

LOS ANGELES POLICE DEPARTMENT
CRIMINAL RECORDS SYSTEM
1850-20662
Expanded Course Outline

Instructional Goal: This training will provide students with the knowledge, skills and access information to effectively use the Los Angeles County Consolidated Criminal History Reporting System (CCHRS) database through a windows-based environment. Students will also be informed of the security policies and procedures regarding network usage and abuses.

Performance Objectives: Using lecture, demonstration, power point slides and learning activities, the students will be able to:

- Obtain a subject's criminal history information/rap sheet, using various inquiry methods
- Print a subject's Criminal History record

I. COURSE REGISTRATION AND INSTRUCTOR INTRODUCTIONS

- A. Course Introduction**
 - 1. Instructor Introductions
 - 2. Class roster
- B. Security –CCHRS**
 - 1. CCHRS is monitored and audited on a continuous basis
 - 2. Operator Security Statement
 - 3. Users will abide by the Right to know; Need to know rules from the Criminal Offender Record Information (CORI)

II. C.C.H.R.S. APPLICATION OVERVIEW

- A. The Consolidated Criminal History Reporting System (C.C.H.R.S.)**
 - 1. Developed for the County of Los Angeles
 - 2. Contains information from County and State levels
 - 3. C.C.H.R.S. provides a convenient selection process
- B. Two basic types of users**
 - 1. Investigators
 - 2. Court information
- C. Three Main Functions of C.C.H.R.S.**
 - 1. Consolidates source system information
 - 2. Criminal history information
 - 3. Proactive Information Exchange
- D. CCHRS Presentation**
 - 1. System Overview
 - 2. County Data
 - 3. State Data
 - 4. Conversion (Historical) Data
- E. Fingerprint Based-Subjects in C.C.H.R.S**
 - 1. Verified fingerprint identifier
 - 2. SID/CII and MAIN numbers are considered fingerprint identifiers
 - 3. Fingerprint-based data
 - 4. Non-fingerprint-based data
 - 5. Non-fingerprint-based data is flagged with an asterisk (*) when displayed.

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F. Subject Links in C.C.H.R.S

1. Definition- Links are established between subject records when there is a high probability that the subjects are “the same” individual
2. Objective- To optionally include Non-Fingerprint data with Fingerprint based subject information – that is, to provide a “more complete” profile for the Fingerprint-based subject
3. Two types of Links
 - a. Automatic Links
 - b. Manual Links

G. Rules for Linking Subjects

1. Two fingerprint-based subjects cannot be linked
2. A non-fingerprint-based subject can only be linked to a fingerprint-based subject
3. A non-fingerprint-based subject cannot be linked to more than one fingerprint-based subject
4. Two non-fingerprint-based subjects cannot be linked directly
5. They may, however, be linked to the same fingerprint-based subject
6. Links are directional between two subjects; i.e. there is a “from” subject and a “to” subject. The direction is important in determining how the cumulative linked information can be retrieved for online display
7. A fingerprint-based subject cannot be linked to a non-fingerprint-based subject

III. APPLICATION STARTUP; PARTS OF A WINDOW; USER PREFERENCES

A. Open the C.C.H.R.S. Application

1. Log on Procedures for the C.C.H.R.S. System
2. Two-alpha-character code of LP (for Los Angeles Police)
3. Connect emails to the CCHRS system
4. Set their Communication Preferences
5. Email from the LASD allowing access
6. Reset their CCHRS account
7. Search Type
 - a. Record Number
 - b. Other ID
 - c. Personal Search
8. Locking CCHRS account

B. Learning Activity: Students will have hands-on practical application of how to use and locate information.

1. View the inquiry screen to search by a Record Number
2. View the inquiry screen to search using OTHER IDs
3. View the inquiry screen to search by a subject’s name, date of birth, and physical description.

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IV. CONSOLIDATED CRIMINAL HISTORY REPORTING SYSTEM

A. Learning Activity: Obtain a subject's criminal history information

1. Prepare a subject's file for the Watch Commander to achieve a booking approval and for the Detective who will use the information to build a criminal case
2. Perform queries using various types of a subject's information.
3. Retrieve the subject's criminal history information using the OTHER ID option
 - a. View a subject's Description
 - b. View a subject's Warrants
 - c. View a subject's Special Handling
4. Searches can be performed using the CDC, military, and passport
5. Criminal history information using the PERSONAL SEARCH option.
 - a. Name, date of birth, and gender, adding such soft identifiers as hair and eye color, height, and weight to narrow a search.
 - b. Parole/probation information
 - c. Subject's addresses
6. Subjects criminal history using the RECORD NUMBER
 - a. Search using a subject's SID/CII number
 - b. Searches using a subject's FBI number will query national records
 - 1) View the subject's AKA's
 - 2) View the subject's Links

B. Learning Activity: Court Calendar Search

1. Prepare for court appearances using the information provided on a subpoena.
2. Conduct a search of a court's calendar to verify the location and time their court cases will appear, the defendant's name, and the case number.
3. Retrieve the Calendar Search Criteria window
4. Conduct a Court Calendar Search
 - a. Court location and division number may be changed
 - b. Date may be changed.

V. CLOSING

A. Advise students of the CCHRS User's Guide

1. Remind students of security policies
2. Clarify any questions or concerns that the students may have
3. Provide Students with contact numbers if additional training or information is needed

B. Log off

1. Protects user's access to the system
2. Protects privacy of the subject's information.