



## Pennsylvania State Police Megan's Law Section



Colleagues,

As we approach the December 20, 2012 enactment date of Act 111-2011, we are moving toward the execution of a production environment of the PA SORT application for use by registration sites throughout the state. We also realize you are finalizing plans for implementation in each county and working through the myriad issues incumbent with this project.

We have recently become aware of a potential complication with availability of LiveScan equipment. The vendor, MorphoTrust, as we understand it, is experiencing difficulty obtaining necessary components (scanner parts) from a third party supplier. In conjunction with the Local Technology Working Group (LTW) and the Pennsylvania Commission on Crime and Delinquency (PCCD), we remain in communication with MorphoTrust in an attempt to resolve this issue. Within the past week, we have been advised by MorphoTrust the needed parts have been acquired and delivery is expected to begin shortly. At this time, however, no delivery schedule is available; though we remain optimistic the vendor will be able to deliver equipment prior to our "go-live" date.

Nonetheless, we have begun to develop a contingency plan to allow registrations to proceed should LiveScan equipment not become available (or in the event of equipment failure; connectivity problems, etc. going forward).

As you may recall from previous correspondence, the PA SORT application is essentially independent of the LiveScan equipment. Assuming the PA SORT application is available, upon completion of the PA SORT data entry process, a registration number will be provided and will be printed on the registration report; the data is then "pulled" from PA SORT to the LiveScan device utilizing the provided number. If a facility has access to functional PA SORT equipment, the data entry portion of the registration should be completed using the application; and the offender then transported to a facility which does have LiveScan availability to obtain finger and palm prints.

A similar scenario would involve a functional PA SORT application; with no access to LiveScan equipment (as a result of equipment failure). As above, the data entry portion of the registration should be completed in PA SORT. In these scenarios, to assuage the burden placed on county entities, the Pennsylvania State Police Megan's Law Section will accept "inked" fingerprint cards. As in the past, these cards should be forwarded, via mail, to the Pennsylvania State Police, Megan's Law Section, 1800 Elmerton Avenue, Harrisburg, Pennsylvania, 17110 along with a copy of the registration form (PSP form SP4-218). Such cards would require clear documentation of identifiers; including the registration number as obtained via PA SORT. Upon receipt, the Pennsylvania State Police, Megan's Law Section will facilitate scanning of the inked prints, through the Criminal Records Identification Division; and entry of the fingerprints into the appropriate offender record. This process is somewhat burdensome, and increases the potential for



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error as well as sub-standard prints; and does not facilitate capture of palm prints (as noted below).

We are aware some facilities may have existing LiveScan units without palm capability; and some are awaiting palm upgrades. Should these upgrades not become available prior to the effective date of Act 111, fingerprints should be obtained via LiveScan. Inked palm prints are not a viable alternative because such prints cannot be scanned into the ten print/latent comparison database. Palm prints will be obtained as soon as possible (at next verification) after LiveScan devices are upgraded with palm capability. When capturing palms where prints were captured previously, the transaction should be done as a Suspect ID on the LiveScan device.

Conversely, in the event PA SORT is unavailable, paper registration forms (PSP form SP4-218) will be distributed to PSP Stations and county registration sites prior to the December 20, 2012 implementation date (distribution is currently in progress).

Should it become necessary to complete a paper registration form for data capture (PSP form SP4-218), due to a PA SORT outage, the completed form should be forwarded to: Pennsylvania State Police, Megan's Law Section, 1800 Elmerton Avenue, Harrisburg, PA, 17110. Our staff will then enter this data into PA SORT to avoid delays in registration and preclude the necessity for your site to perform redundant tasks. These forms should be mailed as quickly as possible as the Act only allows 3 days for PSP to have the offender listed on the website.

Because LiveScan and PA SORT are independent of one another, should a PA SORT outage be experienced (but LiveScan be available); fingerprinting of the offender can, nonetheless, be accomplished utilizing LiveScan. Should this occur, as had been done in the past, LiveScan transactions should continue to be processed as "ML Reg".

Should connectivity with PA SORT be interrupted, the webcam should remain functional; allowing digital photographs to be taken. These photographs should be transmitted by email along with a copy of the registration form to the Pennsylvania State Police, Megan's Law Section as a jpeg file attachment at: [ra-ppsmeganslawphoto@pa.gov](mailto:ra-ppsmeganslawphoto@pa.gov). Similarly, if the provided webcam is unavailable due to hardware failure, a digital camera may be utilized; provided the photograph meets the standards as provided on the hardware specifications. Documentation of identifying offender information must be included with photographs to ensure they are entered in the appropriate record.

Should a scenario develop in which neither LiveScan nor PA SORT are accessible, submission of PSP SP4-218, in conjunction with inked ten print cards should proceed as described above.



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In all cases when performing an initial registration, DNA collection will be required and can proceed independent of PA SORT and/or LiveScan. Realizing ten prints cards must accompany DNA database collection kits; unavailability of LiveScan would require submission of inked prints with the collection kit.

Previously disseminated electronic copies of form PSP form SP4-218 may be reproduced as necessary. Sites must use this paper registration form to complete an initial registration, address change, verification or any other mandatory information updates. These forms can be completed electronically and emailed but must also be printed to obtain original signatures and mailed to the Pennsylvania State Police, Megan's Law Section.