



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 505.10

Subject: Classification and Inmate Records

Topic: Livescan Fingerprinting System

Enacted: 04/16/2008

Last Review: 03/07/2025

Review: 09/01/2027

I. PURPOSE

The purpose of this General Order is to provide directives for the electronic capture and transmission of arrestee demographics, fingerprints, mugshots, and reportable offenses to the Virginia Central Criminal Records Exchange and [NOVARIS](#) pursuant to the [Code of Virginia § 19.2-390](#).

II. POLICY

It shall be the policy of the Corrections Division to comply with state and local laws when electronically capturing fingerprints and demographic information and transmitting this information to the Virginia State Police ("VSP") and NOVARIS on individuals charged or convicted of a reportable offense in the Commonwealth of Virginia. In accordance with the Code of Virginia, all arrestees entering the Loudoun County Adult Detention Center on a reportable misdemeanor and/or felony offense will be fingerprinted, palm printed, and photographed. The Inmate Records Supervisor shall be the administrator of the [Livescan](#) Fingerprinting System.

III. PROCEDURE

A. Administrative Requirements

1. All correctional deputies will receive training from a Correctional Training Officer on the Livescan system during the Correctional Training and Evaluation Program.
2. During training, deputies must complete five (5) successful fingerprint/transmissions prior to performing this function independently.
3. The Loudoun County Department of Information Technology Livescan System Administrator will assign each deputy a username and password to access the Livescan system.

B. Livescan Procedures

1. The deputy capturing the fingerprints will scan the warrant as the primary means of entering information into the system. The deputy shall verify the warrant matches the Livescan Information Form completed by the arresting officer, Committal Order, and verify the identity of the arrestee prior to taking his/her fingerprints and then transmitting same.

2. Upon completing the fingerprinting, the deputy must sign and date the Livescan Information Form.
3. When the fingerprint card is printed by the Livescan system, the deputy completing the fingerprinting shall initial the card next to his/her printed name and the arrestee shall sign the card.
4. The fingerprint card and [CCRE](#) Arrest Disposition Form will be checked by the intake supervisor. The intake supervisor must verify that the fingerprint card is initialed by the deputy completing the fingerprinting and signed by the arrestee, and that all information is entered properly.
5. The intake supervisor will place the CCRE Arrest Disposition Form in the box designated for "Inmate Records" for delivery to the courts.
6. The fingerprint card will be placed in the box designated for "BEU" for delivery to the Biometric Examination Unit of the Loudoun County Sheriff's Office, Criminal Investigations Division.
7. Once the fingerprints are transmitted, a wanted check will be automatically sent through [VCIN/NCIC](#). The electronic wanted check return will be sent to the intake supervisor's VCIN terminal. This return shall be printed and attached to the Livescan Information Form and placed in the box for "Inmate Records".
8. When a fingerprint return is obtained for an arrestee who has been incarcerated previously, staff shall ensure that the FBI and State Identification ("SID") number on file in the Offender Management System ("OMS") matches the information on the fingerprint return, even if this information has been entered previously. If the information does not match, additional inquiry should be made to confirm the individual's identity.
9. When processing an arrestee who has not previously been incarcerated, the deputy must obtain FBI and SID numbers from the fingerprint return of the arrestee to enter into OMS and not rely solely on criminal history return. If information from the fingerprint returns and criminal history does not match, additional inquiry should be made to confirm the individual's identity.
10. In cases of where an arrestee is not committed to the adult detention center but requires fingerprinting prior to being released, the arrestee's warrant(s) shall be stapled to the Livescan Information Form and placed in the box designated for "Inmate Records" for filing.
11. If an arrestee has been Livescanned and receives additional charge(s) later that same day, all information must be entered into the system again for the new charges(s). Staff shall not retrieve earlier Livescan submissions and add additional charges.

12. Identification or ID Prints are taken when positive identification of an arrestee has not been established.

- a. An identification print, which will include entering the name of John Doe (for males) or Jane Doe (for females) will send the arrestee's fingerprints to the FBI and the VSP fingerprint databases. If the individual has been fingerprinted in the past, it will identify them by their fingerprints and send a VCIN/NCIC notification which will provide the person's identification, and any information attached to that name.
- b. When the accurate identification is obtained, the deputy taking the fingerprints will provide the magistrate, arresting officer, and courts with the correct information. A VSP Form SP-327 Livescan Correction Form must be completed and submitted to VSP and the Loudoun County Sheriff's Office BEU.

13. Transmission of Prints

- a. If the State [AFIS](#) or [CCH](#) system is not functioning, VCIN/NCIC will send a message to the intake supervisor's terminal advising of such.
- b. If no VCIN message from VSP has been received informing of an outage, and the Livescan is not automatically printing, then there is an issue with NOVARIS. During this time, VSP will still receive and apply information to the arrestee's CCH, and wanted checks will still automatically process. However, the NOVARIS System Manager and the Sheriff's Office Technology Section will need to be notified to correct the issue.
- c. In cases where the return transmission is slow, more than ten (10) minutes have elapsed and there has been no notification of a VCIN outage, the submission likely had a missing or incorrect option code for the offense or a two-part name with a blank space. The offense will not appear on the arrestee's CCH until manually applied by VSP, which could take a few days. In this event, the intake supervisor will run a CCH and a wanted check prior to the release of the individual.
- d. Non-reportable offenses shall not be completed under the "ADULT CRIMINAL" workflow as these are sent to VSP. Non-reportable offenses shall only be sent to NOVARIS. The "ENROLLMENT" workflow shall be used in these cases. This will ensure the record is sent to NOVARIS only.

14. It will be the responsibility of the Inmate Records Supervisor to inventory and order Livescan forms, print cards, etc.

C. Fingerprints for Other Jurisdictions

1. In the event an individual is arrested on an offense committed in another Virginia jurisdictions, the individual shall be fingerprinted and the fingerprint card, CCRE Arrest Disposition Form, and copy of the warrant(s) shall be placed in the box for "Inmate Records" for forwarding to the jurisdiction of origin.

D. Maintenance

1. The Livescan machine fingerprint paten requires cleaning before and after each use.
2. If the machine is not functioning, an email shall be sent to the [NOVARIS](#) System Manager and the Sheriff's Office Technology Section.