I. PURPOSE

The purpose of this General Order is to provide directives for the electronic capture and transmission of arrest demographics and fingerprints to the Central Criminal Records Exchange (CCRE).

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 using a LiveScan system and transmit the information to the Virginia State Police on all individuals charged or convicted of a crime in the Commonwealth of Virginia. In compliance with the Commonwealth of Virginia, all arrestees entering the Adult Detention Center on a misdemeanor and/or felony charge will be fingerprinted, palm printed, and photographed. The Classification/Records supervisor shall be the administrator of the Live Scan Finger Print System.

II. DEFINITIONS:

CCH: Computerized Criminal History - Database housed on the UNISYS mainframe at Virginia State Police and contains the arrest records and court dispositions of individuals in Virginia. All criminal history records are supported by fingerprints.

CCRE: Centralized Criminal Records Exchange – Personnel at the Virginia State Police that handle criminal history record updates and reporting for Virginia.

Live Scan: A system that allows for the electronic capture and transmission of arrestee fingerprints. This system is governed by the Virginia State Police.

NCIC: National Crime Information Center- Nationwide computer network that links all the state and federal agencies for criminal history and wanted inquiries.

VCIN: Virginia Criminal Information Network - Statewide computer network dedicated to criminal justice purposes and providing statewide criminal history, wanted, and DMV checks. It interfaces with the NCIC network.
III. **PROCEDURE**

A. Requirements

1. All security staff members will receive training on the Live Scan equipment during the Correctional Training Program.

2. All deputies must complete five (5) successful prints under the supervision of a Correctional Training Officer (CTO), who will document that this has been done, prior to authorizing them to perform this function without supervision.

3. The Live Scan Administrator will assign each deputy a password.

B. Operations

1. The deputy taking the fingerprints will use the warrant when entering the information into the system. Verify the warrant matches the Live Scan sheet (submitted by the arresting officer), booking information, and committal sheet. Information must also be verified with the arrestee.

2. When the deputy is entering information into the Live Scan machine they must verify that all information is correct prior to transmitting to Virginia State Police.

3. Upon completing the fingerprint, the deputy must sign and date the Live Scan information sheet.

4. The arrestee will then have their palm print taken.

5. When the machine has printed out the fingerprint card, the deputy and arrestee must sign it.

6. The fingerprint card and disposition sheet will be checked by a squad supervisor. The supervisor must verify that the fingerprint card is signed by the printing deputy and the arrestee, and that all information was entered properly.

7. The supervisor will then place the disposition sheet in the box designated for court records. (These court records are picked up by sworn personnel of the Sheriff’s Office and delivered/distributed to the Clerks of the Courts.)

8. The fingerprint card, palm print card and photograph will be sent to the Loudoun County Sheriff’s Office Special Operations Division, by way of sworn Sheriff’s Office personnel.
9. A wanted check will automatically be sent through NCIC/VCIN through the Virginia State Police. This return will be attached to the Live Scan information sheet and placed in the inmate record.

10. When a fingerprint return is obtained for an inmate who has been incarcerated previously, staff shall ensure that the FBI and 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 not, additional inquiry should be made to confirm the individual’s identity.

11. When FBI and SID numbers are entered into the Offender Management System (OMS) for an inmate who has not been incarcerated previously, the numbers should be obtained from the fingerprint return of the individual and not based solely on a criminal history return.

12. In cases of print and release, staple the warrant(s) to the LiveScan information sheet and forward it to the Records section for storage.

13. If an arrestee has been arrested more than one time in a calendar day you may retrieve the previous print information and add the new charge. If the arrestee comes in on a different calendar day, all information must be entered into the system again for the new charge.

14. John/Jane Doe prints are taken when positive identification of an arrestee has not been established.
   a. An identification print which will include entering a male under the name of John Doe or female under Jane Doe. This will send the arrestee’s fingerprints to the Federal Bureau of Investigation and the Virginia State Police fingerprint data bank. If the individual has been fingerprinted in the past, it will identify them by their fingerprints and transmit a NCIC/VCIN notification which will provide the person’s identification and any information attached to that name.
   b. When the correct information is received, the deputy taking the fingerprints will provide the magistrate and arresting officer with the correct information, and then fingerprint the person under their correct name.

15. Transmission of Prints
   a. If the LiveScan system is not functioning, VCIN/NCIC will send a message to the terminal advising of such.
b. In the event that the system is not functioning, a supervisor will run a Criminal History Check (CCH) and a wanted check prior to the release of the individual. If there are no outstanding warrants, the individual may be eligible for release.

c. In cases where the transmission is slow, a supervisor will run a Criminal History Check (CCH) and a wanted check prior to the release of the individual. If there are no outstanding warrants, the individual may be eligible for release.

d. Juvenile prints are not to be transmitted to the Virginia State Police. These prints are forwarded directly to the Juvenile and Domestic Relations Court.

e. In the event that the Live Scan machine is not functioning, a portable printing station will be made available in the Officer Processing area to perform rolled ink prints.

f. Each agency will be required to supply an inventory of their agency’s print cards for use when the machine is not functioning.

16. It will be the responsibility of the Live Scan Administrator to inventory and order LiveScan Forms, print cards, and silicone pads.

a. All supplies are obtained through the Virginia State Police.

C. Prints for Other Jurisdiction(s)

1. In the event that an individual is arrested on another jurisdictions charge(s), and the person happens to be fingerprinted by us, the fingerprint card, photograph, disposition and copy of the warrant need to be forwarded to the jurisdiction of origin. This should be accomplished by routing the above documents through the records office to be sent to the jurisdiction. CCRE sheets that are printed for each charge should be placed into the inmates file to be sent to the court for the appropriate jurisdiction and should not be placed into the outgoing box for the Loudoun County Courts.

D. Maintenance

1. The Live Scan requires cleaning before and after each use.

2. If the machine is not functioning, contact the Virginia State Police at the number located in the information section of the Live Scan machine. A follow-up telephone call is to be made to Loudoun County Department of Information Technology. The system administrator needs to be notified whenever there is a problem with the system.
This General Order becomes effective October 29, 2020, and rescinds all previous rules and regulations pertaining to the subject.