

## **LIVESCAN/EJUSTICE**

STANDARD NO(S):

NYSSA #97

DATE:

December 7, 2009

REFER TO:

Michael D. Dwello

### **I. OBJECTIVE:**

To comply with applicable law relative to fingerprinting and photographing of inmates upon commitment and sentencing.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to establish procedures for accurately collecting and transmitting suspect/inmate information via Livescan and then securely receiving and relaying any suspect/inmate information obtained via ejustice to the Booking Officer for filing.

### **III. DETAILS:**

#### **A. Definitions:**

1. Livescan - Means the method of electronically collecting a suspects/inmates information, photo, signature and fingerprints and transmitting the information to the Division of Criminal Justice Services (DCJS).
2. eJustice - Means web based access to DCJS, NCIC or III files via ejusticeNY.
3. eJustice Personal/Criminal In Box - Means the web based repository of information returned from DCJS via ejustice.

### **IV. GENERAL INFORMATION:**

- A. All procedures as provided in this policy will be followed.
- B. Only officers authorized to utilize Livescan or ejustice will access those systems. Any use of these systems by authorized officers will be for official law enforcement purposes only.
- C. The Correction Lieutenant will act as the Terminal Agency Coordinator (TAC) for ejustice.
- D. A designated Correction Sergeant will act as the Livescan Supervisor.
- E. The Livescan Supervisor will provide annual refresher training to all users.

#### V. PROCEDURES FOR SHIFT SUPERVISORS:

- A.** The Shift Supervisor will monitor the eJustice inbox to ensure a return is received. If a return is not received within the shift it was transmitted, the next shift will monitor the inbox. In any case, prior to the completion of the A Shift Supervisor's shift, all eJustice information will be printed and filed at booking.
- B.** Information pertaining to criminal histories, wanted persons, or offender identity may be printed. No other information will be printed from the eJustice inbox.
- C.** In the event a manual inquiry is sent to DCJS through eJustice, all required information will be logged in the Criminal History Tracking Log.