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 AMEND 60 582-01

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE TT X ADMINISTRATIVE TT DETAIL (See Reverse)	2. TYPE X ORIGINAL 9 EXPEDITE 9 ADDITIONAL 9 CANCEL 9 CORRECTION 9 REPEAT 9 REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST April 17, 2008
		4. UNIT NUMBER 727-4081	7. REQUESTING ELEMENT CSB/PBSD/FAB
		5. X NOT FOR THE PRESS	8. FLASH TT REQUESTED

9. TO **THE FORCE**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE:
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13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS
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Policy for Obtaining Palm Prints and Major Case Prints from Arrestees

Effective on May 30, 2008, it shall be the policy of the Metropolitan Police Department that a full set of fingerprints and palm prints be taken from each defendant arrested by or processed by the Department under normal arrest processing procedures, even if there are already palm prints on file for that defendant. In all cases of Part I felony arrests, inked "Major Case Prints" shall be taken **to include: the tips, the joints of fingers, the inner surface palms, and both sides of the palms.**

Additionally, the following changes shall be made to the Standard Operating Procedures (SOP) for District Booking:

Part III, Section D.4.d shall be amended to read: The Cellblock Technician shall:

- d. In each instance take a full set of electronic fingerprints, to include: **the writer's palms (side section of hand just below the little finger and just above the wrist), upper and lower palms** from the arrestee. In all cases involving a Part I felony, inked "Major Case Prints" shall be taken **to include: the tips, the joints of fingers, the inner surface palms, and both sides of the palms.**

Part III, Section I.1.c-e shall be amended to read: The Watch Commander shall:

- c. Verify that "Inked Palm Prints" have been imprinted on the back of PD 9 Forms in each case involving a Part I felony offense and are included with the PD 163 and PD 9A Forms that are submitted to the AFIS Section.
- d. Verify that the WALES/NCIC record check(s), the CJIS arrest information report(s), PD 9 Form, PD 9A Form, R-84 Form, and any other applicable arrest paperwork, such as the PD 168 Form (Court Review Form) are attached to the PD 163 Form.
- e. Delegate to an appropriate member the authority to review and sign the paperwork, when absent from the Station.

Note: Contact the AFIS Section at 202-727-4081, if there are questions about processing at the Livescan station. The AFIS personnel are available twenty-four (24) hours a day.

NOTE: See Attached Training Schedule.

SENDER-BADGE-ORG. ELM. Deloris Hunter, Acting Director, PBSD <i>Deloris Hunter</i>	AUTHORIZED BY-BADGE-ORG. ELM. Edward A. Hamilton, Sr., Executive Director, CSB <i>Edward A. Hamilton, Sr.</i>	BUREAU HEAD APPROVAL Cathy L. Lanier, Chief of Police <i>Cathy L. Lanier</i>
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE TT#04-075-08
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G-0-502d

AUTOMATED FINGERPRINT IDENTIFICATION SECTION (AFIS) TRAINING SCHEDULE

The Automated Fingerprint Identification System Sections (AFIS/CCB) will conduct training for the cell block technicians and booking officers assigned to Districts. This training will address the new policy for **Obtaining Palm Prints and Major Case Prints from Arrestees**. It is requested that District Commanders identify members of their staff who process prisoners and have them report for training according to the schedule below. Please email members' name to Linda Bateman by April 28, 2008. The email address is lindabateman@dc.gov. During the training, the CCB will process prisoners for the respective Districts. Any questions regarding this teletype should be forwarded to Ms. Linda Bateman at 202-727-5754.

Location: 300 Indiana Avenue NW, Room 168 (AFIS)

Time: The training will be conducted in four hour blocks and three sessions will be held each day

Districts: First District, Second District, Third District, Fourth District, Fifth District, Sixth District, Seventh District, Juvenile Processing, and the Central Cell Block.

SCHEDULED DATES	DISTRICT	Session I	Session II	Session III
Thursday, May 1, 2008	CCB	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Tuesday, May 6, 2008	First District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Wednesday, May 7, 2008	Second District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Thursday, May 8, 2008	Third District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Tuesday, May 13, 2008	Fourth District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Wednesday, May 14, 2008	Fifth District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Thursday, May 15, 2008	Sixth District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Tuesday, May 20, 2008	Seventh District	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.
Wednesday, May 21, 2008	Juvenile Processing	0600-1000 hrs.	1400-1800 hrs.	0100 - 0500 hrs.