

Criminal Record Processing for PA Booking Centers

Using DataWorks Plus All-In-One Livescan Systems

DataWorks *Plus*

April 21, 2017

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A. Introduction

This document outlines the procedure which will be utilized to properly process a Pennsylvania State Police (PSP) criminal record on a Dataworks Plus All-In-One (AIO) livescan/CPIN system.

B. Process Overview

In order for the PSP to properly develop a SID for a criminal record, a number of steps must be followed. An overview of this process can be found in the following steps:

- 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

The following sections of this document detail how to follow these steps.

C. DataWorks AIO Livescan System Login

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

Approach the livescan system. If the monitor is blank, move the keyboard-imbedded mouse to “wake up” the monitor. When the login screen appears, hit Control-Alt-Delete and enter your username and password in the corresponding boxes and click the “Login” Arrow 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.

D. Initiating the Livescan Application's Main Menu

After a successful login onto the livescan system, locate the icon entitled "Finger Print Capture".

It appears as the icon shown below. Double-click this icon to begin the Livescan application



Once the application initializes, you will see the LiveScan Plus application screen. This is the main menu of the DataWorks AIO Livescan system:

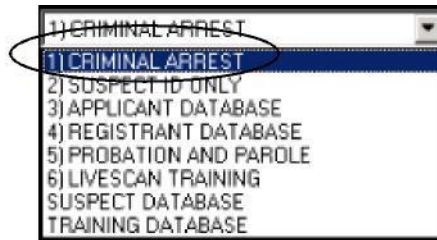


Note, the following desktop icon (entitled "Image and Data Capture") is not used for criminal processing.

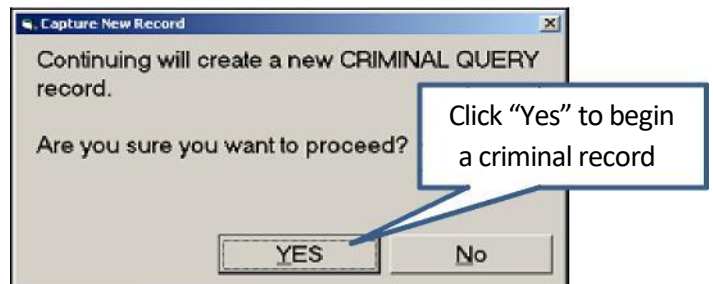
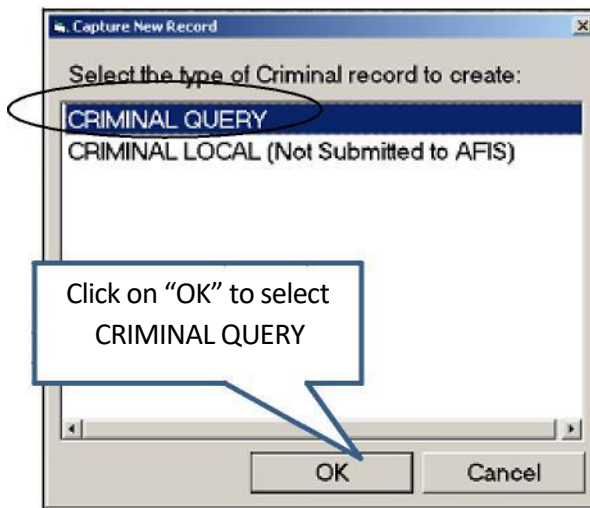


E. Beginning a New Criminal Record

To begin creating a new criminal record, click on the down-arrow on the left side of the application, choose “CRIMINAL ARREST” option, and click on the “Capture” button directly under the record choice listing.



Once the “Capture” button is clicked, a screen will appear to verify the type of criminal record to be processed. Highlight “CRIMINAL QUERY” and click the “OK” button to continue. When asked to verify your record selection, click “YES” at the “Are you sure you want to proceed pop-up message.



The application will launch into the record screen for demographic entry.

F. Criminal Record Demographics - Page 1

Page 1 of the demographics screens (shown below) will appear. As a rule, ALL demographics that are shaded Yellow are Mandatory.

The screenshot shows the 'Data' tab of the 'Criminal Record Demographics' screen. The form includes the following fields and callouts:

- TCN:** 1531700011
- Record Type:** CRIMINAL QUERY
- Event Date/Time:** 4/18/2017 17:01
- Event #:** 438000166
- Agency Case #:** [Empty]
- Incident #:** [Empty]
- SID:** [Empty]
- OTN:** [Empty]
- Name:** Last, First, Middle, Suffix (Last and First are yellow)
- Alias:** [Empty]
- Nickname:** [Empty]
- Security Number:** [Empty]
- Date of DOB:** [Yellow]
- Arrest Date:** [Yellow]
- Offense Date:** [Yellow]
- Juvenile:** [Empty]
- Age at Arrest:** 0

Callout boxes provide the following instructions:

- Click "Add" box to enter SSN
- Click "Add" box to enter multiple dates
- Dates Format: CCYYMMDD (i.e. 20170312)
- Click this box to open a calendar

On page 1 of the demographics screens 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" on the system. 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.

G. Criminal Record Demographics - Page 2

Clicking on Page 2 tab of the demographics section (shown below) will advance you to the next demographic screen. This screen is mainly physical characteristics of the subject.

The screenshot shows the 'DataWorks Plus' interface for 'Criminal Record Demographics - Page 2'. The form is organized into sections: 1. Data, 2. Photos, 3. Fingerprints, and 4. Transaction/Status. The 'Page 2' tab is highlighted. The form contains various fields for physical characteristics, including Sex, Race, Height, Weight, Eye Color, Hair Color, Hair Length, Hair Style, Eye Characteristics, Teeth, Complexion, Skin Tone, Facial Hair, Glasses, and Facial Jewelry. There are also checkboxes for Hispanic/Latino and Amputations. The form is divided into sections: 1. Data, 2. Photos, 3. Fingerprints, and 4. Transaction/Status. The 'Page 2' tab is highlighted. Callouts indicate that the boxes to the right of the pick lists are used to select a value, and the 'Glasses' field has a callout asking 'Does the person normally wear glasses?'.

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.

H. Criminal Record Demographics - Page 3

Clicking on Page 3 tab of the demographics section (shown below) will advance you to the next demographic screen. This screen 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 screenshot shows the DataWorks Plus interface for the Criminal Record Demographics section, specifically Page 3. The form is titled "DataWorks Plus" and has a navigation bar with four tabs: "1. Data", "2. Photos", "3. Fingerprints", and "4. Transaction/Status". Below the navigation bar, there are five page tabs: "Page 1", "Page 2", "Page 3", "Page 4", and "Page 5". The "Page 3" tab is selected and circled in red. The form contains several sections:

- Residence Address:** Fields for Street, City, State, and Zip. The Street, City, and State fields are highlighted in yellow.
- Occupation:** A single text input field.
- Employer and Address:** Fields for Name, Street, City, State, and Zip.
- Place of Birth:** A text input field highlighted in yellow.
- US Citizen:** Radio buttons for YES and NO.
- Country of Citizenship:** A text input field.
- Alien Registration #:** A text input field.

At the bottom of the form, there are several buttons: "Documents", "Record Print", "Save", "Save/Close", "Save/New", and "Cancel".

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.

I. Criminal Record Demographics - Page 4

Clicking on Page 4 tab of the demographics section (shown below) will advance you to the fourth demographic screen. *Be sure to have the subject's charge(s) available.*

The screenshot shows the DataWorks Plus interface for Criminal Record Demographics - Page 4. The form is divided into several sections:

- Gang Information:** Includes fields for Gang Affiliation (YES/NO), Name, and Chapter.
- Megans Law Offender:** YES/NO buttons.
- Firearms Enhance:** YES/NO buttons.
- Police Prosecution:** YES/NO buttons.
- Domestic Violence:** YES/NO buttons.
- District Court #:** Text input field.
- Magistrate District #:** Text input field with a callout: "Magistrate #: Remove dashes (i.e. '11102' for 11-1-02)".
- County of Offense:** Text input field containing "SCHUYLKILL".
- Charges:** A table with columns for Code and Description. Below the table are "Add", "Update", and "Delete" buttons. A callout points to the "Add" button: "Click 'Add' button to begin adding charges".
- Charge Category:** A list of categories including ALL OTHERS, ARSON, ASSAULT, BURGLARY, DRUGS, EMBEZZLEMENT, FORGERY, FRAUD, HOMICIDE, LARCENY/THEFT, MOTOR, VEH THEFT, PROSTITUTION, RAPE, ROBBERY, SEX OFFENSES, and WEAPONS. A callout points to this list: "Select Charge Category".

At the bottom of the form are buttons for "Documents", "Record Print", "Save", "Save/Close", "Save/New", and "Cancel".

Select each of the proper choice for; Firearms Enhancement, Police Prosecution, Domestic Violence, 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.

Criminal Record Demographics - Page 4 (Charges Entry)

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”.

Click button open a list of available charges

Click “Save/New to enter each new charge

Click “Save/Close” when done with last charge

When entering the charges is complete, the OTN should only be listed in the very first listed charge (or else PSP will reject the record under a “Duplicate OTN” classification).

Code:	Description:	Count:	OTN:
* 35780-113A31	VIO CS/DRUG/DEV & COSMETIC ACT	001	T891441-5
* 35780-113A30	VIO CS/DRUG/DEV & COSMETIC ACT	001	

Buttons: Add, Update, Delete

J. Criminal Record Demographics - Page 5

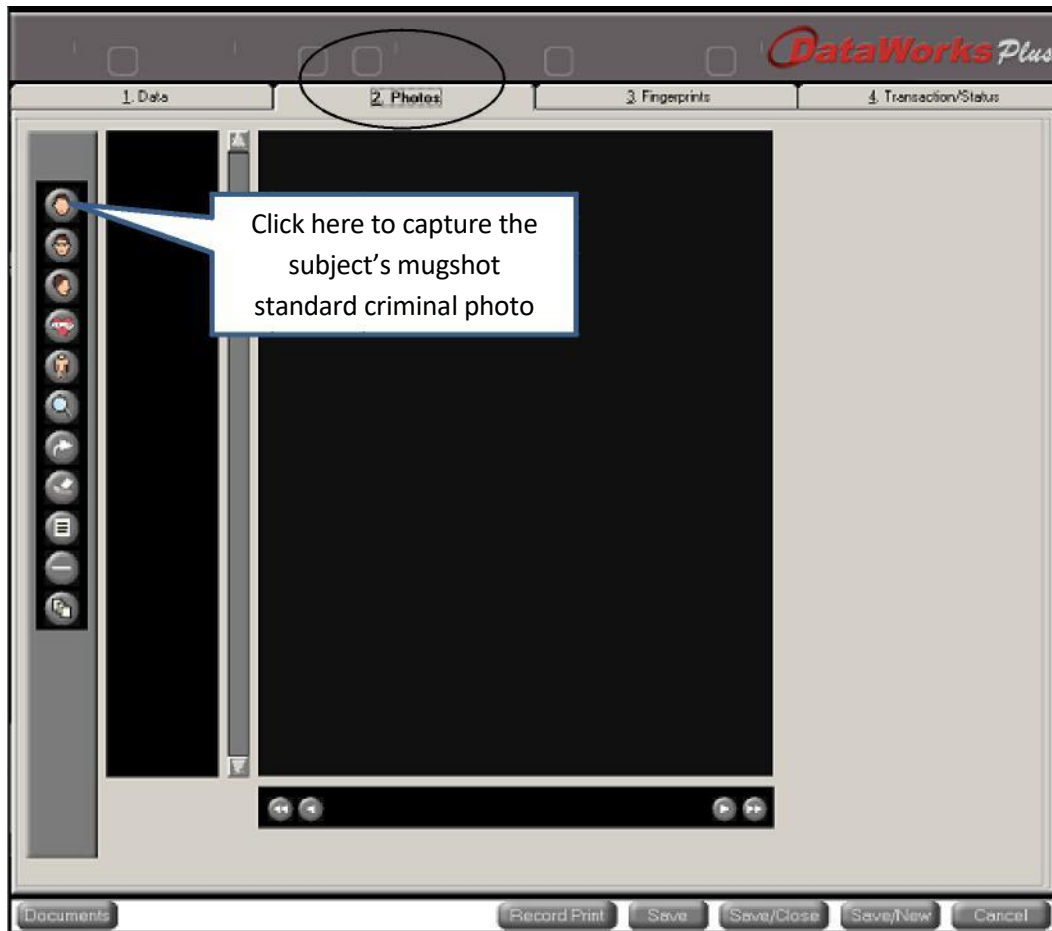
Clicking on Page 5 tab of the demographics section (shown below) will advance you to the last demographic screen. The Originating Agency ORI should default to the local booking location.

The screenshot displays the 'DataWorks Plus' interface for 'Criminal Record Demographics - Page 5'. The interface includes a navigation bar with tabs for '1. Data', '2. Photos', '3. Fingerprints', and '4. Transaction/Status'. Below this, there are sub-tabs for 'Page 1', 'Page 2', 'Page 3', 'Page 4', and 'Page 5', with 'Page 5' being the active tab. The main form area is titled 'Agency Identifiers' and contains several fields: 'Originating Agency' (PA021055C), 'Arresting Agency' (highlighted in yellow), 'Official Taking Prints' (GALLAGHER,RANDOLP), and 'Attention'. To the right of these fields are 'Photo Available' and 'Prints Available' options, each with 'YES' and 'NO' buttons. Below the 'Agency Identifiers' section are two sections: 'Miscellaneous ID Numbers' and 'Send Copy To', each with a table for 'Misc Id' and 'SCO' respectively, and 'Add', 'Update', and 'Delete' buttons. At the bottom of the form is an 'Additional Information' section with a text area and 'Add', 'Update', and 'Delete' buttons. The bottom of the interface features a 'Documents' button and a row of action buttons: 'Record Print', 'Save', 'Save/Close', 'Save/New', and 'Cancel'.

If the record is being processed in a county or regional booking center, the second ORI (Arresting Agency Identifier) must be changed to the ORI of the arresting law enforcement agency.

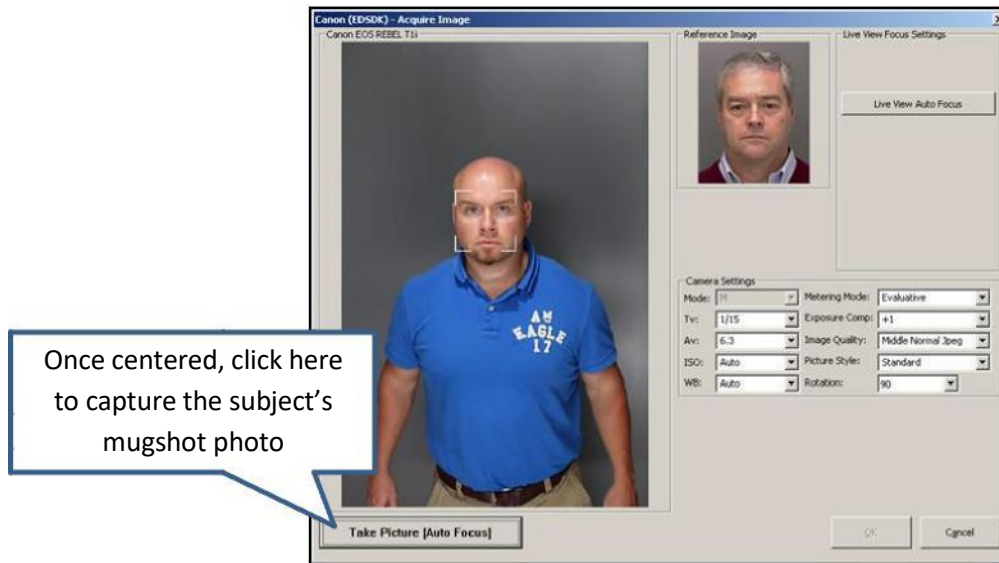
K. Criminal Record Mugshot Photo(s)

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

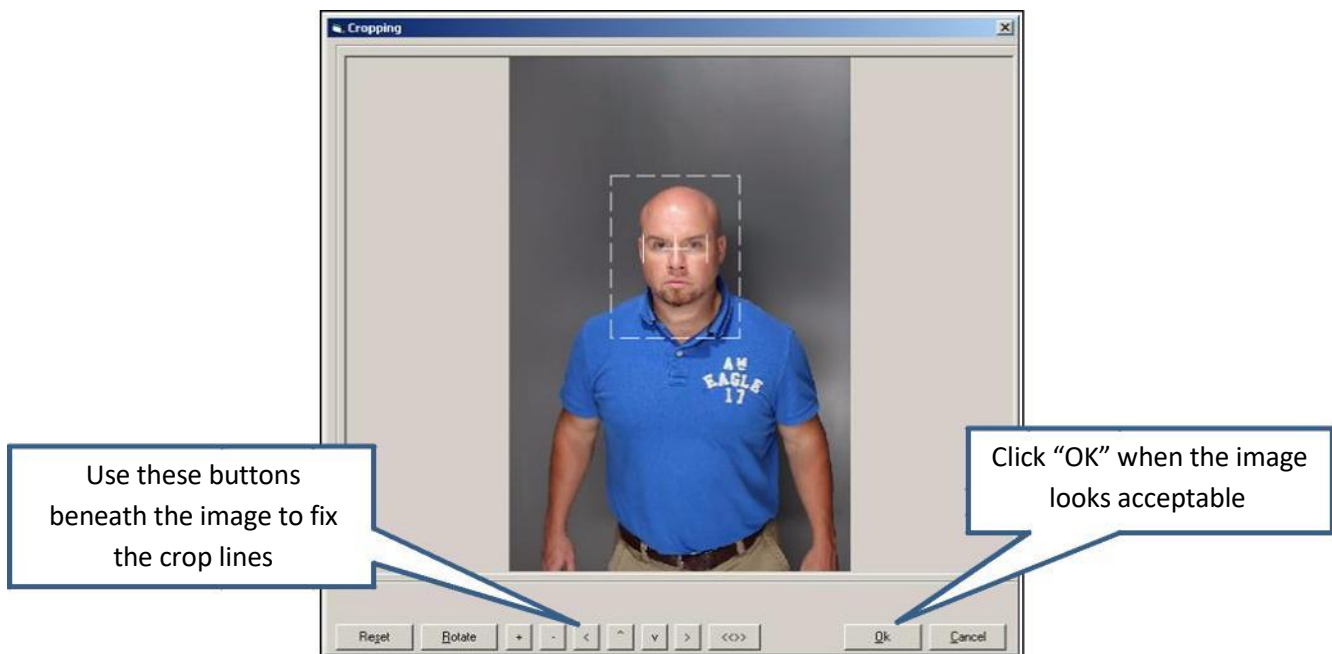


The top five (5) buttons on the left represent a different photo image of the subject that can be added to their criminal record. PSP only requires 1 photo - the very top standard mugshot photo *without glasses*. The second button from the top is the same image *with glasses* (if the subject wears a 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.

Once the top mugshot photo button is clicked, the camera will be detected and the below window should appear. The camera can be moved via remote to better center the inmate's image, but do NOT zoom in. Clicking the "Take Picture" button will capture the image.



Below is the image once it has been captured. Note the white box around the head of the subject. Once cropped (with use of the button below the image if needed), click "OK" to accept it.



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.

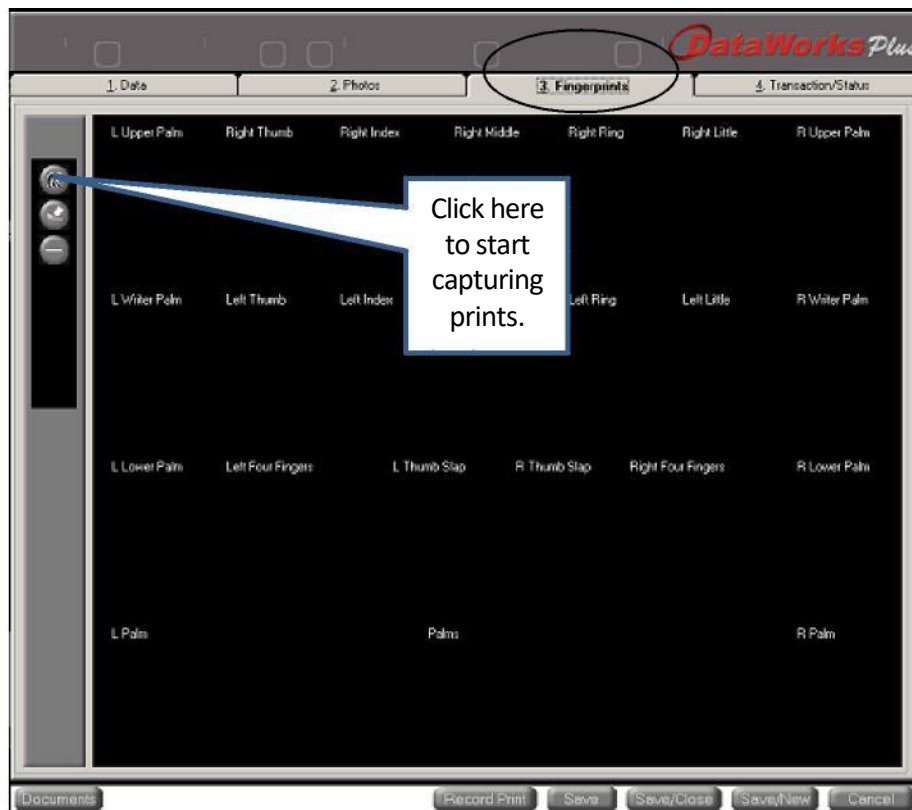
Fail (Red) means that the item did not pass the quality check.

Once the image meets all requirements (all metrics are green), click “Accept” to return to the photo selection screen. Other photos are taken in the same manner.

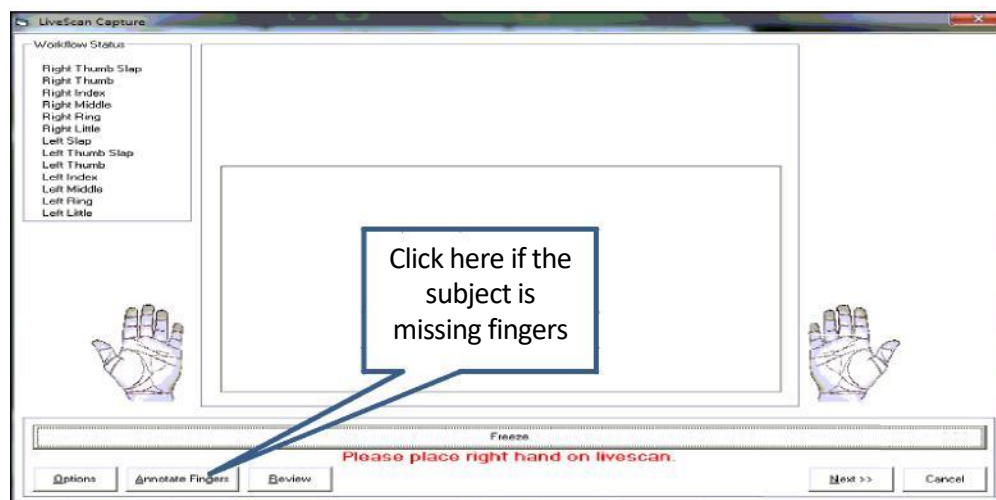


L. Criminal Record Fingerprinting

Once all of the relevant mugshot photos are taken, clicking on the “3.Fingerprints” tab on the top will open the below screen. Clicking “Capture” round button on the left will begin the process.



The following screen will appear, indicating the scanner is ready to capture fingerprints.



If any of the subject's fingers are unable to be captured, fingerprints can be skipped by clicking on "Annotate Fingers" button and selecting the reason

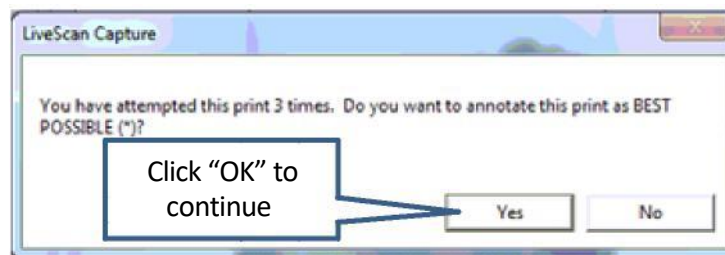
The screenshot shows the "Annotate Fingers" dialog box. It contains two columns of dropdown menus for selecting annotations for the left and right hands. The left column includes: Left Slap, Left Thumb, Left Index, Left Middle, Left Ring, Left Little, Left Writer Palm, Left Lower Palm, and Left Upper Palm. The right column includes: Right Slap, Right Thumb, Right Index, Right Middle, Right Ring, Right Little, Right Writer Palm, Right Lower Palm, and Right Upper Palm. A blue callout box points to the "Left Slap" dropdown menu, and another blue callout box points to the "OK" button with the text "Click here when finished". Below the main dialog, a separate window shows the expanded dropdown menu for "Left Slap" with a list of reasons: AMPUTATED, BANDAGED, BEST POSSIBLE, TIP AMPUTATED, DEFORMED, MISSING AT BIRTH, and SCAR.

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:

- 1 - For Upper Palmprints, place the top of the longest finger on the top edge of the scanner glass
- 2 - For Lower Palmprints, place the top of the wrist on the bottom edge of the scanner glass
- 3 - 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.
- 4 - For all prints, have the subject relax the hand and spread the fingers gently apart on the glass.

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 the following pop-up message will display. Click "OK" to continue.

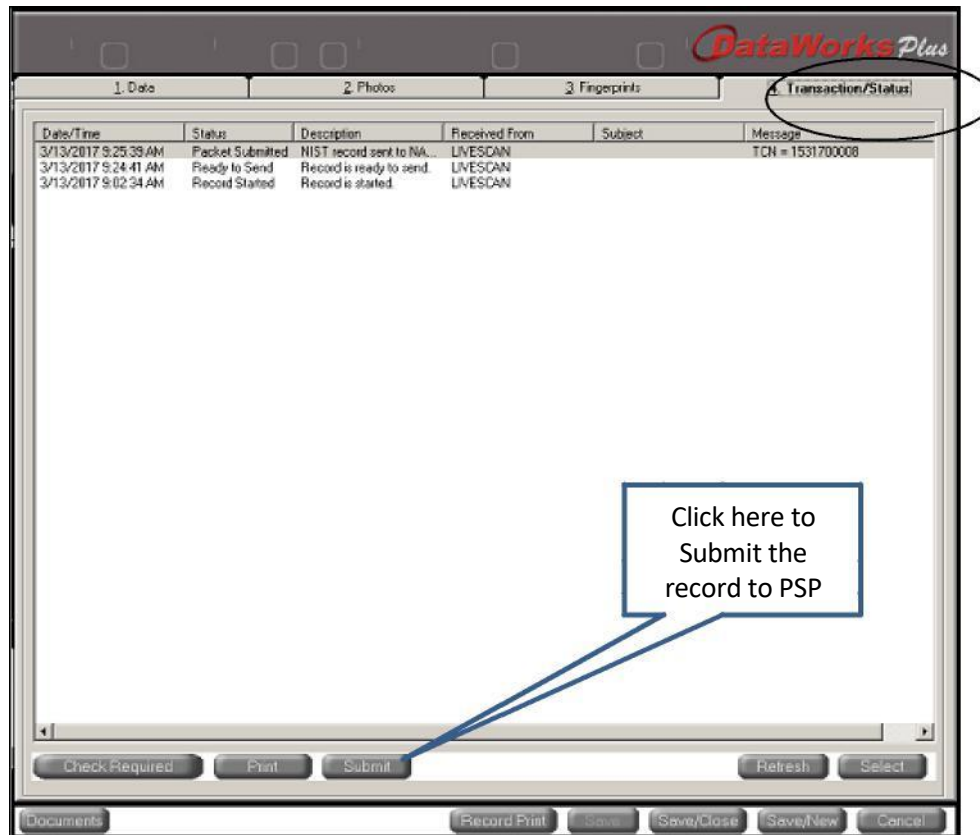


Clicking on “Save and Exit” after the last print is complete will bring you to the fingerprint preview screen. It should look similar to the below image. If any print was skipped, those prints will be grayed out and the reason will be visible in the corner of the print box.



M. Criminal Record Submission Screen

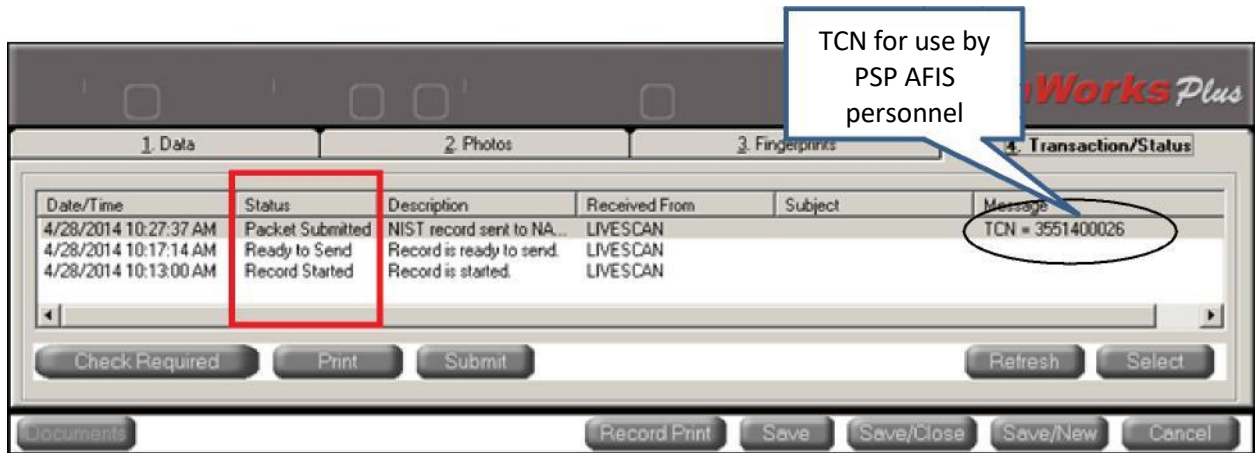
Once all of the Demographic Screens, Photos, and Fingerprints are completed, clicking on the “4.Transaction/Status” tab on the top will open the below screen. To send the record to PSP, click the “Submit” button towards the bottom of the window.



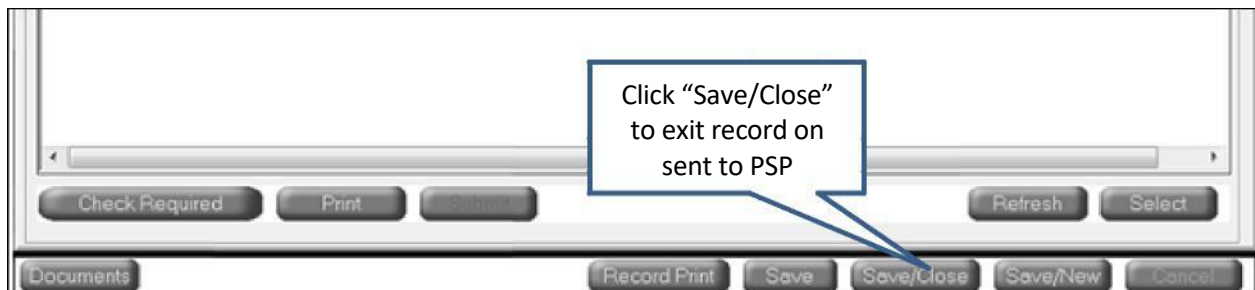
When a pop-up message displays that reads “Send Successful”, the record has successfully transmitted to PSP. Click “OK” on the message to return to the “4.Transaction/Status” window.



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.

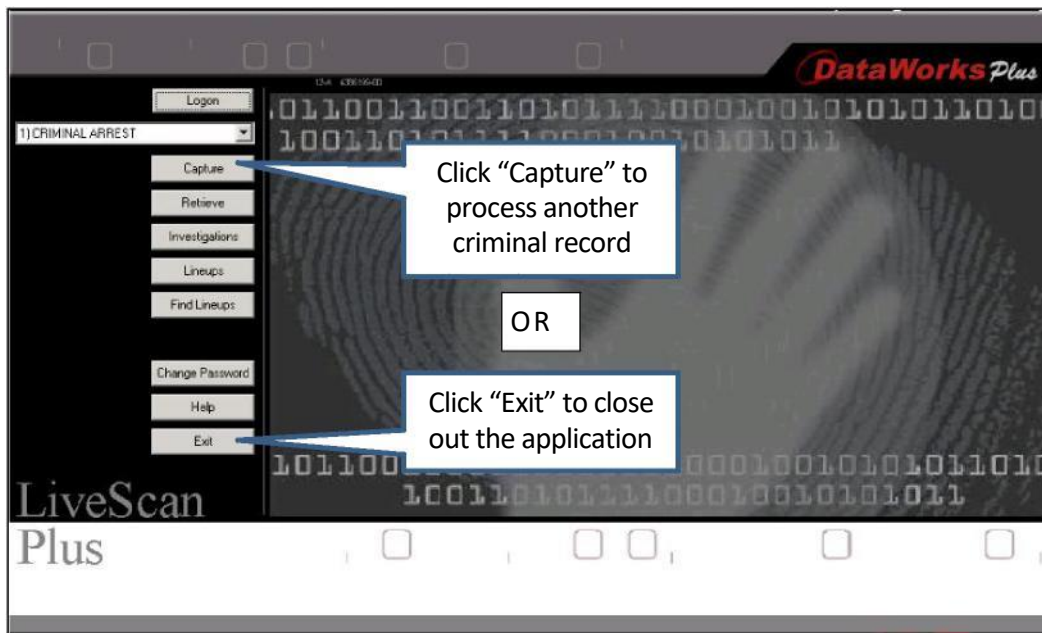


Click the “Save/Close” button at the bottom of the screen to return to the main menu.



N. Exiting the Livescan Application's Main Menu

Once back at the Main Inventory Screen, the operator may continue to process another inmate or click "Exit" button 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****

O. 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.