

CAMBRIDGE POLICE DEPARTMENT

Title: Live Scan Fingerprinting

Procedure: 5.101

Date Issued: June 1, 2008

Revised:

PURPOSE:

To establish Department guidelines on using the department's Live Scan Fingerprinting Instrument to improve fingerprint submissions, decrease fingerprint rejections, and standardize the fingerprinting process within the department.

POLICY:

It is the policy of the Cambridge Police Department to provide clear procedures to sworn members regarding the use of the Live Scan Fingerprint Instrument, and clearly define areas of responsibility for use, submissions, training, and maintenance.

PROCEDURE:

SCOPE OF USE

The Live Scan Fingerprint Instrument will be utilized to obtain fingerprints from all persons under arrest.

Subjects detained for investigation of a specific offense (burglary, auto theft, theft, etc.), and not charged may be fingerprinted, for Department records, for later comparisons and investigations.

Police Department employment applicants will be fingerprinted by CID and printed on the appropriate cards for submission.

All court order fingerprinting will be completed in the non-criminal/civil fingerprinting area (interview room) according to the posted operating procedure. Court order fingerprinting will NOT be done on the Live Scan System.

Only those officers who have completed the CJIS Live Scan Training may utilize the Live Scan Fingerprint Instrument for fingerprint submission.

The Live Scan Instrument will not be used to fingerprint walk-in citizen fingerprinting for private employment background investigation purposes.

If the Live Scan Fingerprint Instrument is malfunctioning or out of service the On Duty Supervisor may authorize the arrestee to be printed using ink and cards. In the case of an extremely violent or uncooperative individual where officer safety or the safety of the Live Scan Fingerprint Instrument is a factor the On Duty Supervisor may authorize the delay or postponement of the fingerprinting of the subject until such time as they may be safely fingerprinted.

FINGERPRINT PROCEDURE

The arresting officer will process the prisoner as directed in SOP 5.100, PRISONER PROCESSING section #5.

The prisoner will be fingerprinted on the Crossmatch Live Scan Fingerprint Instrument utilizing methodology and technique demonstrated and instructed during CJIS Live Scan Training.

Palm printing utilizing the Live Scan Fingerprint Instrument handscanner will be done for all new arrestees, and for those arrestees who had prior palm prints done by an officer who is no longer employed by Cambridge Police Department. The processing officer must clean the handscanner glass after each hand scan, using only the supplied cloth.

Following the completion of fingerprinting the processing officer will inspect all fingerprints and re-roll any unacceptable fingerprints. The processing officer will then replace the cover over the fingerprinting glass, and if used replace the cover over the handscanner glass.

The processing officer will check all arrestee information, specifically name, DOB, and charges for errors or omissions.

The processing officer will “lock” the record and log-off the Live Scan Instrument and advise the On Duty Supervisor of the fingerprint completion.

RESPONSIBILITIES OF THE ON DUTY SUPERVISOR

The On Duty Supervisor will attempt to check the arrestee’s fingerprint record prior to the arrestee leaving the Department.

The On Duty Supervisor will Log into the Live Scan Fingerprint instrument and launch the arrestee’s record. The On Duty Supervisor will check all entered information, specifically the charges and CJIS codes, and verify they are correct and appropriate.

The On Duty Supervisor will cause any data errors to be corrected.

The On Duty Supervisor will inspect all fingerprints and have inadequate prints re-rolled if the arrestee is available.

Upon final inspection of all data fields and fingerprints the On Duty Supervisor will submit the fingerprint record to CJIS

The On Duty Supervisor will close the record and log off the Live Scan System.

PRINTING FINGERPRINT CARDS

Fingerprint cards will be printed only for new arrestees, those arrestees who were fingerprinted by an officer no longer employed by Cambridge Police Department, or those arrestees who were originally arrested as a juvenile and are now adults.

RESPONSIBILITIES OF THE INFORMATION TECHNOLOGY (IT) DIVISION

IT personnel will be responsible for day to day maintenance of the Live Scan Fingerprint Instrument, and it’s attached printer, to include ordering replacement toner cartridges, software upgrades, and user account maintenance.

RESPONSIBILITIES OF THE SUPPORT SERVICES COMMANDER

The Support Services Commander will be responsible for scheduling officer training and certification with CJIS.

The Support Services Commander will be responsible for maintaining and updating all procedures for use of the Live Scan Fingerprint Instrument.