

Expunge / Recover Main Booking Record

Security Access:

To expunge or recover a booking your security profile must be either an Agency Super User (to entire system) or Super User to BOOKING module.

Every user will see the new column “Expunged” but only those users with sufficient security access will actually see, or be able to expunge the Booking.

Note: Expunging a Main record is two steps.

1. Expunge the record by checking the box and entering notes (optional). Then save.
2. Delete the booking record.

Note below the last column in the booking search list shows a Yes on a row. Only those users with security would see this row. Non-super users would only see three (3) rows in my example below.

Religion	Gang	Expunged	Agency
BAPT	ABC	Yes	BCSO

To expunge an entire booking record, lookup the booking
Click on the last tab, Expungement. Click on Expunge Booking check box (notes are optional)
then click save.

2nd stop. Delete the record.

Out Of Facility - DR. VISIT (OUT OF FACILITY) on: 08/27/2020 04:17 - By: M. Elder - (603) **There are charges missing control**

Bio/ID	Arrest/Bond	Family Contact	Employer	Education	
Intake Property	Assigned Property	Movement	Temp Release	Sentence	
Billing	Assessments	Mittimus	Meal Log	Grievance	Aliases

Expunge Booking

Expunge Date: Time: Expunged By:

To recover an expunged booking record is also a two-step process.

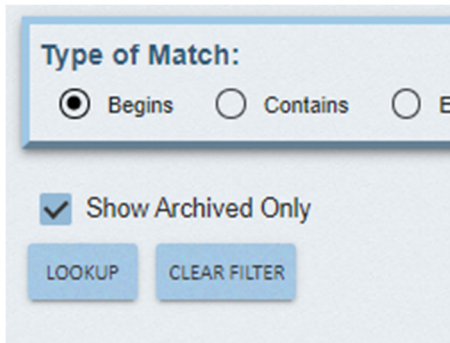
1. Recover the booking
2. Uncheck the Expunge Booking check box and click save.

Search for the booking.

On the booking search screen, at the bottom. Click on Show archived only

Only Super Users can see this box.

You can also narrow by part of the last name if you want narrow searching as well.



The screenshot shows a search filter panel titled "Type of Match:". It contains three radio button options: "Begins" (selected), "Contains", and "Ends". Below this is a checked checkbox labeled "Show Archived Only". At the bottom of the panel are two buttons: "LOOKUP" and "CLEAR FILTER".

Select the inmate from the list.

At the upper part of the screen find and click restore which will Un-Delete the record.



The screenshot shows the top portion of an inmate record page. A blue header bar contains a "RESTORE" button. Below the header, the record details are displayed: "Inmate ID #: 36198" with a "FINGERPRINT" tag, and "Time In Jail: 175 Days 14 Hours (4214 Total Hours)". Below these are fields for "Social Security #:" and "Date of Birth:".

Then on the expungement tab uncheck to box for Expunge booking and click save.



The screenshot shows the expungement form for an inmate. At the top, it reads "Out Of Facility - DR. VISIT (OUT OF FACILITY) on: 08/27/2020 04:17 - By: M. Elder - (603)" followed by a red warning box that says "There are charges missing c". Below this is a grid of tabs for various record sections: Bio/ID, Arrest/Bond, Family Contact, Employer, Education, Intake Property, Assigned Property, Movement, Temp Release, Sentence, Billing, Assessments, Mittimus, Meal Log, Grievance, and Aliases. At the bottom, there is a checked checkbox for "Expunge Booking". Below the checkbox are fields for "Expunge Date:" (11/08/2020), "Time:" (10:12), and "Expunged By:" (with a search icon and an "EXPUNGE NOTE" button).

Expunging, or Removing an Expunged Charge, will generate Email events and audits.

Email Event: **BOOKING-EXPUNGED**

Email Event: **BOOKING-EXPUNGED-RESTORED**