

26.00.030 FINGERPRINTS AND PHOTOGRAPHS

Fingerprint Card Distribution

The fingerprint cards completed will be distributed as follows:

- ❖ One card is transmitted via Livescan to the King County Automatic Fingerprint Identification System (AFIS)
- ❖ AFIS electronically forwards fingerprints to the Washington State Patrol Identification and Criminal History Section (WSP AFIS)

Process Control Number (PCN) Procedures

The Livescan fingerprinting system will automatically mark each fingerprint card with the PCN number. Make certain that the correct local ID number is entered into Livescan.

The Courts and Custody Unit PSOs perform the quality control process and will fill out a Correction Notice if there are errors (addition or change of an arrest charge or incorrect data) on the fingerprint submission. PSOs will then forward a WSP Correction Notice form to the Records Unit for mailing.

Arrest/Detention Reports (ADR)

The reporting officer must enter the correct PCN number on the ADR/Case report in the designated box. The reporting officer must write the correct PCN, BA, and ID number on the top copy of citations.

A hardcopy of the ADR, warrant, and citation must be included with the fingerprint packet. This hardcopy must be readable and the writing legible, otherwise it will be returned for corrections.

If the arrestee is a juvenile the appropriate box must be checked at the top of the ADR/Case report.

Criminal Citations

When no ADR is used (i.e. DUI arrests) a PCN, BA, and ID number must be written on the top copy of the criminal citation in an appropriate location.

A photocopy of the criminal citation must be made and attached to the fingerprint packet and forwarded to the Records Unit.

The PCN number, BA number, ID number and "FP" (fingerprinted/photographed) must be written on the top of the criminal citation form when there is no ADR.

Direct booking to King County Jail - Felony arrests only

The transporting officer must do the following:

- ❖ At the jail make a special request to the Identification Technician on duty for a set of fingerprint cards to be completed on the suspect
- ❖ Notify the Records Unit of the special request so that a follow up with a request form can be faxed to the jail. This must be done to ensure that the prints are taken

Cases filed with the King County Prosecuting Attorney's Office

The case referral file must include the PCN on the "Superform", which is written in the appropriate box at the top right of the form.

At the jail make a special request to the Identification Technician on duty for a set of fingerprint cards to be completed on the suspect.

This is only necessary on the "Superform" copy that is sent to the prosecutor.

Felony and Gross Misdemeanor Arrests

In accordance with RCW 43.43.735, all adults and juveniles arrested for felony or gross misdemeanor offenses will be fingerprinted and photographed.

The Courts and Custody Unit PSOs will use the Livescan system to take ten print fingerprints and right-hand flat prints. PCN numbers will be automatically assigned and entered on the cards.

One Washington State Patrol Identification and Criminal History Section disposition report will be completed automatically with PCN creation.

For felony arrests, palm prints will also be taken using the Livescan system.

Misdemeanor Arrests - Adults

In accordance with RCW 43.43.735, those adults lawfully arrested and taken into full custody for misdemeanor offenses will be photographed and fingerprinted.

The print cards and the disposition report must be completed as indicated above. Palm prints are not required.

Misdemeanor Arrests - Juveniles

Juveniles lawfully arrested and taken into full custody for misdemeanor offenses will not be fingerprinted or photographed.

Compelling Booking Photographs or Fingerprints

In exercising their duties and authority under RCW 43.43.735, officers may, consistent with constitutional and legal requirements, use such reasonable force as is necessary to compel an unwilling person to submit to being photographed for their booking photo or being fingerprinted which will result in obtaining physical evidence serving to identify such person for their identification packet. While consent is not necessary to take 'non-booking' photos of arrestees, officers shall not coerce or use physical force to obtain them.