Washington State Patrol

CRD Newsletter

TOURS

If your work group is interested in a tour of the WSP Identification and Criminal History Section to help you understand the process of applicant submissions, applicant rejects, and Livescan/Card Scan processes, please contact either one of the Criminal Records Division managers: Ms. Jo Williams at (360) 534-2165 or Ms. Becky Miner at (360) 534-2111.

2014 NCHIP Grant Funding Awarded for Missing Disposition Research
Submitted by Becky Miner

The Identification and Criminal History Section received a $200,000 federal grant to locate arrests over a year old without a disposition by researching court databases for the missing disposition and entering the missing dispositions into the Washington State Identification System (WASIS). This project, known as the Disposition Audit Project was funded by National Criminal History Improvement Program (NCHIP) grant monies.

This is the fifth consecutive year the Section has been award NCHIP grant monies for researching missing dispositions. This year's audit is focused on searching for dispositions for firearms disqualifying offenses (misdemeanor and gross misdemeanor crimes of domestic violence and felonies).

Arrests with dispositions over one year old are not disseminated on non-law enforcement inquiries. This reduces the effectiveness of policies, regulations, and laws created to eliminate certain individuals from possessing firearms, obtaining professional licenses, or gaining employment in positions they are restricted from holding.

A combination of project employees and overtime are being utilized to reach project goals. The project began October 1, 2014 and will go through September 30, 2015.

CHAIN OF CUSTODY PROCEDURES

Submitted by Deborah Collinsworth

The demand for fingerprint-based background checks for noncriminal justice purposes has increased in recent years. Fingerprinting agencies and contractors alike have expressed concern that applicants with a criminal history record may have someone pose as the applicant for fingerprinting purposes. In response to these concerns, the Compact Council prepared the *Identity Verification Program Guide (see link below)* for voluntary use in the development of policy, procedures, and practices for applicant identity verification.

http://www.fbi.gov/about-us/cjis/cc/current-initiatives/identity-verification-program-guide

An agency may employ a process to protect the integrity of the applicant's fingerprints when they are forwarded to the WSP and/or the FBI. The following information provides a guide to developing a chain of custody process within your agency:

A. Establish provisions for the agency to manage both manually and electronically captured fingerprints.
B. Establish an agency tracking system (applicant log) using the employee's name or some other method of identifying the individual capturing the fingerprints and verifying the applicant's identity.
C. Establish procedures that document the type of identification used by the applicant.
D. Establish procedures that use specially sealed envelopes, agency specific stamps, etc. for the agency to use when forwarding the applicant's manually captured prints.
E. Implement the use of form(s), which may include the :
  - Date of fingerprinting
  - Reason for fingerprinting
  - Printed name, signature, and/or identification number of the employee taking the fingerprints
  - Name of the employee's supervisor
  - Supervisor's signature
  - Address of agency to receive the fingerprints
  - Name of the agency and physical address where fingerprinting was performed
  - Type of fingerprint capture (rolled ink, flat ink, live scan, etc.)
  - Applicant's disclosure information

For further information, please visit the Compact Council website at: www.fbi.gov/hq/cjisd/web%20page/cc.htm.

TRAINING CORNER   **Submitted by Elaine Hale**

Ink and Livescan Fingerprint Rolling Classes

In order to better accommodate our customers, the Ink Fingerprint Rolling and the Livescan Operations Fingerprint Rolling classes have been combined into one class. As budgets shrink agencies are not able to send as many people to training, making it difficult to meet the class requirement of ten people registered for a class. To meet the requirement for an ink class is challenging as most of the agencies use livescan. Agencies are encouraged to keep their ink equipment in case of a power outage or for use when a person is difficult to fingerprint.

Both classes cover the same basic information on how to roll quality fingerprints. The difference between the two classes is the demographic entry for the livescan and the fingerprinting medium. Ink is a wet medium and requires a lighter touch (the weight of the hand) when rolling a fingerprint. While rolling a quality fingerprint on the livescan device may require a little more pressure.

The class has been offered to 4 different agencies throughout the state. Comments from the combined classes have been positive: enjoyed learning the proper techniques for fingerprinting using ink and livescan, the combined class provided the skills to use ink and the livescan device. Agencies using ink have expressed their interest in possibly purchasing a livescan in the future and the class will help them to be more at ease when their agency decides to move from ink to a livescan device.

Palm Prints

Many agencies purchased a palm scanner, but were unable to capture the upper palm print. A number of the agencies applied for a grant and received a palm scanner, even though they would never use the palm capturing feature. The FBI will not accept palm print submission without upper palms. The upper palms include the fingers which is used to verify the palm fingerprints against the rolled prints to ensure the prints are from the same person.

Since May 2014, 25 agencies have been contacted regarding turning on the upper palm feature. 11 of the agencies have had the upper palm print feature prints turned on and are now submitting upper and lower palm prints to the State. Eight of the agencies only use the livescan to fingerprint applicants and do not use the palm print feature. Six of the agencies are either waiting to upgrade to a new livescan system or no longer have a livescan in their department.

HELPFUL HINTS FROM THE WSP FINGERPRINT UNIT

Submitted by Patrick Gibbs

DID YOU KNOW........

We would like to pass on some very useful information to those that submit fingerprints to the Washington State Patrol through Crossmatch Livescan devices and scanners.

After completing the fingerprinting or scanning process it prompts you to "lock" and "transmit" the record and when you return to the "History" screen it will put a "√" in the "Transmitted Okay" block.

When you see this on your device you feel confident that the record is well on its way to the WSP for processing and you eagerly wait for your state and federal responses to be returned. There is a distinct possibility that the record you just created, along with many others may still be stuck in your device and not sent to WSP even though all indications reflect otherwise**.....HOW CAN THAT BE?** you ask??

There is a separate program within the livescan or scanner that acts as the "mailman" that will actually deliver the completed submissions to the WSP. We have noticed at times this program will not act accordingly and deliver all of the mail all of the time. The nature is sporadic, and some of the transactions will get delivered and some will not. There is no rhyme or reason but we have discovered in most instances how to remedy this issue…..**HOW CAN I FIND OUT IF MY RECORD SENT OR NOT?** you ask??

In most circumstances you would not believe how easy it is to identify this issue. I am sure most are familiar with your "History" screen which shows all of your perfect printing endeavors, well next to that you will see a tab called "Submissions" click on that tab and you will see a drop down or selection menu, typically on the left hand side (depending on your software version) and in that list you will see, let me emphasize this very important folder**…. QUEUED FOR SUBMISSIONS** folder. If you click on that and a window will open up in the center of the screen, and if you see any names in there at all, those records are 100% complete, but waiting for the "Mailman" to pick them up. **HOW CAN I FIX THIS?** you ask??

In nearly all the cases, all you have to do is log off the device and completely **TURN OFF** the computer and wait a few seconds, then restart your device. **THAT'S IT**. After you restart, go back into the **QUEUED FOR SUBMISSIONS** folder and magically watch all of those transactions begin to disappear and you **DON'T** need to **RETRANSMIT**. They will typically send at a rate of about 6 transactions per minute. If they do not move, then you would need to contact the vendor for remediation.

We are not sure why this happens, but have discovered if you periodically turn your machine off, once a week or so, this program will continue to run without issue and life will be good.

If you have any questions please email me at patrick.gibbs@wsp.wa.gov, or the Identification and Criminal History trainer, Elaine Hale at Elaine.hale@wsp.wa.gov.

MORE HELPFUL HINTS FROM THE WSP FINGERPRINT UNIT

Submitted by Beth Marcoe

DID YOU KNOW…

We would like to let you know that you may be getting some fingerprint submissions rejected by the WSP and/or FBI; not because of any improper technique on your part, but because the PLATEN (the surface where prints are taken) on your livescan machine is dirty.

Over time, the platen picks up oil, dirt, etc. from the fingers of the fingerprinted subjects. When this happens, "shadow" prints that may be left on the platen from previous printing events show up with the newly transmitted fingerprints. These shadow prints create false minutia that would degrade the ABIS fingerprint database if kept by including multiple fingerprints of another person being added to the current fingerprint submission.

A simple way to avoid this problem is to clean the platen after each printing event with a vendor - approved method (a good idea for sanitary reasons in any case), or to replace the platen when you notice it is not perfectly clean and clear.

Cleaning or replacing the platen regularly will avert additional work for you by not having to re-print a subject whose fingerprints have been rejected due to this easily preventable problem.

Save the Date...

CRD
Washington State Patrol Criminal Records Division

2015 Conference

Making a Difference Every Day

March 9-12, 2015

Great Wolf Lodge
Grand Mound, Washington

The Washington State Patrol Criminal Records Division (CRD) will be hosting a criminal records conference. The CRD is comprised of the Identification and Criminal History Section, the ACCESS Section, and the Collision Records Section. This conference will offer a combination of training for local law enforcement, criminal justice agency contributors, users, and technical support staff, as well as Washington State agencies conducting criminal records background checks through our systems.

Tentative Training Topics Include:

- ACCESS Overview
- Dept. of Licensing Overview
- Seals/Vacates/Expungements
- Fingerprint Rolling Techniques
- Collision Records
- Disposition Reporting
- Compromised Identity Claims
- Team Building/Leadership

.......and many more!

Best Practices for Submitting Criminal Arrest Information
Submitted by Jennifer Perry

The following 'best practices' will assist your agency in successfully submitting fingerprint arrest events to the Identification and Criminal History Section. Some of the recommendations are new, while other recommendations have stayed the same and are included as reminders.

Fail to comply/fail to appear: Agencies should use the date the failure to appear/comply occurred or the date of the warrant for the date of offense. You should not use the date of the original underlying arrest event as the date of offense.

Corrections: Our correction procedures and the correction notice form are currently being updated. These procedures should give a better idea of the required information that is needed on a correction notice. Below are changes to the correction notice form.
- We have highlighted the required fields on the form.
- We have eliminated disposition responsibility from the correction notice because that field gets updated once the disposition comes in.
- We have added ORI to the contributing and originating agency fields to make it clearer on what is needed.
- We added a second line by offense to give agencies additional room for the offenses.
- We added POB and CIZ to the correction notice form to be able to update the Place of Birth and Citizenship.

The big change in the correction procedures is that there is now another option for agencies that need to send in corrections. A notice of arrest may be used instead of a correction notice. This should make submitting corrections easier. The notice of arrest must have a contact name and number, the date, it needs to be clearly marked whether it's a correct to read, add, or delete, and it must have the updated information (if applicable). If you do not currently receive your notices of arrest and would like to, please contact Jennifer Perry at jennifer.perry@wsp.wa.gov or (360) 534-2113.

If the correction notice or notice of arrest is missing required information or is illegible, it will be rejected back to the agency. Once the correction procedures and the correction notice form are finalized, staff will send their contacts an email with the procedures and the form.

Add on charges (adding additional charges to an existing record with the same date of arrest):
- When an individual is booked on one or more charges and after the fingerprinting event has been completed (and fingerprints submitted to WSP), the decision is made to add additional charges.
- When outstanding warrants are identified following the initial booking (wants/warrants check ran after the subject was printed).
- Prosecutorial decision to add charges stemming from the same arrest event (i.e. subject initially arrested on DWLS charge, but once search warrant is obtained drugs are discovered in the automobile. The drug charges would be added via a correction notice add-on charge process).

The intent of allowing charges to be added to an arrest event via the correction notice add-on charge process is to add charges that are associated to the specific arrest event/date of arrest. As a general rule, add-on charges should occur with 14 days of the original arrest event. It is not intended to circumvent the fingerprinting process for subsequent charges/arrests for individuals currently incarcerated on prior arrest events. As a general rule, for charges that occur more than 14 days after the original arrest event, the subject should be printed on the new charge(s). A correction notice adding-on charges would not be appropriate.

Commitment Fingerprint Events: If an individual is going to jail to serve their 2 days and they have already been printed on their original charge, please do not submit the commitment fingerprint card to us. If WSP doesn't have the original arrest event on file, please fingerprint the individual and submit to WSP. If both the original arrest and the subsequent commitment cards are submitted, it appears on the RAPsheet as if the individual was arrested twice. We recognize the importance of fingerprinting all individuals received at the jail so you know who is in your facility, we just don't need the fingerprints for commitments submitted to us. When printing individuals for commitments and you want to confirm their identity, you do a search and return. Please contact our Fingerprint unit at (360) 534-2166 for instruction on how to submit a search and return.

Treat as Adult box: If the individual being arrested is an adult please do not check that they are being treated as an adult. Only check the box if the submission is for a juvenile who is being treated as an adult, otherwise leave it blank. Please mark *treat as adult* for each charge.

Compromised Identity Claim

Submitted by Kimberly McParland

In March 2011, the Washington State Patrol Identification and Criminal History Section launched the Compromised Identity Claim (CIC) program to help victims of criminal identity theft.

WHAT IS CRIMINAL IDENTITY THEFT?

Criminal identity theft occurs when an individual gives another person's name and date of birth as their own at the time of their arrest. When the arrest is submitted to the Washington State Identification System (WASIS) by a law enforcement agency, the victim's name becomes a permanent part of that thief's criminal history record. At that time the victim's identity is considered compromised and may become a problem for victims when potential employers, volunteer coordinators, or others conduct a name and date of birth background check. Individuals who have common names may also suffer from compromised identity if another person with a similar name and date of birth has a criminal history record on file.

An individual who believes they are a victim of criminal identity theft may create a compromised identity record with the WSP.

CIC BENEFITS

1. The CIC claimant is provided with a letter identifying the claimant's SID and verifying that the claimant is not the same person as the other individual(s) in the database with similar name and date of birth descriptors.

2. The CIC claimant is provided a wallet card bearing the claimant's name, SID, photograph, and thumbprint.

3. Personal identification is notated in our files and disseminated on a public background check so that potential employers, etc. may receive the CIC information.

It is our hope providing this service will increase the victim's credibility and make it easier for them to prove their true identity to potential employers, landlords, and others.

To participate in the CIC program individuals need to bring the following items to their local law enforcement agency or the Washington State Patrol (WSP) Identification and Criminal History Section:
*   Government issued phot identification (i.e. driver's license)
*   2x2 passport quality color photo taken within the last six months
* $26 fee (check or money order payable to the Washington State Patrol)
*   CIC form
*   Personal identification fingerprint card
*   Postage stamps for mailing to WSP

To obtain a CIC packet or for more information, please contact the WSP Criminal History Support Unit at (360) 534-2000 option 5 or by visiting our website at www.wsp.wa.gov/crime/crimhist.htm.