

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Criminal History File		CHAPTER/SECTION NO.: 54.22, 54.23	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 82.3.6			

54.22 Policy

- 54.22.1 The Office's Records Unit maintains Versaterm criminal description record information files on each person arrested. The following information is available and when obtained, is included in the Unit Computer Data(CD) files:
- A. Name, DOB, address, race, sex, and any other physical descriptors
 - B. Alias(s)
 - C. Arrest and charge information
- 54.22.2 Fingerprint cards are sent to the Utah State Bureau of Criminal Identification (BCI) for classification, maintenance, and retrieval. BCI is the repository for fingerprint cards in the State of Utah.
- 54.22.3 Criminal history transcripts are accessible when requested through the State and Federal computerized information systems.
- 54.22.4 Photographs shall be maintained in the Records Unit CD files which are fed to them by the Corrections Management System. Photographs, when available, are attached to the Master Name Index through Versaterm criminal description files.
- 54.22.5 Arrest reports - Are maintained through Versaterm and DSI computer systems.

54.23 **Procedure**

54.23.1 Identification numbers

- A. Identification numbers are sequential and are issued one time only to a subject through Versaterm. This same identification number is then used for all subsequent arrests of that subject. Numbers are assigned in the background of Versaterm software.
- B. In any instance that it is discovered that a person was issued an identification number under an alias, maiden name, etc., that number will be deleted and the information will be merged with the original number. Applicable references and notations will be made of all known names used.
- C. In any instance that it is discovered at a later date that a person has been issued more than one identification number, i.e., use of alias, maiden name, etc., appropriate cross-references will be made and the identification number for the true name will become the master number and used from that date on.