

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G.O. 336 LIVESCAN FINGERPRINTING

DATE: 02/15/2023	DISTRIBUTION: DEPARTMENTAL	REPLACES: NEW	NUMBER: G. O. 336
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I. Purpose

- A. The purpose of this General Order is to establish guidelines related to the use of the digital livescan fingerprint scanner. The primary purpose of the scanner is to capture arrestees' fingerprints. The use of the scanner is intended to provide law enforcement personnel with an automated method of identifying persons who cannot provide other means of identification or to provide a verification of the presented identification documents. The search is conducted against law enforcement fingerprint databases.
- B. Officers are permitted to use the livescan fingerprint scanner for a legitimate work-related law enforcement purpose.

II. Definitions and Terms

- A. Automated Fingerprint Identification System - A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.
- B. Electronic Ten-Print Submission - An electronic submission that originates at a livescan booking terminal or card scanner at either the federal, state, or local level and transmitted via the Criminal Justice Information Services wide area network to the Integrated Automated Fingerprint Identification System for processing.
- C. Federal Bureau of Investigation Number - A unique identifying number assigned by the Federal Bureau of Investigation to a subject of a fingerprint record of arrest who has not been identified as a previous offender in a search of the files.
- D. Friction Ridge - The ridge-shaped skin on a finger or palm surface that makes contact with an object.
- E. Identification - The positive match of a current ten-print or latent fingerprint card to a prior fingerprint card stored in the fingerprint files, made on a comparison of one set of fingerprints to another.
- F. Latent Print - An impression of the friction skin of the fingers or palms of the hands that has been transferred to another surface.
- G. Livescan Print - An inkless, electronic means of capturing fingerprints in a digitized format and then transmitting them to a state repository.
- H. Livescan - An electronic method of taking and transmitting fingerprints without using ink, which produces fingerprint impressions of high quality to perform identification processing.

- I. Palm Print - An inked and rolled or livescan of the palms of both hands, also includes the side of the hand referred to as the writers' palm.
- J. Ten-Print - A fingerprint card (or fingerprint card equivalent) containing rolled and plain impressions from the ten fingers of an individual.

III. General Procedures and Guidelines

- A. Each employee who seeks access to any police system shall do so with their own unique User-ID number and password. No employee shall use another employee's Network User-ID and password. When not in use, systems shall be logged off to prevent unauthorized entry.
- B. The Livescan Fingerprinting Scanner will not be used to assist in identification of an individual to determine immigration status.
- C. The Livescan Fingerprinting Scanner must be disinfected before and after each use. Employees are responsible for the proper use, maintenance, and care of all City property issued to them, provided for their use, or assigned to their area of responsibility.
- D. Felony suspects issued a Citation to Appear by authorization of the Prosecuting Attorney's Office and all Class A misdemeanors will be fingerprinted and photographed then released from 12th Street Major Crimes.
- E. Juveniles, issued a Citation to Appear by authorization of the Prosecuting Attorney's Office, who are arrested for any offenses, that if committed by an adult would constitute a felony or a Class A misdemeanor in which violence or the use of a weapon was involved, shall be fingerprinted and photographed then released from 12th Street Major Crimes.
- F. Copies of a juvenile's fingerprints and photographs shall be made available only to other law enforcement agencies, the Arkansas Crime Information Center, Prosecuting Attorneys, and the Juvenile Division of Circuit Court.
- G. The device may experience a buildup of grease or other particles from finger scanning. From time to time, cleaning the glass on the device may be in order. Simply spray glass cleaner on a cloth and wipe down. (Do not directly spray cleaner on device).
- H. All uses of fingerprint identification devices shall be documented in a police report or in the comments section of a CAD call. At a minimum, the documentation will include the date, time, location, name of the person being scanned, and the justification for scanning the person.

VI. Detainee Fingerprint Processing

- A. The process of fingerprinting and photographing of detainees shall be performed in the 12th Street Major Crimes Duty Room.
- B. The detainee will be under the constant supervision of the officer / detective until he/she is formally transferred to another officer for transport or released from custody.

- C. Personnel responsible for the processing of the detainee shall be equipped with a panic alarm or a portable radio should an emergency occur in which additional assistance is needed.
- D. Personnel will be cognizant at all times of the potential for escape. While the area in which detainees are processed is inside a secure area, personnel should always consider such factors as the level of combativeness, seriousness of the offense and the possibility of attempted escape.
- E. If an individual is under arrest, is unconscious, or is otherwise incapable of providing consent, request for consent is not required (you may verbally direct them to provide fingerprints without asking permission). Officers are prohibited from using force of any kind to obtain a fingerprint scan.
- F. Combative prisoners who cannot be controlled will be transported to the appropriate detention facility for fingerprint processing.
- G. Personnel will complete the detainee fingerprint log book for any person who have had their fingerprints entered into LiveScan.

Additions and revisions are underlined and italicized.

Deletions are denoted with a strikethrough.