Criminal Record Processing for PA Booking Centers

Using DataWorks Plus All-In-One Livescan Systems

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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.

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.

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 “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.

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”.

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.)
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. 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 centered, click here to capture the subject’s mugshot photo

Use these buttons beneath the image to fix the crop lines

Click “OK” when the image looks acceptable
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.

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.

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.