Livescan Linking for Wanted Persons Arrest and Unprinted Defendants on Summons

IMPORTANT NOTICE

The only way to run a PSA through eCDR is to Livescan the defendant and submit the arrest record BEFORE starting the complaint in eCDR. You must use the Livescan arrest record to create the complaint in order to run a PSA.

The procedures described in the following slides are only to be used when the complaint was submitted and warrant issued before the defendant was in custody, where a Livescan record is needed for a defendant previously issued a summons, or where there is an unreasonable delay in Livescan pursuant to the AG Directive.

An officer will NOT be able to run the PSA through eCDR using these procedures. If you are directed by the Court to run a PSA prior to submitting the complaint, you may be required to Livescan and start the complaint entry process over from the beginning.

eCDR Process – Livescan *After* Complaint Generated

This presentation provides the steps you can take to connect a Livescan Arrest Record to a complaint <u>after</u> the complaint has been entered into eCDR. This should only be done:

1.   When the an arrest has been made on an outstanding warrant and the defendant must appear at Central 1st Appearance or CJP court, or

2.   When a summons was issued but the defendant was never fingerprinted and they have appeared at Central 1st Appearance or CJP court, or

3.   When the Livescan record has been unreasonably delayed and the complaint had to be issued by the court without the Livescan Arrest Record linkage.

eCDR Process – Livescan *After* Complaint Generated

- To begin, log into eCDR

- ON the ECDR HOME PAGE

- In the Complaint Search section, enter the complaint number you want to link a Livescan arrest record to.

- Click Search

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- Under Actions, click the 'FingerPrint' option
- NOTE: if a case has already been fingerprinted this option will not display.

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- Court Appearance Location will default to Central First Appearance.
- Find the correct Livescan record and select it
- Click Submit

CJR eCDR Enhancements

eCDR Process – Livescan *After* Complaint Generated

- A Confirmation screen will be displayed.
- Click Finish
- The complaint will now be linked to the CCH arrest record.

Assistance

If you have any system or user ID issues you can contact the AOC Problem Reporting Desk at 1-800-343-7002.

They will take your contact information and problem details and forward the issue to someone who can assist you.