

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE February 3, 2026	EFFECTIVE DATE February 3, 2026	No. 057-26
SUBJECT: GENERAL ORDER DATAWORKS PLUS		DISTRIBUTION All Personnel	AMENDS
Reference: NYSLEAP 8.7, 8.11, 50.4, 50.8			RESCINDS 057-19

Purpose: To familiarize employees with the DataWorks Plus Computer Identification System and define policy for its operation, use and maintenance.

Policy: Employees must be trained and demonstrate their knowledge and familiarity in the procedures, operations and use of DataWorks Plus as outlined in the DWP Policy and the MCSO DataWorks Plus User Guide.

I. Definitions:

A. DataWorks Plus (DWP):

* DataWorks Plus is a criminal history repository administered by the Monroe County Sheriff's Office (MCSO) that provides the following services for all its contributors (currently all Monroe County town and village Police Departments, the Rochester Police Department, Pre-trial services, Monroe County Probation, the Monroe County District Attorney's Office, and Public Defender's Office):

1. Database entry and retrieval for all Monroe County criminal arrest history under one common record number for an arrested individual (referred to as the DWP number).
2. The computerized acquisition of an arrest, jail custodial data, photographs, fingerprints and the electronic submission of fingerprints to DCJS.
3. The positive identification of individuals through New York State criminal history electronic fingerprint comparison.
4. The tracking of bookings for all adults and juveniles.
5. Investigative viewing for suspect identification by the police, victims, and witnesses through the DataWorks Plus web based portal.
6. The data analysis of criminal arrests and the creation of photo line-ups and galleries through the DataWorks Plus web based portal.

B. DataWorks Plus web:

* Is an internet portal to DWP Application which allows users to view and import arrests from Mobile to DWP records. Investigative features such as: galleries, line-ups and queries can only be performed using the DataWorks Plus web portal.

C. System Administrator:

1. Monroe County Information Systems (MCIS) shall appoint a "System Administrator" to administer server and database maintenance of the system.
- * 2. The MCIS System Administrator shall be responsible for the interface of the current Jail Management System-DCJS, the Record Management System (RMS), and the DataWorks Plus web portal with the DWP Application as well as any other interdepartmental interfaces with other law enforcement agencies that access DataWorks Plus.

D. Agency Administrator:

1. All password, security, and permissions to access DWP will be regulated and monitored by the Agency Administrator to include workstation access and control for MCSO as well as agencies accessing DWP. The Agency Administrator shall act as a liaison with other law enforcement agencies using the system(s).
2. A town/village police department or criminal justice agency accessing DWP may denote an Agency Administrator to act as a liaison with the MCSO Agency Administrator to control access for their respective users. In the event a town/police department or criminal justice agency does not denote an Agency Administrator, the MCSO Agency Administrator will be responsible for creating user accounts.
3. Specific to the Jail Bureau, the Agency Administrator shall facilitate problem reporting, user access requests, and monitor compliance with departmental policy.

II. Administration:

- A. The Commander of Staff Services will have overall command and responsibility for the DWP computer system. The Agency Administrator will report directly to the Commander of Staff Services.
- B. The System Administrator shall perform and be responsible for the following:
 1. Maintaining the server.
 2. Maintaining the integrity of the criminal history database in accordance with existing criminal records keeping policy and procedures.
 3. Monitoring compliance with applicable county policy.
 4. Coordinating software updates.
 5. Participate in any State and Federal disaster response testing (STEPS).
- C. The System Administrator is responsible for the management of DWP with respect to its operation by employees authorized to use the system. The Agency Administrator in coordination with the System Administrator will authorize assignment of personnel to the DWP database.
- D. The Agency Administrator shall:
 1. Facilitate application requests for service (i.e., user access and/or member suggestions).

2. Monitor compliance with departmental policy.
 3. Facilitate the authorized access of new users and/or specific system access and permissions when warranted.
 4. Run Criminal Justice Information Service (CJIS) checks where applicable.
 5. Run audit reports on active users. Deactivate accounts where applicable.
- E. The Training Unit shall coordinate training for the operation of DWP in conjunction with the System Administrator and respective Agency Administrator, when applicable.
- F. MCSO is contractually responsible for System Administration and Central Server Maintenance. The Monroe County Sheriff's Office Staff Services Bureau shall provide support services to outside agencies deemed appropriate by the Commander of Staff Services.

III. Security:

- A. In general, Jail Booking Officers, Central Records Clerks, Jail Records Staff, Jail Reception Staff, patrol deputies and investigators shall be given user access to DWP based on their general departmental duties. Other staff members may be given access when their Bureau Chief deems access to criminal record information appropriate.
- * B. Security requests shall be processed directly through the Commander of Staff Services or his designee.
- C. Employees **will not** divulge confidential, official, criminal arrest history, or any other data generated from DWP unless within the scope of their official duties. Only those persons who are acting in an official law enforcement capacity and who are authorized to receive such information will be provided with DWP data. The unauthorized dissemination or solicitation of DWP data is a violation of this section and violators may be subjected to agency discipline.

IV. Operations:

- A. All DataWorks Plus users will be trained in its operation and use by a designated DWP trainer in accordance with the DWP Policy Manual and the MCSO DWP User Guide prior to performing any system function. Once a DWP user has been properly trained, documentation of training will be recorded.
- B. System Capabilities:
1. DataWorks Plus Application has the capability of capturing video, still images, fingerprints and data pertaining to subject bookings with court order information where applicable.
 2. Investigative Uses- **(All investigative functions are conducted using DWP web portal only).**
 - a. The ability to search a DWP record and/or booking record of a particular subject by name and/or identification number.
 - b. The ability to produce a photo line-up for juveniles and adults.

- c. The ability to conduct a query of unknown subjects based upon physical description, crime context or offense category.
- d. The ability to compose a wanted and missing person poster.
- e. The ability to print a photo line-up, gallery, wanted poster, booking rap sheet or any associated report.

3. Juvenile Records:

- * a. The DataWorks Plus system will be utilized for arrests by any law enforcement agency in Monroe County.
- b. Juvenile arrest bookings will be entered into DWP. The juvenile database that houses juvenile arrest & booking, DWP is designed so that adult records and juvenile records cannot be merged or transferred with one another.
- * c. Felony Adolescent Offender (AO) and all Juvenile Offender (JO) arrests (as defined in the Penal Law §§ 10.00 and 30.00 will be processed as an adult arrest booking).

C. Police Bureau Duties & Responsibilities - Prisoner Bookings (Substation Terminals):

- 1. All arrests that are classified as fingerprintable offenses will be imported to DWP from Mobile by the arresting deputy at a designated DWP Application processing station unless otherwise approved by a supervisor. The arresting deputy will be held accountable for the accurate and complete arrest process of their defendant(s).
- 2. All warrant arrests are entered into DWP including non-fingerprintable arrests. Fingerprints are only taken on those cases in which the offense is fingerprintable and fingerprints were not taken at the time of the arrest or on a previous warrant. DWP should be used to determine if fingerprints were already taken prior to processing warrant.
- 3. The Booking deputy will perform booking procedures outlined in the DWP Booking and Fingerprinting training and pursuant to the MCSO DWP User Guide.
- 4. Upon completion of a fingerprintable arrest, the defendant's fingerprints will be live scanned and electronically submitted.
- 5. Fingerprint Verification:
 - a. For new arrests in which a DWP number has not been previously issued, the deputy responsible for the booking will **verify all bookings after entry into DWP** in order to perform the IRIS photographs. Failure to verify the booking will **PREVENT** the taking of the IRIS photograph.
 - b. MCSO records personnel will perform identification verifications on a daily basis, with emphasis being placed on verifications that have been "rejected." The arresting deputy will verify that the fingerprints were accepted and not rejected by DCJS prior to releasing any suspects.
 - c. The respective substation zone commander will be promptly notified of any rejected fingerprint verifications from NYS DCJS.

- * d. The deputy who initially performed the fingerprinting will be responsible for correcting rejected fingerprint verifications. The arresting deputy will verify that the fingerprints were accepted and not rejected by DCJS prior to releasing any suspects.
 - * e. Criminal Records should verify all MCSO non-jail bookings, **with the exception of new non-jail booking arrests**. Staff should ensure proper data entry and complete all booking fields for the non-jail bookings. Once the Arrest Report is received by Central Records for a new non-jail booking arrest, the Central Records staff will ensure proper data entry and make corrections as needed. Once data is verified staff should verify the identity of the arrestee based upon the DWP Manual Procedures.
 - f. Authorized jail personnel will verify those bookings which need to be transferred to the Jail Management System.
6. Prior to processing any arrested defendant via DWP, all deputies involved with the contact, processing, fingerprinting, and data entry **must** secure their firearm in the zone substation designated firearms locker.
7. For juvenile arrest situations that require fingerprinting, booking requirements are as follows:
- a. Process as a juvenile arrest booking.
 - b. Obtain photograph and enter into DWP.
 - c. Fingerprints will be taken in DWP Application.
 - d. In the event that the charge involving the juvenile is classified as a Juvenile Offense, the defendant will be booked as an adult prisoner.
 - e. Juvenile arrest paperwork will be sent to CIS Juvenile Investigator upon completion of the booking.

D. Jail Booking Deputy's Responsibilities:

- 1. All DWP booking deputies will be trained in the operation and use by designated DWP trainers in accordance with the DWP Policy Manual and MCSO DWP User Guide, prior to performing any data entry or operation.
- * 2. Upon receipt of an arrested subject, the booking deputy will ensure that the Arrest Report was imported into DWP by the arresting deputy and the printed copy of the Arrest Report is properly and thoroughly completed by the arresting officer/deputy.
- 3. Booking deputies will ensure that all arrest information and custodial form data is entered accurately and completely into the DWP system. They will additionally ensure that photographs (mugshots) and fingerprint images conform to accepted standards set by the System Administrator.
- 4. Any procedural or policy issues will be addressed to the Agency Administrator.

E. Central Records Personnel:

1. Central Records personnel are responsible for the procedures outlined in the DWP User Guide with regard to entry, operation, and verification.
2. RPD Records personnel will verify all RPD bookings entered into the DWP computer database to establish the identification of a subject.
3. All sealing orders for photographs and fingerprints will be processed by Central Records personnel and purged from the DWP System upon receipt in accordance with the departmental policy.
4. Any procedural or policy issues will be addressed to the appropriate Agency Administrator.
- * 5. MCSO Central Records personnel will verify juvenile records. All juvenile sealing orders and requests will be processed by CIS personnel to seal the paperwork in their folders and a copy of Seal Order sent to CRU to be purged from DWP upon notification and receipt in accordance with department policy.

F. Criminal Investigations:

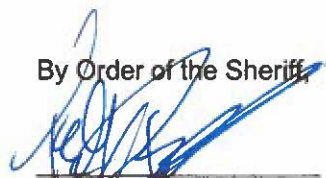
1. Search by a Subject's Name, NYSID #, CR #, or DWP#:
 - a. From this search a photo line-up can be created.
 - b. Follow directives for photo line-up. Refer to **PBGO-053 Identification Procedures**.
2. The user will have the ability to conduct a query of potential subjects based upon the criteria (physical descriptors) of a particular suspect (not known) for investigative or witness viewing. Based upon the criteria introduced for the query, DWP web portal will generate a number of subjects for computer viewing only. This type of query will be coordinated and conducted by an investigator or above.
 - a. Due to the nature and the time involved in performing such a query, consideration should be given to the nature of the investigation and the severity of the crime.
 - b. Witness/victim viewing is **ONLY** permitted under close supervision of an investigator. All functionality of the DWP web system will only be performed by the investigator conducting the witness viewing.
 - c. In the event of a positive identification during witness/victim viewing:
 - i. The investigator will enter all the necessary information into the DWP computer database pertaining to the identification and will print the Query Viewing Report.
 - ii. A supporting deposition will be completed from the witness relative to the positive identification.
 - iii. All relative information pertaining to the identification will then be documented using an Case Supplemental Report.

- iv. The investigator will print the positively identified image for the witness/victim to sign or initial, indicating the date and time of the identification. The original (signed) image will be processed as evidence as per departmental guidelines.
- 3. The authorized user will have the ability to create a collection of printed images (gallery) pertaining to a query that was generated, usually identifying a collection of subjects by offense category or crime context. The gallery will be used for investigative viewing (by the investigator ONLY) and should **never** be used for witness identification.
- 4. **Print Feature:**
 - a. DWP web portal allows users to print a number of items to include:
 - i. Photographic and data images.
 - ii. Line-ups.
 - iii. Wanted and/or Missing Person poster.
 - iv. Booking Rap sheet.
 - v. Reports.
 - vi. Galleries.
 - b. Images and line-ups have already been detailed above.
 - c. Wanted Poster - may be printed upon the conclusion of a search by a subject's name and/or identification number with the specific data pertaining to the subject and the reason he/she is wanted.
 - d. Booking Rap Sheet - allows an investigator or deputy to view and/or print booking information associated with a subject's DWP record.
 - i. The viewing and/or printing of rap sheets will be conducted for Official Business Only.
 - ii. Printed copies of all rap sheets will be destroyed by shredding upon completion of its investigative use or value.
 - iii. It will be the responsibility of the zone CIS sergeants and the CIS Lieutenant to audit compliance with regards to proper disposal of rap sheets.
 - iv. Standards and Compliance Unit will ensure compliance through their auditing process.

V. Problem Reporting and Member Suggestions:

- A. Computer application (software) or hardware problems shall be reported to the MCIS Help Desk at 753-3333.
- B. For user account additions or changes, call Staff Services at 753-4711.

By Order of the Sheriff,



Todd K. Baxter

* Indicates a change from the previous version of this order.