2-10/050.00 - Records and Identification Bureau

Records and Identification Bureau (RIB), comprised of both sworn and professional personnel, provides a crucial service for the Department. Its core responsibilities focus on the archival, retention, and release of the Department's records, totaling over 19 million crime reports and booking jackets stored in the Sheriff's Electronic Criminal Documents Archive (SECDA). Additionally, RIB oversees essential services such as fingerprint identification, warrants, subpoenas, and the registration of arson offenders through its Public and Law Enforcement Services (PALES) and Compliance and Specialized Services (CSS) Sections.

Compliance and Specialized Services (CSS) Section encompasses the following subsections and performs the following functions:

Countywide Warrant Processing:

- Manages the Countywide Warrant System (CWS).
- Enters, reactivates, and recalls Juvenile warrants in CWS.
- Enters, reactivates, and recalls Adult Mental Health warrants in CWS.
- Enters, reactivates, and recalls Adult/Juvenile Protective Custody warrants.
- Enters, reactivates, and recalls some Civil Bench warrants.
- Creates and recalls Grand Jury Indictments.
- Disseminates Second Abstracts via teletype.
- Serves as the point of contact for National and Local Law Enforcement for warrant information.
- Analyzes legislation and proposals concerning warrant entries.

Fingerprint Services:

- Conducts analytical fingerprint comparisons for local, state, and federal law enforcement agencies (excluding the Los Angeles Police Department), Department of Motor Vehicles and the Coroner's Office. Provides support for countywide warrant investigations and conduct identifications of unknown and deceased individuals using fingerprint and biometric records.
- Manually registers and maintains fingerprint information in the Automated Biometric Identification System (ABIS) for future comparisons.
- Ensures timely identification notifications are sent to booking locations and investigative units countywide.
- Conducts visual inspections and consolidates fingerprint-based records of subjects with duplicate SID numbers and MAIN numbers; and forwards this information to various agencies, including the California

Department of Justice (DOJ).

- Maintains electronic, digital, and hard copy fingerprint files.
- Provides court testimony for fingerprint identifications and methods used for identification.
- Analyzes friction ridge images to determine the source of record with multiple identification numbers.
- Assists local law enforcement agencies with information corrections, coordinating with the DOJ.
- Provides information to jail staff regarding booking transactions and DOJ identification responses.
- Provides certified copies of fingerprint bookings and photographs to local, state, and federal law enforcement agencies.

Public and Law Enforcement Services (PALES) Section encompasses the following subsections and performs the following functions:

Applicant Processing:

- Provides local summary criminal history information to authorized city, county, state, and federal agencies for employment, permit, or licensing purposes.
- Provides copies of crime reports and booking jacket records to authorized agencies for the mentioned purposes, charging fees per California Penal Code section 13300(f).

Subpoena Control:

- Responds to criminal, civil, and administrative subpoenas, court orders, pre-sentences, prior convictions, and miscellaneous certification requests.
- Provides records in accordance with statutes and civil/criminal court rules.

Records Inquiry (Non-Law Enforcement):

- Responds to requests for police or accident reports, custody/booking information, or local summary criminal history information from authorized agencies, victim attorneys, and private individuals.
- Prepares various letters and provides crime reports and booking jacket information to relevant agencies.

Records Inquiry (Law Enforcement):

- Works exclusively with law enforcement agencies, California State Prisons, District Attorneys, and City Attorneys for criminal investigations, housing recommendations, and prosecutions.
- Disseminates information to facilitate investigations and prosecutions.

Sealing:

- Remove data from electronic Departmental databases to comply with legal requirements for sealing and destruction of adult and juvenile arrest records.

Public Services:

- Provides full-service public counter.
- Offers a range of criminal history-related services to private individuals and attorneys.
- Provides Livescan Fingerprint services, register arson offenders, and collect fees for these services in compliance with state law and County ordinances.

Additionally, RIB undertakes Special Projects as needed.