LEADS Daily Briefing
for August 13, 2020

Fingerprinting Criminal Justice Employees - Transfer to Another Agency

In many instances criminal justice employees accept positions at different agencies. If your agency hires an individual that was previously employed at another criminal justice agency and has been fingerprinted with a SID number assigned, they should be fingerprinted again. They should be re-fingerprinted on a Criminal Justice Applicant fingerprint card using your agency's ORI and forwarded to the ISP Bureau of Identification (BOI) for processing.

This procedure ensures the person has not been arrested since the last time they were fingerprinted and the ORI of the current employing agency will be recorded as the last one received at BOI. In the event the employee is arrested after you have submitted the criminal justice applicant fingerprint card, YOUR agency will be notified of the arrest.

If you do not complete a Criminal Justice Applicant fingerprint card, the previously employed agency will be notified of the arrest and not your agency.

This procedure is considered a good business practice to ensure the criminal justice applicant has not been arrested after the initial card was processed at BOI.

For assistance please contact the Help Desk at 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date