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| DATE: | MAY 23, 2022 |
| NUMBER: | Q.33 |
| SUBJECT: | FINGERPRINTING |
| RELATED SECTIONS: | Q.8 |

PURPOSE

To establish uniform procedures for the processing of intake and evidentiary fingerprints and to ensure accurate identification of the individual being fingerprinted.

POLICY

Sworn staff personnel will take fingerprints. Fingerprints will be obtained utilizing Live Scan equipment. In the event Live Scan machines are offline or inoperable, Sheriff's records shall be notified. Ink prints shall only be taken when Live Scan machines are offline for an extended period of time and at the direction of Sheriff's records. Proper identification and verification of Live Scan fingerprints, as defined in the following procedure are required.

PROCEDURE

I. LIVE SCAN

The fingerprint deputy shall:

- A. Verify the incarcerated person's identity utilizing the information on the Booking Intake/Personal Property Inventory (J-15 form) and incarcerated person's wristband.
- B. Enter the incarcerated person's information into the Live Scan machine.
- C. Obtain the incarcerated person's fingerprints utilizing the Live Scan machine.
- D. If necessary, complete any additional bookings requiring fingerprints for the incarcerated person at this time.
- E. Write their initials, date, and ARJIS on the back of the incarcerated person's face card to signify that the incarcerated person's fingerprints were completed.

II. MAJOR CASE PRINTS

Major case prints are occasionally requested by arresting agencies. These prints shall be taken with standard ink cards. These requests shall be handled in an expeditious manner.

- A. Definition of “major case” prints.
 - 1. Full hands and fingers.
 - 2. Heels and sides of hands.
 - 3. Tips of fingers.

III. EVIDENCE COLLECTION

In the event an incarcerated person refuses to be fingerprinted for the collection of evidence, then a court order must be obtained ordering the incarcerated person to submit to being fingerprinted. If the incarcerated person continues to refuse to submit to fingerprinting after a court order has been obtained, refer to DSB P&P section Q.8.