

Peoria Police Department Policy and Procedure Manual

Policy 4.36 AFIS, ILS, and MPI Procedures



**“Our Community...
Our Commitment”**

I. POLICY

The Peoria Police Department is now categorized as a Remote Arizona Automated Fingerprint Identification System (AZAFIS) Site. As a Remote Site the Automated Fingerprint Identification System (AFIS) Workstation that is operated and funded by the Peoria Police Department, is utilized in accordance with mandated Arizona Criminal Justice Information System (ACJIS) and AZAFIS policy as prescribed by Arizona Revised Statutes (ARS) § 41-2411. It is the policy of this Department to be in compliance with these procedures.

II. PROCEDURE

A. General Rules and Operation of the Department's AZAFIS Remote Site.

1. The Site Administrator for the Department's AZAFIS Remote Site will be the designated Crime Scene Technician. Duties of the Department's Site Administrator are listed in AZAFIS Policy 1.00.

2. The Site Managers for the Department's AZAFIS Remote Site will be an AZAFIS Terminal Operator's Certificate (TOC) certified Crime Scene Technician. Duties of the Site Manager are listed in AZAFIS Policy 1.00.

3. The Department's AZAFIS Remote Site Workstation and all its associated equipment will be operated in accordance with current approved State AZAFIS Policy governing the use of such equipment. Only Department approved and State AZAFIS/Arizona Department of Public Safety TOC certified AZAFIS Operators are authorized to operate the Department's AZAFIS Remote Site.

B. Peoria Police Department specific procedures for the daily operation of the AZAFIS equipment.

1. A Department approved AZAFIS TOC Certified Operator will verify for accuracy all ten print cards and useable latents that deal with criminal matters, i.e. arrests, one rolls and comparisons that are launched through the Departments AZAFIS Workstation. A hard file will also be maintained by the Departments AZAFIS operator/s indicating the results.

2. All requests for examinations of unknown latents will be made to the Department's AZAFIS Operators through use of the Peoria Police Department Latent/Photo Line up Request Form 101-008.

a. Results of the request will be answered by the Department's AZAFIS Operator in the form of a Department supplement, to the particular case under investigation.

b. When submitting latent cards for comparison the investigating officer will identify on the latent card where the print was found, and specifically note

the print in question by drawing a large circle around the print in black ink after it has been affixed to the latent card.

3. Department AZAFIS Equipment to include the AFIS Workstation, its affiliated equipment and the Integrated Live Scan (ILS) Scanner are maintained under contract in accordance with State AZAFIS policy, by the approved State AZAFIS private contractor/vendor.

a. No other personnel are permitted to work on or provide repair to the Department's AZAFIS equipment unless authorized by the state approved contractor.

b. The Department, through the City Information Systems and Technology (IS&T) Department provides maintenance funding for this equipment to the state approved contractor.

c. The state approved contractor is to conduct such maintenance and repairs to keep the Department's AZAFIS Workstation, affiliated equipment, the ILS Scanner operational and to ensure updates so that imperative links are maintained through the Departments AZAFIS equipment, other network users, State AZAFIS and the Federal Bureau of Investigations (FBI).

d. Certified Department AZAFIS and ILS operators are trained on how to contact the correct vendor for failures of this equipment.

e. This information is contained in the Department's Report Writing Manual under AFIS and ILS Operator's responsibilities.

C. Operation of the Department's ILS Scanner.

1. All persons arrested by this Department for criminal charges will be fingerprinted by use of the ILS Scanner. These include:

- a. City Court Mandated Bookings,
- b. All warrants;
- c. All juveniles who have been arrested or referred for criminal offenses;
- d. Citations in Lieu of Detention at the arresting officers discretion;

2. Only Department personnel who have been certified by either the AFIS Site Administrator or Manager will be permitted to utilize the Departments ILS Scanner.

a. Operational use of the ILS Scanner is detailed in the Department's Report Writing Manual.

b. The ILS Scanner is considered to be part of the ACJIS network.

c. Use and release of information from the ILS is governed by State Law regarding criminal history and arrest information.

3. If the ILS is non operational, a FBI Fingerprint card will be obtained from the arrested suspect and a copy of the Booking Sheet will be forwarded to the Crime Scene Technician for later scanning entry into AFIS (cross reference Arrest Procedure 4.23).

D. Operational use of the Department's Mug Photo Interface (MPI) and Investigative Workstation.

1. All persons arrested by this Department will be photographed by the use of the Department's MPI system.

2. Only Department Personnel who have been certified by either the AFIS Site Administrator or Manager may utilize the MPI station to capture a booking or arrest photograph of the arrested person.

a. All Department personnel who have lawful access to ILS may query the MPI station for pictures of arrested persons. This system gives picture/arrest history access to all arrested persons from every county in Arizona to include all of the major cities in Maricopa County.

b. The MPI system is considered to be part of the AFIS/ILS Network.

c. Use and release of information is restricted to legitimate investigative purposes only.

3. If the MPI station is down or off line, one Polaroid picture of the arrested suspect will be obtained.

a. The arrested person should be taken to the MPI processing area and the grey backdrop utilized.

b. The Photograph will be focused from the mid chest area to the face.

c. This photograph will then be forwarded to the Crime Scene Technician/AFIS Site Manager indicating:

- (1) The Product Change Notification (PCN) number if known,
- (2) Name of suspect,
- (3) DOB, and
- (4) Arrest number
- (5) A copy of the booking sheet indicating that the suspect has been livescanned.

4. Investigative Work Station: The Investigative Work Station has the capabilities to provide all information contained in the MPI and:

- a. Create court approved line ups,
- b. Create composites,
- c. Match composites to existing mug photos, a vehicle identification data base, and specialized offenders data base such as: Robbery, Sexual Assault, and Organized crime photo images of person arrested for these types of offenses.

5. Only authorized CIB personnel and Department AZAFIS operators who have undergone specific training on the operation of the equipment are permitted to utilize this equipment.

a. All requests for photo line-ups or other special needs that the Investigative Work Station can produce will be made on the Department’s Latent/Photo Line-Up Form 101-008 and submitted to the Crime Scene Technician for processing. (For specific information on Photo Line-ups see Policy 4.01)

b. Release of information from the Investigative Workstation is governed in the same manner as release or use of the Department’s MPI station.

E. Utilization of the Department’s AZAFIS Workstation and MPI Workstation by Intra agencies and other Law Enforcement Agencies.

1. The Department’s AZAFIS Workstation will only be operated by qualified personnel from this agency.

a. Requests to search AFIS/FBI records to assist other outside Law Enforcement agencies will be made through the AZAFIS Site Administrator or Site Manager.

b. Outside Law Enforcement Agencies that have an urgent request to make a fingerprint or a latent search on a class 3 felony or higher will be accommodated within the Department’s resources, and/or availability of the Department’s AZAFIS Operators.

c. Queries on fingerprints of arrested suspects and latents for other law enforcement agencies will be granted on a case-by-case basis unless an approved State AZAFIS Inter-Agency Agreement exists between our Department and the requesting Law Enforcement Agency

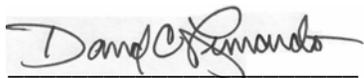
2. The ILS Scanner will not be utilized for outside Law Enforcement Agencies that are not equipped to receive transmitted data from our ILS.

3. Outside Law Enforcement Agencies at anytime and under our Department supervision can gain accessible information from our Department’s Mug Photo station, for the

purpose to obtain a booking record that is located within the State Mug Photo System.

4. The Department’s AZAFIS Workstation and ILS supports both the City of Peoria Prosecutor’s Office and the City of Peoria Municipal Court with providing identification both through the use of photographs and Ten print cards on all persons arrested or charged through the prosecutor’s office or the Court. The Department AZAFIS Workstation will also supply SID’s numbers to both the prosecutors and court, so that automated arrest and conviction information can be updated into the State ACJIS and Criminal History Information System (CHIS) section.

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Editor: M. Mugavero
Reviewed By: K. Ashley

APPROVED: 
David C. Leonardo
Chief of Police