


Atlanta Police Department Policy Manual		Standard Operating Procedure
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1. PURPOSE

To establish policies and procedures for the ID Unit's operations.

2. POLICY

It is the policy of the Atlanta Police Department to maintain accurate and complete criminal history records, to ensure quality crime scene services in support of identifying criminal suspects, and to ensure positive and timely identification of individuals through the processing of fingerprints and other material evidence.

3. RESPONSIBILITIES

- 3.1 The Police Crime Scene Unit Manager serves as the Identification Unit Commander and is responsible for the overall operations of the Identification Unit (ID). The Unit Commander ensures the proper maintenance of all criminal history files, maintains unit's security file, ensures thorough processing and storage of evidence, maintenance and operations of ID Unit fleet, and latent fingerprint operations.
- 3.2 The Crime Scene Shift Supervisor, is responsible for the supervision of Crime Scene staff assigned to the day, evening and morning shifts; thorough processing of crime scenes; the storage and disposition of evidence; and criminal history record processing.
- 3.3 The Customer Service Supervisor is responsible for the supervision of the daily operations of the Customer Service Staff; updating, deleting, and dissemination of criminal history information, the



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proper handling of archived information, the maintenance and accuracy of the Atlanta Police Department criminal history records in AFIS and GTA. They are also responsible for the maintenance of the GCIC logs kept for CHRI inquiries and for ensuring that all ID Unit Staff are kept informed of and have access to updated GCIC/NCIC rules and regulations.

- 3.4 The Digital Imaging Supervisor is responsible for the supervision of the daily operations of the photo lab. This includes maintenance and distribution of cameras and photo processing equipment; video tape dubbing and maintenance, burning and maintenance of CDs involving crime scenes, producing video tapes, and the processing of crime scene photos. They are also responsible for coordinating training of technicians on camera and photographic equipment.
- 3.5 The Latent Print Supervisor requires a minimum of four (4) years latent print examiner experience. This position supervises, schedules, assigns, and evaluates the work of the Latent Print Examiners. The supervisor trains examiners, technicians, and other department employees in methods and practices used in fingerprint and related criminal identification work and on new laws, procedures and policies in fingerprinting; oversees the operation and maintenance of AFIS, trains personnel on usage, and prepares statistical reports concerning AFIS activity; compiles and evaluates statistics regarding latent prints entered.
- 3.6 All Crime Scene Technicians are assigned to mobile crime scene duties to process crime scenes. They are responsible for documenting, collecting, processing, preserving and/or disposing of evidence collected. All Technicians are responsible for processing criminal history records manually as well as on AFIS.
- 3.7 The Crime Scene Technician III, trains and monitors work of lower-level staff. They independently process crime scenes; conduct training classes; perform AFIS inquiries; provide technical assistance in collection and processing of evidence at scenes and in a laboratory environment; participate in identification and investigative work; testify in court; compile reports; maintain and update records for identification purposes.
- 3.8 The Crime Scene Technician II, independently processes crime scenes; provides field training for new technicians; perform AFIS inquiries; provide technical assistance in collection and processing of evidence at scenes and in a laboratory environment; participate in identification and investigative work; testify in court; compile reports; maintain and update records for identification purposes.
- 3.9 Crime Scene Technician I is an entry level position and employees are considered trainees until POST certification is obtained. The Crime Scene Technician I is responsible for providing assistance in the collection and processing evidence at crime scenes and in a laboratory environment and are expected to perform minor crime scene processing independently at the end of the probation period. They are responsible for completing the courses required to obtain POST Crime Scene Technician certification within 2 years of hire. If certification has not been acquired by the end of the two (2) year period, a proficiency test shall be given to assess competency. Failure to successfully complete and pass POST training or proficiency testing may result in disciplinary action or termination.
- 3.10 The Latent Print Examiner position requires a minimum of two years fingerprint identification experience. Latent Print Examiners determine, identify, and verify inked and latent fingerprint comparisons and testify in court as an expert witness in fingerprint matters. They train recruits, officers, and entry level Latent Print Examiners. Examiners enter latent prints into the Automated Fingerprint Identification System (AFIS), operate the alternate light source and photographs latent prints in conjunction with this process, prepares photographic enlargements



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- for jury illustrations, and evaluates all incoming latent prints for suitability. They ensure optimum performance of AFIS; performing all necessary job functions related to the system.
- 3.11 The Digital Imaging Specialist is responsible for the operation and maintenance of the photo lab. They are responsible for training crime scene technicians on usage and care of camera and photographic equipment, burning CD's, disseminating and maintaining crime scene photography evidence, and the production, dubbing and maintenance of video recordings from crime scenes.
- 3.12 The Customer Service Representative, Sr is responsible for providing customer service for criminal history record requests and inquiries from either the public or law enforcement agencies; entering data and pertinent criminal history information into CJIS and GTA, verifying accuracy of criminal history data and mugshots, archiving and record retention in the AFIS, criminal history filing; answering telephone and fax requests for information on criminal history information, typing correspondence, and maintaining records and logs.
- 3.13 A Customer Service Representative, Sr is assigned to work as an assistant to the Unit Commander and is responsible for the maintenance of administrative files, logging, and the dissemination of all incoming unit correspondence.
- 3.14 All Identification Unit employees must be certified by GCIC and assigned a code and password to access and release computerized Criminal History information. In addition, a Form APD 853 Awareness Statement must be signed by each employee, initialed by a supervisor, and filed in his or her personnel file.
4. ACTION
- 4.1 Security
(CALEA 6th ed. Standard 82.1.1c)
- 4.1.1 The doors leading into the Identification Unit offices shall be locked and/or under constant observation.
- 4.1.2 Entrance into the Identification Unit offices is limited to Identification Unit employees; except with the approval of a unit supervisor.
- 4.1.3 Non-Identification Unit personnel are required to sign in upon entry and must be escorted by Identification Unit personnel.
- 4.1.4 CRT screens shall be placed so they are not in public view.
- 4.1.5 The Latent Workstation is to be located in a secured location and access shall be restricted to those persons authorized by the Unit Supervisor.
- 4.1.6 All fees paid for services provided by the Identification Unit shall be payable by cashier's check or money order only. All fees must be paid prior to rendering of services.
- 4.1.7 No one in the Identification Unit shall have the authorization to delete, cross transfer, contaminate, and/or deleteriously change any ten print images or information in the GTA or AFIS database; without the express authorization of the Unit Commander.



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4.2 Crime Scene Processing

- 4.2.1 The Shift Supervisor shall issue assignments and vehicles during roll call at the beginning of the watch. Employees shall sign out vehicles and GPS units on the space allotted on the watch sign in sheet daily.
- 4.2.2 Immediately following roll call, each Crime Scene Technician shall inspect their personal kit supplies and the condition of their assigned vehicle daily.
- 4.2.3 When dispatched, the Crime Scene Technician shall list the call on the daily crime scene activity log, determine the exact location of the scene, and proceed to the crime scene location. Technicians are responsible for all calls received on their shift and shall not leave the worksite until adequate relief comes on duty.
- 4.2.4 Crime scenes shall be processed in accordance with the unit policy manual pursuant and APD.SOP.3081, "Crime Scene Investigation."

4.3 Collection and Packaging of Evidence

- 4.3.1 Any evidence collected by the Identification Unit shall be transported by the collector and secured according to proper procedures. This includes, but is not limited to digital/photographic images, latent prints, trace evidence, or evidence requiring specialized training for removal or packaging. Documentation shall be made of any evidence turned over to the officer/investigator on scene.
- 4.3.2 Evidence is collected according to the Georgia Bureau of Investigations Division of Forensic Sciences Laboratory Services and Requirements for Submitting Evidence manual and prepared for transport to the Georgia Crime Lab. Evidence should be marked appropriately by the Crime Scene Technician, properly packaged in Georgia Crime Lab approved containers and properly sealed.
- 4.3.3 All firearm and tool mark evidence should be packaged and submitted to the APD Crime Lab for evaluation. The firearms function testing should be noted as follows:
 - 1. Cartridge and fired or unfired cartridge component examinations;
 - 2. Cartridge case and bullet to firearm comparisons;
 - 3. Gunshot and shot pattern distance testing;
 - 4. Tool and tool mark examinations;
 - 5. Tool mark to tool comparisons;
 - 6. Restoration of serial numbers or other identification data;
 - 7. Examination of security devices;
 - 8. Fracture matches; and



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9. Determination of bullet caliber through the use of X-rays.

- 4.3.4 Evidence packaged should be labeled with the victim's name, incident number, lead investigators name, crime scene technicians name, date of collection, address of crime scene, type of crime, location of retrieval, and detailed description of evidence. All evidence collected shall be entered into the File on Q system upon receipt in or transport to the ID Unit office, regardless of disposition. Evidence submitted to the GBI Crime Lab shall include the File on Q evidence report, GBI evidence form, and a copy of the APD incident report. The File on Q evidence report must be signed by the receiving Property Clerk and placed in the ID Unit logbook.
- 4.3.5 Descriptive details of evidence collected should be entered onto the crime scene evidence report. Any exceptional descriptions of evidence should be entered into the narrative portion of the crime scene report; including, details of evidence collected by investigators or GBI Crime Scene Investigators.
- 4.3.6 Evidence placed in the secure storage room in a locked cabinet shall remain for a maximum of 72 hours. The assigned Evidence Custodian shall regularly monitor evidence storage areas for timeliness and proper packaging. Any violations shall be reported to the shift supervisor.
- 4.3.7 A report of evidence locker room contents shall be submitted to the unit commander, shift supervisors, and technical staff weekly. The report shall be posted outside the evidence room door.
- 4.3.8 Crime Scene Technicians shall complete latent fingerprint cards for all latent print evidence developed and record all pertinent information regarding the crime scene including a detailed description of article and location of the latent print on the respective article. When the victim is available, elimination prints shall be rolled on the scene. Photographs should be taken with and without a scale to preserve all latent prints before lifting and after chemical or ALS processing.
- 4.4 Procedure for Documenting Latent Prints lifted by Field Officers (OTC's)
 - 4.4.1 Officers processing for latent prints in the field shall ensure that evidence is not contaminated with their own fingerprints or by other contaminants. All latent prints, regardless of quality, shall be marked in accordance with Department guidelines, logged into File on Q, and turned into Property Control Unit in a latent envelope. No other evidence shall be turned in using this envelope.
 - 4.4.2 The officer shall place the completed latent fingerprint card in an APD Identification Unit latent file envelope. All required information must be filled out on the envelope before it is turned in.
 - 4.4.3 The officer shall log all information on the latent print evidence into File on Q, attach a barcode, and secure the latent prints in the zone evidence locker for transport to the Property Control Unit. Officers may also transport and submit latent print evidence directly to the Property Control Unit.
 - 4.4.4 The Latent Print Examiner assigned to evidence control shall retrieve the latent envelopes from the Property Control Unit. Upon return to the Identification Unit, the latent print examiner shall separate and distribute the envelopes according to zone assignment. Each latent examiner shall review the latent envelope and cards of their assigned zones for completeness. If the information is not recorded correctly, the latent print examiner shall inform the officer to come in and make the corrections. The Latent Print Supervisor will notify the officer's supervisor if no response is received within 48hrs.



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- 4.4.5 Latent examiners shall create a report in CJIS to link the latent case number and incident number. The report shall consist of the Crime Scene Record, the Crime Scene Name Record, and the Crime Scene Latent Print Record. The Crime Scene Narrative is created once the prints have been compared.
- 4.4.6 The latent examiners then analyze each case to determine "suitability" for comparison utilizing the first step of the ACE-V methodology.
- 4.4.7 Once the analysis is completed, the latent prints are verified (reviewed and confirmed) by a second examiner.
- 4.4.8 If a latent is determined to have "not of value", such as being a smudge or an impression with too few characteristics to make identification, no AFIS search shall be initiated. The latent prints are filed as NOV (Not of Value). A letter reflecting this status will be attached to the incident report in ICIS.
- 4.4.9 Folders shall be made for suitable latent print cases which are filed to await search on AFIS. If suspects are provided, the latent prints are compared to the suspects and the latent examiner forwards the packet to a latent verifier for confirmation.
- 4.5 Documenting Latent Print Comparisons
(CALEA 6th Edition, Standard 83.2.3)
 - 4.5.1 Elimination prints shall be submitted with all latent cases. They shall be compared to the latent prints before comparison of the suspect's prints or an AFIS search is done. All prints in the case should be compared.
 - 4.5.2 Updates should be made to CJIS on the results of the latent work done on each case and a copy of the updated report shall be placed in the latent folder. Update information includes:
 - 1. Names and APD / SID/ FBI numbers (if applicable) of persons compared;
 - 2. Date when the prints were compared / searched;
 - 3. Results of the comparisons; and
 - 4. Name of the person who did the comparison/search.
 - 4.5.3 The supervisor or senior latent examiner shall perform a peer review of all comparisons and identifications.
 - 4.5.4 When a comparison has been completed whether it is an identification or exclusion, a latent comparison report must be written. Information contained in this form should include:
 - 1. The incident number;
 - 2. Victim's name and address;
 - 3. The suspect's name and identifying number;
 - 4. The crime;



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5. The person whom the latent / inked impressions were identified for and the person who identified them;
 6. The name of the person who lifted the latent print,
 7. The name of the person who printed the ten-print card; and
 8. A summary of the comparison process and findings.
- 4.5.5 The latent print comparison report must be signed and dated by the examiner or technician who made the identification and the AFIS team leader or a supervisor who performed the verification.
- 4.5.6 The latent comparison report shall be attached to the incident report in ICIS. A copy of the report shall also be filed in the latent print folder.
- 4.5.7 At the end of the Technician's shift of duty, a copy of the crime scene report, evidence report, and any other prepared report shall be presented to the watch supervisor for review and initialing.
- 4.6 Latent Print Team (AFIS Team)
- 4.6.1 This team is responsible for evaluating, comparing, and searching latent prints on the automated fingerprint identification systems (AFIS and IAFIS). Latent cases shall be processed in accordance with the unit policy manual pursuant to CALEA Standard 83 Collection and Preservation of Evidence
- 4.6.2 The Latent Print Supervisor shall:
1. Supervise team members to insure that proper requirements are met in latent searches and identifications;
 2. Maintain logs and reports;
 3. Perform system back-ups and equipment maintenance; and
 4. Perform a peer review on all comparisons and identifications.
- 4.6.3 The Latent Print Supervisor reports directly to the Unit commander, providing monthly reports and latent identification supplements to the Unit commander.
- 4.6.4 AFIS responsibilities consist of:
1. Performing TI (tenprint to tenprint), LI (latent to tenprint), LIP (latent palm to inked palm print), LLIP (latent palm to latent palm), TLI (tenprint to latent) and LLI (latent to latent) inquiries, verifications, registrations, and QC edit reviews;
 2. COA, GBI, and FBI latent searches;
 3. Documentation of Latent Print Files;
 4. Documenting Latent Print Comparisons;



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5. Ten print card scanning; and
 6. Maintaining accuracy of criminal history records in AFIS.
- 4.6.5 All latent prints with sufficient ridge characteristics and clarity shall be considered suitable for identification. Latent prints lacking sufficient ridge characteristics and clarity shall be considered as having no value for identification purposes. All latent prints (fingers and palms) that are of AFIS quality and have not been manually individualized with known fingerprints shall be searched in AFIS.
- 4.6.6 Friction ridge print examinations shall be conducted using the Analysis, Comparison, Evaluation and Verification (ACE-V) methodology; utilizing both qualitative and quantitative analysis. This process is applied regardless of the combination of print types (i.e., unknown versus known, known versus known, or unknown versus unknown).
- 4.6.7 Every latent captured for analysis, photographed or lifted, shall be designated a number regardless of value for identification. The designated number shall be generated in the Crime Scene Logbook.
- 4.6.8 The examination documentation shall include the value (results of the analysis) of all designated latent prints and the results of all comparison.
- 4.6.9 Examination documentation shall acknowledge the existence of prints of “no value” and also acknowledge the existence and disposition of any captured latent prints which are not analyzed, compared or evaluated. Consultations between examiners shall be documented and include the specific friction ridge impression(s) reviewed, the nature and results of the consultation. The initials and date of the consultation shall appear in the associated examination documentation.
- 4.7 Documentation of Latent Print Files
- 4.7.1 When latent prints are received from the field officer or submitted by the Crime Scene Technician, the following procedures should be followed:
- 4.7.2 The case should be logged in the crime scene logbook. Included in this log should be the victim's name, incident number, address of crime scene, processing technician's name, date, lead officer or investigator's name, police zone, crime, latent case number, indicate whether or not print is AFIS quality, if evidence was collected, number of latent prints and number of photos taken, and the sequential ID Case number. Once the latent has been logged in the book, it should then be entered into CJIS using the crime scene screen. All of the information listed above should be included in the crime scene report. Additional information regarding the latent print should include the location where the latent prints were taken from, the method used to develop the latent prints, the disposition of the evidence that the latent prints were recovered from, and any other miscellaneous information regarding the case.
- 4.7.3 Once all of the information regarding the latent case has been entered on the crime scene report, then a folder must be made for the latent print(s). The submitting crime scene technician, using black ink, write on the latent case number each latent print card, place the latent prints in a manila envelope, and write on the latent case number on the envelope. Put the manila envelope and a copy of the crime scene report inside a brown file folder. On the outside of the file folder using black ink, write the latent case number on the upper right-hand corner so that it is visible when placed on the shelf. Place completed folder in the latent bin for review by the AFIS Team. All latent files will remain on the shelf until it is used for court purposes or sent to be archived.



4.7.4 Case Priority

Latent print cases shall normally be worked in the order in which they are received, however certain cases because of the type of offense shall be considered expedite cases and given priority over other cases. The following types of cases shall be given expedite status and worked prior to other assigned cases:

1. Homicide;
2. Rape;
3. Crimes Against Person; and
4. Special Interest Cases

Every effort should be made to achieve a turnaround time of 7 days from the date of request to reporting. On average, the 30-day turnaround is broken into five periods; Two days for administrative input, five days for examination, five days for verification, two days for case review, and three days for reporting.

If an urgent latent request comes in while an examiner is off, the examiner on duty receiving the request shall handle the case.

4.7.5 Case Assignment

Latent prints recovered by the Crime Scene Investigation Unit shall be submitted to the Latent Print Section. Each latent print case shall be entered into the crime scene logbook and assigned to an examiner.

4.8 ACE-V Methodology

4.8.1 Analysis of Latent Prints

All latent prints that are considered suitable for identification shall be analyzed to determine the type of latent print. Latent prints shall be classified as one of the three following types:

1. Latent Fingerprint - A print that is invisible and requires some form of development to become visible.
2. Latent Partial Impression - Any friction ridge area lacking sufficient detail to readily identify it as a fingerprint.
3. Latent Partial Palm Print - Any friction ridge area of the palm. It is usually identifiable due to the size and the presence of flexion and tension creases.

- 4.8.2 During the analysis phase, the latent examiner is examining the entire recording of the latent print to determine how much information is present and how well it is recorded. Analysis includes the assessment of a friction ridge print to determine its "value" by analyzing level one, level two, and, if present, level three detail, in addition to any other relevant information such as substrate, transfer medium, development method, deposition and lateral pressures, and



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anatomical orientation. The determination “of value” by the examiner indicates that sufficient reliable details are present in the print such that, when compared to another print, a conclusion of individualization, can be reached. If the print lacks sufficient reliable details (clarity) to reach a conclusion of individualization, the print is determined to be of “no value.” The analysis is conducted prior to and regardless of whether comparisons shall be conducted.

- 4.8.3 Documenting suitable latent prints: During the analysis stage, the examiner shall indicate on the latent card, suitable latent prints as fingerprints by placing a ‘horseshoe’ above the latent. Palm prints shall be indicated with the use of brackets,

LATENT DOCUMENTATION:

Orient the print in the correct anatomical position and document on the photograph as follows:

Fingerprint - Draw a horseshoe-shaped mark over the top of the print.



Palm print - Draw a bracket at the bottom of the palm print.



Impression - Draw a circle around the print indicating that its anatomical source cannot be determined.



Toe print - Draw a horseshoe-shaped mark over the top of the print with the notation “toe”.





Footprint - Draw a line at the bottom of the footprint with the notation "footprint".



4.8.4 Comparison of Latent Prints

The direct or side-by-side comparison of friction ridge details to determine whether the details in two prints are in agreement based upon similarity, sequence, and spatial relationship occurs in the comparison phase.

All latent print comparison requests are required to be in writing. The written request must provide the latent print case number and the suspect's name, race, sex, date of birth, and ID number if known. If the suspect's record prints are not on file with APD, it shall be the responsibility of the requestor to obtain the record prints necessary to do the comparison.

If known prints are not submitted for comparison, the latent examiner is to review the latent prints and determine if the latent prints are suitable for an automated search. The latent examiner shall document in the case notes and the report that latent prints were present and whether or not the latent prints are of quality for an automated search. If known prints are submitted at a later date, the latent examiner shall determine the value of the latent prints and compare at that time.

4.8.5 Required information the examiner shall place on the latent card:

1. Lift card number;
2. Name and identifying number of suspect or name of eliminations identified;
3. Fingers identified;
4. Date and initials of comparing examiner; and
5. Date and initials of the verifier.

4.8.6 Evaluation

The third step of the ACE-V method wherein an examiner assesses the value of the details observed during the analysis and the comparison steps and formulates a conclusion. The latent examiner is to evaluate all of the data observed in the analysis and comparison phase with specific emphasis on the individual characteristics (Galton details, and minutiae) in the two prints that have been compared.

After an area of consistently corresponding friction ridge features in both the known print and the latent impression is located, the examiner shall formulate a decision to establish a conclusion:



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1. Individualization;
2. Exclusion; and
3. Inconclusive.

Original or legible copies of the exemplars to be compared should be maintained with the case record. This is particularly critical for exemplars used to determine individualization. The original or legible copies of the exemplars shall be included in the case notes or placed in the envelope with the latent lifts and photographs. The LPE should also indicate in the case record if additional or better-quality exemplars are needed from any of the individuals compared.

The LPE shall document in the AFIS logbook which, if any, latent prints were searched through AFIS. Documentation should be sufficient to indicate:

1. Which latent prints were searched (Complaint # and Latent File #); and
2. Which AFIS databases were searched (COA, GBI, and FBI).

4.8.7 Verification

Verifications must be completed prior to communicating the information to the contributor, either verbally or in writing. The Official Latent Comparison Report shall not be generated prior to the verification. Verification is required for all exclusion or inconclusive determinations.

The LPE shall properly document the conclusion(s) and all supporting documentation in the case notes. Document on the latent card/photograph(s)/digital image(s) of the unknown print(s), all appropriate markings:

1. The individualization (Ø);
2. Name(s) of subject(s) individualized;
3. Identifying Number (APD#, SID# or FBI#);
4. Finger/palm designation (i.e., #1, RT, #2 RI, right/left palm, RP/LP, etc.);
5. Date;
6. LPE initials; and
7. Mark any photographs/ printouts of the known exemplars with LPE initials.

Provide a verification packet that includes all original notes and photographs/digital images of unknown and known prints to the Verifying Examiner.

The method of verification shall be selected so that the verifier is not improperly influenced by the original examiner's decisions or work products. The verifier must be able to reach an unbiased conclusion.

1. The Verifying Examiner shall independently apply the ACE methodology;



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2. Document on original latent card/photographs/digital images of the unknown prints, all appropriate markings;
3. The verifications (V);
4. Date;
5. Verifying LPE initials;
6. Mark the photographs/digital images of the known exemplars with verifying LPE initials;
7. Document in the case notes: the verification, date, and signature; and
8. Return the packet to the original examiner.

Any disagreements between latent print examiners regarding identification shall be resolved by the Unit Commander.

4.8.8 AFIS Latent Print Process

Acquisition: inputting the latent print into AFIS

Coding: AFIS selecting the minutiae of the latent print. It is the responsibility of the examiner to mark as many good minutiae as possible. This shall include every ridge ending and bifurcation that is clearly identifiable within the fingerprint image.

Searching: the latent print ran against various databases. Once the latent has been processed into the system, an inquiry is launched against the AFIS database

Verification: verifying that the latent matches or does not match an existing print.

Post Search: Re-launch another search if there is no match

Search unsolved latent database: Conduct a Latent-to-Latent search to tie cases together.

No individualizations shall be made by solely viewing the prints on the monitor; a hard copy of the known prints must be utilized for this purpose and the subsequent verification.

The examiner should initiate latent print searches using the probable fingers and appropriate areas of the palms and to limit the search to the probable finger/palm.

The following minimal information resulting from AFIS entries shall be retained as examination documentation for each latent print searched.

1. Printout showing the minutiae, core, axis, delta(s) for each latent print, when possible
2. Printouts of the entire candidate list; (minimum) ten 10 candidates COA AFIS, 20 candidates GBI AFIS and 20 candidates IAFIS respectively.



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4.8.9 Case Tracking

All cases received by the Latent Unit shall be tracked using a computerized tracking system. Each task should be entered as performed. The AFIS staff member in possession of a case, or item(s) from a case, must update the computerized case tracking system.

When a latent comparison request comes in, the examiner shall check CJIS to see who handled the case. If the case is not found, the examiner shall check File on Q to ensure that we have received the latent case.

4.8.10 Reporting

1. CJIS Reports: Upon completion of the analysis and/or completion of a latent print comparison, the examiner shall enter the results into CJIS. CJIS information shall include the Crime Scene Record, Crime Scene Name Record, Crime Scene Latent Prints Record and Crime Scene Narrative Record. Information shall include the type of identifiable latent print(s) or whether the latent prints lack sufficient ridge detail (NOV), as well as the results of AFIS/IAFIS searches. The Narrative Record should include the Exhibit #, Exemplars and/or Elimination Prints compared, lifts and prints identified, the name or the comparer and verifier along with the date.
2. Comparison Report: This report shall be provided to the case detective upon completion of a comparison. It shall include the results of the comparison to include the name of any individual's prints that have been identified from recovered latent prints. Negative results shall also be reported.

4.9 Mobile Biometric Fingerprint Identification (Rapid ID)

4.9.1 The Crime Scene Unit manager shall serve as the agency's administrator. They shall disseminate, monitor, and train personnel, specifically the unit liaison, on proper usage and care of the Rapid ID device. The unit liaison shall register personnel to utilize the Rapid ID.

4.9.2 Only personnel who have completed the GCIC Terminal Operator Inquiry Level course and demonstrated proficiency in the operation of the unit may utilize a Rapid ID device. Training shall include but is not limited to the following:

1. Setup and maintenance procedures;
2. Proper use guidelines; and
3. Consent.

4.9.3 Use of the Rapid ID for random or generalized investigations, with no focused case or other reason is prohibited.

4.9.4 Any unusual circumstances that require the use of the Rapid ID shall require notification and authorization by the operator's immediate supervisor. These unusual circumstances may include but are not limited to:



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1. To identify an unconscious or otherwise incapacitated subject who cannot be identified by any other means;
 2. In a death or traffic homicide investigation in which there is no other identifying paperwork for the victim; or
 3. Request from an outside agency to fingerprint a suspect in custody.
- 4.9.5 Guidelines cannot be written to encompass every possible application for the use of a Rapid ID Device. Personnel should keep in mind the guidelines set forth in this policy to assist them in deciding whether the device may be used or not.
- 4.9.6 Rapid ID devices in need of repair or replacement shall be brought to the attention of the Crime Scene Unit Manager. All Rapid ID units must be properly maintained in accordance with the manufacturer's recommendations.
- 4.9.7 The Rapid ID system is a two-finger fingerprint identification solution that searches against a centralized database populated with arrests made in Georgia.
- 4.9.8 The Rapid ID may be used in situations where the subject to be printed would otherwise be required to give traditional fingerprint samples, to include but not limited to:
1. Probable cause criminal arrest situations;
 2. Required sentencing fingerprints for court; or
 3. When a subject is issued a citation and is unable to present a valid form of identification.
- 4.9.10 Once a fingerprint search is submitted, the RAPID ID system processes the inquiry and returns either the following responses:
1. "Hit" - response indicates that the Rapid ID system did find a match on an individual with a prior fingerprint-based arrest record within the state of Georgia and pertinent data is automatically submitted through the Law Enforcement Message Switch (LEMS) portal for an NCIC check on Wants/Warrants, Probation/Parole and Sex Offender Registries; and
 2. "No Hit" - response indicates that the RAPID ID system did not find a match on an individual with a prior fingerprint-based arrest record within the state of Georgia and therefore an automatic NCIC check cannot be performed.
- 4.9.11 The absence of a hit does not preclude the existence of a record in other biometric or name-based repositories, and it is recommended that a traditional criminal history search be performed when a "No Hit" response is received.
- 4.9.12 The RAPID ID system sends a fingerprint query to the FBI Repository for Individuals of Special Concern (RISC) database (FBI Wanted Persons File, National Sex Offender Registry, Suspected Terrorists Watch List, etc.).
- 4.9.13 A RISC search returns four types of responses:
1. A highly probable candidate (red dot);



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2. A possible candidate (yellow dot);
3. No candidate found (green dot); and
4. A reject (poor fingerprint image).

4.9.14 RISC responses are returned to the officer and reviewed by the FBI. If it is discovered that the transaction differs from the original response, a subsequent email shall be sent advising the officer of the status update on the subject searched. This usually occurs when the subject is found to have a warrant. The email shall be forwarded to the officer by the Crime Scene Unit manager.

4.9.15 When a "red" RISC response is returned, a follow-up email shall be sent that requires a response to the FBI. The Crime Scene Unit manager shall forward the email to the officer. The questions will be listed in the correspondence and the officer shall reply to the RISC team member via email.

4.10 Processing Unidentified Persons

1. The Crime Scene Technician shall only print individuals found in the City of Atlanta. They shall ensure that a release of liability form is completed by the social worker/nurse requesting fingerprint identification before proceeding to the hospital.
2. Upon receiving a request to fingerprint an individual at the hospital, ask the case worker making the request if there is a possible name, date of birth, race, and sex. Complete a name check on the individual to see if a criminal history record can be located.
3. Upon arrival at the hospital, inform the nurse's station of request for fingerprinting and obtain clearance from the attending nurse to fingerprint the patient.
4. The technician is to take precautionary measures using a mask, gloves, and protective clothing if necessary. Ask the nurse to remove any wrist ties or finger monitors that shall not endanger the patient, for access to all fingers. If these items cannot be removed from the patient, then make a notation of the fact.
5. Using a porelon or inkless pad, carefully print all fingers.
6. After fingerprinting the patient, return to the office, and using a blank FBI card, fill in (if available): possible name, date of birth, race, and sex. In an empty space on the left side of the card; type STAT Pack # (hospital generated). Tape the fingerprint strips onto the completed FBI card in the appropriate spaces.
7. If a possible name was provided, perform a criminal history check in CJIS, Omnixx and in AFIS archives. If an APD number is located, the record should be pulled, and file fingerprints compared to the unidentified person's prints.
8. If no possible name is provided, conduct a ten-print inquiry (TI) on AFIS. If an APD number is located, the record should be pulled, and the file prints compared to the unidentified person's prints. If no APD # is found, forward the card to the AFIS Team to search on the GBI AFIS and or IAFIS.
9. Complete the APD ID Unit Deceased and Unidentified Fingerprint Report.



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10. After all attempts have been made to identify the person, notify the social worker of the results. On the Deceased and Unidentified Fingerprint Report, indicate the name of the person notified, date, time, and results reported.
11. Enter the name, if identified, STAT Pack # and any other available information into the crime scene call book. Complete a crime scene call report in CJIS documenting the process in the narrative section.
12. Staple together the Deceased and Unidentified Fingerprint report, liability release form, prepared ten print fingerprint card and AFIS results. File in the "UNIDENTIFIED" folder for the current year located in the "X-Files" cabinet.

4.11 Fingerprinting and Processing Deceased Prints

1. Request a copy of the "Fingerprint Report" from the medical examiner's office.
2. If the body has not been fingerprinted by the FCMEQ, use a porelon-ink pad and roll complete set (10 fingers) of prints.
3. Upon returning to the ID Unit, complete a blank FBI card writing in the name, date of birth, race, and sex. On the left side of the card, in one of the blank spaces, write "Deceased" along with the toe tag number in red. Attach the fingerprint strips into the correct left and right-hand positions on the FBI card with tape.
4. If a body has been fingerprinted by the morgue attendant, the Technician shall obtain a full set of the victim's fingerprints, and follow procedure outlined above in section 4.9. If a possible name has been provided, it should be researched in CJIS, AFIS, or Omnixx for an APD number and previous record. If an APD number is found, the criminal history record is pulled and compared to the deceased prints for identification.
5. The Deceased and Unidentified Fingerprint Report shall be completed and placed into the criminal history folder along with the master fingerprint card stamped in red with the word "DECEASED." The outside of the criminal history folder is also stamped in red with the word "DECEASED." The file folder shall be returned to the file after completion.
6. Update master name file with the word "DECEASED" in CJIS.
7. If an APD number is not located, a ten-print search (TI) of the fingerprints should be conducted on AFIS. If by this method, an APD number is found, follow procedure outlined above. Depending on the quality of the prints or if there is no hit on the COA AFIS search, fingerprints shall be run on the GBI AFIS and IAFIS as latent inquiries (LI).
9. If the deceased prints are not identified, obtain an empty brown folder; stamp the word "DECEASED" along with the toe tag number, both in red on the outer cover. Complete the Deceased and Unidentified Fingerprint Report and file it along with the ten-print fingerprint card inside the folder and place it in the ID deceased file cabinet.
10. After identification or all attempts to identify the deceased have been made, notify the Medical Examiner's Office investigator of the results. On the Deceased and Unidentified Fingerprint Report, write the name of person notified, date, time, and any other relevant information.



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11. Enter the name of the deceased, race, sex, toe tag number, date, the respective county's medical examiner's office (Fulton or DeKalb), and the words "deceased printed" and "full set" into the crime scene call book. Complete a crime scene report to document the processes used to identify the deceased.
12. Enter the deceased person's name and relevant information into the ID deceased logbook.

4.12 Photo Lab

4.12.1 Processing Crime Scene Photos

1. Obtain CD's from the ID Unit.
2. The unique crime scene number shall be written at the top of the crime scene report and CD to ensure consistency.
3. Examine and compare images on CD to the crime scene report for accuracy.
4. Crime scene report is logged into the computer and assigned a photo number.
5. Images are downloaded into computer and burned onto a DVD monthly for master file back-up.
6. Envelope is stamped with date and photo number, CD, and crime scene reports are placed in envelope and placed in numerical order in the photo lab files.

4.12.2 Printing Photographs / Copying CD's

1. Setup printer: Paper size, lens, color balance, CD, or film type.
2. Insert negative or CD.
3. Pull negative up on monitor.
4. Make color and density selection.
5. Copy CD or print photograph.
6. After copying a CD or printing photographs, a label is printed with the photo number, victim name, date, and address of crime scene and placed on the front of the CD or back of the photograph.
7. The photographs are placed back in the photo lab photo files in numerical order by the photo file number.

4.12.3 The photo lab shall be responsible for the dissemination of the crime scene photographs to law enforcement, only. All other requests are to be made through the Open Records Unit. Documentation for the release of photographic images from the lab shall be filed inside the case envelope and placed in the original photo file.



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4.12.4 Release of Photos to Law Enforcement Personnel

1. The investigating officer requests CD's or photographs by providing the date of the incident, the victim's name, the address or location, and the incident number to photo lab staff for research.
2. This information is entered into the computer and the photo file number is retrieved.
3. The photo file is pulled to be copied onto a CD or printed.
4. The investigating officer is given the photo number and a date for pick-up.

4.12.5 Signing Out Crime Scene Photographs

1. CD's and photographs are signed out to the investigating officer. When actual photographs are issued, the officer shall sign the back of each photo.
2. Photo Lab employees shall fill out a sign out slip with the photo number, number of photographs released, who released the photographs, the person the photo was released to, department, date, and telephone number.
3. The sign out slip is stapled to the crime scene report and placed back into the photo file, in numerical order.
4. Requests for CD's from outside agencies or attorneys shall be sent to the Open Records officer assigned to the Public Affairs Unit. The CD shall be copied and forwarded to the Open Records officer assigned to the Public Affairs Unit after verification that the case has been closed.
5. Payment for photos and CD's shall be collected by the Open Records officer assigned to the Public Affairs Unit at time of service.
6. No images of deceased victims shall be released without a notarized letter (APD.SOP.1061 Open Records Act Request and Subpoenas for Documentation) from the deceased victim's family or a subpoena for documented evidence.

4.13 Applicant Fingerprinting

- 4.13.1 The Identification Unit shall collect a fee determined by the Atlanta City Council for up to 2 cards printed for the general public. Prints required to be searched through GCIC shall be referred to a GAPS (Georgia Applicant Processing Services) facility or captured electronically via live scan using the agencies ORI or OAC code. All others shall be printed either electronically or in ink. All cards shall be returned to the applicant.

- 4.13.2 When an applicant requests fingerprints, the technician shall verify the customers' identity through valid picture identification (ID). A sign in sheet name, race, sex, reason for being printed, and number of cards; shall be maintained daily. Acceptable forms of government issued identification:

Valid forms of government issued identification:



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1. Primary Documents:

- a. State Issued Non-Expired Driver's License with Photograph;
- b. State Issued Non-Expired Identification Card with Photograph;
- c. US Passport with Photograph;
- d. US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph;
- e. Government Issued Employee Identification Card with Photograph (includes Federal, State, County, City, etc.); and
- f. Tribal Identification Card with Photograph.

In the absence of one of the above Primary forms of identification; customers may provide one or more of the following Secondary Documents, along with two of the Supporting Documents listed below:

2. Secondary Documents

- a. State Government Issued Certificate of Birth along with Photo ID (includes current school or college);
- b. Social Security Card along with issued Photo ID;
- c. Certificate of Citizenship (N560) with Photo ID;
- d. Certificate of Naturalization (N550) with Photo ID;
- e. INS I-551 Resident Alien Card Issued since 1997 with Photo ID;
- f. NS 1-688 Temporary Resident Identification Card with Photo ID; and
- g. INS I-688B, I-766 Employment Authorization Card with Photo ID.

3. Secondary Documentation must be supported by at least two of the following:

- a. Current Utility Bill (Including street address);
- b. Current Voter Registration Card;
- c. Current Vehicle Registration Card/Title;
- d. Certificate of Naturalization (N550);
- e. Current Paycheck Stub with Name and Address; and
- f. Cancelled Check or Bank Statement.



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- 4.13.3 Atlanta Police Department applicants shall be fingerprinted by the Background and Recruitment Unit. All applicant cards shall be archived in the civil applicant file in AFIS.
- 4.13.4 City of Atlanta applicants processed using the live scan for electronic transmittal to GCIC shall use the ORI number designated to their department.
- 4.13.5 Applicant cards for Permits, Vehicle for Hire, and other COA departments shall be printed out. Once replies are received from the GBI/FBI, the information shall be attached to the applicant card and placed in the bin for pick up by the respective department.
- 4.13.6 Canadian applicants shall be rolled in inked only. There is a one card limit. The card shall be returned to the applicant.
- 4.13.7 The City of Atlanta does not fingerprint for immigration or visas.
- 4.14 Recording Arrest Information
(CALEA 6th Edition, Standard 82.3.6)
 - 4.14.1 The Identification Unit is the custodian of all criminal history and arrest records received from the Atlanta Pretrial Detention Center Fulton, DeKalb and Clayton County jails for Atlanta Police Department arrests. Persons arrested by Atlanta police officers and transported to these facilities and processed according to procedures outlined by GCIC. The following information shall be collected on all arrestees:
 - 1. Photograph;
 - 2. Fingerprints via Live Scan; and
 - 3. Criminal History Report containing descriptive data on arrestee.
 - 4.14.2 Fingerprint cards from Fulton County and Pretrial are automatically forwarded to the Georgia Criminal Information Center and the Atlanta Police Identification Unit via AFIS, along with the criminal history report. A photograph is electronically stored in AFIS for retrieval by the Identification Unit and investigators through Police Central. Criminal history records received from DeKalb County are manually entered into the AFIS system. The hard copy received from the Dekalb County jail is maintained along with a photo.
- 4.15 Criminal History Information
(CALEA 6th Edition, Standard 82.1.7)
 - 4.15.1 All criminal history records and computers are maintained in a secure area. Computer history information is disseminated according to the purpose code, (see GCIC manual 7.2 Computerized Criminal History File).
 - 4.15.2 Distributions of records are disseminated according to the purpose it is to be used (see GCIC manual 7.3 Purpose Codes). All employees disseminating criminal history information must determine the purpose code to enter in the computer and disseminate accordingly. Proper identification is required from the requestor prior to checking criminal history information. A \$10 fee shall be charged for each record check, payable before receiving the criminal history information.



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- 4.15.3 Criminal history information requested from entities (i.e. potential employers, landlords, etc.) other than the individual must have a notarized consent form and it must be completed by the record holder prior to the release of information.
- 4.15.4 All criminal history paperwork shall be reviewed for accuracy and placed in a folder which shall be filed in numerical order. Any corrections or changes made to the criminal history record shall be made in accordance with the guidelines set forth by the GCIC Computerized Criminal History User Guide via the online CCH interface.
- 4.15.5 Paper records shall be assembled and filed in the following order:
1. Palm Prints (bottom).
 2. Photo.
 3. History sheet.
 4. Tenprint card (top).
 5. Any additional information pertaining to the arrest should be placed on the top of the mentioned paperwork with the smallest document on top for visibility.
- 4.15.6 If the record is a repeater, the Technician shall:
1. Check for accuracy;
 2. Fasten current arrest paperwork on top of previous paperwork;
 3. Return record to the file; and
 4. Initial and date the fingerprint after identifying it.
- 4.16 Record Restriction
- 4.16.1 'Restrict,' 'restriction,' or 'restricted' criminal history record information of an individual relating to a particular charge shall be available only to judicial officials and criminal justice agencies for law enforcement or criminal investigative purposes or to criminal justice agencies for the purposes of employment in accordance with procedures established by GCIC pursuant to O.C.G.A § 35-3-37 and shall not be disclosed or otherwise made available to any private persons or businesses pursuant to OCGA § 35-3-34. The Atlanta Police Department cannot restrict a criminal history record without approval of the prosecuting attorney.
- 4.16.2 There shall be a \$25 non-refundable fee per application for restriction of criminal history records; which shall be payable by cashier's check or money order only. Each request form may contain only one date of arrest (there may be single or multiple charges for the date of arrest). The \$25.00 fee (money order or certified check payable to "City of Atlanta") must be attached to the request form. All City of Atlanta arrest applications for record restriction shall be accepted regardless of disposition of charges.
- 4.16.3 Record Restriction Applications



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1. The applicant shall complete Section One of the Request to Restrict Arrest Record form and forward all three pages to APD. The Customer Service Rep shall perform a criminal history record check, utilizing Purpose Code C to ensure that the restriction request is for a City of Atlanta arrest.
 2. If there is no disposition on the criminal history rap sheet, the applicant must present a certified copy of the disposition for each charge from the appropriate court. The customer service representative shall give copies of all paperwork to the applicant.
 3. Log all requests received into the record restriction database.
 4. Complete Section Two of the Request to Restrict Arrest Record form and forward all three pages to the prosecutor for approval.
 5. All forms must be signed and the correct OTN number for the arrest must be listed.
 6. Make copies of and staple together all GCIC criminal histories, correlating dispositions, Sections 1 and 2 for each application. Make copies of all paperwork, including GCIC criminal history and dispositions.
 7. Separate arrests according to courts and forward requests to the appropriate courts: and/or
 - a. Fulton County State Solicitor's office on all Fulton County misdemeanor charges;
 - b. Fulton County District Attorney's office on all Fulton County felony charges;
 - c. City of Atlanta traffic solicitor's office on all traffic charges;
 - d. City of Atlanta solicitor's office on all city charges;
 - e. DeKalb County District Attorney's office on all DeKalb County felony arrests;
 - f. DeKalb County Solicitor's office on all DeKalb County misdemeanor arrests.
 8. File copy of restriction application and paperwork in "pending files". "Pending files" are to be kept in a central location until a response is received from the court.
- 4.16.5 GCIC shall notify APD of record restriction. The record can be notated once information is received from GCIC. Upon receiving a Court Order to restrict records the customer service representative shall:
1. Locate the application, APD number and pull the record.
 2. Remove all references to that arrest as specified by the "Order to Restrict Records," from all law enforcement files including APD record, CJIS, Police Central, AFIS, etc.
 3. Notify GCIC of the action taken by letter, signed by the Unit commander, with a copy of the order to restrict records.
- 4.16.6 Record Restriction Responses
1. Restrictions received for applicants requested by APD:



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- a. Post in record restriction database, the approval date located on the Section 3 form and the date the restriction notation was made in CCH.
 - b. Type approval letter for each arrest using the return date on the approval letter.
 - c. Pull copy from the pending files.
 - d. Make a copy of entire application form and approval letter. Mail to requestor.
 - e. A \$5 fee shall be collected for additional copies of the approval letter.
 - f. Pull criminal record from APD files. Write in Red Ink "Record Restricted" on all paperwork pertaining to restricted arrests including: History sheet, rap sheet, photo, fingerprint card, etc.
 - g. If the restricted arrest is the only arrest on file, the Customer Service Supervisor shall pull the master fingerprint card from the card file or AFIS and make the proper notation. The fingerprint card shall not be destroyed.
 - h. In order to restrict the arrest from the computer, look up the arrest or OTN number. The arrest can only be restricted from the INSLAW side of the CJIS system. If there is only one arrest on file on the Master Name Record screen go to remark and type "Arrest Restricted". If more than one arrest, nothing is entered on the Master Name Record screen.
 - i. Paperwork shall stay on file for 2 years, after which it shall be shredded.
2. Records that were never submitted to the prosecutor shall be restricted upon request of applicant. APD must notify GCIC to restrict the record.
 - a. APD shall within thirty days of GCIC notification, restrict all information relating to restricted arrest. This includes fingerprint cards, photos, arrest/bookings reports and incident reports.
 - b. The customer service rep shall notify the applicant in writing of the successful record restriction.
 3. Written notification of the restricted record shall be sent to the county facility where the arrest took place to cease dissemination of criminal history information regarding the restricted arrest. This includes, but is not limited to, information provided by county agencies to websites and news publications.
 4. Copies of these notifications shall remain on file for 2 yrs. They shall be filed with the application paperwork. The restricted record database shall be updated as to the date and county that the letter was sent.

4.16.7 Steps for Processing a Declined Restriction Requests.

1. Post on restriction database;
2. Pull copy from pending files;



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3. Type a decline letter for each arrest date;
 4. Make a copy of entire application form and decline letter. Mail to requestor;
 5. There is a \$5 charge for additional copies of the declined letter;
 6. File original record restriction forms in "declined" files according to date received, last, first and middle name; and
 7. Paperwork shall stay on file for 2 years, after which it shall be shredded.
- 4.16.8 GCIC shall automate restriction of misdemeanor / felony records with no disposition in accordance with O.C.G.A. §35-3-37. GCIC shall notify APD if a record is being restricted automatically. APD has 30 days to notify subject. Records meeting guidelines below that are automatically restricted shall be stored in secure location.
- 4.16.9 Records subject to automatic restriction include:
1. Misdemeanor arrests after 2 years;
 2. Felony arrests after 4 years except violent felony sexual arrests; and
 3. Violent felony arrests (defined in 17-3-1) or felony sexual arrests (victim under 16) after 7 years.
- 4.16.10 GCIC shall notify APD to unrestrict criminal history record information upon receipt of a disposition. Upon notification, the customer service rep shall indicate in the database the name, date, and charge of arrest. The date of unrestricting shall be listed on log. All notations of record restriction shall be erased from the criminal history record both electronically and on hard copy.
- 4.16.11 Restricted records shall be made available to law enforcement for investigative purposes. It shall also be made available for criminal justice employment:
1. Purpose Code Z – All criminal history record information.
 2. Purpose Code J – All criminal history record information excluding First Offender.
- 4.17 Confirming Arrestees' Identities
- 4.17.1 All arrestee fingerprints shall be searched through the AFIS system for identity confirmation. Upon notification by AFIS that a print must be verified, a crime scene technician or latent print examiner shall pull the image up on screen, compare the search print to all possible candidates, and make the determination on the identification.
- 4.17.2 When there are multiple candidates, all shall be compared, and all identified as being the same shall be consolidated in AFIS under the original APD number. The record shall be updated merged in CJIS with the primary APD number.
- 4.17.3 Repeater Records are the criminal history arrests for individuals with prior records on file with APD. Records received from Dekalb, and Clayton County shall be composed of the history



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- sheet, OBTS form and tenprint card. The tenprint card shall be searched on AFIS for identity confirmation. If a candidate is found a comparison of the prints shall be made. If it is determined that the prints match, the record shall be assigned the original APD number. The paperwork shall be stapled together and filed in the criminal history folder. The paperwork shall be filed in the folder according to arrest date.
- 4.17.4 New Records are the criminal history arrests for individuals without prior records on file with APD. Records received from Dekalb, and Clayton County shall be composed of the history sheet, OBTS form and tenprint card. The tenprint card shall be searched on AFIS for identity confirmation. If no candidate is found to match the comparison of the prints from candidates, the record shall be classified as being new. It shall be assigned an APD number taken from a sequential number list and a new folder shall be created for a subject's first and subsequent arrests. The paperwork shall be stapled together and filed in the criminal history folder. The paperwork shall be filed in the folder according to arrest date.
- 4.17.6 All criminal history information and tenprint images from APD arrests made in Dekalb and Clayton County shall be downloaded and archived in the AFIS database.
- 4.18 Juvenile Records
(CALEA 6th Edition, Standard 82.1.2)
- 4.18.1 An Identification Unit employee shall fingerprint juveniles. The Unit maintains these records separately from adults in accordance with the OCGA § 15-11-83(a).
- A juvenile must be thirteen to sixteen years of age to be treated as an adult. Fingerprints of a child thirteen or more years of age, who is referred to the court, shall be taken and maintained by law enforcement officers investigating the commission of the crimes of murder, voluntary manslaughter, involuntary manslaughter, rape, robbery, armed robbery, aggravated assault, aggravated battery, burglary, and motor vehicle theft.
- 4.18.2 When an officer brings a juvenile to the ID Unit, the unit employee shall take the arrest ticket and do the following:
1. Create a Juvenile record via live scan.
 - a. Log into the pc by clicking on the APD user icon. Log into the live scan application with User ID and password;
 - b. Click on Create Transaction Button (F3);
 - c. Click on Georgia: Criminal EFTS Button (F5);
 - d. Enter all mandatory information: first name, last name, gender, sex, height, weight, eye color, hair color, place of birth (default is Georgia), date of birth (enter in sub-screen on the right and click to insert), address, charges (select from sub-screen on the right and click to insert);
 - e. If a person is under seventeen years of age, enter YES in the Treat as Adult box. Also select YES to get a rap sheet returned. Submit transaction;
 - f. Print a copy of the tenprint card and give it to the officer to accompany the paperwork submitted to the Dept of Juvenile Justice;



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- g. FBI responses shall only be returned if there is no hit on the GBI system;
 - h. When the GBI rap sheet is returned, write the OTN and the APD number on the tenprint card and in the juvenile book next to the subject's name;
 - i. If the juvenile has a repeater record on file the APD number shall print out on the tenprint card automatically. If it is a new record, the technician shall select the next sequential APD number from the list and manually update the record in AFIS; and
 - j. After the GBI rap sheet has been received, the technician shall contact the Department of Juvenile Justice to inform them of the OTN number.
- 2. Create a mug shot using Police Central
 - a. Log into the pc with normal APD User ID and password;
 - b. Double click on "Police Central 3.0 Logon Page" icon;
 - c. Enter APDID for username. Enter JUVENILE for password. Click OK and the main full screen shall appear;
 - d. Click on NEW. Enter all pertinent information: last name, first name, race, sex, height, weight, hair, eyes, address if known, DOB. The ID Unit does not fingerprint juveniles who are not being treated as adults, so the Juvenile box does not need to be checked. Click the ADD button below the charge box to select appropriate charge. Repeat for multiple charges;
 - e. Add incident number and citation number as Supplemental information;
 - f. Bring up the mug shot capture screen by clicking on the white "+". Front and side view photos shall be taken. Use the pan and tilt to adjust the camera;
 - g. Once the person is in the proper alignment click on capture. Enter and then click image type – Mug-Front. Click Done; and
 - h. To take the side view photo, repeat steps and enter then click image type – Mug-Side. Click Done.
- 3. Downloading image from an external source.
 - a. Connect the USB device to the pc or insert the CD into the drive,
 - b. At the top of the screen click on the white "+" to bring up the mug shot capture screen,
 - c. Click on Browse. Click My Computer. Click the appropriate drive letter,
 - d. Double click on the .jpg file you want to insert. Enter and then click image type – Mug-Front. Click Done,
 - e. To download the side view photo, repeat steps and enter and then click image type – Mug-Side. Click Done,



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- f. Click Save,
 - g. An error message saying, "could not save the CJIS Information file" Click on OK, and
 - h. Finished record shall be displayed.
 - 4. Take palm prints of both hands.
 - 5. File a copy of the entire package in the juvenile fingerprint file.
 - 6. Copies of fingerprints known to be those of a child shall be maintained in the Identification Unit. O.C.G.A. 15-11-83 requires law enforcement agencies charging juveniles with felony offenses to submit criminal cards to GCIC in the same manner prescribed for adult offenders. The fingerprints of a child shall be removed from the file and destroyed if a petition alleging delinquency is not filed or the proceedings are dismissed after either a petition is filed, or the case is transferred to the juvenile court, or the child is adjudicated not to be a delinquent child in accordance with the Georgia Codes, section 15-11-83(e).
 - 7. If an officer finds latent fingerprints during the investigation of an offense and has probable cause to believe that they are those of a particular child, he or she, may fingerprint the child regardless of age or offense for purposes of immediate comparison with the latent fingerprints. If the comparison is negative or the child is not referred to court, the prints shall be destroyed immediately. If the comparison is positive and the child is referred to court, the fingerprint card and other copies of the fingerprints taken shall be delivered to the court for disposition.
- 4.18.3 Assign the juvenile a number with an "X" after it to distinguish it from adult record numbers. Stamp "confidential" on the outside of the folder.
- 4.18.4 The criminal history folder shall contain the history sheet, palm print, and fingerprint cards.
- 4.18.5 The ID Unit shall release juvenile records, as permitted by Georgia Codes Section 15-11-83 (c). Law enforcement officers may inspect fingerprint files of children when necessary for the discharge of their official duties. Other inspections must be authorized by the court.
- 4.18.6 On receipt of a court order sealing a child's record, the employee shall mark the record "sealed," include the fingerprint card and any other identifying records and place it in the "sealed" file. The employee shall also remove all references to this record for the child from electronic and manual files.
- 4.19 Archiving
 - 4.19.1 Criminal History Records for Archiving and Retention
 - 1. Approximately every five years, an employee of the Identification Unit shall examine the criminal history records, beginning with the lowest record numbers. Remove those records for microfilming/scanning which meet the following criteria:
 - a. No arrest in the past twenty years regardless of the person's age;



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- b. The person is at least sixty years of age and has not been arrested in the past ten years;
or
 - c. The record is marked "deceased."
- 2. Expose these records on duplicate rolls of microfilm in numerical order using the microfilm camera unit or scanner. Keep a permanent list of each record placed on microfilm/ scanned on file in the ID Unit.
 - 3. Microfilmed/scanned records shall be checked for clarity and accuracy. Each record shall be labeled at the beginning and end with the APD number.
 - 4. The Identification Unit commander shall authorize the destruction of the paper records when a satisfactory microfilm/ scanned record is on file.

4.19.2 Retrieval of Documents on Microfilm

Criminal history record files are filmed in numerical order. To retrieve one, insert the correct film magazine into the microfilm reader. The reader allows for viewing or printing of the records.

4.20 Criminal History Record Inspections and Inquiries (CALEA 6th Edition, Standard 82.1.1c)

4.20.1 The release of all criminal history information is done within the regulations of GCIC Rules 140-2-04 through 140-2-.11 and Georgia CJIS Network Policy Manual Part 4. Non-criminal justice agencies must sign a standard user agreement with the Department before submitting requests for record checks. The customer service supervisor shall review the agreement.

4.20.2 Processing Inquiries

All CCH inquiries shall be done in accordance with the GCIC policy manual, using the appropriate purpose code:

- C** - The Administration of Criminal Justice (CJ) is the performance of any of the following activities: Detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. Used for criminal investigations of domestic violence or stalking cases by law enforcement agencies.
- E** - Authorized for non-criminal justice purposes where consent is provided. Employment, military, firefighters, licensing, international travel, inspection of one's own criminal history record, nursing home, prospective adoption/foster parents.
- H** - Public Housing Authority (PHA) use allowed for IQ only. Public Housing Authority ORI ending in Q is required.
- J** - Criminal Justice (CJ) Employment – civilian employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency maintains management control.
- L** - Lawyer used for processing CHRI requests from a Public Defender's Office when that Office has a State assigned ORI (ends in S). When processing these CHRI requests; *must* use



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the Public Defender's ORI and purpose code L. Consent of the individual (criminal defendant or witness) is not required.

- M** - Individual is applying for employment with a facility that provides services to persons who are mentally ill or mentally retarded.
- N** - Individual is applying for employment with a nursing home, personal care home or a person or entity that offers day care for elderly persons.
- P** - Public Records Displays Georgia felony convictions only. No consent required.
- W** - Individual is applying for employment with a public school, private school, child welfare agency or a person or entity that provides day care for minor children or after school care for minor children.
- Z** - Criminal Justice Employment Authorized for criminal justice employment checks on sworn personnel/personnel certified by POST.
 - 1. Verification of the requestor's authority to review or receive criminal history information must be made prior to release of information. If so authorized, then the customer service rep must identify, locate the record, copy, and forward information to requestor.
 - 2. If any information is released, whether in person, by telephone, or by mail, the ID Unit employee who released it must note in the criminal history record who received the information, the agency, the date, and the type of information given (copies, photo, and general information). The employee shall initial the record.

4.20.3 Inquiries from Non-Criminal Justice Sources

- 1. Dissemination of criminal history records to private persons, businesses, and public agencies is allowed under GCIC Rule 140-2-04. Records protected by the First Offender Act may not be disseminated under this provision.
- 2. The requestor must provide:
 - a. The fingerprints of the person whose record is requested, or,
 - b. The signed and notarized consent of the person whose record is requested. The consent statement must include the person's full name, address, social security number, race, sex, and date of birth.
- 3. A mailed request for a record check should be sent to:

Atlanta Police Department
Identification Unit
3493 Donald Lee Hollowell Pkwy
Atlanta, Georgia 30331

- 4.20.4 An individual may check their own record upon display of a valid form of id. Criminal history records determined to be in error shall be corrected without undue delay; the record subject or attorney of representation shall be notified when record corrections have been made.



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- 4.20.5 If the criminal history record information is inaccurate, incomplete, or misleading, and the individual requests that the information be modified, corrected, supplemented, or amended, the customer service section shall make the necessary adjustments to the record within 60 days of the request.
- 4.20.6 Other Inquiries
1. Private attorneys requesting CHRI in criminal cases shall be referred to GCIC.
 2. CHRI requests from a Public Defender's Office when that Office has a State assigned ORI ends in S) may be processed. When processing these CHRI requests, the customer service rep must use the Public Defender's ORI and purpose code L. Consent of the individual (criminal defendant or witness) is not required.
 3. CHRI shall be provided to military police, criminal investigative, and intelligence personnel who present authentic credentials and legitimate criminal justice reasons for the requested records. Use purpose code C. An Agency Reference Number (ARN) must be provided. Use purpose code E with a signed consent form for pre-employment or security clearance checks.
 4. Requests for CHRI for use in military special court martial and general court martial upon certification by a military judge that the CHRI requested is required for the administration of military justice is to be done using purpose code C. An ARN must be provided.
 5. Federal law requires all state and local criminal justice agencies to provide the U.S. Department of State, Office of Personnel Management (OPM), Defense Investigative Service (DIS), Federal Bureau of Investigation (FBI), and Central Intelligence Agency (CIA) with CHRI, regarding individuals being investigated for eligibility to access classified information or for assignment to sensitive national security duties. Use purpose code E. (A signed consent form is not required)

The following guidelines must be adhered to:

- a. Verify each requestor's identity by visual inspection of credentials;
 - b. The same \$10 fee shall be charged to these agencies as charged to private employers; and
 - c. Applicant fingerprint cards or consent forms are not required.
- 4.20.7 When the request to perform a record check is made, the fee is collected and put in the cash register for remittance to Property Unit. Deposits shall be made daily.
- 4.19.8 Processing Incoming Mail and Fax Requests
1. Log mail requests into mail log database. Requests received from private attorneys and civilians must have a notarized consent. Civilian requests must also have a copy of a state ID card.



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2. A \$10 fee payable by cashier's check or money order must accompany each request from a private attorney or civilian. Process fee received and place in cash register. If payment is not received at the time of the request, return information to the inquirer stating the reason.
3. Perform CCH request with the proper purpose code.
4. Document results in the mail log database. Law Enforcement and Military results may be mailed or faxed back to the requestor. Criminal history check results and copies of the consent form should be mailed back to requesting Attorneys. Original consent forms are filed daily in the ID Unit. Mail back criminal history results made by civilians.
5. Document process in mail log database.

4.21 Fiscal procedure

1. The assigned customer service employee and an Identification Unit supervisor shall tally the money orders and checks at the end of each day, log the total in the receipts ledger, and turn in funds to the Property Control Unit. The Property Control receipt shall be filed by date order. The original signed receipt is turned over to the customer service supervisor along with any payments received after business hours. This task shall be performed daily.
2. The Customer Service Supervisor shall keep the Unit's receipt books, receipts ledger, copies of form 32-G-115, and receipts from Property Control on file for three years.

4.22 Crime Scene Vehicle Maintenance and Upkeep

4.22.1 Crime Scene Technicians are responsible for inspecting their vehicles on a daily basis for:

1. New damage;
2. Malfunctioning vehicle equipment;
3. Sufficient amounts of required crime scene equipment;
4. Cleanliness and overall appearance; and
5. Date for required maintenance.

4.22.2 Crime Scene vehicles assigned to the Crime Scene Unit shall carry the equipment to process a crime scene. The equipment shall consist of, but is not limited to, equipment for the following purposes:

- a. Photography;
- b. Recovery of latent fingerprints;
- c. Collection, preservation and documentation of physical evidence;
- d. Casting and collection of impression evidence;
- e. Lighting for crime scene area;



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- f. Plastic bags;
 - g. Labels;
 - h. Tags;
 - i. Paper bags; and
 - j. Forms.
 - 1. Crime Scene vehicles shall be sufficiently stocked to allow relocating from scene to scene and processing without returning to the office to replenish equipment or supplies during an entire shift. This shall ensure effective and timely processing of crime scenes.
 - 2. Each van shall be equipped with a portable generator for use as a power supply, when necessary.
 - 3. Portable lights shall be used for working crime scenes at night or in dimly lit conditions.
 - 4. The Identification Unit supervisor shall approve all equipment assigned to unit vehicles. Crime scene technicians shall be responsible for replenishing supplies and giving the proper notification regarding any loss or damage to equipment or vehicles. Accident investigations shall be conducted pursuant to APD.SOP.3152 Employee Involved Motor Vehicle Collision Investigation.
- 4.22.3 Weekly vehicle inspections shall be performed by the shift supervisors or their designee on all vehicles assigned to the unit to ascertain readiness for duty. It shall be the responsibility of each member of the unit to maintain the vehicle he or she drives in a presentable, operational condition.
- 1. Technicians are required to fill out a standard "vehicle inspection checklist" form before his or her tour of duty on a daily basis. The vehicle inspection checklist is printed on the back of the activity sheet. Each Technician is required check the preventive maintenance items as well as inventory their vehicle and personal kits for supplies and equipment
 - 2. The vehicle inspection form shall be kept on file for inspection for 60 days.
 - 3. Each Technician is to ensure that the vehicle has a full tank of gas at the end of each shift. Each Technician is responsible for making sure that all items are placed securely in the proper drawers and shelves before and after usage.
 - 4. All damage to vehicles must be documented by photographs and an incident report prior to leaving the parking deck or immediately upon incident.
- 4.22.4 A team who is responsible for the maintenance of all assigned Identification Unit vehicles shall be assigned by the unit commander. They are required to maintain, keep clean, shop vehicles for service, and provide supplies every week if needed, and inspect the vehicles for safety. A vehicle inspection report shall be filled out daily on each vehicle driven and the overall report shall be submitted to the Fleet Management office every month.



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- 4.22.5 Supervisors shall review and sign each "equipment check-off" form daily. In addition to reviewing each technician's form, supervisors are required to inspect all crime scene vehicles once a week to insure crime scene readiness and that all procedures have been followed.
5. DEFINITIONS
- 5.1 ACE-V: Analysis, Comparison, Evaluation and Verification
- 5.2 AFIS: Automated Fingerprint Identification System
- 5.3 APD Number: A number assigned to each criminal history record received by the Atlanta Police Department Identification Unit.
- 5.4 Investigating Officer: The police officer or investigator primarily responsible for an investigation.
- 5.5 Live Scan: Device used to capture fingerprints and palm prints electronically.
- 5.6 NOV: The common abbreviation for 'Not of Value', usually indication that an impression has no value for identification purposes.
- 5.7 Rapid ID: Tracking system used to identify subjects in the field
- 5.8 SID State Identification Number: The number that is applied to each criminal history record received by GCIC.
- 5.9 Suitability: The determination that there is sufficiency in an impression to be of value for further analysis or comparison (SWGFAST, Standard Terminology of Friction Ridge Examination 3-23-11 ver. 3.0).
6. CANCELLATIONS
- APD.SOP.6040, "Identification Unit", effective May 15, 2019.
APD.CM.21.02 Mobile Biometric Fingerprint Identification (Rapid ID), effective November 22, 2021
7. REFERENCES
- APD.SOP.3110, "GCIC and NCIC Information"
- Commission on Accreditation for Law Enforcement Agencies (CALEA), standards 5th Edition, 82.1.1, 82.1.7, 82.2.3, and 82.3.6.
- Integra User's Guide
GCIC Council Rules
CJIS Network Policy Manual
Georgia Bureau of Investigation, Division of Forensic Sciences, Laboratory Services and Requirements for Submitting Evidence Manual
- Form 853 "Awareness Statement"



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8. Significant Changes

Incorporated APD.CM.21.02 Mobile Biometric Fingerprint Identification (Rapid ID) into this policy as Section 4.9.