

	PARADISE VALLEY POLICE GENERAL ORDER Collection of Evidence at Police Facilities	Order Number
		83.4
		Date
		01-24-17

83.4 Collection of *Evidence* at Police Facilities

83.4.1 Fingerprinting Subjects

- A. Subjects *will* not be ten-print fingerprinted in the field. Prints *shall* be obtained either at a police facility or at the jail, preferably using the *Arizona Automated Fingerprint Identification System (AZAFIS)*. Only trained operators *shall* use the AZAFIS equipment.
- B. If the AFIS System or Live Scan equipment is non-operational or not available, fingerprints *will* be taken using an *FBI* fingerprint card and a Disposition sheet *will* be completed. The card and the Disposition sheet *will* be forwarded to *DPS* by Records for later entry into the AFIS system.
- C. Subjects *may* also be referred to the *Department* for the purpose of obtaining a set of fingerprints for personal reasons or by court order. Such fingerprinting is only done for *Town* residents by the front office on Wednesdays from 1500 to 1530 hours. All persons requesting fingerprints, or responding due to a court order, *must* have a valid photographic identification card and be *Town of Paradise Valley* residents.
- D. Fingerprinting of juveniles shall be handled the same as an adult. When fingerprinting a juvenile, they must not be within sight or sound of an adult that has been detained or arrested.

83.4.2 Photographing Subjects

- A. All arrested persons, and others who consent to provide a photograph, shall be photographed during the arrest process, either at the Department or at the jail or detention facility. Consent photographs can be taken in the field, and the consent must be recorded. Photos taken at the Department shall be made using the same background and with the mug camera.
- B. Photographs of juveniles shall be handled the same as an adult. When photographing a juvenile, they must not be within sight or sound of an adult that has been detained or arrested.