



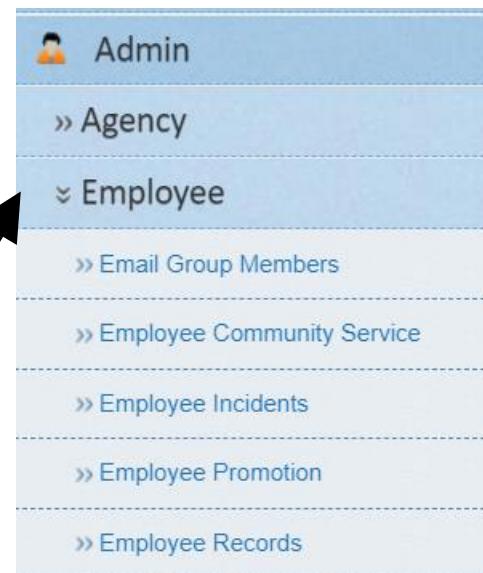
Expunge / Recover Main Booking Record

This guide explains how to expunge a main booking record and how to recover a main booking record. The first section relates to how to edit the security profiles to ensure you can expunge or view an expunged record, but if you are already a Super User, you can skip to the second section on *Expunging a Booking Record*.

Adding Expungement Permissions

Every user will see the **Expunged** tab, but only those users with sufficient security access will actually see expunged records or be able to expunge the booking. A Super User can give an employee expungement permissions, so they can see and expunge records. To add expungement permissions, navigate to:

Admin → Employee → Employee Records





Expunge / Recover Main Booking Record

This will open the **Employee Records Search Screen**. Enter any search parameters you need to find the employee to whom you are adding Expungement Permissions, and then click **LOOKUP**.

Employee Records: Search

ALL ACTIVE HIRED LAST 180 DAYS TERMINATED LAST 180 DAYS BIRTHDAYS THIS MONTH PAST PROBATION DATE ON PROBATION

LOOKUP CLEAR FILTER

Specific Searches

Last Name: ISOMS First Name: Middle Name: UserName:

Race: Sex: EEOC: F

LOOKUP

Double-click on the employee you are looking for in the list:

2 Records

Agency	Last Name	First Name	Middle Name	Badge Number	Hire Date
BCSO	ISOMS	DEMO			06/01/2019
BCSO	ISOMS DATA	CONVERSION			06/19/2015



Expunge / Recover Main Booking Record

This will open their **Employee Record**. Scroll down and click on the **Supervisor** tab:

Employee Records: View Record

LAST > SAVE

Last Name: ISOMS	First Name: DEMO	Middle Name:	Jr/Sr:	Badge/Call Si...
Username: DEMO	iSOMS Display Name: iSOMS Demo	Security Profile: SUPER USER		
<input checked="" type="checkbox"/> Contributor				
House #:	Direction:	Street:	Apt/Lot #:	City:
Latitude:	Longitude:			
County:	Zone:			
<input type="checkbox"/> Home Unlisted				

When you click on the Supervisor tab, you will see the below screen. Find the **Can Expunge Records** checkbox and click it. Now this employee can view expunged records and expunge charges and records.

Supervisor Major: Supervisor Minor: Supervisor Shift:

1st Supervisor: 2nd Supervisor:

Supervisor Email Group: Detective In-Active Detective View Under Investigation Incidents View Only Approved For District Attorney Incidents
 View Admin Related Internal Affairs
 Internal Affairs Jail Investigations Can Expunge Records View Only Juvenile Involved Incident Records Citations Court Clerk Can View Involuntary Commitments
 Can View Restricted Pursuit Reports

Authenticate 2-Factor Last Authentication Requested On: Time: Last Authentication Code: Last Authentication Expired On: Time:

Texting Alias Name: Can Expunge Records



Expunge / Recover Main Booking Record

Expunging a Booking Record

Expunging a booking record takes two main steps:

1. Expunge the record by checking the **Expunge Booking** box under the *Expungement* tab.
2. Save the changes, then delete the record.

Expunging the Record in the Expungement Tab

Navigate to the booking record you wish to expunge. (See *Booking Search Screen* in the Corrections Manual for more information on searching booking records.) Open up the record:

Booking Record: View Record LOOKUP

<< FIRST < PRIOR > NEXT >> LAST >> SAVE DELETE

Intake Date: 12/16/2015 Time: 10:01:00 Release Date: Time: Booking #: 2015120002 / Jacket #: 5306 / Master ID #: 19647 FINGERPRINT Time In Jail: 31

Days 1 Hours (75913 Total Hours) OPEN MASTERNAME PRINT DETAIL

First Name: DARBEN	Middle Name: LYNN	Jr/Sr: 	Nickname/AKA: 123-45-6789	Social Security #: 123-45-6789
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Scroll down to the tabs and click on the *Expungement* tab:



Click on the **Expunge Booking** checkbox to expunge the record:

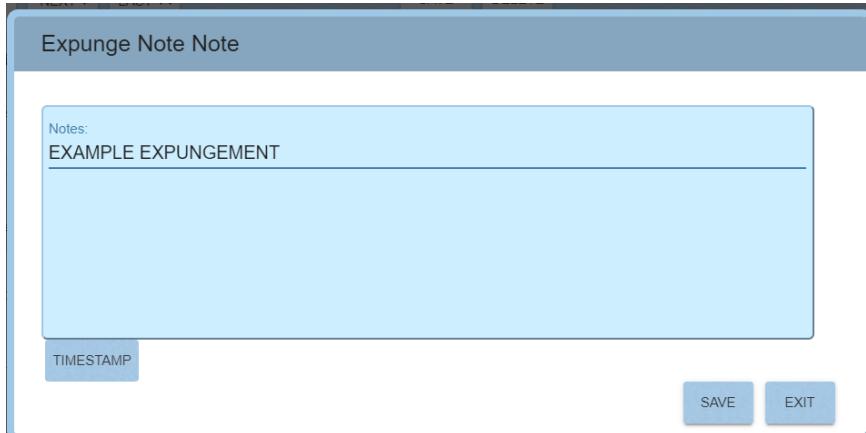
Expunge Booking

Expunge Date: Time: Expunged By: EXPUNGE NOTE



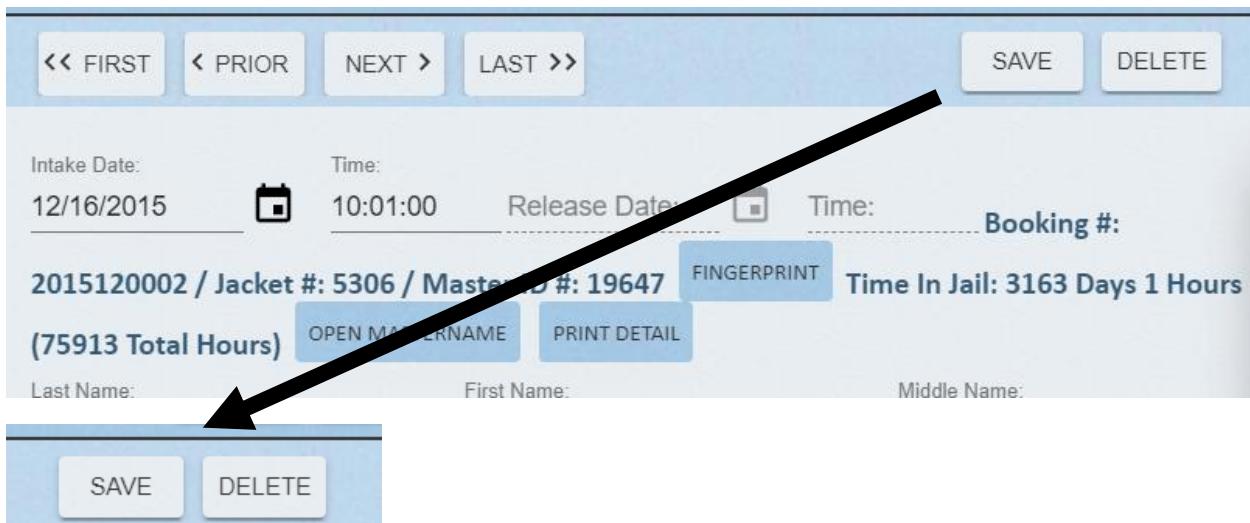
Expunge / Recover Main Booking Record

If you need to add notes on the expungement, click **Expunge Notes**, type your notes, and **save**.



The screenshot shows a dialog box titled "Expunge Note". Inside, there is a text area labeled "Notes" containing the text "EXAMPLE EXPUNGEMENT". Below this is a "TIMESTAMP" button. At the bottom right are "SAVE" and "EXIT" buttons.

When finished, click **Save** at the top of booking record, then click **Delete** to delete the record. (Note the record will be archived, and Super Users can recover the record if needed. But employees without proper security permissions will not be able to view or find the record.)



The screenshot shows a booking record detail page. At the top, there are navigation buttons: << FIRST, < PRIOR, NEXT >, LAST >>, SAVE, and DELETE. Below these are fields for Intake Date (12/16/2015), Time (10:01:00), Release Date, Time, and Booking # (2015120002 / Jacket #: 5306 / Master ID #: 19647). The page also displays "FINGERPRINT" and "Time In Jail: 3163 Days 1 Hours". Below the booking number, it shows "(75913 Total Hours)" and buttons for "OPEN MATERNAME" and "PRINT DETAIL". At the bottom, there are fields for Last Name, First Name, and Middle Name, followed by "SAVE" and "DELETE" buttons. A large black arrow points to the "SAVE" button.



Expunge / Recover Main Booking Record

Recovering a Booking Record

Expunging a booking record takes two main steps:

1. Recover the archived record.
2. Uncheck the **Expunge Booking** box under the *Expungement* tab in the recovered record.

To locate the archived/deleted record, navigate to the *Booking Record: Search* screen. At the bottom of the screen, click the **Show Archived Only** box. The rest of the fields work normally, so if you are looking for a specific archived record, you can filter by names or ID as well.

Booking Record: Search

Status:
 Active Released Any Status

ALL ACTIVE INMATES LAST 24 HOURS INTAKE LAST
ALL ACTIVE INMATES NOT ON TEMP RELEASE ON PRO
ON WORK CREW ON LOCK DOWN ALL SENTENCE

Type of Match:
 Begins Contains Ends

Show Archived Only

1 Scroll down to the bottom of the search screen

2 Check **Show Archived Only**

3 Click **Lookup**

IMPORTANT:
Only Super Users can see this box. Make sure the user is a Super User (such as a supervisor), or they will not be able to recover the record.



Expunge / Recover Main Booking Record

Double click on the record you wish to recover:

ARCHIVED RECORDS										
1-30 / 36 Records << FIRST < PREV Page 1 NEXT > LAST >>										
			Image	Last Name	First	Middle	Jr/Sr	Nickname	Race	Sex
				ABBOTT	DARREN	LYNN			A	M
				ADAMS	ANDREA	JOY			W	F
				ADAMS	JAMES	WILLIAM			W	M

Click **Restore** at the top of the booking record screen:

Booking Record: View Record

LOOKUP NE

<< FIRST < PRIOR NEXT > LAST >> RESTORE

ARCHIVED RECORD

Intake Date: 12/16/2015 Time: 10:01:00 Release Date: Time: Booking #:

2015120002 / Jacket #: 5306 / Master ID #: 19647 FINGERPRINT Time In Jail: 3163 Days 2 Hours
(75914 Total Hours) OPENMASTERNAME PRINT DETAIL

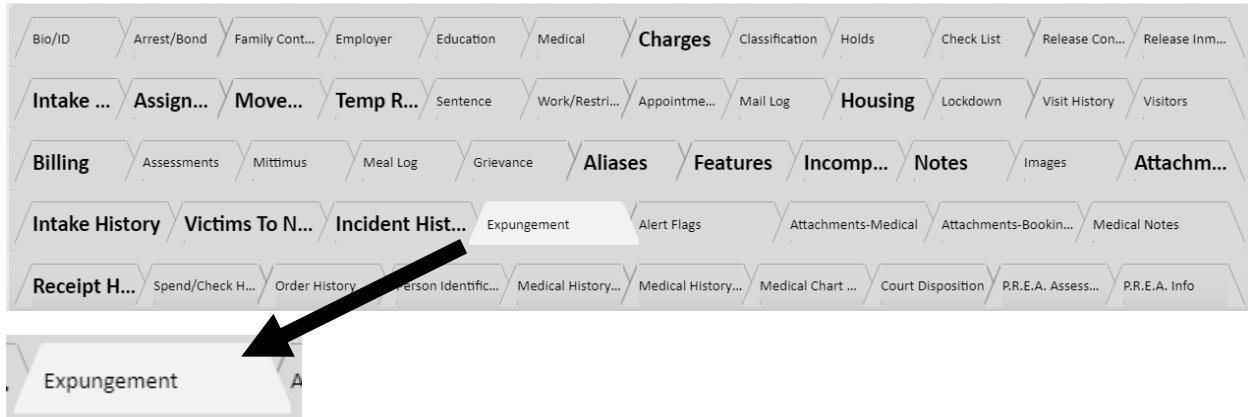
RESTORE

Continued on next page



Expunge / Recover Main Booking Record

Now navigate to the *Expungement* tab and uncheck the **Expunge Booking** box.



Before

Expunge Booking

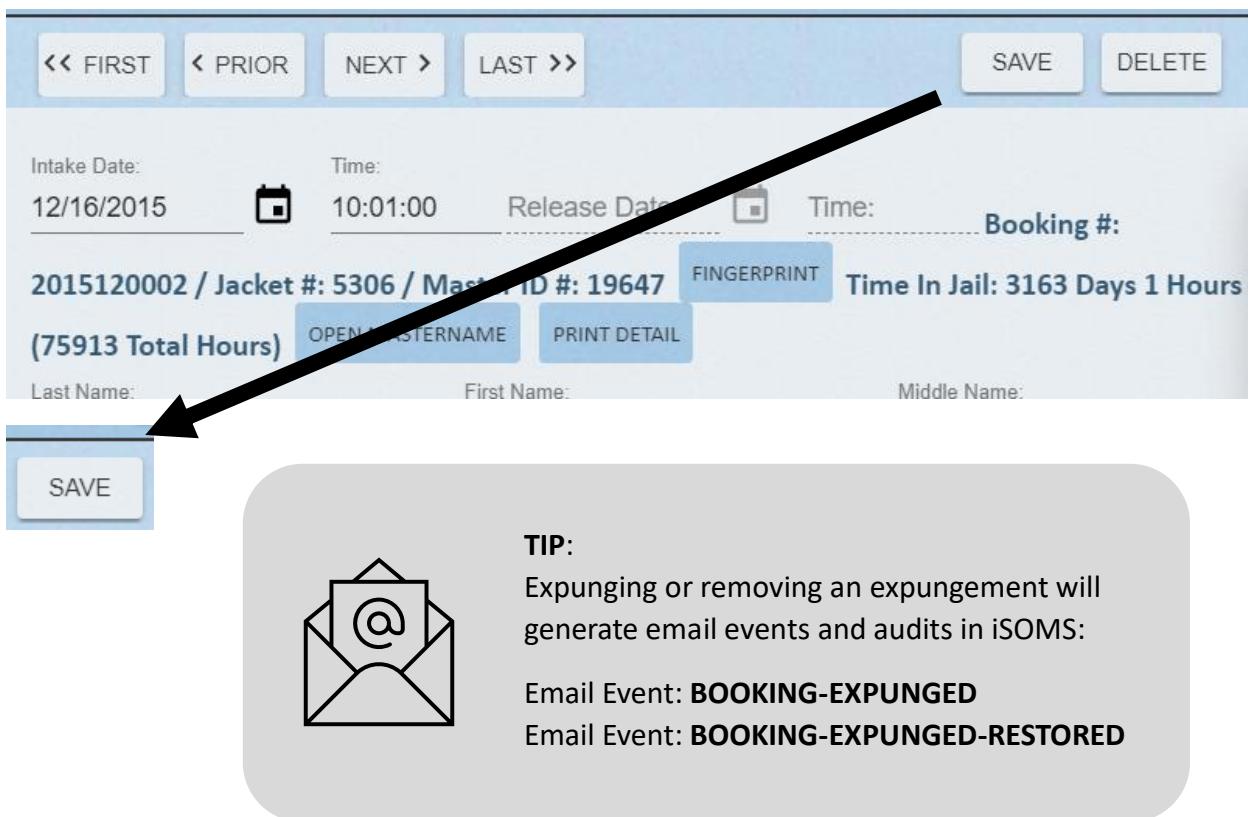
Expunge Date: 08/13/2024 Time: 12:21:05

After

Expunge Booking

Expunge Date: 08/13/2024 Time: 12:21:05

Make sure to click **Save** at the top of the booking record screen.





Expunge / Recover Main Booking Record

TIBRS Training Tips

This section contains tips and important information concerning expungement related to TIBRS (Tennessee Incident Based Reporting System).

Name Changes

TIBRS incidents are not affected by court dispositions, including expungements. However, if you receive notice that a case has been expunged, consider this option:

You may edit the arrestee's name to:

FIRST NAME: *Case*

LAST NAME: *Expunged*

Please do **not** use names such as: John Doe, John Smith, Jane Doe, Jane Smith, etc. because they are names of actual persons and **may cause confusion for those searching the CRMS**.

Personal Identifiers

In addition to editing the name, make sure to edit all segments that include the arrestee's personal identifiers (SSN, DL number, etc.), **including the narrative**.

IMPORTANT: Do not edit the arrest status. It should remain **"Arrested: YES."**

Do **not** edit the date of birth. It is not unique to that person - many people share the same DOB.

Do **not** edit descriptors such as eye color, hair color, height, weight, etc.

For editing scars, marks and tattoos, use your best judgment.

The entire incident should **never** be deleted from TIBRS!

Continued on the next page.



Expunge / Recover Main Booking Record

Conditional Expungements in Multiple-Offense Incidents Scenario:

Robert Miller was arrested for using brass knuckles to strike another man.

It was reported to TIBRS as one incident, containing two offenses (Aggravated Assault and a Weapon Law Violation). Miller was convicted. One year later, the court decided to expunge the weapons charge, but left the assault conviction intact.

Procedures for TIBRS

DELETE the Weapon Law Violation offense from the original incident. Once that offense is deleted, do not change anything in the remaining Aggravated Assault offense/incident.

This is because the Aggravated Assault offense was not included in the Order of Expungement, so do not delete the name or any personal identifiers of the arrestee.

RE-ENTER the Weapon Law Violation using a new incident number that is unique (so that it cannot be "connected" to the Aggravated Assault incident).

When re-entering the Weapon Law Violation, DO NOT include any personal identifiers pertaining to the offender (use the guidelines listed above).



Expunge / Recover Main Booking Record

For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

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