

BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 9, 1990

GENERAL ORDER I-3

SUBJECT: FINGERPRINTING AND PHOTOGRAPHING OF PERSONS ARRESTED

PURPOSE

- 1 - The purpose of this General Order is to define procedures for fingerprinting and photographing persons arrested.

POLICY

- 2 - The guidelines defined in this Order are pursuant to procedures requested by the FBI, Department of Justice, and Alameda County Employees are expected to follow them.

PROCEDURES

- 3 - Misdemeanor and Felony "Full Set":
 - (a) Right and left thumbprint on all three copies of the Consolidated Arrest Report (CAR);
 - (b) Three FBI ("red") cards;
 - (c) Two Berkeley Police ("white") cards, both shall have palm prints on the reverse side, and
 - (d) Standard CORPUS photograph.
- 4 - A full set of fingerprints and a photograph shall be taken of all adults arrested for the first time.
- 5 - Additional Arrest "Ad Set":
 - (a) Taken when a subject is known to CORPUS, but has no record of an FBI or CII number:
 - (1) If a subject has a CII number, but no FBI number, print one FBI ("red") card;
 - (2) If a subject has a FBI number, but no CII number, print one FBI ("red") card;
 - (3) If a subject has a CII and FBI number, print one FBI ("red") card - flat impressions only, **and**
 - (4) **If subject has no CII or FBI number, print two FBI (red) cards.**
 - (b) Standard CORPUS photograph.

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- 6 - A complete CORPUS check shall be made for all arrested persons. This shall be the responsibility of the CORPUS operator, who will inform the jailer of fingerprints required.
- 7 - A standard police photograph shall consist of one front bust photograph taken on the CORPUS color mug camera located in the jail.
 - (a) All mug photographs will be identified by placing the Consolidated Arrest Report containing identifying information and the Personal File Number (PFN) in the mug camera while the photograph is being taken;
 - (b) The PFN shall be entered in the mug photograph log maintained in the jail booking area, and
 - (c) If glasses are normally worn by the subject, a second photograph will be taken with glasses.
- 8 - A stand-up photograph shall consist of full-length front and right profile views of the subject, taken against a height chart, and shall include a card, the PFN and date taken. If two or more persons are arrested for an offense believed to have involved multiple suspects, they shall be photographed together. Efforts shall be made to have defendants appear as they normally do on the street. If hats or eyeglasses are normally worn, they shall be worn in the stand-up photograph. Requests for stand-up photographs should be made to a Service Division member.

WHO SHALL BE FINGERPRINTED

- 9 - All arrested persons 18 years of age or older shall be fingerprinted, except when arrested for the following:
 - (a) Traffic infractions for which the defendant is to be, or was originally, released on a citation;
 - (b) Traffic infractions for which the defendant wishes to post bail and pay the assessed fine, and
 - (c) 11357(b) and 11360(c) of the Health and Safety Code.
- 10 - **All fingerprint cards, photographs, and Consolidated Arrest Reports are forwarded to the Consolidated Criminal Records (CCR) Division of the Alameda County Sheriff's Department.**
 - (a) **The Sheriff's Department provides centralized filing of fingerprints, photos, and arrest records for Alameda County.**
 - (b) **This information is entered into the California Identification System**

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(CAL ID) by the Alameda County Sheriff's Department.

JUVENILE FINGERPRINTING AND PHOTOGRAPHING

- 11 -** One set (one card) of fingerprints, with a set of palm prints, on the back thereof, and a CORPUS color photograph shall be taken of juveniles under the age of 18 years when the offender is responsible for:
- (a) Homicide;
 - (b) Forcible rape;
 - (c) Robbery;
 - (d) Aggravated assault;
 - (e) Burglary (non-technical, recent, and serious);
 - (f) Grand theft person;
 - (g) Auto theft (not 499b P.C.);
 - (h) Escape;
 - (i) Sex battery or peeping;
 - (j) Runaway, when requested by a member of the Youth Services Bureau or a supervisory officer, **and**
 - (k) When requested by a member of the Youth Services Bureau or a supervisory officer.

GENERAL

- 12 -** The foregoing regulations are for the general guidance of personnel. Departure there from to fit a specific case or circumstance may be authorized by any commanding officer, or by a supervisory officer assigned to the Service Division.

Reference: **CALEA Standards**
General Orders J-18, J-20, and P-31