

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 13, 1994

GENERAL ORDER I-5

SUBJECT: FINGERPRINTING – APPLICANTS, CIVILIAN AND NON-CRIMINAL

## PURPOSE

- 1 - The purpose of this Order is to establish procedures for fingerprinting applicants, civilians, and non-criminal individuals, as adopted by Berkeley Municipal Code Section 2.64 which authorizes the Police Department to charge for fingerprinting non-criminal individuals.

## POLICY

- 2 - It shall be the policy of the Berkeley Police Department to collect fees for civilian fingerprinting upon presentation of valid identification of persons wanted to be fingerprinted.

## AUTHORIZATION

- 3 - Berkeley Municipal Code Section 2.64 authorizes the Police Department to charge for fingerprinting for non-criminal and non-City purposes.

## SERVICES AND FEES

- 4 - The following types of services and fees are applicable:

<u>Type</u>	<u>Fee</u>
(a) Fingerprinting, two cards.	\$10.00
(b) Original application for concealed weapons and tear gas weapon permit	\$10.00 plus \$32.00 for State
(c) Other applications sent to State by Police Department	\$10.00 plus \$32.00 for State
(d) If Federal Check is also	\$10.00 plus \$32.00 plus needed. \$24.00

## EXEMPTIONS

- 5 - Persons submitting fingerprints for the following reasons are exempt from fees:
  - (a) In furtherance of police investigations, such as elimination prints.
  - (b) In connection with possible employment by the City of Berkeley.

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### PROCEDURE

- 6 - The procedure for handling requests, fingerprinting, compiling necessary accounting reports and statistics shall be the responsibility of the Identification **Expert**, who may delegate specific tasks.
- (a) Each member of the Service **Bureau** shall assist as necessary to insure a minimum of delay in this activity.

### FINGERPRINTING

- 7 - Civilian fingerprints shall consist of one or more of the following:
- (a) Berkeley Police Department fingerprint card.
- (b) State Bureau of Criminal Identification and Investigation fingerprint card, form CII-BID-7 (**blue**).
- 8 - Persons fingerprinted under paragraph 5(b) as applicants for employment in the Berkeley Police Department, or applicants for concealed weapon permits, shall submit **two sets** on fingerprint card CII-BID-7. The fingerprint cards shall be placed on the Identification **Expert's** desk for processing.
- 9 - Persons fingerprinted as other applicants (non-BPD city employment, solicitors, etc.), shall submit one set each on fingerprint card CII-BID-7. The fingerprint cards shall be placed on the Identification **Expert's** desk for processing.
- 10 - Subjects fingerprinted for other reasons shall submit as many sets as required, either on forms they provide or those listed in paragraph 7.
- 11 - Fingerprints submitted under paragraph 8 shall not be cleared through, nor processed for, inclusion in our files.
- 12 - Fingerprinting personnel shall be responsible for:
- (a) Taking correct sets of fingerprints.
- (b) Having the subject sign all cards containing his or her fingerprints.
- 13 - The Identification **Expert** shall be responsible for the clerical processing of all fingerprint sets described in paragraphs 8 **and** 9 in accordance with current CII, FBI, and department procedures.
- (a) Other personnel should make no marks or notes on fingerprint cards, such as classifications or identification numbers.

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### ACCOUNTING

- 14 - The ultimate fiscal responsibility and accounting for funds shall be that of the **Public Safety Business Office**, who shall make necessary deposits with the City Treasurer.
- (a) Acceptance of fingerprint fees shall be in accordance with procedures set forth in General Order R-17.
- 15 - Pre-numbered receipts, form 314-595, shall be executed for each person fingerprinted except those described in paragraph 5.
- 16 - The receipts shall be distributed:
- (a) Original and pink copy to Public Safety Business Office.
- (b) Yellow copy to the customer.
- 17 - All checks shall be made payable to the City of Berkeley.

### GENERAL

- 18 - Normal fingerprinting hours are **as follows:**
- (a) **Monday, Wednesday, Friday and Saturday - 1100 to 1300 hours**
- (b) **Tuesday and Thursday - 1400 to 1800 hours**
- (1) Discretionary exceptions can be made.
- 19 - The foregoing regulations are for the general guidance of personnel. Departure to fit a specific case or circumstance may be authorized by any commanding officer, or by a supervisory officer assigned to the Service **Bureau**.

References: Berkeley Municipal Code Section 2.64  
California Penal Code Section 12054  
Education Code Section 44340  
General Orders **C-3**, I-3, I-4, and R-17  
**CALEA Standards**