

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 04/18/2014
NUMBER: 6.25 – PATROL
SUBJECT: CAL-ID/LIVESCAN SEARCHES
RELATED POLICY: N/A
ORIGINATING DIVISION: RECORDS
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 6.25 –07/05/2011

I. PURPOSE

This Department procedure establishes guidelines for utilizing the CAL-ID, LiveScan, and MI-3 Portable Fingerprint Scanner systems to identify subjects.

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II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Often an officer may have reason to question a subject's identity. This question of identity may arise from the officer having doubts about the information the subject has given or the subject refuses, or is unable, to identify themselves.

IV. DEFINITIONS

CAL-ID (California Identification System) – a statewide computer-operated fingerprint identification system that allows for rapid and accurate identification of individuals.

LiveScan - a system used for the electronic submission of fingerprints to the County database, managed by the San Diego Sheriff, and the Department of Justice (DOJ) database for comparison and an automated background check. The automated comparison provides a timely response from available identification information. LiveScan technology may be used in place of the process of recording an individual's fingerprint patterns using ink on a standard hardcopy fingerprint card.

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MI-3 Portable Fingerprint Scanner – a portable system used for the electronic submission of fingerprints to the County database, managed by the San Diego Sheriff, and the Department of Justice (DOJ) database for an automated comparison and background check. The comparison provides a timely response from available identification information. This technology may be used in the field to help identify subjects as an alternative to using ink on a standard hardcopy fingerprint card. All CLETS and CJIS regulations apply to any transaction conducted on the MI-3.

V. PROCEDURES

The officer must attempt to verify the subject's identity through the Department's criminal history computer systems before requesting that a CAL-ID search be conducted through the use of an inked hardcopy fingerprint card, or by utilizing the LiveScan or the MI-3 Portable Fingerprint Scanner systems.

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A. Fingerprint Card

1. When utilizing a hard copy fingerprint card to identify a subject's identity, the officer must complete a "CAL-ID Service Request Form", which is available from the Watch Commander's Office, obtaining signed authorization from a supervisor or the Watch Commander.
 - a. List Criminal Identification Index (CII), Automated Fingerprint Identification System (AFIS) number, or Cogent Automated Fingerprint Identification System (CAFIS) number if available. When available, CAFIS numbers may be found in the RMK (remarks) field of the local criminal history rap sheet summary page.
 - b. If a CII, AFIS, or CAFIS number has been obtained from a computer search, but there is reason to believe the subject may also be in the system under a different name, CII number, AFIS number, or CAFIS number, state the reasons and request that a full search be conducted.
2. Fingerprint subject on a 10-print FBI Criminal fingerprint card (FD-249).
 - a. Ten rolled prints must be placed correctly on the print card and four flat prints at the bottom of the card. The prints should be properly

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inked, fully rolled, free from smudges, placed straight, and centered in the appropriate box.

- b. On the print card, complete all subject identifying information, the charge, the name of the person taking the prints, and the related arrest or cite number, if available.

3. Submit the request form along with the fingerprint card to a CAL-ID technician at the law enforcement counter in Records Division.
4. The technician will conduct a CAL-ID search and record the results on the fingerprint card and the request form. If a match is found, the technician will supply a CII, AFIS, or CAFIS number on the lower portion of the request form. Whenever a CAFIS number is provided, a System Control Number (SCN) will also be included. By checking these numbers through the computer, the subject's name, date of birth, etc., can be obtained.

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- a. Run an AFIS or SCN in the County system.
- b. Run a CII number in e-SUN.

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5. Write the incident number, as well as any booking number, cite number or the word "detention" when applicable on the request form and attach it to the fingerprint card, candidate list, and comparison.
 - a. Forward the fingerprint paperwork to the investigative unit.
 - b. The assigned detective will include the fingerprint paperwork with their package being submitted to the prosecutor. If the case is not being submitted for prosecution, the detective will submit the fingerprint paperwork to Records Division, where it will be scanned into CRMS.

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B. LiveScan

1. When utilizing the LiveScan system to identify a subject, call the San Diego Sheriff's Department CAL-ID Unit at (858) 974-2145 to request an IDN Reference number. Provide a callback telephone number for the identification results.
2. Enter the subject's last name and first name in the appropriate blocks. If the subject refuses, or is unable to identify themselves, enter "IDN" in the last name block and "Request" in the first name block.
 - a. Enter the IDN Reference number given by the CAL-ID unit in the "Booking No." block.

b. Enter the subject's identifying information in the remaining required blocks, roll the subject's fingerprints, and submit the LiveScan request.

3. The Sheriff's CAL-ID Unit will respond to the telephone number provided with the results of the inquiry.

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C. MI-3 Portable Fingerprint Scanners

1. While in the field, sign on to the MI-3 and initiate a new search.
2. Enter demographic (name, description) data.
3. Following screen prompts, roll the right and left INDEX fingers.
4. Results will be available within 90 seconds.