
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.5.5</b>	
Subject:		Distribution:
<b>Live Scan &amp; Photo Image Systems</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 05-79</b>
References:		
<b>CALEA: N/A; PLEAC: 4.4.1</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish guidelines, processing procedures and training requirements for the operation of the Photo Image and Live-Scan Systems.

## **POLICY**

It is the policy of this department to comply with the mandatory fingerprinting requirements of the Pennsylvania Crimes Code, Section 9112. A sufficient number of qualified personnel will be trained on the operation of the Photo Image and Live-Scan Systems. This equipment will be used to process all persons that qualify for mandatory fingerprinting. **(PLEAC 4.4.1)**

## **DEFINITIONS**

- A.** Photo Image – A photographic system that electronically captures an image and transmits the illustration into a State database. The image is retrievable by any system user and may be used for lineup displays.
- B.** Live-Scan – A tabletop system that captures and transmits fingerprints without the use of ink. Fingerprints are scanned via a small glass prism and provide a complete identification record for each subject. Live-Scan is a network system and can be used to assist in identifying a subject who has been previously processed in the system.

## **PROCEDURE**

- A.** Training:
  1. Specially trained Police Department personnel have been designated as system managers for the Photo Image and Live-Scan Systems. The system managers

are responsible for all system training. All training will be coordinated with the Staff and Inspections Unit, which is responsible for maintaining a list of trained personnel. A list of trained personnel will be kept along with a copy of instructions at the equipment stations.

2. The Primary System Manager will be the Sergeant assigned to the Investigations Unit. The Sergeant is responsible for arranging training for designated personnel and ensuring the quality of the submissions.

**B. Operation:**

1. Each operator will be provided a user guide to operate the Photo Image and Live-Scan systems. The guide will provide step-by-step instructions on the operation of the equipment. The Photo Image and Live-Scan systems have numerous operational capabilities, which are listed in the manuals; however, the main use of the systems is for the identification and/or processing of prisoners and the fingerprinting of civilians and applicants. Summarized herein are the steps to follow, however, all operators must refer to the user guide for complete operating instructions. Only properly trained personnel are permitted to use these systems. The procedures for these applications are as follows:
  - a. Processing prisoners - When a prisoner is to be processed for involvement in a crime, the first step is to capture an electronic image of the subject with the Photo Image system. This process begins with logging onto the computer. For arrestee processing, the image is to be captured using the "Image and Data Capture-LOC" field from the Start menu. The demographics are then entered into their respective fields and the image is captured. Whenever possible, images of all tattoos are to be captured. After completing the photo image, exit the program and the demographics will download into the Live-Scan system.
  - b. Log onto the Live-Scan system - After the photo image is captured, log onto the Live-Scan system. Most of the demographic information will have downloaded from the Photo Image System. The charges will have to be re-entered, as they will not download automatically. If the case has an OTN assigned to it, verify it and enter the number in the charges fields. When the demographics are completed, capture the fingerprint impressions. A state card will print out for our records. This card is to be signed by the arrestee and forwarded to the Identification Officer. When the impressions are complete, the system will transmit a state card and an F.B.I. card to Harrisburg. (**PLEAC 4.4.1 a, b, c**)
  - c. The criminal history of the arrestee will be transmitted by the central repository and printed in the communications center. In the event that the system is not in service in Harrisburg, the system will automatically print three hard cards (one F.B.I. and two State cards). These cards are to be signed

and forwarded to the Identification Officer to be mailed to the respective agencies within the mandatory 48 hours. **(PLEAC 4.4.1 a, b, c, d)**

- d. Court Direction – Fingerprints will be taken upon court direction where private complaints for a felony or misdemeanor result in a conviction and for summons or for offenses under § 3929 (relating to retail theft). **(PLEAC 4.4.1 b, c)**
- e. Applicant and Civilian Fingerprinting - Police Applicants and civilians requesting fingerprints will generally be fingerprinted by the Identification Officer. The images will be captured in the Live-Scan System using the fields “Consent Prints” or one of the “Applicant” fields depending on how many cards are necessary. None of these fields will transmit any records to any agency electronically; it will only print out cards.
- f. Identification Fingerprinting – When fingerprinting arrestees or suspects for identification purposes, the processing will begin with the field “Suspect ID”. Any known demographics will be entered and the subject will be fingerprinted. The images will be automatically sent to Harrisburg and if a matching record is located, a message will be sent via the PennDOT computer terminal. When the fingerprint identification process is complete, the captured prints will not be retained in the State Police database.
- g. Consent Fingerprints and Photograph – During an investigation, on occasion a person may be requested to consent to fingerprinting and photographing. When permission is granted, this person is required to sign consent form [INV-4](#). “Consent Prints” will not transmit electronically to any other agency. The Photo Image will be retained in the Lower Merion suspect database and the Live-Scan System will print a fingerprint card.

### C. Invoicing

1. A Live-Scan Processing Invoice shall be completed for any adult or juvenile delinquent, and juveniles charged as adults, processed using this department’s Live-Scan for a felony or misdemeanor offense. This shall also include retail theft offenses where the grade may not be known at the time of processing.
2. The Live-Scan fee does not apply to the service of warrants when the defendant has already been processed for the original charge that led to the issuance of the warrant.
3. The processing officer is responsible for completing this invoice at the time of processing. The top copy shall be placed in the arrest folder. The remaining copies shall be forwarded to the office of the appropriate Magisterial District Judge (MDJ).

4. If an officer from another agency requests that a person be processed using the Live-Scan for a criminal offense, an officer of this department shall process the defendant and complete an Assist Other Agency report. This officer shall also complete a Live-Scan Processing Invoice. The top copy shall be attached to the report and the other copies shall be given to the officer from the other agency, requesting that they forward it to the appropriate MDJ.

**D. Maintenance and Supply:**

1. The Investigations Unit Sergeant is responsible for monitoring the operation of the system, handling routine maintenance, and scheduling repairs when necessary.
2. If the system is placed out of service for repair, an incident report describing the nature of the repair is to be forwarded to the Investigations Unit Sergeant for disposition.
3. The Investigations Unit Sergeant is responsible for maintaining a sufficient amount of supplies on hand to prevent the system from being placed out of service unnecessarily.
4. The Investigations Unit Sergeant is responsible for maintaining service records on the Photo Image and Live-Scan Systems.

**RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.