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ALAMEDA COUNTY SHERIFF'S OFFICE **DETENTION AND CORRECTIONS** **POLICY AND PROCEDURE**	**RELATED ORDERS:** None	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 12, 2012	
CHAPTER: Intake, Transfer, Release and Records	**SUBJECT:** Fast ID / Web ID System	

I. **PURPOSE:** To establish how the Fast ID /Web ID system will be operated during the booking, intake, and release processes.

II. **POLICY:** The fingerprints of each newly booked county inmate will be registered into the Cogent/LiveScan database during the intake process. The data collected from the Cogent/LiveScan system will be shared with the Fast ID/ Web ID system. When the inmate is due for release, their fingerprint will be scanned using the Fast ID / Web ID system. Upon confirmation of the print, the inmate may be released from custody.

III. **PROCEDURE:**

A. LOGGING ONTO THE Fast ID / Web ID SYSTEM:

1. Under normal circumstances, the Fast ID / Web ID system will remain on at all times and be ready to accept fingerprint registration. If the Fast ID/ Web ID has been shut down, it will be necessary for the user to reboot the system and gain access to the Fast ID/ Web ID database. Enter the User ID and password at the prompt in order to log onto the system. The User ID and password are universal (User name: FASTID, Password: ALAMEDADA1). The User ID and Password must be used with the Caps Lock on.

B. SCANNING PROCEDURE:

1. Use the mouse and click on the right index or right middle finger box on Web ID. The fingerprint scanner dialog box will open on the screen. Have the inmate place his/her right index and right middle fingers on the scanner. Once Fast ID accepts the images of the right two fingers, repeat the process with left index and middle fingers. Once Fast ID accepts the images of the left two fingers, Web ID will upload the images for fingerprint comparison. At anytime during the Fast ID fingerprinting process, Web ID will advise if the images are of bad quality with a prompt, "Bad quality fingerprint, please capture again." Click OK. If the

fingerprint quality is still bad after three captures, the last capture is used.

2. To enhance a poor quality fingerprint, use a damp sponge or a non-cream type hand moisturizing lotion to moisten the inmate's thumb or finger.

3. Once the prints have been accepted, Web ID will post on screen the inmate's booking photo, PFN, last name, first name, gender, and date of birth.

C.   FINGERPRINT CONFIRMATION:

1. When the inmate is due for release, verify the information on Web ID with the information on the inmate's jail jacket, custody card, and/or armband.   The release deputy verifying the inmate's identity shall sign or stamp his/her name and CORPUS in the "Officer Signature" box. Have the inmate sign his/her name in the "Prisoner Signature" box. Use the time stamp machine, located at the release counter, to time stamp the jail jacket in the lower right corner.

2. For a one to one fingerprint match, click on 1:1, then place the appropriate finger onto the scanner and click on OK. A mask will appear asking for the inmate's PFN. Click on OK after the PFN has been entered.