21-006 - Wanted Persons System Master Case Records

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

WANTED PERSONS SYSTEM

MASTER CASE RECORDS

PURPOSE

The purpose of this Field Operations Directive is to inform Department personnel tasked with validating Wanted Persons System (WPS) warrants, of the California Department of Justice (DOJ) accepted criteria pertaining to the handling of purged WPS master case records (MCR).

BACKGROUND

The most recent audit of the California Justice Information System (CJIS) database conducted by DOJ revealed the Department purged numerous WPS master case records. This purge rendered the master case records inaccessible to validate the WPS warrants in the National Crime Information Center (NCIC). Per the DOJ, CJIS requires that all records contributed to CJIS must be backed by a master case record, the master case record must contain complete information, and must be available at all times.

As a resolution to the DOJ audit, DOJ determined they will accept the re-creation of the purged WPS master case records set forth in the Department policy and procedure below.

PROCEDURE

DOJ Accepted Criteria for WPS Entries with Purged Records

All WPS master case records purged prior to September 20, 2020, **shall** be re-created to include the following documentation:

- Trial Court Information System (TCIS) case summary;
- TCIS minute orders; and

Information from the Countywide Warrant System (CWS) (the warrant notice or query screen) indicating the issuance of the warrant from the court, and the identity of the individual wanted.

All WPS warrants issued after September 20, 2020, **shall** have the original filing agency's master case record, (including the original warrant notice) accessible at all times.

If the master case record is unavailable, the CJIS record shall be canceled from the system, according to

Record Maintenance Requirements set forth in section 2.3.1(G) of the CJIS Manual.

REFERENCES
Field Operations Directive 18-006, Warrant Validation Procedures for Records Personnel