

Section 2: Reception and Release

Subject: Fingerprints

Minimum Standard:

Revised: 05/90, 01/12, 09/2014, 09/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing all inmates will be fingerprinted in accordance with the following procedure.

PROCEDURE

The booking officer is responsible for obtaining fingerprints that meets the criteria of evidence submission. Keeping in mind that any booking records may be used in a court of law, the booking officer should take care to obtain clear and concise fingerprints. These records may also be used as an investigative tool and should be consistent in nature.

1. The Booking Officer will create a fingerprint record of the following:
 - a. Those booked in on a felony charge.
 - b. Those booked in who are charged with a Reportable Misdemeanor.
 - i. The officer in charge of fingerprints shall maintain a current copy of Reportable Misdemeanors posted by the fingerprint station in processing.
2. The Officer in charge of fingerprints is responsible for proper distribution, storage, and filing fingerprint cards.