

GENERAL ORDER



SERIES
501

NUMBER
4

EFFECTIVE DATE
03-29-99

SUBJECT

FINGERPRINT PADS

DISTRIBUTION

All Personnel

ORIGINATING UNIT

POM

PART I - Responsibilities and Procedures for All Personnel

- A. Use of fingerprint pads
- B. Specific procedures

PART I - Responsibilities and Procedures for All Personnel

A. Use of fingerprint pads

1. Fingerprint pads will be issued to all sworn officers. The fingerprint pads contain a chemical (not ink) which will permanently adhere to paper, but wipes off the skin easily.
2. Officers may require fingerprints from subjects who are under arrest for a jailable offense, even if the subject is going to be cited and released, because the alternative would be to take the person to jail and obtain fingerprints there. ORS 181.511 provides the authority to fingerprint subjects who are arrested. (In a case where prints are needed, it may be advantageous to take custody of a person refusing fingerprinting and bring him/her to City Hall for a full set of prints and photos before citing and releasing due to jail overcrowding.)
Examples: Shoplifting; Consumption Unlicensed Premises; and Failure to Carry/Present Operator's License.
3. Officers may request fingerprints by consent from any subject they contact. The consent must be voluntary. Examples of situations where it would be appropriate to request consent:
 - ◆ An FI contact of a subject who has no local record and inadequate identification;
 - ◆ A subject being cited for a non-jailable offense;
 - ◆ Obtaining elimination prints from a victim at a crime scene where latent prints have been found.
4. There are restrictions on fingerprinting of juveniles (refer POM 305.1).

B. Specific procedures

1. *Subject not in custody who you need identified quickly.* If you contact someone in the field who you believe may be wanted on a serious charge, but you don't have authority to take that individual into custody and s/he is willing to submit to fingerprinting, you can use the fingerprint pad to complete a 10-print (standard fingerprint) card. If a qualified AFIS technician is working in the lab, this card may be processed through the computer with an ID possible between 1 to 3 hours. This is the quickest system we have, and due to limited resources in the lab, **it should be utilized only when absolutely necessary.**
2. *Subject not in custody to be identified later.* If you contact someone in the field who you believe is lying about his identity, and you think it would be useful to find out who s/he is for intelligence purposes, use the fingerprint pad to obtain prints of both thumbs (by consent) on the new FI card. Send these to the EPD lab in the envelope intended for latent prints and film. Mark the envelope with an "AFIS SEARCH" request. These will be processed when the lab can get to them, and may take several days or weeks before completion.
3. *Subject not in custody with no prints on file.* If you contact someone in the field who you feel is being truthful about his/her identity, but you think it would be useful to get at least two prints on file, use the fingerprint pad to obtain prints of both thumbs (by consent) on the new FI card. Submit these as you would any FI card. These prints will not be processed through AFIS unless future information develops requiring it.
4. *Subject being cited and released.* In situations where a subject is being cited and released, both thumb prints may be placed on the back of the **police** copy of the citation issued (either traffic or misdemeanor). The officer should record which print is which thumb. The police copy will be maintained in Records, but will not be checked for identification purposes unless the officer needs this at a later time (e.g., a subject is later arrested on a warrant for FTA on the original incident, but denies ever being cited for the crime). Only subjects being cited for a jailable offense may be required to submit to fingerprinting (see Section A above).
5. If an FI card has thumb prints, that fact will be indicated in the AIRS record when the FI card entry is made.
6. Nothing in this policy precludes an officer taking a subject to jail for a jailable offense when the officer believes that the subject is providing a false name.

JAMES R. HILL
Chief of Police