALERTS

- A. Amber Alert or 4500 or EDIS FLASH notifications or cancellations that occur. The alert must be distributed to the following Kern County personnel.
 - 1. Communication Center– Route to SDCOM (If you receive a broadcast from our CC IMMEDIATELY add it to the Hotsheet and upload it to Sheriffnet.
 - 2. Public Information Officer
 - 3. Subpoena Coordinator-Patrol Division
 - 4. Note all actions on copy of notice, initial and file in Admin tray on the Teletypes desk.
- B. Terrorist Threats, Homeland Security or special interest
 - 1. Communications Center-Route to SDCOM
 - 2. Sheriff
 - 3. Undersheriff
 - 4. Chief Deputy – Law Enforcement Bureau

5. Sergeant – Special Operations Section (Fax: 392-4396)
 6. Subpoena Coordinator- Patrol Division
 7. Note all actions on copy of notice, initial and file in the Admin tray on the Teletypes desk.
- C. Officer Funeral Notices
1. Sheriff—through his Confidential Administrative Assistant
 2. Chief Deputy-Support Services Bureau
 3. Personnel Commander
 4. Training Section Lieutenant
 5. Sergeant Robert Meyer (Honor Guard Sergeant)

/jbm.11/21/19

**RECORDS SECTION
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: MISSING PERSONS

NO. E-115

EFFECTIVE DATE : 1-26-07

REVISED : 11-21-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-21-19

POLICY : Crime Reports is responsible for entering missing person information into the CLETS terminal within two hours of receiving missing person information. This information comes from the report desk, a deputy, any law enforcement agency that doesn't have CLETS entry capabilities (i.e. Forestry department, school districts that have campus police department etc.) or any law enforcement agency if their CLETS system is temporarily down.

PROCEDURE :

I. MUPS (MISSING/UNIDENTIFIED PERSON SYSTEM)

- A. You will need to have the following information before proceeding.
1. Badge Number of Deputy reporting the missing person.
 2. Case number assigned.
 3. Name of missing person.
 4. Date of Birth (DOB) of missing person.
 5. Race and Sex.
 6. Height, Weight, Hair Color, Eye Color, Scars, Marks, or any Tattoos.
 7. Date of Last Contact.
 8. Determine whether or not Dental Records are available.
 9. Description of clothing missing person was last seen wearing.

10. Inquire if missing person has had any prior times reported missing.
 11. Inquire if the missing person at risk due to a health problem or something similar?
- B. MUPS1, Missing/Unidentified Person Entry (Example A). Start filling in the following information.
1. **Unit ID.** This is the deputy's badge number or the Report Desk Cad ID number of the person who is reporting the missing person to Crime Reports.
 2. **Case Number.** Enter the case number that is issued to that particular information (i.e. 2019XXXXXXXX) .
 3. **Last Name, First Name and Middle Name.** Enter the missing person's last, first and middle names as listed on the report.
 4. **Sex, Race, Height and Weight.** Fill in the information for the gender, race, height and weight. Gender is a MANDATORY field that has to be filled in.
 5. **DOB.** Enter the Date of Birth for the missing person. This is a CONDITIONAL field. Enter either DOB or age.
 6. **Date of Last Contact and Dental Information.** Fill in the information in the blanks from the information you get off the crime report or worksheet you filled out. If it is not known whether or not a person has dental records it should be entered as "no."
 7. **Report Category.** This information you will get from the crime report and talking to the deputy when you asked if there were any "priors" or the missing person was "at risk."
 8. **Misc.** You will fill in where the report originated from, i.e. a substation or metro report.
 9. Fill in any other information you can from the missing person report or worksheet.
- C. MUPS1I is to be filled out if you have SCARS, MARKS & TATTOOS, clothing descriptions, driver's license numbers, social security number or any other pertinent information on the missing person (Example B).
- D. Cancels vs. Locates.

1. Cancels are reports of our agency locating our missing person. You will use the cancel missing person screen, MUPS3. (Example C)
2. Locates are reports of our agency locating another agency's missing person. You will use the locate screen MUPS4. (Example D)
3. You must also send an admin message to the other agency. (Example E)
 - a. Run an inquiry first in MUPS. (Example F)
 - i. Using the missing person's case number in the blank field located under Numeric Inquiry: OCA.
 - ii. Click the Send Msg. button.
 - iii. Click the Next Msg. button.
 - iv. When you match the missing person to the correct missing person listed in the database including DOB, make note of the FCN number and complete name of missing person on your worksheet.
 - b. Go to MUPS3 to cancel our agency missing person or MUPS4 to locate another agency's missing person.
 - i. Enter in the FCN number in the FCN field.
 - ii. Fill in Reason Report Inactivated field with information you were told by Report Desk, deputy or law enforcement agency.
 - iii. Enter the "Date Report Inactivated/Cancelled".
 - iv. Click the Send Msg. Button.
 - v. Click the Next Msg. Button. This should be a confirmation that missing person was cancelled.

**RECORDS SECTION
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: JUVENILE PROTECTIVE WARRANTS

NO. E-120

EFFECTIVE DATE : 1-22-07

REVISED : 11-21-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINSTRATOR

REFERENCE : JUVENILE JUSTICE CENTER

REVIEWED : 11-21-19

POLICY : A Juvenile Protective Warrant can only be used for a Juvenile who is still an outstanding missing under a Kern County Sheriff's Office case number.

Crime Reports receives Juvenile Protective Warrants by fax from Juvenile Court. These warrants are not a Criminal Warrant and cannot be entered into the CLETS Warrant System. The teletype operator will add the information to our Missing Persons Entry in (MUPS) CLETS.

A Juvenile Protective Warrant consists of 2 pages (not including the cover sheet)—one page is the Social Worker's request to have a Juvenile Protective Warrant placed on the child, the other page is a copy of the actual Juvenile Protective Warrant. (Example A)

PROCEDURE :

I. UPDATE THE MISSING PERSONS ENTRY

- A. Run the juvenile's name or case number in CLETS (MUPS) to get the File Control Number (FCN).
- B. Run the FCN and print a copy of the response to include with your entry packet. (Example B)
 - 1. Ensure the case number noted is the same as the one on the Protective Warrant.
 - 2. If the Juvenile has been removed under that case number and re-entered under a new current number, you must contact the sender of the warrant and advise them the case number is not valid.
- C. Check the response to see what was entered in the miscellaneous field (Example B, page 2).

- D. In MUPS2/modify screen, enter the FCN and the Juvenile's full name.
- E. Go to the miscellaneous field and re-enter the information from the original MUPS entry.
- F. Add the information from the Juvenile Protective Warrant's miscellaneous field.
- G. Print a copy of your modification entry. (Example C)
- H. Add it to the 2 pages of the Juvenile Protective Warrant and the MUPS inquiry.
- I. Take these 4 pages and staple them together.
 - 1. Copy of Juvenile Protective Order
 - 2. Social Worker's Request for Protective Warrant
 - 3. MUPS inquiry print out
 - 4. Modified miscellaneous field entry print out
 - 5. Newest MUPS inquiry showing change. (Will need to run FCN)
 - 6. File in the MUPS Teletype tray for scanning.

**RECORDS SECTION
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: Tyler New World

NO. E-125

EFFECTIVE DATE : 8-1-03

REVISED : 11-21-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINSTRATOR

REFERENCE : Tyler New World Instruction Manual

REVIEWED : 11-21-19

POLICY : The Tyler New World Records Management System is used to enter existing data from the Crime or Incident Report, Vehicle Theft Report, Vehicle Recovery/Storage Report, Missing Person Report, and Traffic Collision Report forms as well as all supplements to these reports. This program is designed for authorized officers and report takers to enter criminal incidents and other investigative reports directly into the program. The program allows the Kern County Sheriff's Office to collect data from our daily activities as well as prepare the **statistical reports mandated by the Department of Justice.**

Every person who enters data into the Tyler New World Records Management System will adhere to the following directives:

Directive #1 : Do not create your own call for service. All incident/case numbers will be assigned by the Communications Center. This allows all activity of the Sheriff's Office to be properly recorded.

Directive #2 : All information collected during the course of an investigation will be entered into the Tyler New World Records Management System by the assigned Sworn Personnel or Report Takers, Substation or Records Personnel.

For instructions for entry of Kern County Sheriff's Office criminal reports into the records management system, refer to the Kern County Sheriff's Office Report Writing Manual located on Sheriffnet.

**RECORDS DIVISION
CRIME REPORT**

**KERN COUNTY SHERIFF'S DEPARTMENT
POLICIES AND PROCEDURES**

TITLE: ENTER/FILE REPOSSESSED VEHICLE NOTIFICATIONS NO. E-155

EFFECTIVE DATE : 08-27-08	REVISED: 11-22-19
APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR	
REFERENCE : CJIS 1.2.4 AND CJIS 1.5.13	REVIEWED: 11-22-19

POLICY : Repossession agencies are required to report all vehicles they repossess to local law enforcement so an entry can be made into CLETS SVS. Department of Justice mandates paperwork is kept on file for as long as the SVS entry remains in place. Therefore, it is Crime Reports' policy to keep repossession letters on file until the SVS entry expires (30 days).

PROCEDURE :

I. Collect the following information on a worksheet when a report of repossession is made to teletypes (see Example A):

- A. Name of caller and company they work for
- B. RA (Repossession Agent) number (auto dealerships will not have an RA number) and company phone number
- C. License plate and VIN (Vehicle Identification Number) of vehicle they are repossessing
- D. Year, make, and model of vehicle
- E. Style (i.e. two door, four door, pick up, etc.) and color of vehicle
- F. Location where repossession took place

II. While logged into CLETS, open the REG mask and insert the following information (Example B) (see CJIS Manual for further):

- A. RA number you were provided in Unit ID. If none available, enter REPO.
- B. Either the license plate number or VIN.

- C. Click on Send Msg.
- D. You will receive two messages. (Click Next Msg to review.)
1. SVS Inquiry (Example C). This will tell you if there are any entries already made into SVS concerning the vehicle you are dealing with.
 - a. If this inquiry shows No Hits, No Near Misses, continue to step 2.
 - b. If there is an Inquiry Match showing an entry already in SVS, determine if the entry was made by our agency or another agency (Example D).
 - i. If our entry, print one copy and cancel the entry through the SVS3 mask (see CJIS Manual for further).
 - Enter the FCN and OCA from the SVS inquiry page.
 - Enter the current date into the Date of Cancel field.
 - From the Reason drop-down menu, select ADMIN.
 - Click on Send Msg.
 - Click on Next Msg and print one copy of the SVS cancel.
 - Staple the SVS cancel on top of the Hit.
 - Place your initials, in the upper right corner of the cancel.
 - Place the packet into the SVS teletypes tray.
 - ii. If entry was made by another agency, you must contact that agency by phone and request they remove their entry so we can enter the repossession. Once they have removed their entry, proceed to the next steps.
 - c. If there is No Hit, but there is a Near Miss, review the Near Miss to ensure it is not the same vehicle.
 - i. If it is the same vehicle, refer to step b.

- ii. If it is another vehicle, proceed to next steps.
2. DMV Inquiry (Example E). Print one copy, reviewing this information to confirm the information provided by the repossession agency matches the DMV information.

III. Enter the vehicle into SVS as Repossessed.

- A. Open the SVS1 mask and enter the following information in the corresponding blanks (Example F):
 1. RA number (Unit ID)
 2. EVR – Repossessed (Entry Type)
 3. License number
 4. Registration year (Exp Year)
 5. Passenger car, passenger truck, etc. (Type)
 6. Vehicle year
 7. VIN
 8. Make
 9. Model
 10. Style
 11. Date of transaction (Date of Theft) (system will automatically reverse this date.
 12. Enter Date (Case number). No need to reverse the date. If you reverse it will look just like the date of transaction and they should be different) (Case number)
 13. Company name and phone number (Misc)
 14. Click Send Msg and retrieve the SVS entry by clicking on Next Msg (see Example G).

- B. Copy and paste the information from the SVS entry into the Excel REPOS file (Example H).
 - 1. Using your mouse, highlight the information on screen from the beginning of the license plate to the end of the Misc field.
 - 2. Right click and select Copy.
 - 3. Open the Excel REPOS file.
 - a. Open Excel and click on File, then Open.
 - b. Double click the Crime Reports All drive.
 - c. Double click on REPOS file.
 - 4. Scroll to the bottom of this file. There are three columns and as many rows as necessary.
 - a. In the first available column, drop down three rows below previous entries and click in the empty box.
 - b. Right click and select Paste Special.
 - c. Select Unicode Text.
 - 5. Save after every entry you add to this file.
 - 6. Either minimize or close the Excel file and return to CLETS SVS entry.
- C. Print one copy of the SVS entry.
- D. Staple the entry, DVM inquiry, and worksheet together, with the entry on top and the worksheet on bottom.
- E. Write your Initials and Repo in the upper right corner and place into SVS teletypes tray.

IV. File the repossession letter received through the mail or by fax.

- A. Date stamp each letter.

- B. Date stamp any fax that does not have the date and time of transmission either on the top or bottom of the page.
 - 1. Run an inquiry on any faxed repossession letter received. Occasionally, rather than calling directly, the repossession company will fax the initial information.
 - 2. Crime Reports will make an entry into SVS based on the faxed letter, using it for a worksheet.
- C. In the file cabinet next to the teletypes work station there are 31 numbered hanging files. File the letter under the number corresponding to the date the letter was received.
- D. Each night, the graveyard shift will purge letters that have been in file for thirty days.
 - 1. Find the numbered folder corresponding to the current date.
 - 2. Remove its contents.
 - 3. Either place in a shred bin or shred immediately.

V. Purging of Excel Repo file

- A. Entries of repossessed vehicles will be saved to the Excel Repo file for a period of 6 months.
- B. Each night at midnight, the graveyard shift will be responsible for purging expired entries in the Excel Repo file.
 - 1. Open the Excel REPOS file.
 - 2. Delete all expired entries.
 - a. Highlight all entries that pre-date the 6 month period.
 - i. Left click mouse at beginning of first entry.
 - ii. While still holding mouse button down, drag and highlight over all necessary entries.
 - b. Delete all highlighted entries.

- i. Right click mouse over highlighted section.
 - ii. Select Delete.
 - iii. Select Shift Cells Up.
 - iv. Click OK.
- c. Save all changes by clicking on the Save icon or going to File>Save.
 - d. Close Excel.

/jbm.11/22/19

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: REQUESTING RAPS VIA CLETS

NO. E-205

EFFECTIVE DATE : 11-07-92

REVISED : 08-20-13

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : Rap sheets are used by law enforcement personnel to assist in criminal investigations and to classify individuals for the safety of officers prior to arresting and/or housing of subjects. These rap sheets are also used by DA personnel for prosecuting and by judges for sentencing. A rap sheet must accompany a complaint to the DA before the complaint can be filed.

DIRECTIVE : Always establish the right-to-know and need-to-know prior to releasing copies of rap sheets. It is a misdemeanor offense to give out this information to unauthorized personnel.

PROCEDURE :

I. AUTOMATED RAPS

A. Bookings

1. Access RAPS via CLETS. (Example A)

a. For Operator / Requestor / Case #, include the following:

- i. Your CAD ID number as the operator.**
- ii. Your CAD ID number as the requestor.**
- iii. Booking number.**

b. Search can be done by:

- i. Alpha Name Inquiry – name and date of birth, or,**
- ii. Numeric Identifier Inquiry – Drivers license, FBI, or Social Security Number search. Any and all numbers can be run at**

the same time, **or**,

- iii. On-Line Criminal History Transcript – SID Number

Note: If the rap sheet is too large to be displayed, use Personal Data Record and Last Cycle Inquiry. That will bring up all identifying information plus the last arrest.

B. Record Requests

1. Access RAPS via CLETS.

- a. For Operator / Requestor / Case #, include the following:

- i. Your CAD ID number as the operator.

- ii. Requestors ID number.

- a). If it's a KCSO employee, use their CAD ID number.

- b). If it's another agency, ask for an identifying number.

- c). If no number is available, use last name.

- iii. Agency requestor is with.

- iv. Their case number.

- v. The appropriate code:

- a). "3PR" for general third party requests.

- b). "3PRDA" for requests for a complaint packet.

- c). "3PRCPS" for requests for DHS.

2. Repeat steps I.A.1.b. above.

3. Print rap.

- a. Apply and complete the "**Red Copy Stamp**" on first page, with the "**Copy**" stamp on each subsequent page. (Example B)

NOTE: This step is not done when the request is for a complaint packet.

- b. Make a copy of the rap sheet.
- c. Give original to requestor.
- d. Make an entry in the current record request form.
 - i. Ensure to review the rap sheet for a LAR number to place on the record request form entry.
 - ii. Indicate in the “Notes” field if the rap sheet was for a complaint packet.
- e. Place copy of rap sheet under the tab “Requests w/Release of Information, Printouts, Etc.” in the record request box.

II. REQUESTING MANUAL OR HYBRID RAP

- A. In-person or written request require a request to DOJ.
 - 1. Access ADMIN via CLETS.
 - a. Unit ID – Your initials.
 - b. Sequence – 000.
 - c. California Destination – DOJ.
 - d. Refer to – Your name and unit.
 - e. Agency – Kern County Sheriff/Arrest Records mnemonics.
 - f. Initials – Your initials.
 - g. Phone Number – Arrest Records phone number.
 - h. To – DOJ.
 - i. Attention – Criminal History Request.
 - j. Text – be sure to include the following information:
 - i. Subject’s SID number.
 - ii. Purpose (i.e. PUR/PC 290 REG or PUR/BKG# 1234567)

- iii. Subject's full name.
 - iv. Subject's **6-digit** date of birth.
 - v. Requested method of routing.
 - a). U.S. mail, **or**,
 - b). Teletype.
 - vi. Requestor's name, agency, and unit.
 - vii. Requestor's address.
 - viii. Sheriff's name and **full** title.
2. Once sent, place a copy of the teletype in the following locations:
- a. Outgoing teletype tray.
 - b. Manual Raps folder, with copy of written request attached (if available).
- B. As rap sheets arrive:
- 1. Match raps up to the request in the Manual Raps folder.
 - 2. Route the rap to the requestor, per procedure.

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: FBI AUTOMATED RAPS

NO. E-210

EFFECTIVE DATE : 11-01-90

REVISED : 08-23-13

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : Automated FBI rap sheets can be obtained by entering III (Interstate Identification Index) via NCIC. The III is an automated system to provide for the exchange of criminal history record information. The records are provided by the FBI and participating states.

FBI raps are most commonly used by Detectives for preparation of a complaint package, County & State Parole boards to determine eligibility status, and DA for court proceedings.

All states participate in III.

PROCEDURE :

I. TO OBTAIN FBI RECORD:

- A. Access III via CLETS. (Example A)
 - 1. For Purpose, select C – Criminal Justice.
 - 2. Search using the following information:
 - a. Name
 - b. Sex
 - c. Race
 - d. Date of birth, **or**,
 - e. FBI number only.
 - 3. For Officer and Division requesting record, include the following:

- a. Requestor:
 - i. Your CAD ID number.
 - ii. Requestors CAD ID if it's a KCSO employee.
 - iii. Requestors identifying number if it's another agency.
 - iv. Requestors name if no identifying number is available.
 - b. Arrest Records (i.e. AR) or requestor's agency.
 - c. Booking number or requestor's case number.
4. Based on the response:
- a. If negative response, a manual rap may still be available by submitting a full set of fingerprints to FBI. (Example B)
 - b. If response indicates to contact other states proceed to III. (Example C)
 - c. If positive response:
 - i. Run FBI number through Criminal History Inquiry.
 - ii. Input the same information as directed in I.A.3.
 - d. When message returned, print FBI rap sheet. (Example D)
 - i. If to be given to another agency, apply and complete "**Red Copy Stamp**" on first page, with the "**Copy**" stamp on each subsequent page.
 - ii. Make a copy of the rap sheet.
 - iii. Give original to requestor.
 - iv. Make an entry in the current record request form.
 - v. Place copy of rap sheet under the "Requests w/Release of Information, Printouts, Etc." in the record request box.

II. PUBLIC REQUESTING THEIR FBI RAP SHEET.

NOTE: Only the subject of the record can request a copy of his own FBI rap sheet.

- A. Give person cover letter and advise to fully complete it. (Example E)
 - 1. If for a couple, family, etc. all persons must sign the cover letter.
 - 2. Include complete mailing address.
 - 3. If there is a deadline, indicate that on the cover letter.

- B. Obtain a fingerprint card with subject's fingerprints.
 - 1. Standard fingerprint form (FD-258) can be used, can be obtained from:
 - a. Law enforcement.
 - b. Applicant sites.
 - 2. It has to be an original card containing the following information:
 - a. Name
 - b. Date of Birth
 - c. Place of Birth
 - d. Fingerprints
 - i. Rolled impression of all ten fingerprints.
 - ii. Fingerprints taken simultaneously (flats).

- C. Include \$18 U.S. dollars per person to the Treasury of the United States in the form of:
 - 1. Money order
 - 2. Certified check
 - 3. Credit Card, using the credit card payment form. (Example F)
 - 4. Personal checks or cash won't be accepted.

- D. Mail all items from steps A. through C. to:
 - 1. FBI CJIS Division – Record Request
1000 Cluster Hallow Road
Clarksburg, West Virginia 26306
 - 2. If there is a deadline, that is to be noted on the envelope.
 - 3. If any of the items are missing or incomplete, request will be returned.
 - 4. Request takes three to four weeks upon receipt to the FBI.
- E. If request is over the phone, advise caller to go to <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>.

III. TO OBTAIN ANOTHER STATES RAP:

- A. Access USRAPS via CLETS. (Example G)
 - 1. Input the information as directed in I.A.3.
 - 2. Under Full Criminal History Record, input:
 - a. The Destination State (i.e. NV – Nevada).
 - b. The State ID number (SID #).
 - c. For Purpose, select C – Criminal Justice.
- B. If the State ID number is not known, it can be obtained from the FBI rap by following step I.A, **or**,
- C. Using USRAPS, input the following information:
 - 1. Input the information as directed in I.A.3.
 - 2. Under Identifying Information Request enter the following:
 - a. The Destination State (i.e. NV – Nevada).
 - b. The subjects name.
 - c. For Purpose, select C – Criminal Justice.

- d. Date of Birth.
- e. Sex.
- f. Social Security Number, if available.

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: ENTERING SID AND FBI RAPS INTO CJIS

NO. E-215

EFFECTIVE DATE : 10-16-90

REVISED : 11-15-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : Upon booking, a subject's fingerprints are checked through the Cogent system to see if the subject has a local arrest record, and from that LAR, if the subject has a SID # and/or FBI #. If no numbers are found, Records will do a manual search for those numbers through CLETS, which the Cal-ID unit will verify. If no SID# and/or FBI# found, the fingerprint record will be sent to DOJ and/or FBI to determine if the subject has a pre-existing record, or if a new SID and/or FBI record needs to be created. An electronic response from DOJ will update the LAR in CJIS with the SID and/or FBI number. A hard copy by US Mail will not be necessary to update the SID and/or FBI, but may still be received for other reasons.

PROCEDURE :

I. AS A HARD COPY OF THE RAP SHEET ARRIVES FROM DOJ.

- A. Check the "Attn:" line at the top of automated raps **and** the last entry on the last page.
1. If notations exist pertaining to "deceased/homicide", forward to the Sheriff Support Specialist.
 2. If notations exist pertaining to licensing, forward to Licensing & Permits @ Norris road.
 3. If notations exist pertaining to employment/background, forward to Personnel Backgrounds @ Norris road.
 4. If notations exist pertaining to registrations, forward to the Registrations supervisor.
 5. If notations exist pertaining to duplicate SID#'s:
 - a. Forward to the Cal ID Unit.

- b. ID will send duplicate form to the DOJ Expedite Desk.
- B. Criminal History only, confirm rap was generated by a fingerprint card.
- 1. View each entry/arrest on rap sheet to ensure there is at least one entry that states "CASO Bakersfield".
 - a. If so, go to step 2.
 - i. If no CASO entry – send to requesting party if known, **or**,
 - ii. Shred.
 - 2. Check each CASO Bakersfield arrest for any oddities such as duplicate or transposed LAR#'s.
 - a. If none, go to step II.
 - b. If found:
 - i. Hi-light problem area.
 - ii. Mark top left corner with;
 - a). "C" for correction.
 - b). "D" for duplicate LAR's.
 - c). "O" for other and write the issue on the rap.
 - iii. Write LAR# (or lowest LAR# if more than one) in top right corner.
 - iv. Duplicate LAR
 - a). Forward to the Cal ID Unit. Refer to P&P C-210 Duplicate LARs.
 - b). Once the Cal ID Unit has processed their part, forward to the Problem Resolution clerk.
 - c). Once Problem Resolution clerk processes their part, forward to Records Administrator.

v. Correct/other – Forward to Problem Resolution clerk.

II. IF NECESSARY, THE SHERIFF SUPPORT SPECIALIST WILL ENTER THE SID & FBI NUMBERS INTO CJIS.

A. Access LAR – Maintain Identification History (LARMNTID) via CJIS, using the LAR# **only**.

1. Verify name and DOB agrees with that on rap.
2. If not, using information on rap, access Involved Person Display (INVPDSP) via CJIS.
 - a. Search first by LAR# noted on rap to compare AKA's and DOB's used on previous bookings.
 - i. If match found, proceed to step 3.
 - ii. If no match found, search subject by name, SSN#, and CDL#.
 - iii. If no match found, search by address using Involved Address Display (INVADSP) via CJIS.
 - iv. Forward any possible matches, which contain different LAR's as per step I.B.2.
3. Return to Maintain Identification History.
 - a. "X" identification process, hit enter.
 - b. Enter SID# from RAP. (numbers only – no letters accepted).
 - c. Enter FBI# from RAP.
 - d. Make the following notations in Comment Field:
 - i. "UPDTD SID/FBI"
 - ii. Your initials.
 - iii. The current date.
 - e. Verify numbers have been entered correctly, hit enter.

- f. "Maintenance Successful" will appear in the top left corner.
4. Shred RAP.

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: COGENT

NO. E-220

EFFECTIVE DATE : 06-18-09

REVISED : 10-15-13

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : Fingerprints are taken at the time of booking via the Cogent Livescan system. These fingerprint images are compared and confirmed to create an individual's criminal history. Records staff will ensure that all necessary descriptive data is present before the prints are transmitted electronically to the Department of Justice. The Department of Justice will forward necessary information to the Federal Bureau of Investigations for retainable arrests. The Department of Homeland Security will also be forwarded necessary information to identify aliens charged with or convicted of a serious criminal offense that are subject to removal and those aliens convicted of a serious criminal offense that are subject to removal who are at large.

DIRECTIVE : **Bookings are not to be flagged until every attempt is made to confirm the subject's SID number with the Department of Justice. If the SID number has not been obtained after two hours, the record is to be flagged. No exceptions.**

PROCEDURE :

I. BOOKINGS

- A. Once the ID Unit has verified the record according to C-240 Processing Bookings:
 - 1. Verify the record is in "Wait: Edit Type-2 data" status.
 - a. If it's not, contact ID to advise the record is not in "Wait: Edit Type-2 data" status.
 - b. If it is, proceed to step II.

II. EDITING RECORDS IN TYPE-2 EDIT

- A. Double-click the record that needs to be processed, ensuring the booking matches the record by checking the following:

1. Subject's last name.
 2. Subject's first name.
 3. Booking number.
- B. Check the information on each of the following screens to ensure it is accurate.
1. Personal Information – Verify that the information matches that on the booking.
 2. Additional Information – Verify that the information matches that on the booking.
 - a. Do not enter the driver's license number in the "DRIVER'S" field:
 - i. If it is manually written on the booking sheet.
 - ii. If the number printed on the booking is an "X" number.
 - b. Correct the driver's license if a typo was discovered in the number when the booking was processed or if appears on the LARDSPID print out.
 - c. SID and/or FBI number.
 - i. If the SID and/or FBI number written on the booking sheet are different than that in KAFIS, contact ID to verify. .
 - ii. If SID and/or FBI number are written on the booking sheet but are not in KAFIS, enter them in.
 3. Arrest
 - a. Ensure DOA matches the date on the booking sheet.
 - b. Enter the LAR number in the MAIN NUMBER field, if necessary.

NOTE: If LAR number is different than that confirmed by ID, contact ID to verify LAR number.
 - c. BOOKING FOR – If subject was booked for another agency, enter that agencies ORI number in this field. (Example F)

- i. If subject was arrested by the Sheriff's Office, this field is to be left blank.
 - ii. Before proceeding to the next screen, and if this field is left blank, KAFIS will prompt to verify if the booking was for another agency.
 4. Charges - Verify that the information matches that on the booking.
 - a. To change the charge, click on LOOKUP next to the STATUTORY field.
 - i. Type in the code of the charge.
 - ii. Select the appropriate charge on the list.
 - iii. Click OK.
 - b. To add a qualifier, click on QUALIFIER SET. (i.e. PC 664/496(A))
 - i. Click on the double dots (. .) under the QUALIFIER STATUTE.
 - ii. Select the appropriate charge.
 - iii. Click OK to have the charge placed in the QUALIFIER STATUTE field.
 - iv. Click OK to finalize the addition of the qualifier.
 - c. To add a case number, click on NUMBERS.
 - i. Click on the double dots (. .) next to the NUMBER field.
 - ii. Select the appropriate case type.
 - iii. Click OK to add that case type.
 - iv. Type in the case number next to the case type selected.
 - v. Click OK to finalize the addition of the case number.
 5. Sentence.
 - a. To add a commitment time, do so under SENTENCE.

- i. LENGTH OF TIME – How many days are to be served.
 - ii. TIME CODE
 - a). Click on the double dots (. .) next to this field.
 - b). Select the appropriate time period. (i.e. “D” for days)
 - c). Click OK.
 - iii. TYPE CODE
 - a). Click on the double dots (. .) next to this field.
 - b). Select “J” to indicate jail.
 - c). Click OK.
- b. To add a juvenile disposition, do so under JUVENILE DISPOSITION. Refer to P&P C-245 Juveniles.
6. Address - Verify that the information matches that on the booking.
- C. Once the record has been reviewed, click on “Save”.
- D. The fingerprint record will be transmitted to DOJ.

III. CHECKING RESPONSES IN WEB ARCHIVE

- A. Monitor the booking in Web Archive. (Example G)
- 1. Select “Transaction monitor”.
 - a. Search for the booking by typing the booking number in the “Booking No.” box.
 - b. Click on “Query” to search for the record.
 - c. Click on the record to bring up the transactions at the bottom of the screen.
 - 2. Check each message received.
 - a. The first message should always be “Ack Back” under Status.

- i. This message means that DOJ has acknowledged that our fingerprint record has been received.
- ii. Note the SCN number, as that number can be used when contacting DOJ to check the status of a record.
- b. The second message will have the Destination “JDIC” and Type “CALID”.
 - i. Will have the SID number; write this number in the “SID #” box, if not noted on the booking.
 - ii. **May** have the FBI number.
 - iii. Hit Status will be the following:
 - a). Hit – A SID was found matching the subject’s fingerprints.
 - b). No Hit – A SID was not found matching the subject’s fingerprints. A SID will be issued if reportable charges were sent.
- c. The third message will have the Destination “JDIC” and Type “FBI”.
 - i. **May** have the SID number.
 - ii. Will have the FBI number; write this number in the FBI #” box, if not noted on the booking.
 - iii. Hit Status will be the following:
 - a). Hit – A FBI was found matching the subject’s fingerprints.
 - b). No Hit – A FBI was not found matching the subject’s fingerprints. A FBI will be issued if reportable charges were sent.
- d. The fourth message will have the Destination “JDIC” and Type “DHS”. This message can be disregarded.

IV. VERIFY SID/FBI NUMBERS RETURNED – NO CONFIRMED SID ON BOOKING

- A. Proceed according to the responses received in Web Archive:
1. If there is a "HIT" response in the "CALID" response:
 - a. Contact the Cal ID unit to verify the SID number.
 - b. Once ID confirms the SID:
 - i. Process wanted person checks again if the subject is still in custody, if necessary.
 - ii. Verify SID and FBI numbers were imported in CJIS. If not, advise ID so they can be inputted.
 2. If there is a "NO HIT" response:
 - a. If reportable charges were transmitted:
 - i. A new SID number will be issued.
 - ii. Verify SID and FBI numbers were imported in CJIS. If not, advise ID so they can be inputted.
 - b. If non-reportable charges were transmitted, a new SID number will not be issued.
 3. If no response has been received by DOJ after two hours, proceed to step B.
- B. If after two hours from the time the fingerprint record was transmitted and no response has been received from DOJ:
1. Contact the DOJ Cal ID Unit at 916-210-3384.
 - a. When someone answers:
 - i. Identify yourself and our Agency
 - ii. Provide the following when asked:
 - a). LS ID number.
 - b). SCN number.
 - c). Subject's name on booking.

2. If the SID number **can not** be provided right away:
 - a. Flag the booking.
 - b. Hold aside until a response is received.
 - c. Once a response is received, proceed according to step IV.A.
 - d. If by the end of your shift a response has not been received, make a copy of the booking and place in your direct supervisor's box.
3. If the SID number **can** be provided right away, write the number down in the SID # box.
 - a. Verify if the SID provided is a new SID, or, a pre-existing SID.
 - i. If it's a pre-existing SID, process according to step IV.A.1.
 - ii. If it's a new SID, process according to step IV.A.2.
4. If a SID number will not be provided due to non-reportable charges being transmitted, proceed to step 5.
5. Always note the following on the front or back of the booking when speaking to someone at DOJ:
 - a. The number called.
 - b. The date DOJ was called.
 - c. The time DOJ was called.
 - d. The reason why the record could not be processed, if necessary.
 - e. If the person you are speaking to at DOJ gives any problems, e-mail this information, including the subject's booking number, to the Records Administrator.

V. VERIFY SID/FBI NUMBERS RETURNED – CONFIRMED SID ON BOOKING

- A. Verify the numbers returned from DOJ match those on the booking. This is to be done on **all** bookings.

1. If the numbers are the same, continue to process booking per procedure.
 - a. If the numbers are different:
 - i. Advise ID that the numbers are different.
 - ii. ID will verify the following:
 - a). The correct SID and/or FBI number is correct.
 - b). If a LAR found on the rap sheet of the returned SID needs to be updated on the booking.
 - b. Once ID confirms which numbers to use:
 - i. Re-run the subject for warrants **if** the SID and/or FBI number has changed. Ensure the subject is still in custody.
 - ii. If any warrant added based on the **incorrect** LAR, SID and/or FBI number, determine if those supplemental bookings need to be released, if not done so already by ID.
- B. If by the end of your shift no response has been received, make a copy of the booking and place your direct supervisor's box.

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: WARRANT BACK-UP SYSTEM

NO. E-225

EFFECTIVE DATE : 04-27-09

REVISED : 01-03-14

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : When CJIS goes down and is unavailable for use for an extended period of time, the Warrant and Inmate program can be used to verify information on warrants and subject's currently in custody. This information is a back-up as to what is in CJIS, allowing limited access to information for those requesting it.

DIRECTIVE : These programs are to be used for back-up purposes only. The information available in each application is based on data transferred from CJIS, and may not be accurate as changes are made to CJIS. Only Warrant Information Sheet's can be generated from the Warrant program, and may not be used to hold a subject.

PROCEDURE:

I. WHEN CJIS GOES DOWN AND AN AGENCY CALLS IN REGARDS TO A WARRANT:

- A. Open the "Warrant.exe" file on your desktop.
 - 1. If not found on your desktop:
 - a. Double-click on "My Computer".
 - b. Double-click on the "J" drive.
 - c. Double-click on the "Arrest Records" folder.
 - d. Double-click on the "Downtime Applications" folder.
 - e. Double-click on the "Warrant.exe" file.
- B. Click "OK" when the next screen appears.
- C. After a few moments, a list of warrants should appear. (Example A)

1. Locate the record, searching through the list by two of the following criteria:
 - a. Name – Set by default when application is opened.
 - b. Warrant number – To sort by warrant number, click on the column labeled “Warrant_id”.
 2. Once the correct record is located, double click on it.
 3. A Warrant Information Sheet will appear on the subject. (Example B)
- D. If the agency is requesting a hold to be placed.
1. Verify all information on the WIS matches that of the subject the agency is calling on.
 2. Advise the agency of the following:
 - a. That our systems are currently down.
 - b. That we can send a WIS with the warrant information.
 - c. That we can not place a hold until our systems come back up and we can confirm the warrant.
- E. If agency requests the WIS:
1. Click on the printer icon at the top of the WIS.
 2. Send the WIS via fax to the agency, advising them on the fax cover sheet: (Example C)
 - a. That this is a Warrant Information Sheet only.
 - b. That our computer systems are currently down.
 - c. That this warrant will need to be confirmed once our computer systems come back up.
 3. Hold WIS and all relevant information aside until CJIS comes back up.
- F. If agency does not want the WIS:
1. Hold all relevant information aside until CJIS comes back up.

2. Agency is to be contacted once CJIS comes back up to see if the subject is still in custody so a hold can be placed.
- G. If the agency needs a warrant abstract to hold or cite the subject:
1. Go into ABST in CLETS. (Example D)
 - a. Fill in all fields appropriately:
 - i. California Destinations – Mnemonics of the agency the abstract is to go to.
 - ii. To – Agency the abstract is to go to.
 - iii. No – Starts at “001”. For each additional warrant, change the number appropriately (i.e. 002, 003, etc.)
 - iv. Attention – Subject’s booking number, officer name, etc.
 - b. Using the warrant back-up system, fill in all fields under “This dept holds the following warrant of arrest for:”
 - i. In the “Charges” field, enter in the statute and code only.
 - ii. In “Misc info” field, enter the appropriate hold information, cite information, etc.
 - iii. In the “Authority” field, enter “Kern County Sheriff’s Office”.

II. ONCE CJIS RETURNS

- A. Go into Warrant-Display Active Warrants (WACLTACTION).
1. Verify the warrant is still active.
 - a. If it is active:
 - i. Contact the agency and advise warrant is active.
 - ii. Send warrant abstract per procedure, if it is requested.
 - iii. Update service history per procedure, ensuring to include the following:
 - a). That CJIS was down.
 - b). The warrant could not be immediately verified.

- c). If a WIS or warrant through CLETS was sent.
- b. If it is not active:
 - i. Contact the agency and advise warrant is not active.
 - ii. Send a teletype or fax advising it is no longer active, if requested.
 - iii. Update service history per procedure, ensuring to include the following:
 - a). That CJIS was down.
 - b). The warrant could not be immediately verified.
 - c). If a WIS was sent.
 - d). That the warrant was found not to be active.
 - e). That the agency was advised as such, either by phone, fax, or teletype.

III. WHEN CJIS GOES DOWN AND SOMEONE CALLS IN REGARDS TO A SUBJECT

- A. Open the Inmate.exe file on your desktop.
 - 1. If not found on your desktop:
 - a. Double-click on "My Computer".
 - b. Double-click on the "Arrest Records" folder.
 - c. Double-click on the "J" drive.
 - d. Double-click on the "Downtime Applications" folder.
 - e. Double-click on the "Inmate.exe" file.
- B. Click "OK" when the next screen appears.
- C. After a few moments, a list of inmates should appear. (Example E)
 - 1. Records can be searched by typing the subject's last name.
 - 2. The list will jump to the first person matching that last name.

Records may need to be scrolled through to find the correct first name.

3. Release information according to procedure, advising the person:
 - a. That our systems are currently down.
 - b. That the information may be outdated.
 - c. To contact us at a later time to confirm the information.

D. This same information can also be located on Sheriffnet.

1. Link – <http://sharepoint/JobTools/Reports/dashboard/index.html>
2. Click on “Detention’s CJIS Down BackUp Report”.

**RECORDS SECTION
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: COGENT MUGSHOT SYSTEM

NO. E-245

EFFECTIVE DATE : 07-27-10

REVISED : 07-26-11

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-15-19

POLICY : Photos are taken at the time of booking via the Cogent Livescan system. The Cogent Mugshot System (CMS) is used by all law enforcement agencies in Kern County to capture, view, and print photo's, wanted posters, and line-ups. Law enforcement and other authorized government agencies come to Arrest Records to request photos and lineups on subjects booked in Kern County.

DIRECTIVE : Photo's are to only be released to those who have the "right" and "need" to know. An entry into the record request form is not required when releasing photos, therefore ensure that the requestor's information is fully defined in CMS.

PROCEDURE :

I. LOCATING PHOTOS

- A. Once logged in, click on "Locate Existing Booking Record".
- B. A "Basic Query" box will appear. (Example A)
 - 1. To ensure that you find the subject of the record, use either one of the following fields:
 - a. Kern Booking No.
 - b. LAR Number.

NOTE: A name search can be conducted, but the record must be accurately confirmed to assure that it is the correct subject.

- 2. Once either number is entered, click "OK".

- C. A list of subjects should appear, click on the appropriate record to display the subject's photo and information.

II. PRINTING PHOTOS

- A. To print a photo:
 - 1. Select "Print" at the top of the screen.
 - 2. Once the menu drops down, select "Print" again.
- B. The "Print a Mugshot Profile or Wanted Poster" box will appear. (Example B)
 - 1. Print Layout is the type of photo that should be printed
 - a. Mugshot Profile – Default setting. Will print the subject's photo with basic details of the subject and arrest.
 - b. Wanted Poster – Will print a wanted poster of the subject. See step II.E.
 - c. Wanted Poster – Large Photo – Will print a wanted poster of the subject with an enlarged photo. See step II.E.
 - 2. Number of photos is the number of photos to print.
 - 3. Click "OK".
- C. The "Print" box will appear.
 - 1. If a hard copy needs to be generated, select the appropriate color printer and hit "OK".
 - 2. If an electronic copy is needed to be e-mailed:
 - a. Next to the "Name" box, click the dropdown arrow.
 - b. Select "CutePDF Writer".
 - c. Hit "OK".
- D. The "Provide Reason for Print" box will appear. (Example C)
 - 1. In the "Reason To Print" box, ensure you include the following:

- a. The requestor's name.
 - b. The requestor's badge number, if available.
 - c. The requestor's agency.
 - d. The requestor's case number.
2. Once necessary information entered, click "OK".
 - a. If a printer is selected for a hard copy, it will be printed out.
 - b. If "CutePDF Writer" was selected to have an electronic version:
 - i. A "Save As" box will appear.
 - ii. Click the drop down menu next to "Save In" and select a location that the photo will be easily retrievable (i.e. Desktop).
 - iii. In the "File Name" box, change the name to something recognizable, for example, the subject's last name.
 - iv. Click "Save".
- E. When selecting "Wanted Poster" in the print layout, new fields will appear that need to be filled in: (Example D)
1. Police Department – The agency who wants to be contacted about the subject.
 2. Phone # - The phone number at which the agency wants to be contacted at.
 3. Notes:
 - a. Change descriptive information if desired.
 - b. Add information to Tattoos and Marks/Scars if requested.
 - c. Notes – Typically the charges the subject is wanted for, as well as any other details provided on the subject.

III. PRINTING LINEUPS

- A. Follow step I. to locate the subject a photo lineup needs to be generated on.
- B. Under “Task List” then “Booking Management”, click on “Create Lineup Based on Suspect”.
- C. The “Specify Case Number” box will appear.
 - 1. Type in the case number, ensuring it follows the conditions:
 - a. Minimum of 10 characters long.
 - b. Does not have any spaces.
 - c. Can include the special characters:
 - i. Dash (–)
 - ii. Underscore (_)
 - iii. Number (#)
 - iv. At (@)
 - v. Colon (:)
 - vi. Asterisk (*)
- D. A six pack lineup will generate. (Example E)
 - 1. If the number of photos in the lineup needs to be increased:
 - a. Next to “Maximum Number of Photos”, click the drop down arrow.
 - b. Select the appropriate amount.
 - 2. To change the photo of one of the subject’s in the lineup:

NOTE: Regardless of what position the photos are placed in, once the lineup is saved, the position of the photos will be shuffled.

 - a. Click on the photo to be changed.
 - b. Click on the photo at the top of the screen.

3. Ensure that all photos share the same characteristics:
 - a. All facial hair is the same (all have mustaches, beards, etc. if subject has one).
 - b. The background color of the photos is all the same.
 - c. That the skin color is the same.
 4. If the current row of photos are not suitable to use, click on the “Next” button to display a new row of photos.
 5. Click “OK” when complete.
- E. The “Confirm Lineup” screen will appear. Click “OK”.
- F. The “Lineup Management” screen will appear highlighting the lineup that was just created. Click on “Print”. (Example F)
- G. The “Provide Reason for Print” box will appear.
1. In the “Reason To Print” box, ensure you include the following:
 - a. The requestor’s name.
 - b. The requestor’s badge number, if available.
 - c. The requestor’s agency.
 - d. The requestor’s case number.
 2. Click “OK”.
- H. The “Print” window will appear.
1. If all pages are printed the following pages:
 - a. The lineup **with** the subject’s information.
 - b. The lineup **without** the subject’s information.
 - c. The photo of each subject on an individual sheet of paper.
 2. To print just the first two pages:

- a. Under "Page Range":
 - i. Click on the dot next to "Pages".
 - ii. Change the page range to "1-2".
3. Click "Print".
- I. Once the requestor accepts the lineup, the lineup will need to be finalized to prevent further editing.
 1. In the Lineup Management screen, click on "Modify".
 2. At the bottom of the screen, click "Finalize".
 3. The screen will return to the Lineup Management screen. The lineup will show an "F" at the end of the name of the lineup.