

PACC PAAM CHECKLIST

Follow up – Prosecutor

- ❑ After a livescan device is installed and staff is trained to submit fingerprints electronically, prosecutor staff and Jail/Livescan Administrator make a decision on which option is available for livescan agencies to notify prosecutors of reported arrests and fingerprints. [PACC/PAAM](#) suggests the prosecutor's opt for a copy of the Criminal History Record.
- ❑ Contact PACC PAAM Technical Services staff at 517 334-6060 option 1 to determine if software (TCN UPDATE) are currently available to you or need to be installed. Once prosecutor staff is educated on what fields to use, electronic submission of charge information through PACC PAAM is now available to use.
- ❑ Decide with the Sheriff's Office on *uniform format* to use when submitting the incident number/OCA through PACC PAAM. If one can not be established, make sure when using the [TCN ENTER DATA](#) screen that both incident/OCA numbers are in the correct fields.
- ❑ Continue to provide fingerprint cards to the Michigan State Police until notified by MSP staff. At this time, you may wish to notify Sheriff's Office to no longer send Prosecutor staff fingerprint cards and use the criminal history record (**after** offender is printed for current arrest) in place of the card.
- ❑ Check the results of the Criminal History Record submission by reviewing [TCN STATUS CODES](#) after submitting records through PACC PAAM. Once a record has been submitted, the TCN STATUS field on the TCN ENTER DATA screen will be populated with a status code. You may also click on next to the TCN STATUS field to give definitions and additional information regarding the code and its resolution.

Follow up – Court

- ❑ Court may request that a fingerprint card remain in the offenders file – a copy of the criminal history record (with **current** arrest on it) can take the place of that card and show proof that there were fingerprints taken for that arrest. That will have all of the necessary information on it (TCN number, Incident/OCA number, Arrest date, etc...)

If there are any further questions, please contact Paula Campbell - Michigan State Police at: 517 322-5940 or campbepa@michigan.gov