	State of Alaska Department of Corrections Policies and Procedures		Index #: 811.09	Page 1 of 5	
			Effective: 3/12/08	Reviewed:	
			Distribution: Public	Due for Rev:	3/10
	Chapter:	Reception and Orientation			
	Subject:	Fingerprinting			

I. Authority

In accordance with 22 AAC 05.155, the Department shall maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22AAC.

II. References

Alaska Statutes

AS 33.30.031

Administrative Code

22 AAC 05.030

Adult Local Detention Facilities 3rd Edition 1991

None

Standards for Adult Correctional Institutions 4th Edition 2003

None

III. Purpose

To establish procedures for fingerprinting prisoner(s) admitted to institutions and to outline the process for reporting Court dispositions once fingerprinting has been completed.

IV. Application

All correctional staff responsible for the fingerprinting of prisoners or offenders.

V. Definitions

As used in this document, the following definition applies:

A. Non-Serious Offense(s)

Offense(s) for which the Federal Bureau of Investigation, Fingerprint Section, does not require a fingerprint card (the following offenses):

- | | |
|-----------------------------------|-----------------------|
| Bench Warrant | Civil Commitment |
| Careless or Reckless Driving | Contempt of Court |
| (As long as driving under the | Criminal Registration |
| influence of drugs/liquor; or hit | Curfew Violation |
| and run, vehicular manslaughter, | Detention Only |
| involuntary manslaughter or | Detoxification |
| manslaughter are | Dice Game Playing |
| not involved.) | Disorderly Conduct |
| Disturbance | Disregarding Traffic |
| Disturbing Public Worship | Jay Walking |
| Disturbing the Peace | Juvenile Charge |
| Dog Laws | Juvenile Commitment |
| Drag Racing | Juvenile Offender |
| Driving While License Suspended | Later Hour |

or Revoked	Loafer
Drunk (not traffic charge)	Lodger
Drunk In or About an Auto	Loitering
Drunk in Public Restroom or Restaurant	Lottery Playing
Drunk on Highway	Lunacy (unless print pertains to a major charge)
Ex-Con Registration	Mandatory Appearance
Expired Plates	Material Witness
Expired Registration	Medical Treatment
Failure to Appear	Mental
Failure to Comply	Minor in Bar
Failure to Obey Citation	Minor in Consumption
Failure to Serve Jail Time	Minor in Gambling House
Failure to Give Good Account	Minor in Possession Alcohol
Failure to Identify	Misrepresenting Age (alcohol)
Failure to Operate in Prudent Manner (auto)	Mooching
Failure to Register in Hotel or Register in Hotel with Someone Other than Husband or Wife	Narcotics Registration
Failure to Satisfy Judgment	Negligent Driving
Failure to Yield for Emergency Vehicle With Blue Light or Siren	No Driver's License (Note: Operating Auto with Altered License is considered as a serious charge)
False Fire Alarm	No Inspection Sticker or Expired Sticker
False Information	No Operator's License
False Report	No Operator's License on Person
Felony Registration	No Valid Operator's License
Fireworks	No Visible Means
Fishing Without a License	Obstruction Traffic
For Identification Purposes	Operating Vehicle Without License
Fugitive from Justice	Panhandling
General Principles	Parking Warrants
Going Through Red Light	Parole Violation
Harassment	Patient (Note: Unless charge pertains to major charge i.e., murder, rape, etc.)
Hitchhiking	Peace Bond
Illegal Consuming of Beer	Peace Warrant
Illegal Possession of Beer	Possession of Lottery Tickets, Policy Slips, or Numbers
Inadequate Brakes	Possession of Open Bottle or
Inquiry (unaccompanied by criterion charge)	
Interview	
Intoxication	

Investigation (unaccompanied by criterion charge)	Container
Investigation Mental	Probation Parole Check
Purchasing Liquor as a Minor	Profane Language
Re-book on Suspicion	Public Intoxication
Reckless Endangerment	Public Nuisance
Refusing to Submit to Chemical Testing Breath Test	Traffic Violations (minor Traffic, Vehicle, and Licensing Charges)
Runaway	Trainriding (hobo)
Safekeeping	Tramp
Sale of Liquor Without a License	Transient
Sex Registration	Trespassing
Sleeper	Truancy
Sleeper in Subway	Trusty Commitment
Speeding	Urination in Public
State Work Furlough	Uninsured Motor Vehicle
Suspect	Unlawful Blood Alcohol Content (not with a driving charge)
Suspicion (unaccompanied by criterion charge)	Vagabond or Rogue
Suspicious Person	Vagrancy
	Venereal Control Registration
	Visitation a Common Nuisance
	Walking on Highway
	Wayward

VI. Policy

All remanded persons 18 years of age or older, remanded persons less than 18 years old who have been waived to adult status, and persons ordered by the Court to be fingerprinted will have fingerprints taken on standard Federal Bureau of Investigation (FBI) Fingerprint Cards or on electronic fingerprint machines.

VII. Procedures

A. Fingerprint Forms

Each newly admitted prisoner will have fingerprints taken and recorded on print cards (at institutions using ink and roll) or electronically transmitted (at institutions using electronic print technology). At facilities using ink and roll technology the two fingerprint cards shall be forwarded to the state and federal remand/arrest agencies.

B. Fingerprinting Technique

Each Superintendent shall ensure all employees assigned to take fingerprints have been trained in fingerprinting techniques and have proven themselves proficient through practical exercises. Fingerprint quality is the responsibility of the employee taking the prints.

C. Fingerprinting Process

The Correctional Officer assigned to fingerprint prisoners shall take the following steps: (At facilities using ink and roll technology)

1. Prior to the prisoner being printed, the Shift Supervisor or designee shall check APSIN to see if the prisoner has an FBI number. If so, this number will be entered on the prisoner's fingerprint card(s) along with the other data elements called for by the form instructions and prescribed under 6. below;
2. The fingerprint cards for all prisoners, with or without FBI numbers, will consist of full sets in accordance with Section A. above;
3. Prior to being printed, the officer shall have the prisoner thoroughly wash and dry his/her hands;
4. Position the print cards in the holder to expose the blank spaces for printing the right hand first and reposition the card(s) as required to complete a full set of prints per A. above;
5. Obtain the required sets of prisoner fingerprints using techniques and equipment authorized by the Superintendent;
6. Type in the required information pertinent to the prisoner fingerprinted on each fingerprint card to include:
 - a. The prisoner's full name entered in capital letters;
 - b. All requisite information prescribed by the form and instructions;
 - c. Enter the prisoner's Alaska Driver's License (ADL) number or Alaska Unique Identifier number on the back of each card in the space marked MISCELLANEOUS NUMBER NMU:

Note: The ADL number and Unique Identifier number are one and the same. The arresting agent or agency shall provide this number at the time of remand.
 - d. Enter the Court case number for each charge entered on the back of each card in the space marked STATUTE CITATION CIT if known at the time fingerprint card is completed; and
 - e. Enter the name of the arresting agency on the back of the card in the space marked ADDITIONAL INFORMATION.
7. Obtain signatures on each card of both the officer taking the fingerprints and the prisoner fingerprinted;
8. Place completed fingerprint cards into the booking jacket/case record file; and
9. Enter printing officer's initials in the appropriate space on the Booking Record (form 811.02A) or OTIS Screen/Printout.

At facilities using electronic fingerprint machine technology, follow instructions found in "Guide for Crossmatch Livescan Fingerprint Machine".

D. Form Distribution

The Fingerprint Card(s) not sent electronically shall be distributed as follows:

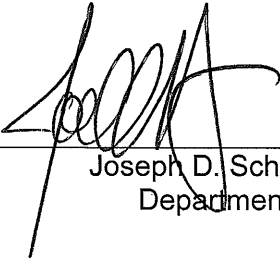
1. Two cards for each prisoner printed must be sent to the Department of Public Safety, Records and Identification, Alaska Automated Fingerprint Information System (AAFIS) on the first work day of the week following remand and by the means outlined under 4. below.

2. Fingerprint Cards sent in accordance with this policy to the Department of Public Safety will be processed and routed by the following means:
 - a. Sending personnel shall prepare a triplicate and alphabetized list of Fingerprint Cards, identify the time period covered, and prepare accumulated cards for shipment to AAFIS in Anchorage;
 - b. The original copy of the list will be retained by the sender, the second copy with a self addressed, postage paid return envelope will be sent under separate cover to AAFIS to alert them to the shipment's arrival, and the third copy will be packed with the alphabetically arranged cards being shipped;
 - c. AAFIS personnel, upon receipt of the shipment, shall inventory the cards alongside the advance copy and the packing copy of the list; and sign and date receipt of cards listed (noting any discrepancies) on the advance copy;
 - d. AAFIS staff shall return the advance copy of the signed list, checked off and/or annotated, to the sender as acknowledgment of shipment received; and
 - e. The records officer of the sending facility shall receive, make any adjustments called for by annotation, and retain the list as documentation of fingerprint card shipment and disposition.
- E. Fingerprints are not required for non-criminal remands such as the 12 hour intoxication hold per Title 47.
- F. Every time a prisoner is booked on a charge, even if previously fingerprinted, a set of fingerprint cards will be completed per this policy.
- G. In the event a prisoner refuses to be fingerprinted, the District Attorney shall be notified by the Superintendent or designee of the institution.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. The Manager of each facility shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

2/27/08
Date


Joseph D. Schmidt, Commissioner
Department of Corrections

Forms Applicable to this Policy:

811.09A Fingerprint Card Facsimile & Instructions