

## Livescan

### 1108.1 PURPOSE AND SCOPE

As stated in Policy 1101 – Identification, the preferred method of fingerprinting for all decedents received at the Coroner Division Facility is Livescan. This policy establishes the rules and guidelines for use of the Livescan system.

### 1108.2 INTAKE RESPONSIBILITIES

During intake processing at the Coroner Division Facility, the Forensic Assistant shall:

- (a) During intake processing at the Coroner Division Facility, the Forensic Assistant shall:
  - 1. If the decedent has fewer than 10 digits, fingerprints shall be taken of the remaining digits, with specific annotation made in Livescan regarding the missing digits (i.e. deformed, missing, etc.)
  - 2. If the quality of fingerprint detail is compromised due to condition of the remains, the Forensic Assistant may use his/her discretion to take fingerprints via an alternate method as detailed in Policy 1101.
- (b) Electronically save and submit the fingerprints to CAL-ID for search.
- (c) Print a copy of the completed 10-print card and upload a scanned version to the CME database.

### 1108.3 RETURN OF LIVESCAN SEARCH RESULTS

The on-duty Watch Commander shall be responsible for reviewing and verifying all returned Livescan results. Results will print to the printer at the Watch Commander's work station, at which time the Watch Commander shall:

- (a) Review and verify the four separate returns for possible hits. Returns will include:
  - 1. Orange County Number (OCN or "Local")
  - 2. California Department of Justice (DOJ)
  - 3. Federal Bureau of Investigation (FBI)
  - 4. Department of Homeland Security (DHS)

#### 1108.3.1 POSITIVE LIVESCAN SEARCH RESULTS

If Livescan results return with a positive match, the Watch Commander shall search at least one of the returned record number(s) through CLETS to find the name associated with that record. If it is not possible to find the name via the CLETS database, the Watch Commander shall contact the returning agency directly to obtain the information.

- (a) If the name and date of birth associated with the matched record is printed directly on the return by the returning agency, this requirement to verify does not apply.

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(b) For already identified decedents, the Watch Commander shall confirm the identification by ensuring that the name and date of birth printed on the return and/or found via CLETS matches the information input in CME by the Deputy Coroner.

1. The Watch Commander shall also mark the appropriate fields in CME to show that identification was confirmed via Livescan.

(c) For unidentified decedents, the Watch Commander shall update CME to reflect the name and date of birth printed on the return and/or found via CLETS.

1. The Watch Commander shall also update CME to reflect Method of ID as "Livescan."

(d) Upon completion of the identification confirmation, the Watch Commander shall initial and date the paper return(s) and give them to the assigned Deputy Coroner.

#### **1108.3.2 NEGATIVE LIVESCAN RESULTS**

If the Livescan return indicates negative search results, the Watch Commander will review the Coroner Investigator (CI) report and/or consult the assigned Deputy Coroner to determine whether a positive return was anticipated based on case history and circumstances.

(a) For already identified decedents:

1. If a positive return was anticipated but Livescan results are negative, the Watch Commander shall or his/her designee shall submit a CAL-ID request for manual comparison to the decedent's DMV record.

2. If a positive return was not anticipated and Livescan results are negative, no further action is required.

(b) For unidentified decedents:

1. If Livescan results are negative, the Watch Commander will document the search results and pursue identification via other means detailed in Policy 1101 – Identification and/or Policy 1105 – Unidentified Persons.

(c) The Watch Commander shall mark the appropriate fields in CME to show that identification was not confirmed via Livescan, then initial and date the paper return(s) before returning them to the assigned Deputy Coroner.

#### **1108.4 LIVESCAN DISCREPANCIES**

If a Livescan search returns a result that differs from information previously obtained by the Deputy Coroner, the Watch Commander shall:

(a) Immediately make necessary corrections in CME.

(b) Immediately notify the Assistant Chief Deputy Coroner assigned to Investigations via telephone.

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### 1108.4.1 SPELLING OR MINOR VARIANCES

If the Livescan discrepancy appears to be only a spelling difference or minor variation, and all other demographic information matches that is entered by the Deputy Coroner into CME, the Watch Commander shall inform the assigned Deputy Coroner of the name variance. The Deputy Coroner shall then compare the name spelling against other available sources to determine spelling accuracy. Changes or updates to CME will be made at the discretion of the Deputy Coroner.