

COMMONWEALTH OF PA
CRIMINAL BOOKING SYSTEM

CPIN — COMMONWEALTH PHOTOIMAGING NETWORK
LIVESCAN — DIGITAL FINGERPRINT LIVE SUBMISSION

EXPLANATION OF EQUIPMENT

CPIN

1. ALL DEMOGRAPHIC DATA, SCARS MARKS AND TATOOS, CHARGES AND PHOTOS ARE CAPTURED ON CPIN.
 - a) 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 dob.
 - b) Demographics must be accurate or investigators will have difficulty finding suspects based on height, weight, sex, race etc, if they are inaccurate.
 - c) Once all data has been entered and photographs taken, all information carries over to the Livescan.
 - d) 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.

LIVESCAN

1. Livescan is where the Criminal History is created and/or updated. Double check all data coming over for accuracy and make corrections here if necessary.
 - a) Complete filling in additional data and roll fingerprints and Palms.
 - b) Once you are done and hit send, the record is transmitted to the NATMS.

WHAT HAPPENS UPON SUBMISSION

1. Once the record is received at the State series of things occur.
 - a) The system compares the name and dob submitted to determine if the subject has been arrested before in Pa. 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# 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 dob 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#.
- b) While the above is happening, the system 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.
 - c) 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 prints 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.
 - d) 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# with the prints. This event# carries over from the CPIN during the booking process.
 - e) 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 Pa 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 Pa will already be back.

If the subject is a multi-state offender you will receive a complete Federal RAP sheet back.

PET PEEVE

PLEASE PROCESS EVERYONE PRIOR TO RELEASE. JACK THE RIPPER WILL NOT COME BACK TO GET PRINTED AND MAY VERY WELL KILL A COP OR CIVILIAN TO AVOID CAPTURE, KNOWING HE IS WANTED. IT HAS HAPPENED ALREADY.

Guidelines For Taking Correct Facial Images

Setting Up & The First Image

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



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



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



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



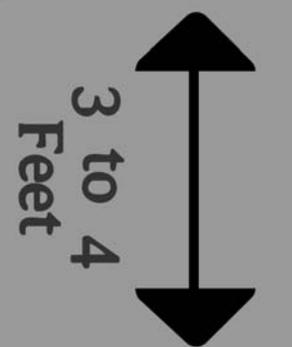
To avoid shadows, the subject should not be too close to the backdrop.



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



BACKDROP



Guidelines For Taking Correct Facial Images



Correct Image



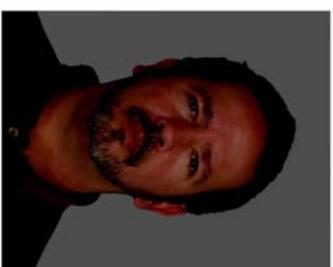
Too Close to Backdrop



Close Blinds



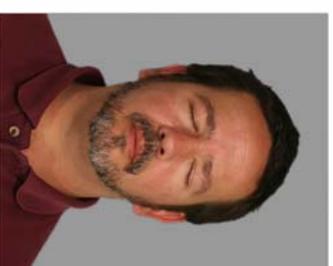
Center Subject Don't Cut Off



Lights On



Subject Facing Forward



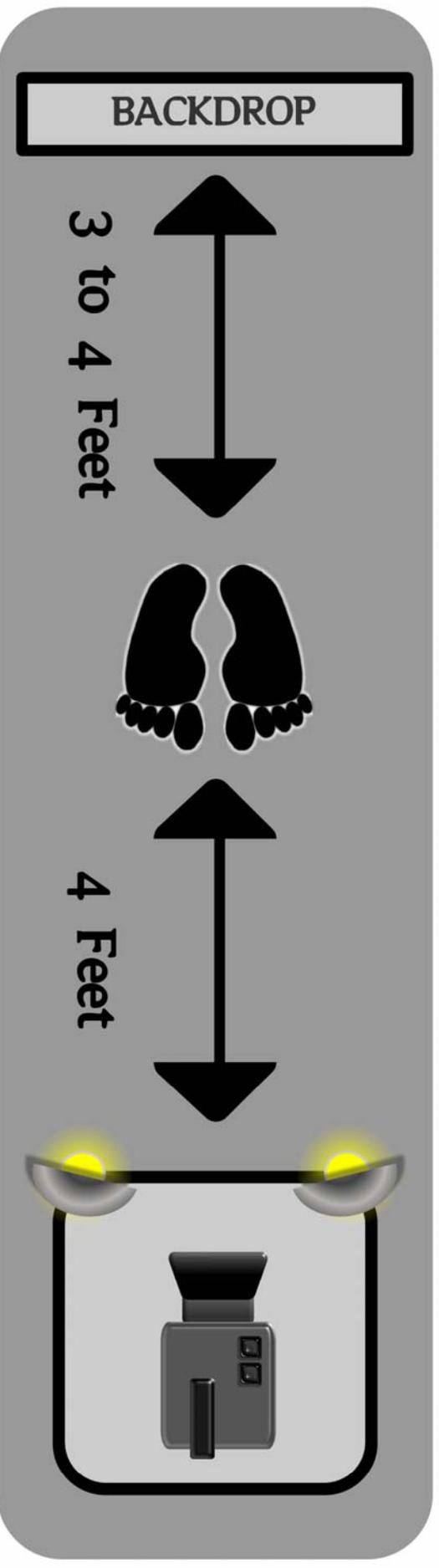
Eyes Open



No Foreign Objects



Clean Backdrop



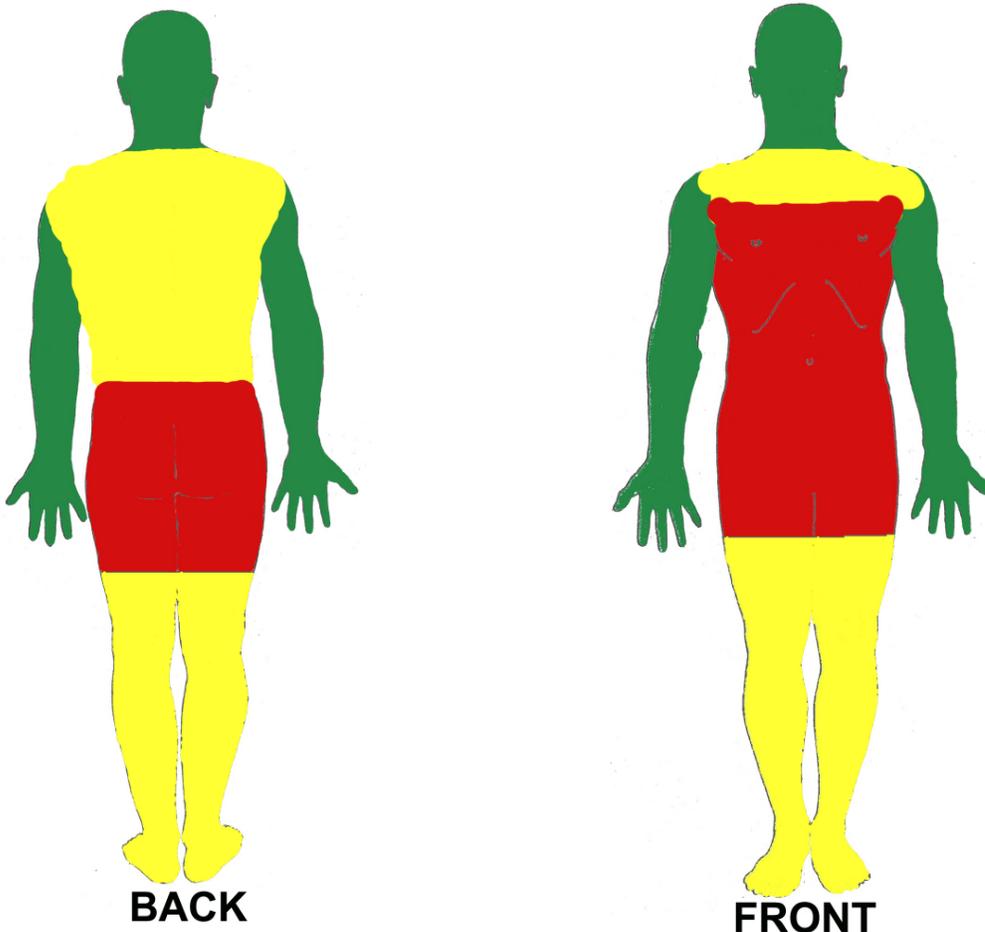
CPIN Guidelines for taking images

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 breast, buttocks, and genital areas are never to be photographed

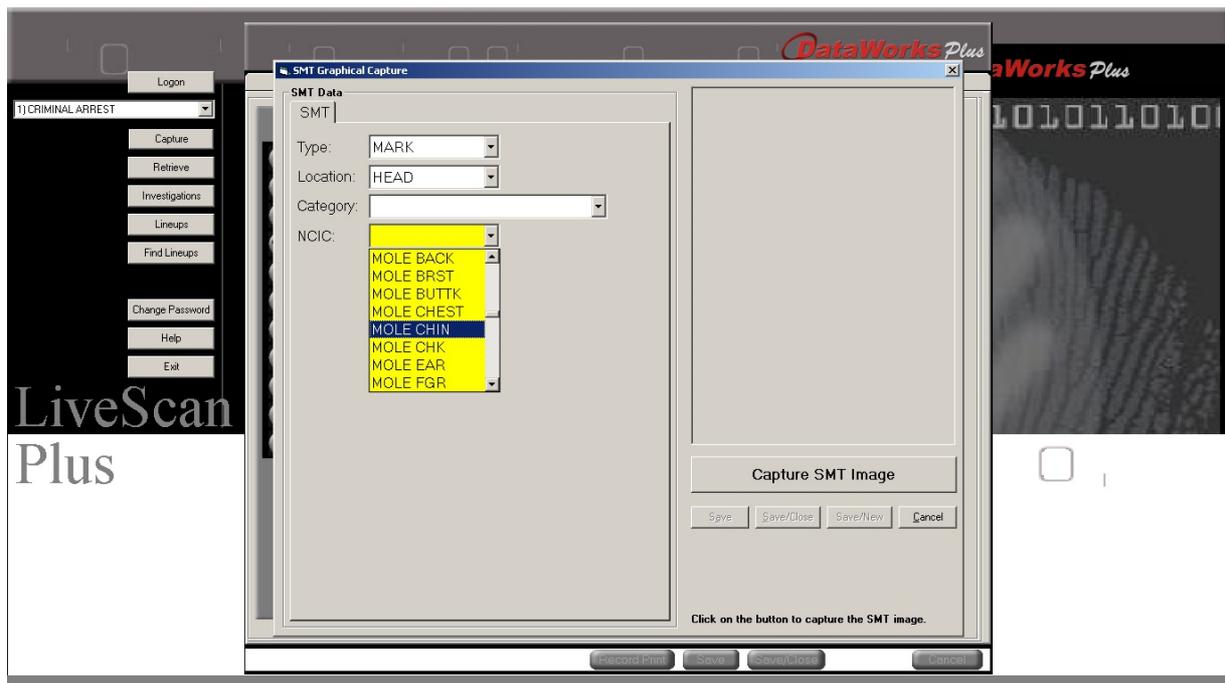
Note: SMTs that are not photographed should not be entered in CPIN but should be entered in livescan when hand and fingerprints are taken.



The Pennsylvania Chiefs of Police Association reminds you that professionalism is part of your job

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.

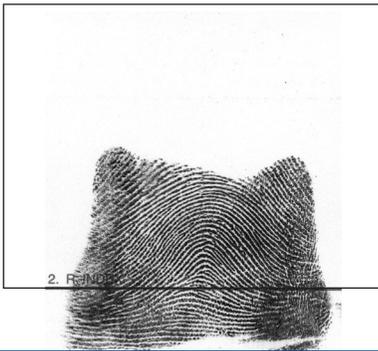




FINGERPRINTS

Capturing Legible Fingerprints

Proper Capture of Image within Fingerprint Block



INCORRECT

Image printed too low in block.

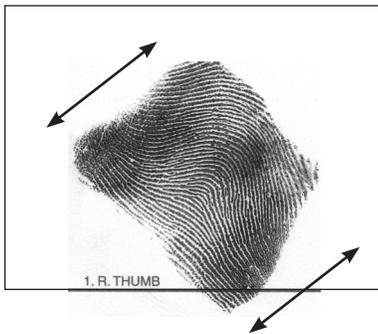
Image protrudes into neighboring fingerprint block.



CORRECT

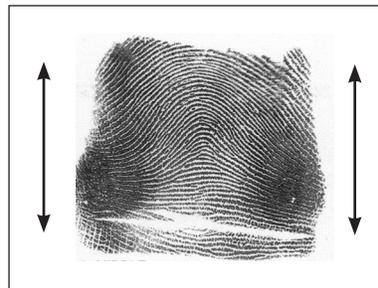
Entire image printed in the center of the block.

Proper Orientation of Rolled Fingerprint Impressions



INCORRECT

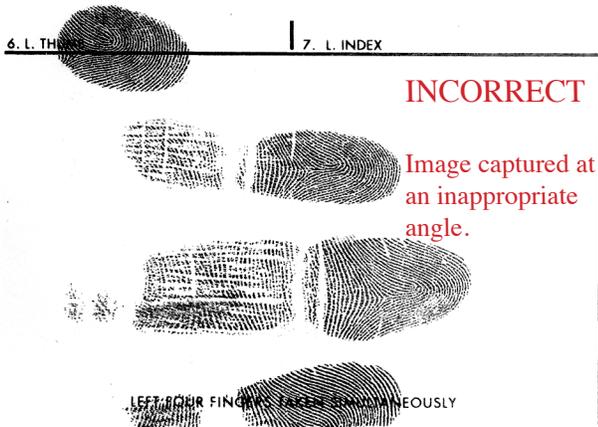
Image captured at an angle.



CORRECT

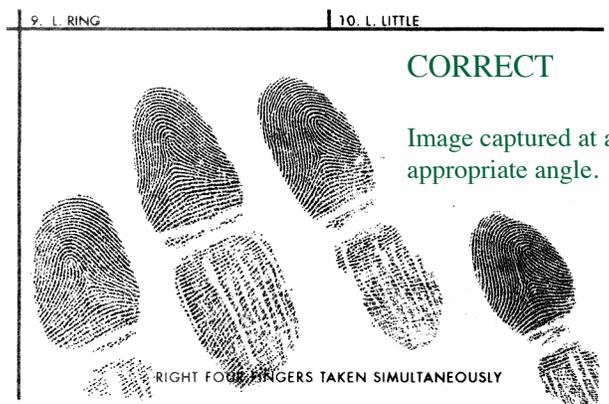
Capture image in a vertical upright position.

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



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.

Whorl



Complete Pattern Area Not Present in Rolled Impressions

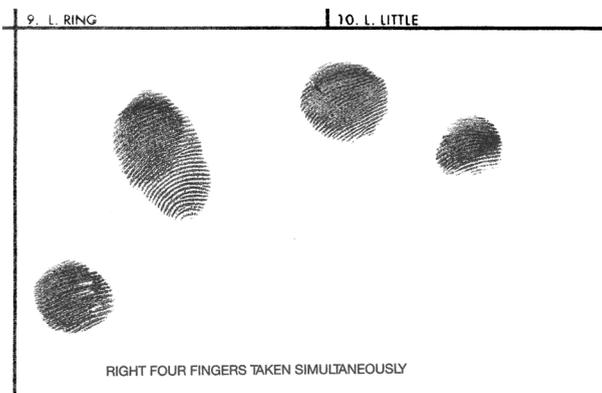


INCORRECT

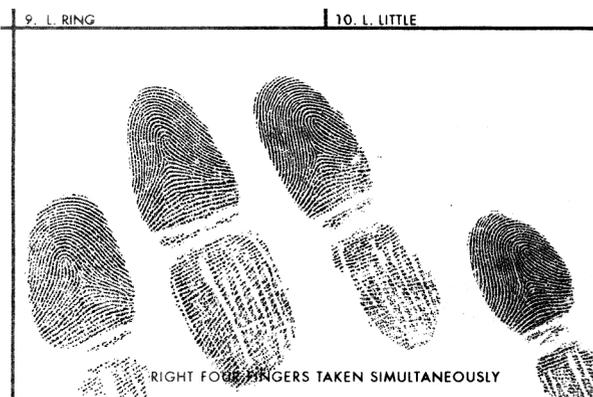


CORRECT

Complete Pattern Area Not Present in Plain Impressions

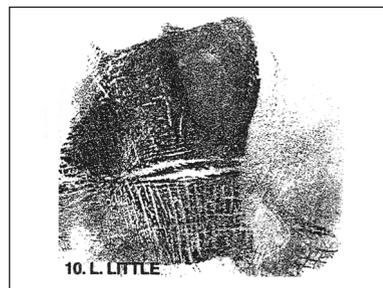


INCORRECT



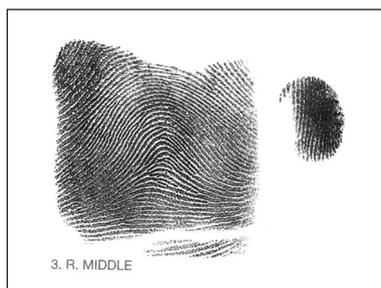
CORRECT

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.

Subject: PA Livescan - Originating/Arresting Agency ORI

There has been a concern about how the Originating Agency and Arresting Agency ORI values are being transmitted to the state. PSP has discussed these issues and concluded that the existing software can remain as is. We do however need to change how we are training users in the field.

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.

PSP may make a spec change in the future that would allow us to lock this functionality down. For the time being please train the end users on this workflow.

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
REQUISITION

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

Note: Purdens charge codes will not have the letter prefix

From: DATAWORKSPLUS.com>

Date: February 24, 2015 at 9:09:11 AM EST

Subject: Livescan changes

Last week the following changes were deployed to the (2) livescan units at York per the previous request of LTW.

1. Applicant transactions –Palm prints are disabled for ALL applicant transactions.
2. Edits –A 12 hour window has been established where criminal submissions can be edited with the following stipulations:
 - a. The name field CANNOT be changed after submission
 - b. All other data and fingerprints can be edited during the 12 hour window
3. Resubmit queue –The system will automatically resubmit any transactions that fail due to loss of connectivity with the AFIS system. There will be a seven (7) day window during which this can occur. This will be the ONLY reason for an auto-resubmit.
4. Slap Capture – Slap captures have auto-advance disabled so that the operator must hit a key to move to the next screen. This will help ensure that the operator verifies the slap prints are positioned properly within the capture area.

Bill Michael – Account Manager

Dataworksplus

How to enter hyphenated names

Name Format: LAST, FIRST space MIDDLE space SUFFIX

Only special characters permitted are:

- Comma between LAST and FIRST
- Hyphen between hyphenated last names:

ex. SMITH-JONES, SAM S JR

LAST and FIRST names are mandatory and must have a minimum of one character each. MIDDLE and SUFFIX are optional.

No Numeric Digits are allowed.

Only UPPER CASE characters are allowed.

**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 #: _____

Arrestee 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 #: _____

Proper Procedure For Correcting Duplicate OTN's: (New)

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.



TOWAMENCIN TOWNSHIP POLICE DEPARTMENT
1090 Troxel Road
Lansdale, Pa 19446

Paul T. Dickinson
Chief of Police

215-368-7606
(FAX) 215-368-7624
chief@towamencinpd.org

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



TOWAMENCIN TOWNSHIP POLICE DEPARTMENT
1090 Troxel Road
Lansdale, Pa 19446

Paul T. Dickinson
Chief of Police

215-368-7606
(FAX) 215-368-7624
chief@towamencinpd.org

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: 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.

*******ATTENTION – ALL LIVE SCAN USERS*******

Utilization of Live Scan devices for Applicant Query transactions:

When utilizing the live scan device to transmit Applicant Query transactions it is important to ensure the proper Reason for Fingerprint (RFP) is selected from the drop down menu. *Some devices have a default setting of MPT.* If this is not the correct RFP it will cause processing errors and erroneous Retainable Applicant entries into the state CCH system. Please take the time, prior to submission, to double check the RFP field and ensure it is accurate prior to submission.

MPT = transactions for all Act 120 certification applications (including Municipal Police hires, MPOETC Instructor certification applicants and School Director applications as well as **Firearms Instructor Applications under the** Retired Law Enforcement Identification Act). For these transactions you must enter **PAPSP0100** in the Controlling Agency ORI to ensure MPOETC receives copies of the RAP responses.

Utilizing “**CRIMINAL JUSTICE EMPLOYMENT**” is **not** acceptable for submission for **MPT applicants**. This error will fail to generate the required SID and retainable record in the state CCH system (see below).

PLEASE NOTE: **LWTA (Act 235)** APPLICANTS ARE NOW REQUIRED TO UTILIZE COGENT SYSTEMS FOR PROCESSING; STATE AND MUNICIPAL AGENCIES SHOULD NOT ATTEMPT TO TRANSMIT THESE TRANSACTIONS AS THEY WILL NOT PROCESS.

When to use Criminal Justice Employment:

For civilian employment with a criminal justice agency (i.e. Other than Act 120 applicants) or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Other purposes: Vendors or contractors at the criminal justice agency who are involved with the actual administration of criminal justice at the criminal justice agency (e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks); additionally, volunteers at the criminal justice agency involved with the actual administration of criminal justice at the agency.

Creating a Data Statistical Report from a CPIN System

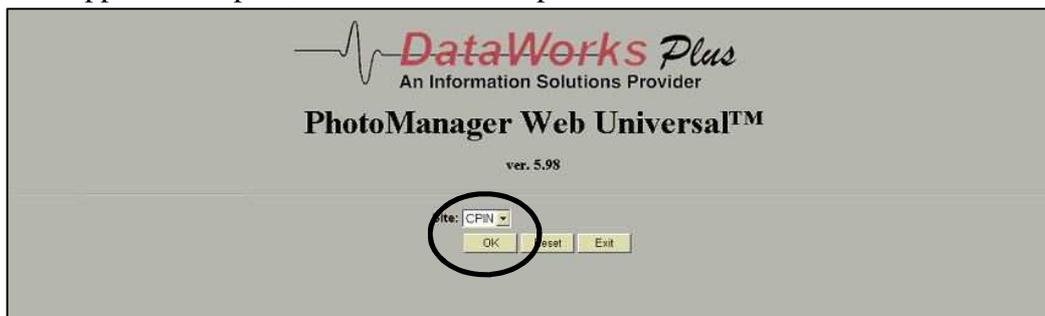
1. Log into the CPIN system using your own credentials.



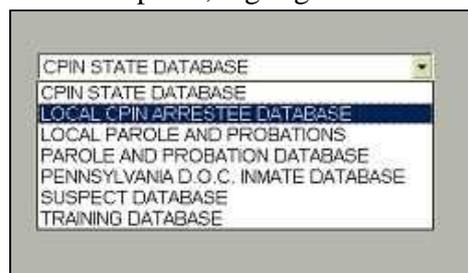
2. When system login is complete, double-click on the "Image & Data Retrieve" icon



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



4. From the Database selection on the top-left, highlight "Local CPIN Arrestee Database"



5. The “Local CPIN Arrestee Database” will appear.

LOCAL CPIN ARRESTEE DATABASE

Identifiers Description Desc/Charges Gang

Event# [] to [] Suffix: []

Last Name: []

First Name: []

Middle Name: [] Nickname: []

SID# [] OTN: []

OCA # [] ORI: []

Incident: [] SSN: []

Event Date/Time: [] to []

DOB: [] to [] Age at Arrest: [] to []

Address Street: []

Address City: []

Address State: [] County Code: []

AK ALASKA ADAMS
 AL ALABAMA ALLEGHENY
 AR ARKANSAS ARMSTRONG
 AZ ARIZONA BEAVER
 CA CALIFORNIA BEDFORD
 CN CANADA BERKS
 CO COLORADO BLAIR
 CT CONNECTICUT BRADFORD

6. Enter a Date/Time (for example, 3/1/2017 to 3/31/2017) and click “Find” at the bottom.

Reset Find Cancel Index Server: Custom Search: None

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

Event#	Last Name	First Name	Middle Name	Suffix	Incident Number	OCA Number	SID#	OTN#	Event Date/Time	Location Id	County Code
393006259	DIMLER	SONIA	SUE		16 2459	LT 9380	44069059	T803089-4	3/31/2017 9:22:00 AM	LTWP	48
393006244	DAVIES	ALEXIS	LOUISE		17 0202 LT3988	17 0302 LT	39652544	T897534-1	3/21/2017 8:41:00 AM	LTWP	48
393006238	STERNER	DYLAN	TYLER				44244360	T806577-0	3/29/2017 5:45:00 PM	LTWP	48
393006228	BELBER	HENRY	S	IV	17-0741	17-0741	28106742	X088611-5	3/29/2017 1:18:00 PM	LTWP	48
393006213	MCLAUGHLIN	JOHN	EDWARD		WB17-00065	WB17-00065	29749728	T896499-2	3/29/2017 9:42:00 AM	LTWP	48
393006208	FREDERICK	MATTHEW	DAMION		17-0738	17-0738	37612715	X088489-2	3/28/2017 9:05:00 PM	LTWP	48
393006193	MOSER	MAURA	NICOLE		PA2016 981444	PA2016 981	44240084	T887851-6	3/28/2017 10:22:00 AM	LTWP	48
393006181	SANDER	ROSA	PEREIRA				44226600	T801028-2	3/22/2017 3:57:00 PM	LTWP	48
393006175	KULICK	ALAN	ANDREW		2017 0260	2017 0260	44222850	T896211-1	3/21/2017 1:05:00 PM	LTWP	48
393006167	BUSKIRK	WOODROW	CHARLES	SR	17-009902	17-009902	13663641	T899387-6	3/21/2017 7:37:00 AM	LTWP	48
393006159	RUCH	ALEXIS	LYNN				43696408	T895087-4	3/17/2017 3:54:00 PM	LTWP	48
393006146									3/16/2017 11:07:28 AM	LTWP	48
393006138	OLIVER	JOSEPH	DAVID				44195348	T898320-3	3/6/2017 3:42:00 PM	LTWP	48
393006127	DEFIORE	MICHAEL			16 1860	16 1860	41086882	T876333-3	3/7/2017 1:47:00 PM	LTWP	48
393006119	ZECHEMAN	PIERCE					43517601	T899642-2	3/2/2017 12:29:00 PM	LTWP	48
393006106	ALESKI	DAVID	JOHN		WB1700013	WB1700013	20701072	T887785-3	3/2/2017 10:08:00 AM	LTWP	48
393006092	FARYNA	RYAN	RICHARD		17000201	17000201	44179555	T883426-5	3/2/2017 9:30:00 AM	LTWP	48
393006089									3/2/2017 8:49:22 AM	LTWP	48
393006075	NAGLE	SCOTT	LEE		17-0245				3/1/2017 2:49:00 PM	LTWP	48
393006069	VELEZHECTOR	NICO	GIOVANNI		WB1700043	WB1700043	44175932	T887936-0	3/1/2017 7:51:00 AM	LTWP	39

Matches: 20 / 1 / 1

8. Clicking on the “Reports” button at the bottom of the screen will prepare a report with all of the results listed and allow report printing.

Event #	Date of Arrest	LastName	FirstName	MiddleName	SID
393006068	Mar 1 7:51AM 2017	VELEZ-HECTOR	NICO	GIOVANNI	44175930
393006075	Mar 1 2:49PM 2017	NAGLE	SCOTT	LEE	
393006092	Mar 2 9:30AM 2017	FARYNA	RYAN	RICHARD	44179551
393006106	Mar 2 10:08AM 2017	ALESKI	DAVID	JOHN	20701072
393006119	Mar 2 12:29PM 2017	ZECHMAN	PIERCE		43517601
393006127	Mar 7 1:47PM 2017	DEFIOR	MICHAEL		41086882
393006138	Mar 8 2017	OLIVER	JOSEPH	DAVID	44195345

9. Clicking on the “Adhoc” button at the bottom of the screen will allow you to create customized reporting by adding requested fields only

AdHoc Report Fields

Fields:

TFP Origin Id

< - Add

Remove - >

Not Fields:

Teeth
 Facial Hair
 Megans Law Offender
 XGang Affiliation
 SSN (Single Field)
 ADDRESS STREET
 ADDRESS CITY

OK Cancel

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

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:

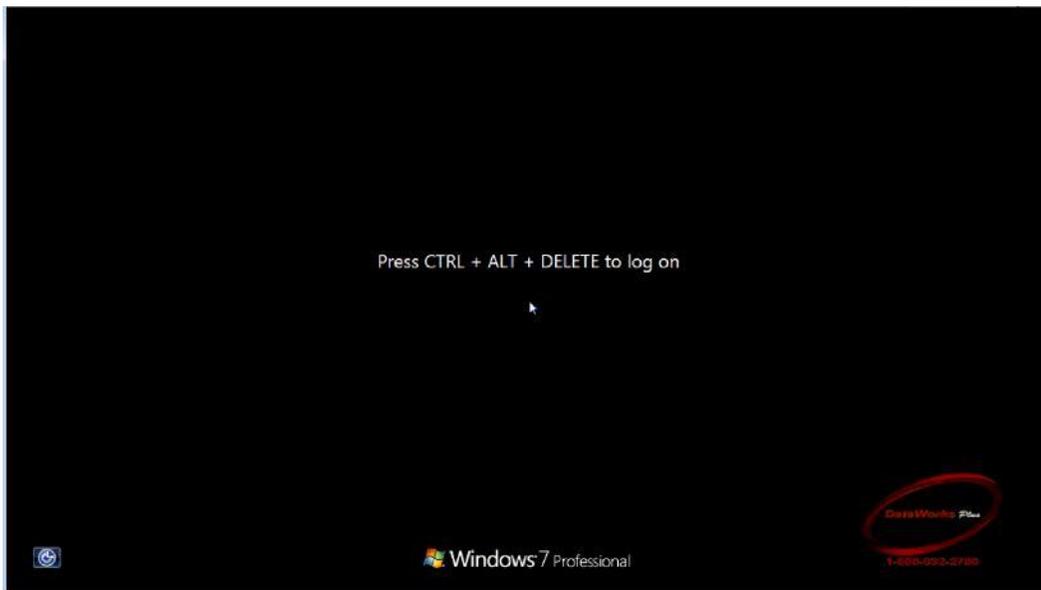
- 1 - Obtaining the criminal charges for the subject.
- 2 - Accessing the livescan device and logging into the application
- 3 - Choosing the proper record type from the livescan's application record choices
- 4 - Completing the demographic portion of the criminal record
- 5 - Completing the photo portion 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:

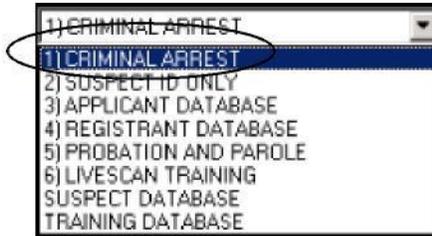


Note, the following desktop icon (entitled "Image and Data Capture") is not used for criminal processing.

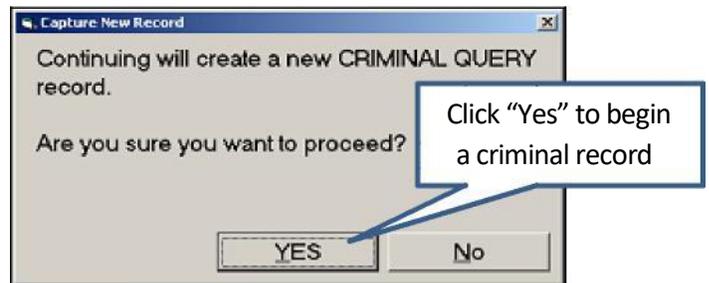
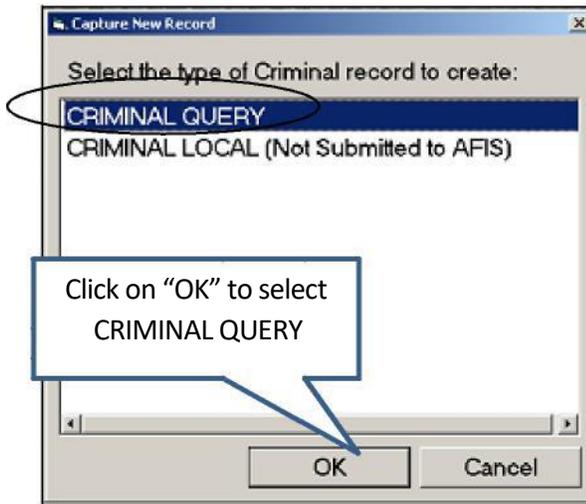


E. Beginning a New Criminal Record

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 displays the 'Data' tab of the 'Criminal Record Demographics' screen. The 'Name' section has 'Last' and 'First' fields highlighted in yellow. The 'Date of Birth' (DOB) field is also highlighted in yellow. Below this, the 'Arrest Date' and 'Offense Date' fields are highlighted in yellow. Callout boxes provide instructions: 'Click "Add" box to enter SSN' points to the 'Social Security Number' field; 'Click "Add" box to enter multiple dates' points to the 'DOB' field; 'Dates Format: CCYYMMDD (i.e. 20170312)' points to the 'DOB' field; and 'Click this box to open a calendar' points to the calendar icon next to the 'Arrest Date' field. The bottom of the screen features a navigation bar with buttons: 'Documents', 'Record Print', 'Save', 'Save/Close', 'Save/New', and 'Cancel'.

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 divided into several sections:

- Navigation:** Page 1, Page 2 (selected), Page 3, Page 4, Page 5.
- Sex:** A dropdown menu.
- Race:** A dropdown menu.
- Height:** A dropdown menu.
- Weight:** A dropdown menu.
- Eye Color:** A dropdown menu.
- Hair Color:** A dropdown menu.
- Hair Length:** A dropdown menu.
- Hair Style:** A dropdown menu.
- Eye Characteristics:** A dropdown menu.
- Teeth:** A dropdown menu.
- Complexion:** A dropdown menu.
- Skin Tone:** A dropdown menu.
- Facial Hair:** A dropdown menu.
- Glasses:** YES and NO buttons.
- Facial Jewelry:** A list of options: PIERCED EAR(S), PIERCED EYEBROW, PIERCED LIP, PIERCED NAVAL, PIERCED NIPPLE, PIERCED NOSE, PIERCED TONGUE.
- Amputations:** A list of options: LEFT ARM, LEFT HAND, LEFT LEG, NONE, RIGHT ARM, RIGHT HAND, RIGHT LEG.
- Scars, Marks, Tattoos:** A table with columns: Type, Location, Tattoo Category, NCIC Category.

Callouts in the image:

- A callout pointing to the dropdown menus says: "Click these boxes to select a value".
- A callout pointing to the YES/NO buttons for Glasses says: "Does the person normally wear glasses?".

Buttons at the bottom: Add, Update, Delete, Record Print, Save, Save/Close, Save/New, Cancel.

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 interface features a navigation bar at the top 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 (which is highlighted and circled), Page 4, and Page 5. The main form area is divided into several sections:

- Residence Address:** Includes 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:** Includes 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 displays the DataWorks Plus interface for Criminal Record Demographics - Page 4. The interface includes a navigation bar with tabs for Data, Photos, Fingprints, and Transaction/Status. Below the navigation bar are page tabs for Page 1, Page 2, Page 3, Page 4, and Page 5. The main form area contains the following fields and options:

- Gang Information:** Gang Affiliation (YES/NO), Name (dropdown), Chapter (dropdown).
- Megans Law Offender:** YES/NO
- Firearms Enhance:** YES/NO
- Police Prosecution:** YES/NO
- Domestic Violence:** YES/NO
- District Court #:** Text input field
- Magistrate District #:** Text input field (highlighted in yellow)
- County of Offense:** SCHUYLKILL
- Charges:** Table with Code and Description columns (highlighted in yellow)
- Charge Category:** List of categories including ALL OTHERS, ARSON, ASSAULT, BURGLARY, DRUGS, EMBEZZLEMENT, FORGERY, FRAUD, HOMICIDE, LARCENY/THEFT, MOTOR, VEH THEFT, PROSTITUTION, RAPE, ROBBERY, SEX OFFENSES, WEAPONS (highlighted in yellow)

Callout boxes provide the following instructions:

- Magistrate #: Remove dashes (i.e. "11102" for 11-1-02)
- Select Charge Category
- Click "Add" button to begin adding charges

At the bottom of the form are buttons for Add, Update, and Delete. The bottom of the interface shows a status bar with 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).

Charges::			
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 the following fields:

- Originating Agency:** PA021055C
- Arresting Agency:** (highlighted in yellow)
- Official Taking Prints:** GALLAGHER, RANDOLPH
- Attention:** (empty)
- Photo Available:** YES NO
- Prints Available:** YES NO

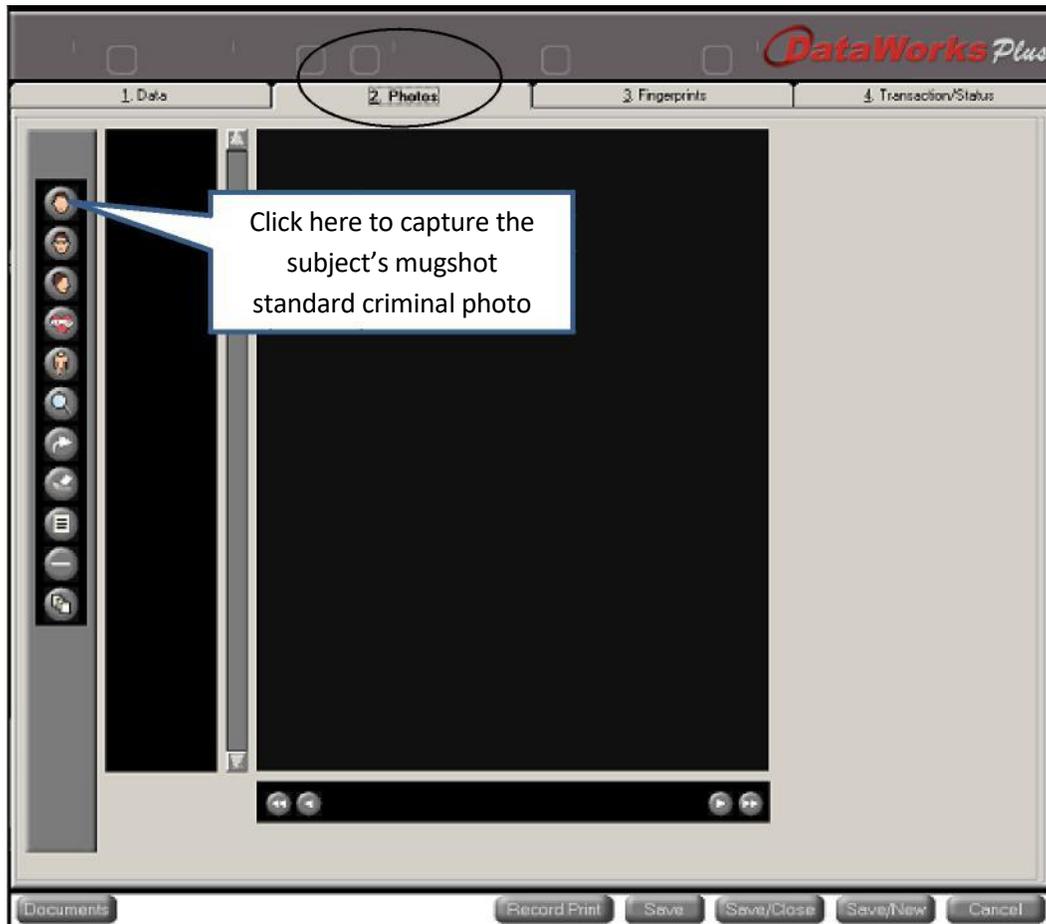
Below the 'Agency Identifiers' section, there are two sections: 'Miscellaneous ID Numbers' and 'Send Copy To'. Each section has a table with columns for 'Misc Id:' and 'SCO:' respectively, and buttons for 'Add', 'Update', and 'Delete'. At the bottom of the form, there is an 'Additional Information' section with a text area and 'Add', 'Update', and 'Delete' buttons. The footer of the interface includes buttons for 'Documents', 'Record Print', 'Save', 'Save/Close', 'Save/New', and 'Cancel'.

A callout box with a blue border and arrow points to the 'Arresting Agency' field, containing the text: "Arresting ORI must be changed to the arresting agency's ORI!".

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.

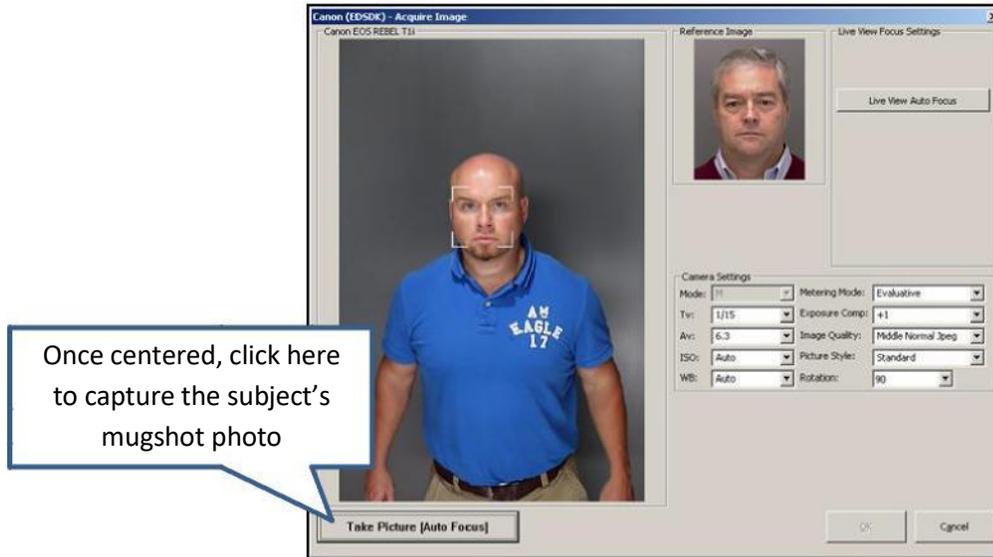
K. Criminal Record Mugshot Photo(s)

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

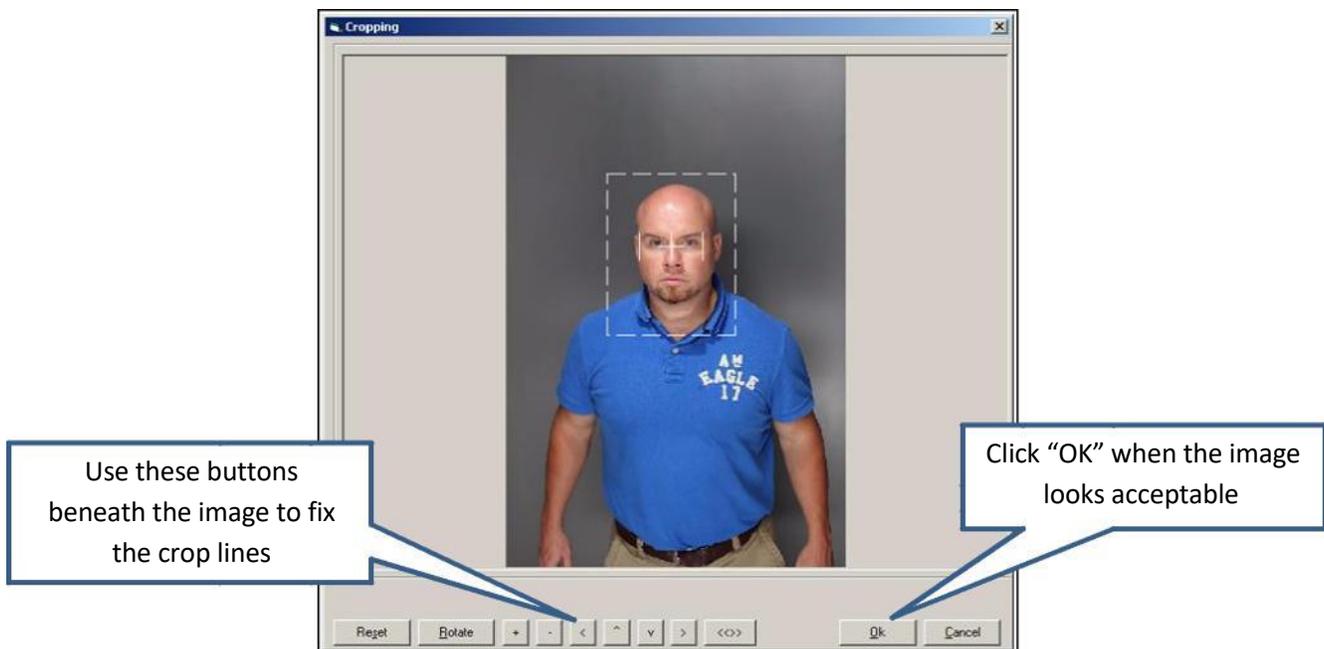


The top five (5) buttons on the left represent a different photo image of the subject that can be added to their criminal record. PSP only requires 1 photo - the very top standard mugshot photo *without glasses*. The second button from the top is the same image *with glasses* (if the subject wears a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

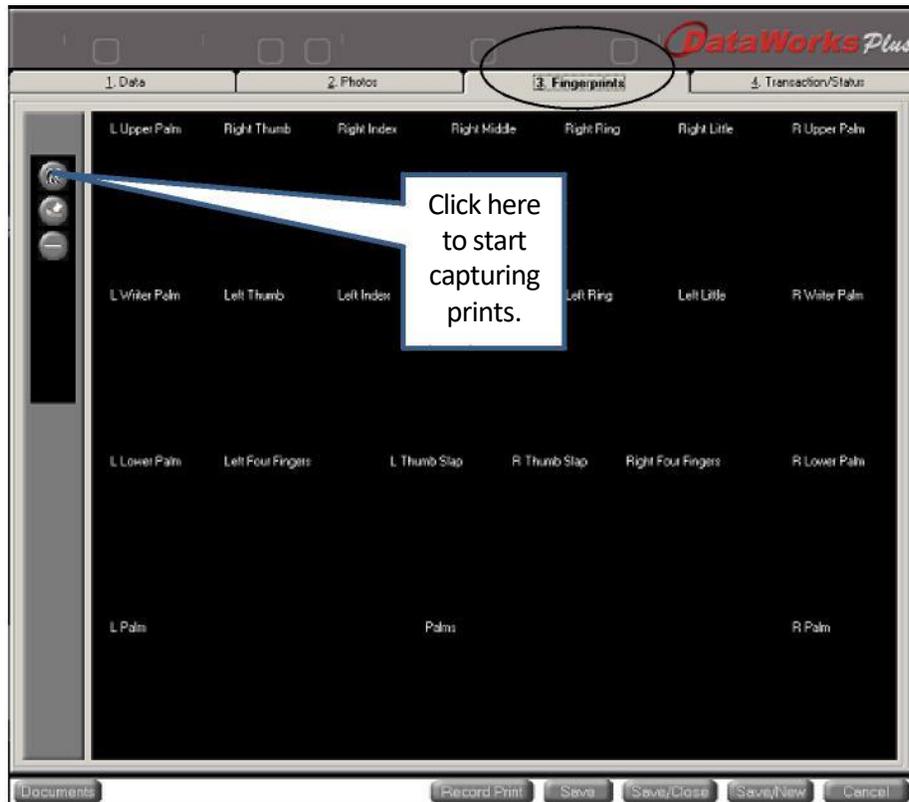
Fail (Red) means that the item did not pass the quality check.

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 "Annotate Fingers" dialog box contains two columns of dropdown menus. The left column lists: 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 lists: Right Slap, Right Thumb, Right Index, Right Middle, Right Ring, Right Little, Right Writer Palm, Right Lower Palm, and Right Upper Palm. A callout box points to the "Left Slap" dropdown menu, and another callout box points to the "OK" button with the text "Click here when finished".

The zoomed-in view of the "Left Slap" dropdown menu shows the following options:

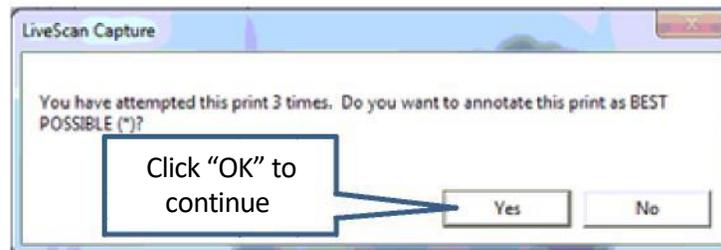
- AMPUTATED
- BANDAGED
- BEST POSSIBLE
- TIP AMPUTATED
- DEFORMED
- MISSING AT BIRTH
- SCAR

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.

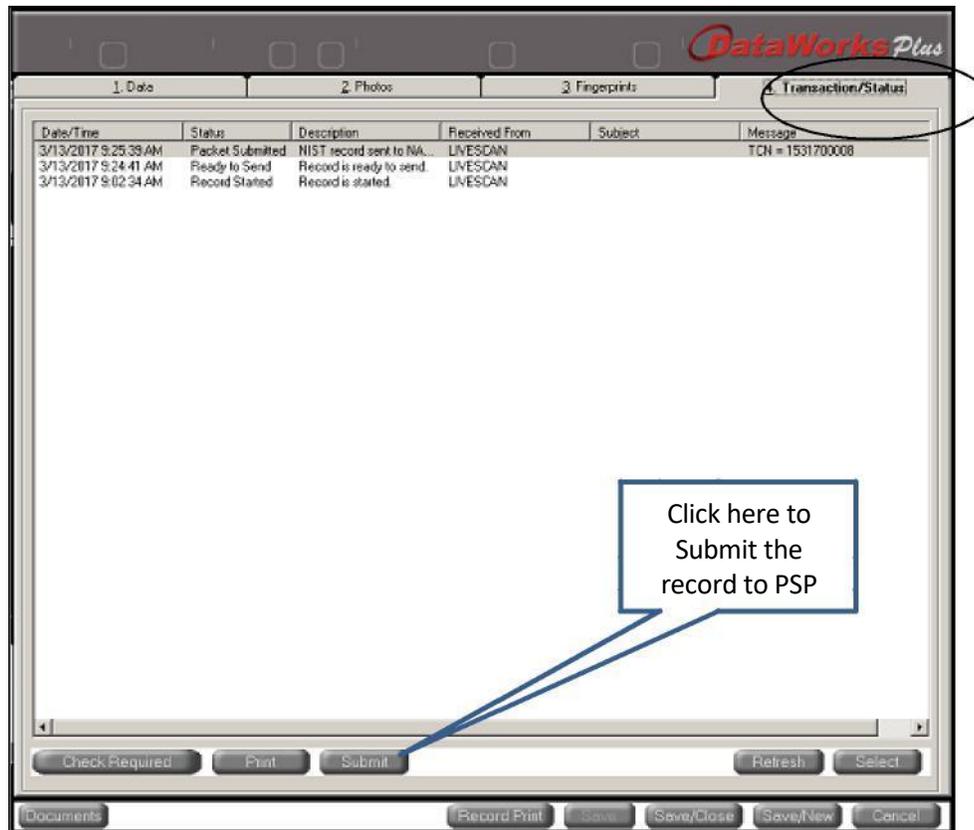


Clicking on “Save and Exit” after the last print is complete will bring you to the fingerprint preview screen. It should look similar to the below image. If any print was skipped, those prints will be grayed out and the reason will be visible in the corner of the print box.



M. Criminal Record Submission Screen

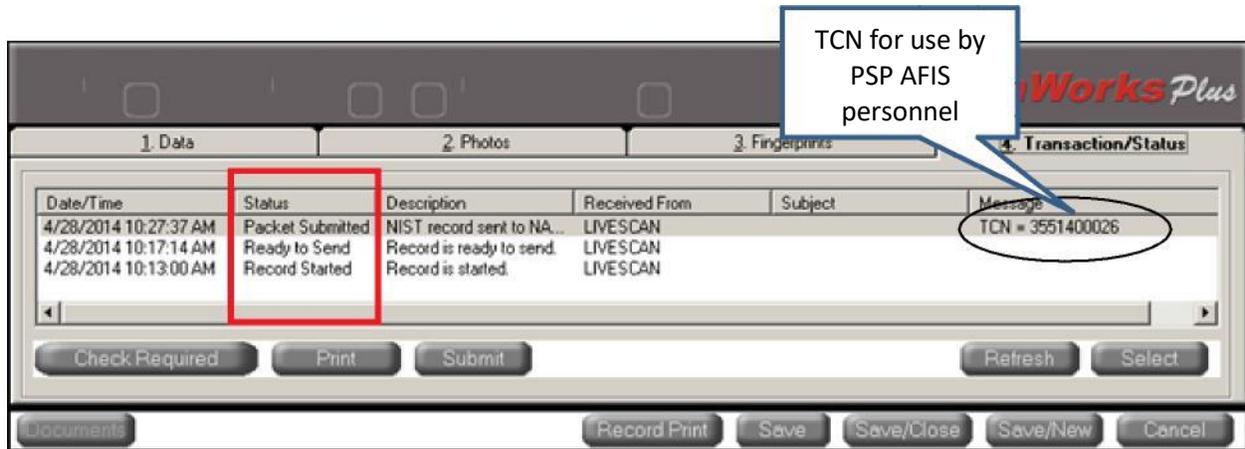
Once all of the Demographic Screens, Photos, and Fingerprints are completed, clicking on the “4.Transaction/Status” tab on the top will open the below screen. To send the record to PSP, click the “Submit” button towards the bottom of the window.



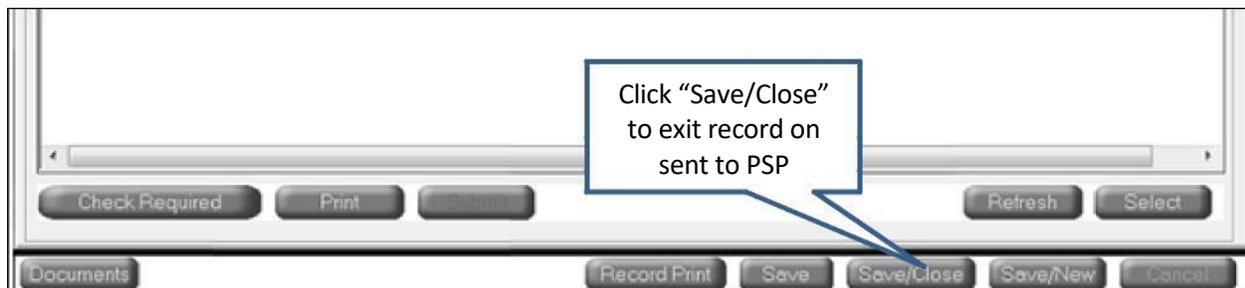
When a pop-up message displays that reads “Send Successful”, the record has successfully transmitted to PSP. Click “OK” on the message to return to the “4.Transaction/Status” window.



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.

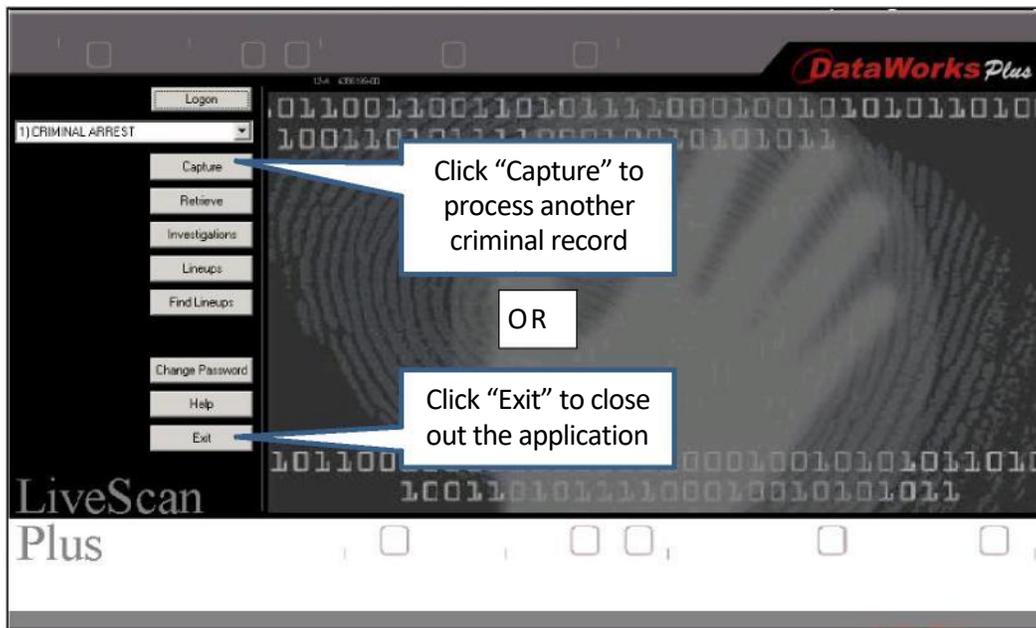


Click the “Save/Close” button at the bottom of the screen to return to the main menu.



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.



PALM PRINT CAPTURE

4 IMAGE

Submitting 4 images will include the left and right full palm prints with the corresponding left and right writer's palm for a total of 4 images, as seen in the 4 image capture example below.

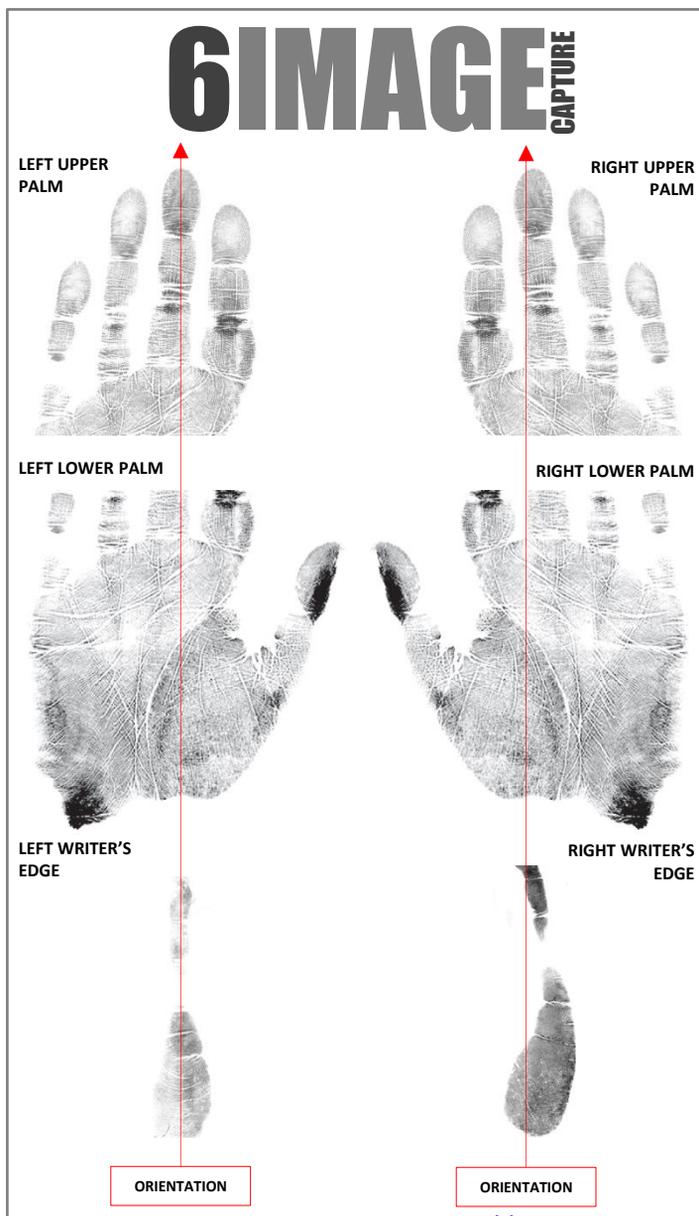
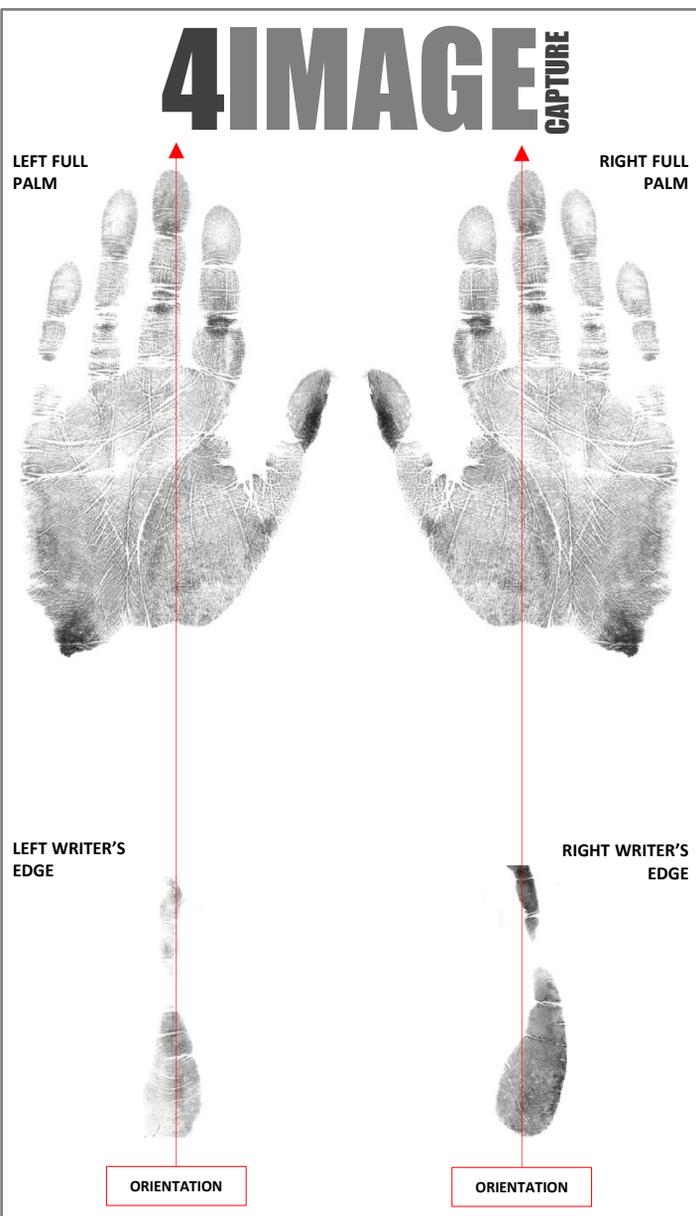
ORIENTATION

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.

6 IMAGE

Submitting 6 images will include the upper and lower from each hand with the corresponding left and right writer's palm for a total of 6 images, as seen in the 6 image capture example below.

IMPORTANT! When submitting 6 images, be sure to include the area of the upper and lower palms where they overlap as seen in the 6 image capture example.



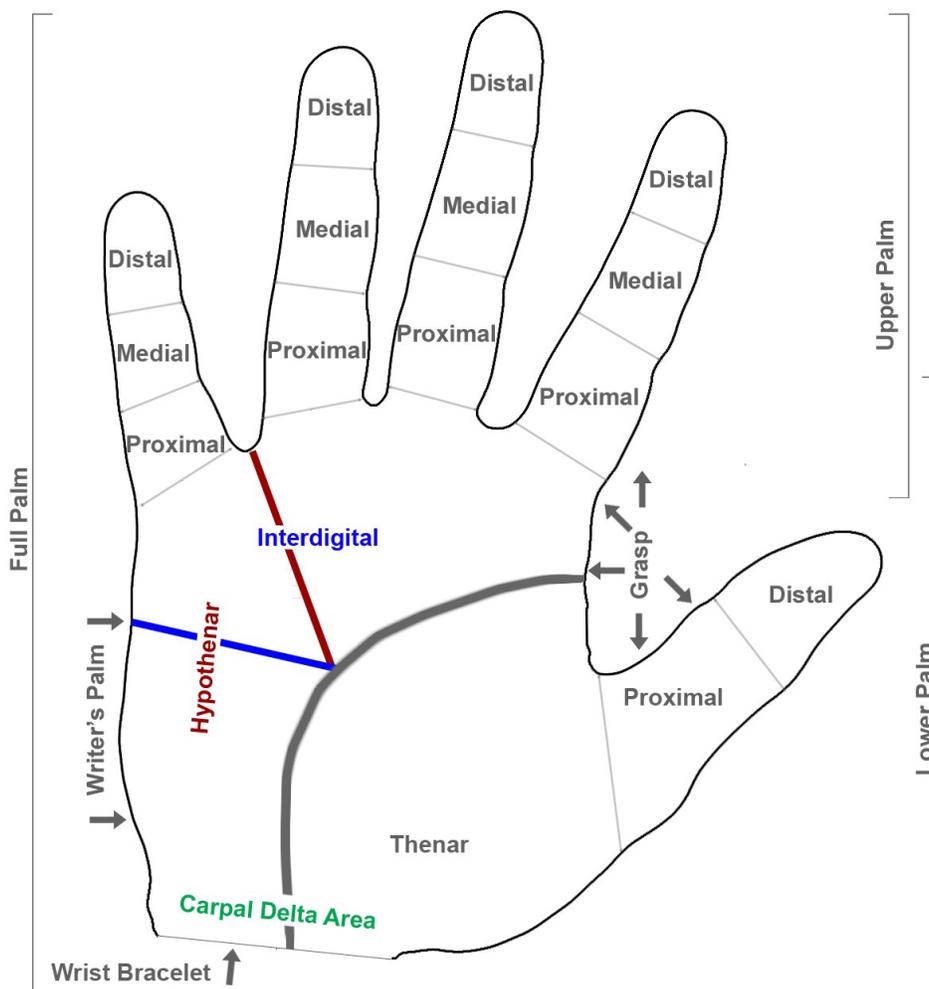
A Practical Guide for Palm Print Capture - Document Overview

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. In order to ensure the NPPS has a gallery of high quality known palm prints, the NGIPO has developed this guide to enhance user understanding of the palm anatomy and to provide a practical look at best practices for their capture, based on what works best with the new NGI matching algorithms. Included at the end of this document are two quick reference guides to provide examples of what correctly captured palm print image submissions should look like.

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 ppm (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 ppm (500 ppi), or 39.37 ppm (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*).

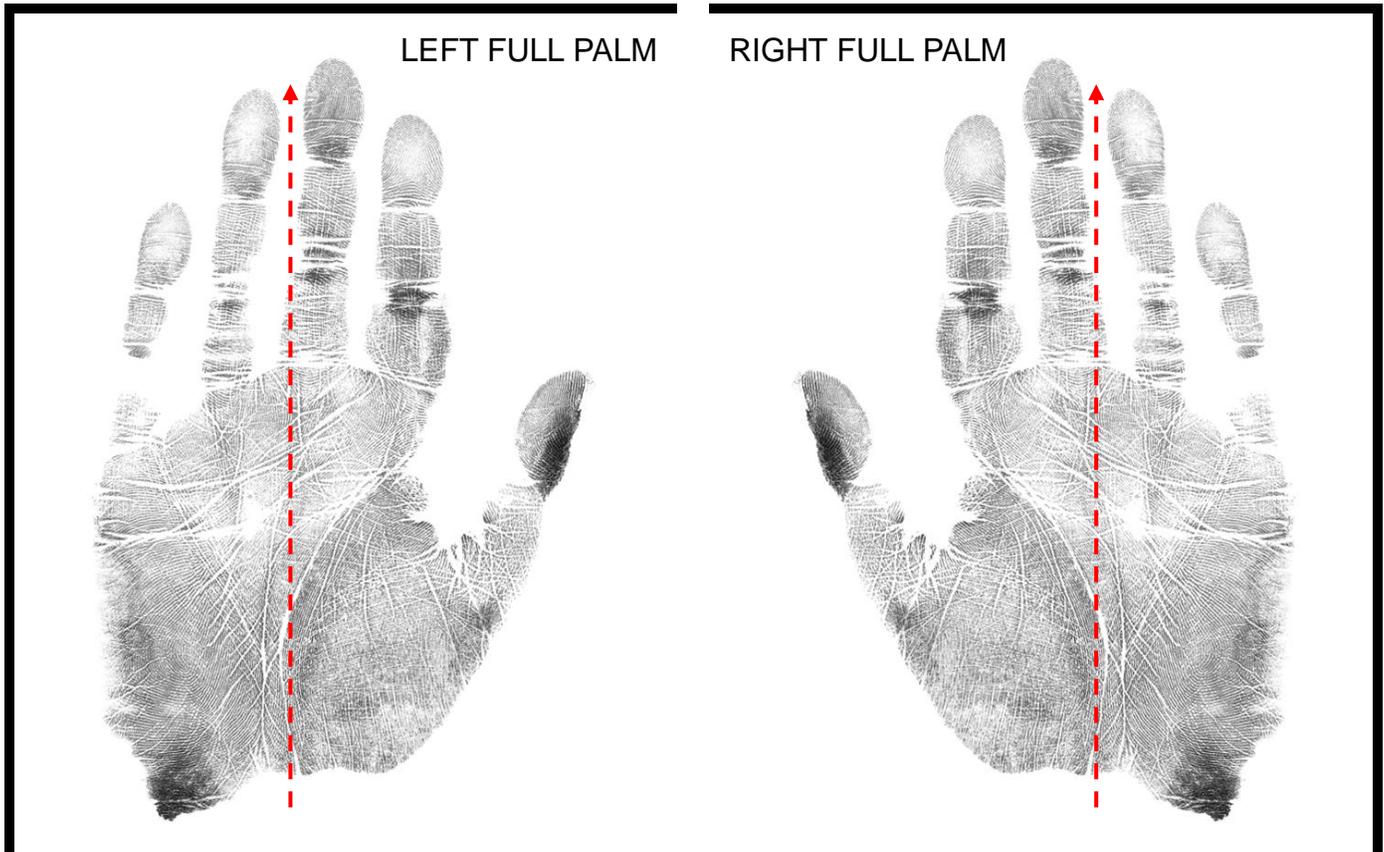
In capturing palm prints, accuracy is affected by incorrect image orientation. Live capture palm images should be captured as closely as possible to an upright, vertical position (See *4 Image Type-15 Submission Guide* and *6 Image Type-15 Submission Guide*).

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.

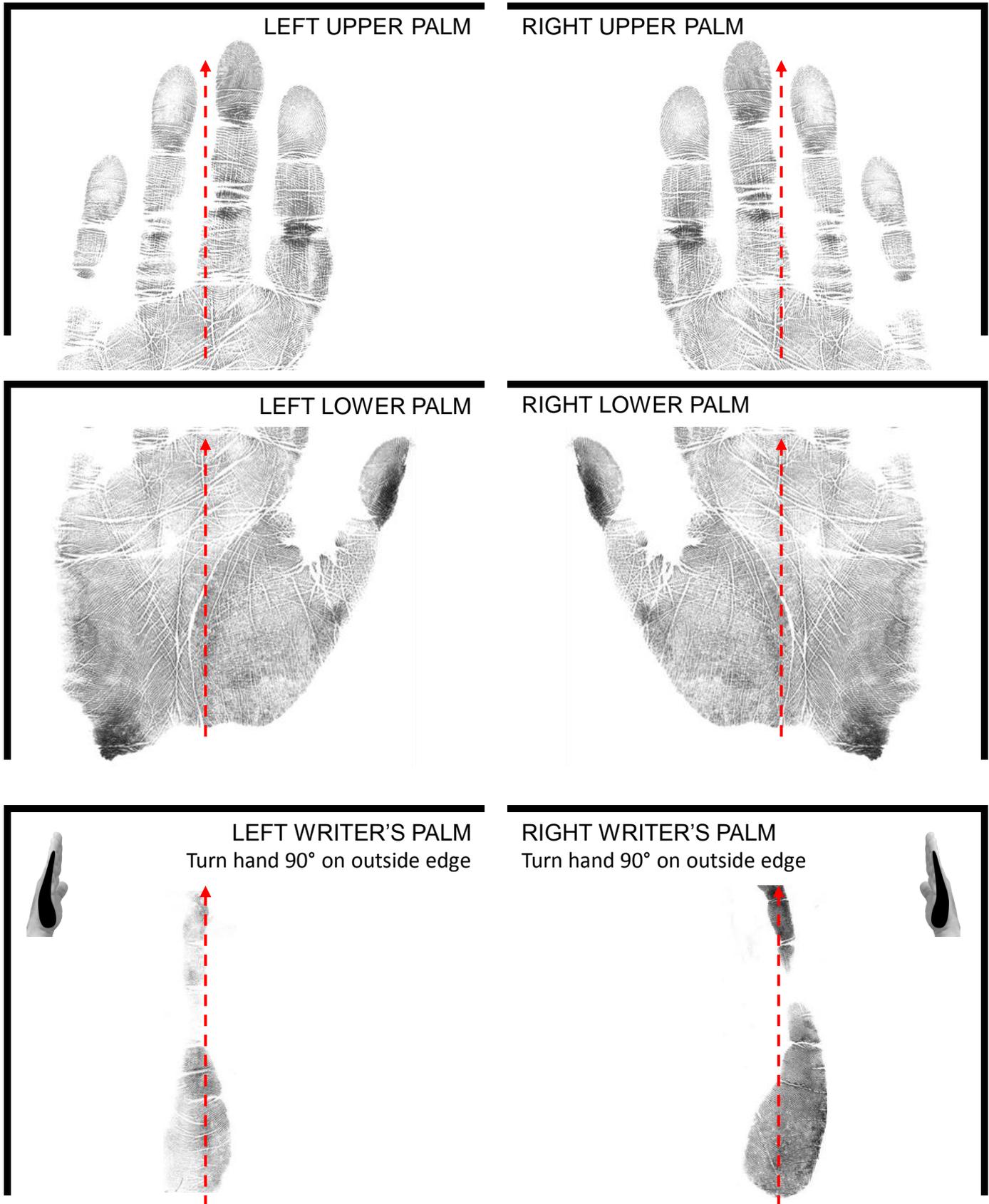
4 IMAGE TYPE-15 SUBMISSION GUIDE

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



6 IMAGE TYPE-15 SUBMISSION GUIDE

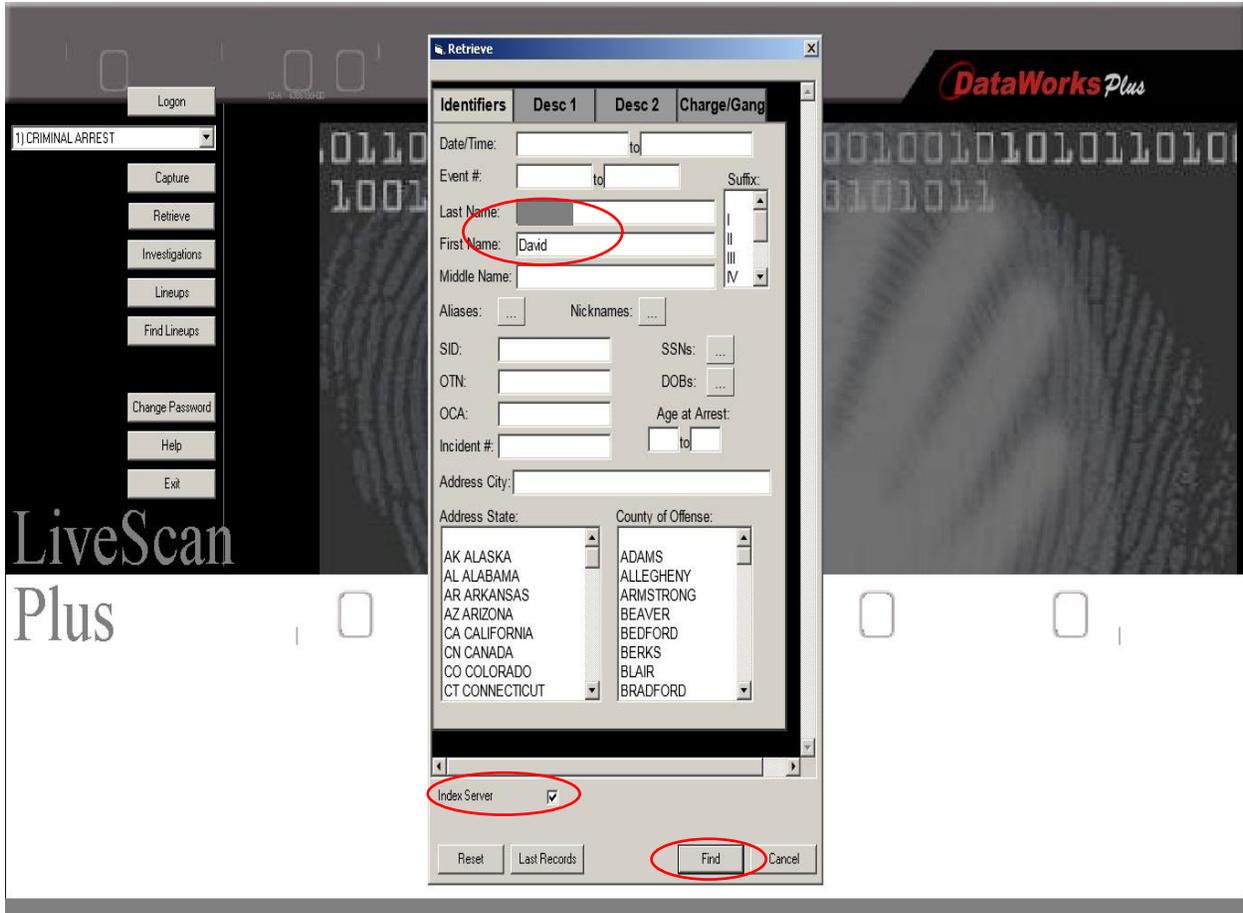
Palm Print images should be captured as closely as possible to an upright, vertical position.



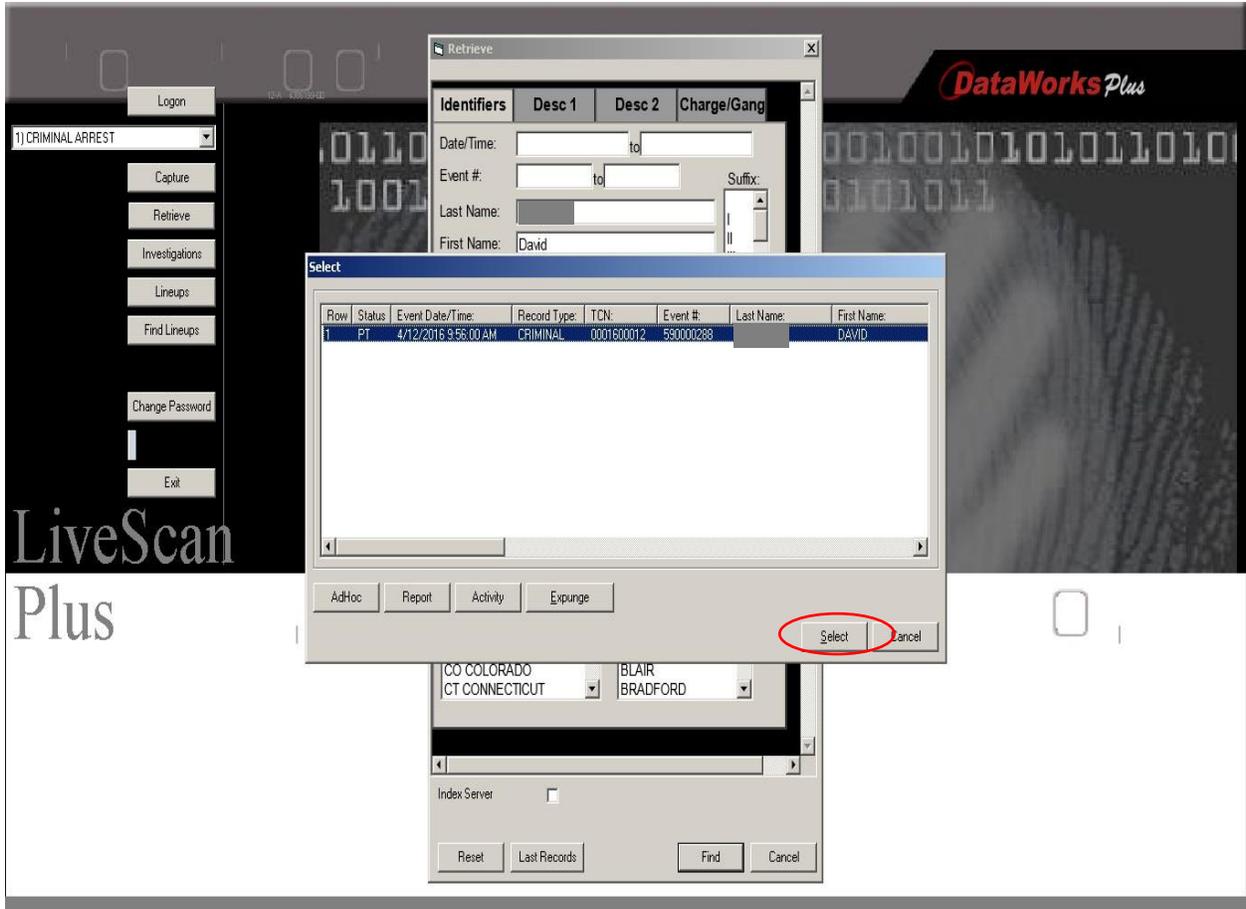
How to do an Expungement from the All-in-One Booking Workstation



After logging into LiveScanPlus as Administrator, select **Retrieve**.



Enter the person's name. **Uncheck Index Server**. Then click **Find**.



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

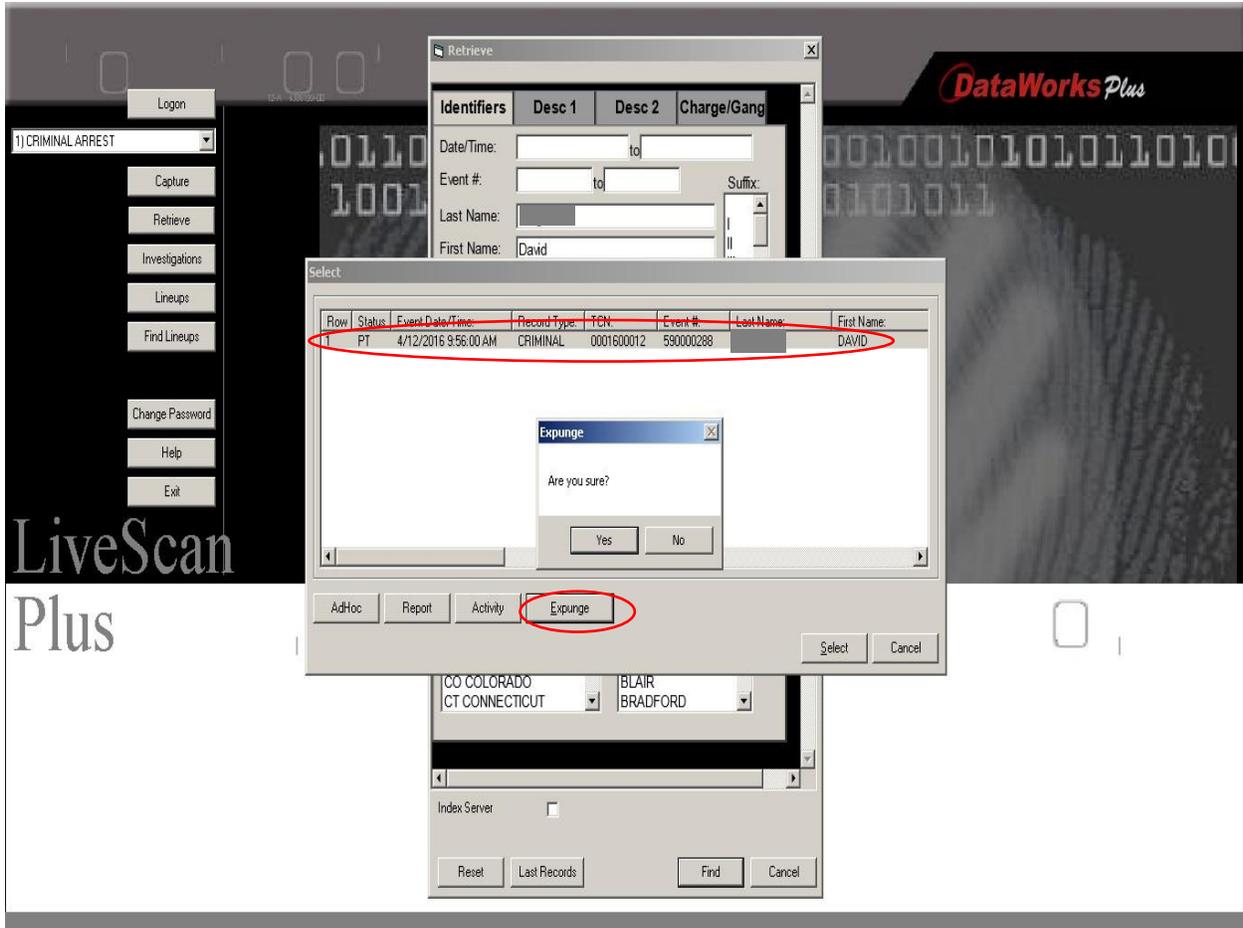
The screenshot shows the 'DataWorks Plus' interface with a sidebar on the left containing buttons like 'Logon', 'Capture', 'Retrieve', 'Investigations', 'Lineups', 'Find Lineups', 'Change Password', 'Help', and 'Exit'. The main window displays a profile for a person with the following details:

- TCN: 0001600012
- Record Type: CRIMINAL QUERY
- Agency Case #: 00025-16
- Event Date/Time: 4/12/2016 09:56
- Event #: 590000288
- Name: Last (redacted), First: DAVID, Middle: E, Suffix: (redacted)
- Nickname: GRIZZLEY
- Social Security Number: SSN (redacted)
- Date of Birth: DOB (redacted)
- Arrest Date: 20160412
- Offense Date: 20160412
- Juvenile: (dropdown menu)
- Age at Arrest: 59

At the bottom of the window, there are buttons for 'Record Print', 'Save', 'Save/Close', 'Save/New', and 'Cancel'. The 'Cancel' button is circled in red.

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

Then click **Cancel**. You will be returned to the previous screen.



Click on the persons record, then click **Expunge**, then **Yes**.

Title 42

Text Size: A A A

 [Print](#)


A provision of this statute is set to expire in 2018 and 2019

§ 6308. Law enforcement records.

(a) **General rule.**--Law enforcement records and files concerning a child shall be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution under section 6355 (relating to transfer to criminal proceedings), the interest of national security requires, or the court otherwise orders in the interest of the child, the records and files shall not be open to public inspection or their contents disclosed to the public except as provided in subsection (b); but inspection of the records and files is permitted by:

(1) The court having the child before it in any proceeding.

(2) Counsel for a party to the proceeding.

(3) The officers of institutions or agencies to whom the child is committed.

(4) Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties.

(5) A court in which the child is convicted of a criminal offense for the purpose of a presentence report or other dispositional proceeding, or by officials of penal institutions and other penal facilities to which he is committed, or by a parole board in considering his parole or discharge or in exercising supervision over him.

(6) The Department of Public Welfare for use in determining whether an individual named as the perpetrator of an indicated report of child abuse should be expunged from the Statewide database.

(b) Public availability.--

(1) The contents of law enforcement records and files concerning a child shall not be disclosed to the public unless any of the following apply:

(i) The child has been adjudicated delinquent by a court as a result of an act or acts committed:

(A) when the child was 14 years of age or older and the conduct would be considered a felony if committed by an adult; or

(B) when the child was 12 or 13 years of age and the conduct would have constituted one or more of the following offenses if committed by an adult:

(I) Murder.

(II) Voluntary manslaughter.

(III) Aggravated assault as defined in 18 Pa.C.S. § 2702(a)(1) or (2) (relating to aggravated assault).

(IV) Arson as defined in 18 Pa.C.S. § 3301(a)

(1) (relating to arson and related offenses).

(V) Involuntary deviate sexual intercourse.

(VI) Kidnapping.

(VII) Rape.

(VIII) Robbery as defined in 18 Pa.C.S. § 3701(a)(1)(i), (ii) or (iii) (relating to robbery).

(IX) Robbery of motor vehicle.

(X) Attempt or conspiracy to commit any of the offenses in this subparagraph.

(ii) A petition alleging delinquency has been filed alleging that the child has committed an act or acts

subject to a hearing pursuant to section 6336(e) (relating to conduct of hearings) and the child previously has been adjudicated delinquent by a court as a result of an act or acts committed:

(A) when the child was 14 years of age or older and the conduct would be considered a felony if committed by an adult; or

(B) when the child was 12 or 13 years of age and the conduct would have constituted one or more of the following offenses if committed by an adult:

(I) Murder.

(II) Voluntary manslaughter.

(III) Aggravated assault as defined in 18 Pa.C.S. § 2702(a)(1) or (2).

(IV) Arson as defined in 18 Pa.C.S. § 3301(a)(1).

(V) Involuntary deviate sexual intercourse.

(VI) Kidnapping.

(VII) Rape.

(VIII) Robbery as defined in 18 Pa.C.S. § 3701(a)(1)(i), (ii) or (iii).

(IX) Robbery of motor vehicle.

(X) Attempt or conspiracy to commit any of the offenses in this subparagraph.

(2) If the conduct of the child meets the requirements for disclosure as set forth in paragraph (1), then the law enforcement agency shall disclose the name, age and address of the child, the offenses charged and the disposition of the case.

(c) Fingerprints and photographs.--

(1) Law enforcement officers shall have the authority to take or cause to be taken the fingerprints or photographs, or both, of any child who is alleged to have committed an act designated as a misdemeanor or felony under the laws of this Commonwealth or of another state if the act occurred in that state or under Federal law. If a child is found to be a delinquent child pursuant to section 6341 (relating to adjudication) on the basis of an act designated as a misdemeanor or felony or the child's case is transferred for criminal prosecution pursuant to section 6355, the law enforcement agency that alleged the child to be a delinquent child shall take or cause to be taken the fingerprints and photographs of the child, if not previously taken pursuant to this case, and ensure that these records are forwarded to the central repository pursuant to section 6309(c) (relating to juvenile history record information). If a child was alleged to be delinquent by other than a law enforcement agency, the court shall direct the juvenile probation department to ensure that the delinquent child's fingerprints and photographs are taken by a law enforcement agency.

(2) Fingerprint and photographic records may be disseminated to law enforcement officers of other jurisdictions, the Pennsylvania State Police and the Federal Bureau of Investigation and may be used for investigative purposes.

(3) Fingerprints and photographic records of children shall be kept separately from adults and shall be immediately destroyed upon notice of the court as provided under section 6341(a) (relating to adjudication) by all persons and agencies having these records if the child is not adjudicated delinquent or not found guilty in a criminal proceeding for reason of the alleged acts.

(d) Pennsylvania State Police registry.--

(1) The contents of law enforcement records and files concerning a child shall not be disclosed to the public except if the child is 14 years of age or older at the time of the alleged conduct and if any of the following apply:

(i) The child has been adjudicated delinquent by a court as a result of any offense enumerated in 18 Pa.C.S. § 6105 (relating to persons not to possess, use, manufacture, control, sell or transfer firearms).

(ii) A petition alleging delinquency has been filed by a law enforcement agency alleging that the child has committed any offense enumerated in 18 Pa.C.S. § 6105 and **57**

committed any offense enumerated in 18 Pa.C.S. § 6103 and the child previously has been adjudicated delinquent by a court as a result of an act or acts which included the elements of one of such crimes.

(iii) (Deleted by amendment).

(2) (Repealed).

(Apr. 28, 1978, P.L.202, No.53, eff. 60 days; Feb. 29, 1980, P.L.36, No.12, eff. 60 days; June 26, 1981, P.L.123, No.41, eff. 60 days; Dec. 11, 1986, P.L.1521, No.165, eff. 60 days; Dec. 22, 1989, P.L.727, No.99, eff. imd.; Mar. 15, 1995, 1st Sp.Sess., P.L.972, No.6, eff. 60 days; June 13, 1995, 1st Sp.Sess., P.L.1024, No.17, eff. 120 days; Nov. 22, 1995, P.L.621, No.66, eff. imd.; May 22, 1996, P.L.300, No.46, eff. imd.; Jan. 27, 1998, P.L.20, No.3, eff. 60 days; Nov. 29, 2004, P.L.1364, No.176, eff. imd.; July 7, 2006, P.L.378, No.81, eff. 7 days; Dec. 18, 2013, P.L.1167, No.107, eff. Jan. 1, 2014)

2013 Amendment. Act 107 added subsec. (a)(6). See section 6 of Act 107 in the appendix to this title for special provisions relating to applicability.

2006 Amendment. Act 81 amended subsec. (b). Section 5 of Act 81 provided that Act 81 shall apply to all actions instituted on or after the effective date of Act 81.

1998 Amendment. Act 3 amended subsec. (c)(1).

1996 Amendment. Act 46 deleted subsec. (d)(1)(iii).

1995 Repeal. Act 66 repealed subsec. (d)(1)(i) and (ii) in part and repealed subsec. (d)(2). The repealed provisions have been deleted from the text.

1995 Amendments. Act 6, 1st Sp.Sess., amended the entire section and Act 17, 1st Sp.Sess., added subsec. (d). See the preamble to Act 17 in the appendix to this title for special provisions relating to legislative purpose.

References in Text. The Department of Public Welfare, referred to in this section, was redesignated as the Department of Human Services by Act 132 of 2014.

Cross References. Section 6308 is referred to in sections 6307, 6309 of this title; section 6111.1 of Title 18 (Crimes and Offenses).

Web address to download training documents:

<http://www.pachiefs.org/central-booking-training-resources>

Web address to the PCCD CJAB Fingerprint submission dashboards:

<https://pacjabdash.net/Dashboards/tabid/2013/Default.aspx>

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

