

# **DATA COLLECTION POLICIES AND PROCEDURES FOR CUSTODIAL BOOKING AND ADMISSION**

**DECEMBER 2021**



## **POLICIES AND PROCEDURES FOR CUSTODIAL BOOKING AND ADMISSION**

Pursuant to M.G.L. c. 6A, § 18 3/4 (12), the Executive Office of Public Safety and Security (EOPSS) established 501 CMR 18.00 “to enable the submission of data by the department of correction, houses of correction and county jails to capture and report information on their populations, including recording all applicable charges and convictions.”

This policy shall apply to all Department of Correction facilities, House of Correction facilities and County Jails that collect: (a) data on an Offender within their custody, arrested or charged with an offense/offenses; (b) data on Offender populations, including all applicable charges and convictions; and/or (c) data from other Criminal Justice Agencies.

### **I. DEFINITIONS**

Actual Release from Sentence Date. The date on which an Offender is released from the custody of the Department of Correction or House of Correction,

- (a) having completed the Offender’s entire sentence, including any parole supervision, based upon an initial calculation of the Offender’s Release Date minus any sentence deductions such as Earned Time; or
- (b) having been released from the Offender’s sentence by post-sentencing action of a court (e.g., revise and revoke, sentence or conviction vacated, conviction overturned by appellate court with no retrial, reduction in sentence terms by Appellate Division or new trial).

This definition shall not apply to pre-trial detainees.

Age of Offender at Time of Offense. Determined by the difference between the date of the offense and the Offender’s date of birth.

Age of Offender Entering Custody. Computed at the Date Entering Custody of the Department of Correction or House of Correction, as defined below; it is determined by the difference between that date and the Offender’s date of birth.

Age of Offender Exiting Custody. Computed at the Date Exiting Custody of the Department of Correction or House of Correction, as defined below; it is determined by the difference between that date and the Offender’s date of birth.

Assigned Sex. The biological sex that was assigned to a person at the time of the Offender’s birth, which are currently as follows:

M – Male  
F – Female  
X – Unknown

Bail Amount or Reason if no Bail Set. An order to release an accused person from custody after payment of a set monetary amount or receipt of adequate surety to ensure that person's appearance at trial pursuant to M.G.L. c. 276, §§ 57 and 58. An accused person may be held without bail following a hearing as outlined in M.G.L. chapter 276, § 58A. An Offender released from custody having given personal recognizance to appear before court is not considered released on bail. Reasons for no bail set shall be entered as follows:<sup>1</sup>

- 1 – The defendant's financial resources
- 2 – The nature and circumstances of the offense charged
- 3 – The potential penalty the defendant faces
- 4 – The defendant's family ties
- 5 – The defendant's employment record
- 6 – The defendant's history of mental illness
- 7 – The defendant's reputation and length of residence in the community
- 8 – The defendant's record of convictions
- 9 – The defendant's present drug dependency or his or her record for illegal drug distribution
- 10 – The defendant's record of flight to avoid prosecution
- 11 – The defendant's fraudulent use of an alias or false identification
- 12 – The defendant's failure to appear at a court proceeding to answer for an offense
- 13 – The fact that the defendant's alleged acts constitute a violation of a temporary or permanent protection order
- 14 – The defendant's history of orders issued against him or her under the aforementioned sections
- 15 – The defendant's status of being on bail pending adjudication of a prior charge
- 16 – The defendant's status of being on probation, parole or other release pending completion of sentence for any conviction
- 17 – The defendant's status of being on release pending sentence or appeal for any conviction
- 18 – Risk of exposure to COVID-19
- 19 – The safety risk to the victim, victim's family members, witnesses, the community or defendant if released
- 20 – The defendant's particular vulnerability to COVID-19 due to preexisting medical condition
- 21 – The defendant's particular vulnerability to COVID-19 due to advanced age
- 22 – The defendant's detention for violating a condition of probation or release for criminal conduct
- 23 – The defendant's detention for violating a condition of probation or release for noncriminal conduct
- 24 – The defendant's release plan

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<sup>1</sup> Users are allowed to make multiple selections as reasons for no-bail and may use the comment field with a maximum of 2000 characters for any optional text to be captured after selection of the no-bail reasons.

Case. A charge or series of criminal charges that are arraigned under a single docket number.

Case Disposition. Refers to the end result of a criminal case through a conviction, acquittal, plea or admission, dismissal, nolle prosequi or other final resolution as entered by the Trial Court and should be entered as follows, if applicable:

- 1 – Convicted
- 2 – Acquitted
- 3 – Pleased
- 4 – Dismissed
- 5 – Nolle prosequi
- 6 – Released from court
- 7 – Conviction released from HOC or DOC custody
- 8 – Non-conviction released from HOC or DOC custody

Criminal Justice Agency. Consistent with the definition in M.G.L. c. 6, § 167, "those agencies at all level of government which perform as their principal function, activities relating to (a) crime prevention, including research or the sponsorship of research; (b) the apprehension, prosecution, adjudication, incarceration, or rehabilitation of criminal Offenders; or (c) the collection, storage, dissemination or usage of criminal Offender record information."

Custody. When an Offender is formally under the physical control of the Department of Correction or House of Correction. This definition specifically excludes voluntary or involuntary commitments for substance abuse or mental health evaluation or treatment.

Data Warehouse. A data management system managed and maintained by EOPSS, or agent thereof, in consultation with EOTSS, where data collected from Criminal Justice Agencies and the Trial Court is stored, integrated, and processed for internal and public reporting.

Date Entering Custody. The date an Offender is admitted to the custody of the Department of Correction or House of Correction. An Offender may be admitted to custody pursuant to a court order, as a transfer from another facility, pursuant to the execution of a parole violation warrant, or pursuant to the execution of an escape warrant, or other means.

Date Exiting Custody. The date an Offender is released from the custody of the Department of Correction or House of Correction whether by expiration of sentence, parole, release to another jurisdiction, court release, or other legal release from the custody of such a facility.

Date of Arrest. The date the Offender is arrested for the offenses for which the Offender is charged.

Date of Offense. The date that the offense was committed or, for serial offenses, the first date of the date range within which the serial offenses occurred.

Earned Time. In accordance with M.G.L. c. 127, § 129D, the time earned by Offenders to shorten their time in custody by earning deductions in time for good conduct or earn credits toward the completion of their custodial sentence through programing.

Ethnicity of Offender. Determined with reference to the ethnicity categories used by Federal Bureau of Investigation's Criminal Justice Information Services, Division Uniform Crime Reporting Program, National Incident- Based Reporting System User Manual which are currently as follows:

H – Hispanic or Latino  
N – Non-Hispanic or Not Latino

Gender Identity. A person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender identity refers to a person's internal sense of their own gender, shall be self-reported by each individual and are currently as follows:

M – Male  
F – Female  
AG – Agender  
BG – Bigender  
CG – Cisgender  
GF – Gender Fluid/Variant/Expansive or Two-Spirit  
IS – Intersex  
NB – NonBinary  
TR – Transgender  
OT - Other<sup>2</sup>

Governing Offense. The Governing Offense, as determined by the Department of Correction or House of Correction, is the offense for which an Offender is committed to the Department of Correction or a House of Correction and which controls the overall sentence structure.

Jail Credit from Pretrial Incarceration. Pursuant to M.G.L. c. 279, § 33A, a Jail Credit from Pretrial Incarceration shall be equal to the number of days spent by the Offender in custody prior to being sentenced awaiting and during trial. Jail credits are applied to an Offender's court imposed sentence and the Offender is are deemed to have served the portion of the sentence equal to the jail credits.

Live Scan. State-approved devices used to electronically capture and transmit fingerprints.

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<sup>2</sup> When using "Other" – User must provide additional information in the comment field (not to exceed thirty characters).

Location(s) of Offense. The municipality, state, and zip code where the offense or offenses occurred.

Massachusetts State Police State Identification Section ("SIS"). The SIS is a unit within the Department of State Police responsible for managing and maintaining fingerprint records within the Commonwealth. The Department of State Police establishes the policies and procedures for properly collecting fingerprint records. Pursuant to the provisions of M.G.L. c. 6A, § 18 ¾, c. 94C, § 45, c.119, §54, c. 126, § 40, c. 127, § 23, c. 211B. § 22, c. 212, § 7, and c. 263, §1A, Criminal Justice Agencies are required to collect and submit fingerprints to the SIS for felony criminal offenses, and may also submit fingerprints for misdemeanor arrests.

Mittimus. Consistent with the definition in M.G.L. c. 279, § 34, "When a convict is sentenced to pay a fine or to be imprisoned, the clerk of the court shall forthwith make out and deliver to the sheriff or to some officer in court a duly certified transcript from the minutes of the court of the conviction and sentence, which shall authorize the officer to execute such sentence, and he shall execute it accordingly. When such convict is sentenced to be imprisoned in a correctional institution of the commonwealth . . . the officer authorized to execute such sentence shall deliver him to the reception center established in accordance with the provisions of section twenty of chapter one hundred and twenty-seven for examination and classification." The mittimus shall be delivered to the Criminal Justice Agency with the Offender.

Offender. An Offender is any person charged with a criminal offense.

Offender's Address. The municipality, state, and zip code where the Offender resides.

Offender Status. The status of the Offender within the Criminal Justice Agency with regard to the offense. Offender statuses include, but are not limited to, the following: held pending arraignment-bail, held pre-trial, released on bail, committed, released to probation supervision, released from custody, released to parole supervision, released on personal recognizance, and violation found and returned to custody. Offenders found to have violated the terms of their sentence by committing a new criminal offense and returned to custody have undergone rearraignment, as defined below. Offenders convicted of a new offense while serving either a commitment or term of probation or parole on the Governing Offense have undergone reconviction, as defined below.

Offense. A crime or crimes for which a person is charged.

Offense Based Tracking Number ("OBTN"). A unique identifier for a specific fingerprint/arrest/custody event, and links the Individual to the fingerprints taken. This thirteen character alphanumeric identifier is unique to the fingerprint/arrest/custody event. The first character is predetermined by the SIS, followed by the three character CJIS Agency code. The remaining nine character suffix is designated by the agency. Prefix assignments: T (denotes arrest), J (denotes county jail

booking), H (denotes house of correction booking), D (denotes state department of correction). An Offender will have multiple OBTNs on file when they have multiple events.

Original OBTN. The OBTN created by the Criminal Justice Agency which arrests or charges the Offender.

Pronouns. The set of pronouns that a person uses in order to reflect that person's gender identity, which are currently as follows:

H – he/him/his  
S – she/her/hers  
T – they/them/their  
HIR – ze/hir / hir / hirs  
ZIR – ze/zir / zir / zirs  
OT – Other<sup>3</sup>

Pre-trial Detainees. Offenders who are held in custody in a jail, house of correction, or prison prior to trial.

Primary Caretaker of a Child. A parent or legal guardian with whom a child has a primary residence.

Probation Central File Number ("PCF Number"). A number assigned for identification purposes to an individual by the Massachusetts Probation Service. The PCF Number is not supported by fingerprint-based identification.

Race of Offender. Determined with reference to the race categories used by the Federal Bureau of Investigation's Criminal Justice Information Services Division, Uniform Crime Reporting Program, National Incident- Based Reporting System User Manual, which are currently as follows:

A – Asian or Pacific Islander  
B – Black or African-American  
I – American Indian or Alaska Native  
W – White  
U – Unknown

Rearrangement. Occurs on date when an Offender is arraigned for an offense within one, two or three years of their Release Date.

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<sup>3</sup> When using "Other" – User must provide additional information in the comment field (not to exceed thirty characters).

Recidivism. Occurs on date when an Offender is rearraigned, reconvicted or reincarcerated within one, two or three years of their Release Date.

Reconviction. Occurs on date when an Offender is convicted of an offense within one, two or three years of their Release Date.

Record Management Systems. The system the Criminal Justice Agency uses for its record keeping including but not limited to Inmate Management System (“IMS”), Offender Management System (“OMS”), and Jail Management System (“JMS”).

Regional Booking. Occurs when an Offender is originally booked by or at a Jail or House of Correction and where that original booking is performed on behalf of a separate criminal justice agency. This definition includes but is not limited to: (a) such booking performed by or at a Jail or House of Correction on behalf of an arresting police department, (b) the provision of such booking services by Jails or Houses of Correction for towns containing five thousand or fewer inhabitants, as described in M.G.L. c. 40, § 34, and (c) the provision of such booking services by Jails or Houses of Correction in accordance with M.G.L. c. 40, § 37.

Reincarceration. Occurs on date when an Offender is recommitted to custody within one, two or three years of their Release Date.

Release Date. The calculated date on which an Offender will be released from the Offender’s sentence, based on calculations of a sentence’s terms without accounting for sentence deductions that an Offender may earn while serving the Offender’s sentence. This date forms the basis for calculating the Offender’s “Actual Release Date.”

Risk and Needs Assessment Outcome. The score an Offender receives on any risk and needs assessment conducted by a Criminal Justice Agency. Each Criminal Justice Agency will submit its scores consistent with the tool and the cross-tracking system will assign a designation as follows for the purpose of meeting the reporting requirements of state law:

H – High  
M – Medium  
L – Low

Safe Keeps. Occurs when an Offender was previously booked by another criminal justice agency and then transported to a Jail or House of Correction to be held for pre-arraignment or detention purposes.

State Identification Number (“SID”). A unique ten-character alphanumerical identifier supported by fingerprint identification assigned to an individual by the Department of State Police through the Automated Fingerprint Identification System (“AFIS”). The SID is created upon the



fingerprinting of a person by a Criminal Justice Agency pursuant to M.G.L. c. 6A, § 18 ¾, c. 94C, § 45, c.119, §54, c. 126, § 40, c. 127, § 23, c. 211B. § 22, c. 212, § 7, and c. 263, §1A. A person shall only have one SID, any SID discrepancies shall be reviewed and resolved by the State Identification Section.

Status of Offender's Reproductive Health Needs. Whether the Offender has requested enhanced medical care for reproductive health needs for pre-natal and/or post-natal care.

Time of Offense. The time that the offense occurred.

Type of Admission. The reason an Offender is admitted into custody. Type of admission shall be entered as follows:

- 1 – Sentenced
- 2 – Pre-Trial
- 3 – Pre-Arraignment (Safe-keep)
- 4 – Federal – Sentenced to Jail (Probate Court)
- 5 – Detainees/ICE
- 6 – Regional lock-up
- 7 – Parole violator
- 8 – Held for another Department
- 9 – Probation violation

Type of Release. The reason an Offender is released from custody. Type of release shall be entered as follows:

- 1 – Released without supervision
- 2 – Released on bail
- 3 – Released on personal recognizance
- 4 – Released to Parole supervision
- 5 – Released to Probation with supervision
- 6 – Released to Probation without supervision
- 7 – Released to home confinement
- 8 – Released to another Criminal Justice Agency
- 9 – Escape
- 10 – Deceased
- 11 – Remain incarcerated
- 12 – Released with supervision

Whether the Offender Has Participated in and Completed Evidence-Based Programs. Whether or not the Offender has (1) participated in and (2) completed any educational or rehabilitative programs while in the custody of a Criminal Justice Agency. Criminal Justice Agencies shall indicate the name, type, and the outcome of participation in the program.

## **II. POLICIES AND PROCEDURES**

These policies are mandatory for compliance with 501 CMR 18.00.<sup>4</sup> The following policies and procedures, however, are not meant to replace current practices for booking and admission. These policies are intended to supplement and clarify current policies and practices.

### **A. DOC/HOC/JAIL BOOKING:**

1. Upon intake of a sentenced Offender, custodial staff shall ensure the following document has been received:
  - a. Mittimus
2. Upon intake of an Offender held pre-arraignment, pre-trial or for safe keep, regional lockup, custodial staff shall ensure the following document has been received when applicable:
  - a. Mittimus
3. In reviewing the above, the following information shall be entered appropriately into IMS/OMS/JMS:
  - a. Name<sup>5</sup>
  - b. DOB
  - c. Aliases
  - d. Governing Offense
  - e. Offense
  - f. Date of Offense
  - g. Time of Offense, if known
  - h. Location of Offense, if known
  - i. Offender's address at time of arrest, if known
  - j. Date Entering Custody
  - k. Release Date
  - l. Original OBTN
    - i. *See Section III* for agency specific guidance on OBTN documentation
  - m. Type of Admission
  - n. Case Disposition of sentenced offenders, if known
  - o. Jail Credit from Pretrial Incarceration
  - p. Bail Amount or Reason if No Bail Set, if known
  - q. Age of Offender at Time of Offense
  - r. Age of Offender Entering Custody
  - s. Date of Arrest
  - t. PCF
  - u. Case

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<sup>4</sup> These policies and procedures shall not apply to civil commitments.

<sup>5</sup> The name entered shall be that which is recorded by the court and appears on the mittimus.

4. The following information shall be self-reported by the Offender and entered appropriately into IMS/OMS/JMS:
  - a. Race
  - b. Ethnicity
  - c. Gender Identity
  - d. Assigned Sex
  - e. Pronouns
  - f. Whether the Offender is the Primary Caretaker of a Child
  - g. Status of Offender's Reproductive Health Needs
5. Prior to fingerprinting, the booking officer shall create the following in accordance with 501 CMR 18.00, 803 CMR 7.08, and MSP SIS Policies and Procedures and enter it appropriately into IMS/OMS/JMS:
  - a. OBTN
    - i. See *Section III* for agency specific guidance on OBTN documentation
6. The booking officer shall fingerprint the Offender in accordance with 501 CMR 18.00, 803 CMR 7.08, and MSP SIS Policies and Procedures to obtain the following information:
  - a. State Identification Number ("SID")
    - i. See *Section III* for agency specific guidance on SID documentation
7. The following information shall be entered appropriately into IMS/OMS/JMS throughout the Offender's custody:
  - a. Risk and Needs Assessment Outcome
  - b. Whether the Offender has Participated in and Completed Evidence-Based Programs
  - c. Offender Status
8. Prior to the release of the Offender, the following information shall be entered appropriately into IMS/OMS/JMS:
  - a. Date Exiting Custody
  - b. Type of Release
  - c. Age of Offender Exiting Custody

### **III. SID AND OBTN:**

In order to obtain an SID from SIS, Criminal Justice Agencies shall fingerprint Offenders in accordance with the policies set forth herein, 501 CMR 18.00, and M.G.L. c. 263, § 1A, c. 94C, § 45, and c. 127, § 23. Upon the fingerprinting of an Offender, SIS shall generate and return an SID unique to that Offender. Compliance with fingerprinting booking policies and obtaining an SID allows for a biometrically confirmed Offender identity, supports a positive identity within electronic systems, including such systems as used by the Massachusetts Trial Courts, provides the ability to share an Offender's criminal history on the state (AFIS-R) and national (Interstate Identification Index - III) fingerprint-supported criminal history systems, and enhances the integrity of the data warehouse by ensuring the accuracy of the data therein.

Criminal Justice Agencies shall follow the following fingerprinting procedures:

**A. SID Procedures:**

Offenders must be biometrically identified using fingerprints. Fingerprints shall be submitted to SIS electronically on state-approved Live Scan fingerprint devices. All ten fingers and palmprints shall be captured. Additional biometrics such as face images, scars, marks, and tattoo images and iris images may be submitted to SIS. When no Live Scan is available, the agency may manually submit hard card fingerprints on the standard state fingerprint card to SIS. All Fingerprint submission results are available for review on AFIS-R application on the DCJIS's CJIS Single Sign On application.

**B. OBTN Procedures:**

The arresting/charging agency creates the Original OBTN which shall be transmitted to the court on the criminal complaint. Jails, Houses of Correction, and the Massachusetts Department of Correction facilities (collectively, "custodial agencies") shall create additional OBTNs and submit fingerprints in order to obtain an SID as described below. These guidelines may be modified as systems are enhanced to allow additional means or methods of tracking Offenders.

**C. Custodial Agency SID and OBTN procedures:**

1. Except as otherwise specifically provided herein, the arresting/charging agency shall create the Original OBTN.
2. An Offender shall be fingerprinted using a Live Scan/fingerprint card submission when the Offender enters custody of the Jail, House of Correction, or Massachusetts Department of Correction facility **at first instance and when the Offender returns to any such institution after loss of custody;**
  - a. Loss of custody occurs when the Offender is released from the custody of the custodial agency. This includes when bail is posted, when the Offender has completed the Offender's sentence, and/or when the Offender is transferred to a different custodial institution. If the Offender remains in the same facility, then loss of custody does not occur when an Offender's status is changed from pretrial to a sentenced inmate. Similarly, when an Offender is transferred within DOC facilities and has previously been booked, no loss of custody occurs. Lastly, when an Offender is returned to DOC custody on the same sentence and Parole has identified the Offender and sentence for which they are returning, no loss of custody has occurred.
3. All fingerprint submissions shall contain an OBTN. OBTN formats must be approved by SIS. OBTNs must be formatted as follows:
  - a. OBTNs are unique and contain a prefix, Agency identifier as assigned by the SIS, and 9 characters as determined by the agency (e.g., TBOS123456789);
  - b. An OBTN must contain the appropriate single-letter prefix:
    - i. Original/Arresting/Charging agency OBTN prefix: **T**
    - ii. Jail Custody OBTN prefix: **J**
    - iii. House of Correction OBTN prefix: **H**

iv. Department of Correction prefix: **D**

4. All mandatory fields on the Live Scan/fingerprint card submissions shall be completed;
5. When available, the disposition, status, or sentence must be entered into the Live Scan fingerprint submission. This information allows a complete and accurate criminal history record for the Offender in state (AFIS-R) and national (Interstate Identification Index - III) fingerprint-supported criminal history systems;
6. The biometric identification is not considered complete until an SID is returned and annotated into the agency records management system; and
7. The Offender's SID shall be reviewed and reconciled with the Offender's PCF Number. SIS can assist with any discrepancies observed.

**D. Special situations and Best Practices**

**1. Department of Correction (DOC)**

Best practice requires an accurate recording of the sentencing offense and the associated sentence into the Live Scan to allow accurate criminal history recording for State and FBI criminal history reporting. For accuracy, best practice is to have all fields submitted to the Live Scan device by using an electronic interface (i.e., not typed in). Prior to the release of any Offender, the agency shall confirm the existence of the SID on file. If no SID is on file, then the Offender must be fingerprinted and the SID must be obtained prior to release.

When the DOC has the Original OBTN it will enter the Original OBTN into IMS appropriately and also record the OBTN it creates for the offender in accordance with this policy.

**2. Houses of Correction (HOC)**

Best practice requires an accurate recording of the sentencing offense and the associated sentence into the Live Scan to allow accurate criminal history recording for State and FBI criminal history reporting. For accuracy, best practice is to have all fields submitted to the Live Scan device by using an electronic interface (i.e., not typed in). Prior to the release of any Offender, the agency shall confirm the existence of the SID on file. If no SID is on file, then the Offender must be fingerprinted and the SID must be obtained prior to release.

When the HOC has the Original OBTN and a field is designated in the OMS/JMS system, it will enter the Original OBTN into OMS/JMS appropriately and also record the OBTN it creates for the Offender in accordance with this policy.

**3. Jails**

Best practice requires an accurate recording of the sentencing offense and the associated sentence into the Live Scan to allow accurate criminal history recording for State and FBI criminal history reporting. For accuracy, best practice is to have all fields submitted to the Live Scan device by using an electronic interface (i.e., not typed in). Prior to the release of any

Offender, the agency shall confirm the existence of the SID on file. If no SID is on file, then the Offender must be fingerprinted and the SID must be obtained prior to release.

When the Jail has the Original OBTN and a field is designated in the OMS/JMS system, it will enter the Original OBTN into OMS/JMS appropriately and also record the OBTN it creates for the Offender in accordance with this policy.

- a. **Generally.** Best practice requires a status be entered into the Live Scan such as: held pending arraignment-bail, held pre-trial, held pre arraignment, safe keep.
- b. **Regional Booking/Safe Keeps.**
  - i. An MOU or agreement between the Criminal Justice Agency making the arrest and the Criminal Justice Agency with custody of the Offender shall indicate which agency is responsible for the original booking fingerprints required by law or policy such that the court is able to extract the SID from the ONE III system.
  - ii. In instances of Regional Booking and/or Safe Keeps where the Offender has not been previously fingerprinted by the arresting/charging agency, the Jail shall book the Offender as the arresting/charging agency and use the OBTN provided by the agency with the arresting/charging agency's assigned OBTN format. The OBTN format used in these circumstances, that is, the arresting/charging agency format is as follows:
    - 1. The first letter "T" shall be used to denote that this is the Original OBTN;
    - 2. This shall be followed by the three-character agency identifier, which must identify the arresting/charging agency and not the custodial agency;
    - 3. This shall be followed by nine (9) assigned numbers as assigned by the Arresting/ charging agency;
    - 4. This OBTN must be the same OBTN as submitted by the arresting/ charging agency to the court. I; and
    - 5. The custodial agency shall record in its IMS/OMS/JMS any additional data fields available regarding said Offender as outlined in Section II of this procedure.
  - iii. In instances of Regional Booking and Safe Keeps where the Offender has been previously fingerprinted by the arresting/charging agency, the custodial agency will book the Offender and shall fingerprint the Offender using the standard OBTN procedures (i.e., the custodial agency shall create an OBTN using its own designated prefix, agency identifier, and 9 assigned characters).
- c. **Change in Offender Status – No Loss of Custody**
  - i. When there is no loss of custody, but only a change in Offender status, i.e., Safe Keep to pretrial, or Safe Keep/pretrial to sentenced (HOC), the Offender

does not need to be re-fingerprinted and the custodial agency shall retain the OBTN and associated MA SID and FBI#.

**E. Offenders Not Fingerprinted**

Although the following categories of Offenders may not currently be fingerprinted by the custodial agency, the policies and procedures set forth herein shall still be followed to the extent applicable:

- a. Offenders awaiting trial at DOC;
- b. Transfers from other county, state, or federal Criminal Justice Agency;
- c. Offenders transferring from Jail to House of Correction where the Offender has previously been fingerprinted by the Criminal Justice Agency and the Criminal Justice Agency has not lost custody of the Offender;
- d. Offenders transferring within DOC facilities who have previously been booked;
- e. Offenders returning to DOC custody on the same sentence who have been properly identified; and
- f. Federal holds, such as ICE, Immigration holds. If fingerprinting is needed, the custodial agency will use the QCAR (Criminal Inquiry only) transaction. This transaction is search only for identification purposes and not retained.

Please refer to 501 CMR 18.00 and the Massachusetts State Police State Identification Section for all questions regarding SID and/or OBTN.

**IV. DATA EXTRACTION, TRANSFORMATION, AND UPLOAD**

The Offender's data will be extracted from each custodial department's inmate/offender management system on a periodic basis. The agency-specific data transformation rules will be applied to the extracted data to achieve standardization needed for uniform reporting. In addition, data will be anonymized prior to making the data and reports available to stakeholders outside of Criminal Justice Agencies.

**V. REVIEW OF DATA**

All information referenced herein shall be routinely reviewed and verified for accuracy and changes shall be made accordingly by a shift commander/appropriate higher-level personnel.

**VI. General Administration of the System**

**A. Policy Center.** TBD

**B. Reporting Requirements:**

All data collected pursuant to Massachusetts General Laws Chapter 6A, Section 18 3/4 (12) "shall be in the form of a cross-tracking system for data collection and reporting standards for criminal justice agencies and the trial court, including houses of correction and county jails. The cross-tracking system shall require all criminal justice agencies and the judiciary to use a unique state identification number assigned to each person who enters the criminal justice system. All criminal justice agencies and the trial court shall incorporate the unique state identification number into their data systems upon a person's

initial transfer to their jurisdiction. Anonymized cross-agency data shall be made available to the public for analysis through an application programming interface which allows access to all electronically available records.”

Further, pursuant to Massachusetts General Laws Chapter 6A, Section 18 3/4 (13) “[r]ecidivism rates, determined by the data collected, shall be reported annually to the secretary. The data shall be submitted by each criminal justice agency and the judiciary to the secretary of EOPSS who shall subsequently publish the information quarterly on the executive office of public safety and security website. Reported data shall be tracked over 1, 2 and 3 year periods and include categorizations by race, ethnicity, gender and age.”

All Criminal Justice Agencies shall work collaboratively to ensure accurate data is reported to the data warehouse. The data will be anonymized for public consumption and will be reported as statutorily obligated by EOPSS.