



# SANTA CLARA COUNTY POLICE CHIEFS' ASSOCIATION

## Juvenile Fingerprint/Data Entry into CJIC Protocol for Santa Clara County Law Enforcement Adopted by Santa Clara Police Chief's Association, March 2006

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SANTA CLARA COUNTY  
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SANTA CLARA  
POLICE DEPARTMENT

SUNNY VALE  
DEPARTMENT OF  
PUBLIC SAFETY

### Purpose:

The purpose of this protocol shall be to provide guidance to Santa Clara County law enforcement agencies in making informed decisions regarding the fingerprinting and data entry of juvenile offenders into the Criminal Justice Information Control (CJIC) database.

### Goal:

The goal of Santa Clara County law enforcement agencies shall be to minimize entry of unnecessary data and/or fingerprints of juvenile offenders into CJIC by outlining the circumstances under which such action should be taken.

### Policy:

It shall be the policy of Santa Clara County law enforcement agencies to balance legal mandates, community safety, and the best interests of the juvenile when determining the fingerprinting and entry of data of juvenile offenders into CJIC,

### Procedures:

1. All juveniles who are arrested on any **felony** violation shall be fingerprinted using the LiveScan. Such action creates a Person File Number (PFN) in CJIC for the youthful offender and stores the juvenile's fingerprint images in the local Automated Fingerprint Identification System (AFIS), thereby maintaining a record of positive identification.
2. A juvenile arrested on a **misdemeanor** offense shall not be fingerprinted without a **compelling reason** unless the offense is one of the following:
3.
  1. 243.4(a) PC
  2. 243.4(b) PC
  3. 243.4(c) PC
  4. 243.4(d) PC
  5. 243.4(e) PC
  6. 243.4(e)(1) PC
  7. 314.1 PC
  8. 314.2 PC
  9. 417 PC

4. A law enforcement agency may not enter juvenile information into the CJIC database without positive identification by fingerprints verified through AFIS.
5. All juveniles who are arrested and fingerprinted must have their associated PFN and CEN number recorded on a Juvenile Contact Report (JCR) which is forwarded to the Juvenile Probation Department.



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Chief Scott Vermeer  
Chair, Police Chiefs' Association  
of Santa Clara County

Date 4/4/06