5-07/030.00 - Proof of Prior Conviction

When proof of a prior conviction of a prisoner is desired, and such prisoner served time on said prior in any state or federal prison, the deputy requesting the proof shall:

- Contact the district attorney's prior section and furnish:
  - Prisoner's name;
  - LASD booking number;
  - Specific prior charge to be certified;
  - Date sentenced; and
  - Name and location of the institution where time was served;
- Obtain a fingerprint card of the prisoner, the rolling of which should be witnessed by the investigating officer, who should then initial, date, and time stamp this fingerprint card in the upper portion; and
- Subpoena the fingerprint deputy who will compare the witnessed fingerprints of the prisoner against the fingerprints obtained at the time of prior conviction and testify as to his findings.

For proof of a prior conviction in instances wherein time was served in the county jail, contact the Records and Identification Bureau (RIB), Information Retrieval Unit, then follow the above procedure.