Livescan Quality Assurance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-05; LIVESCAN QUALITY ASSURANCE FOR FINGERPRINTS AND PHOTOGRAPHS

PURPOSE

The purpose of this Management Directive is to establish the protocol for reviewing and ensuring the quality of Livescan photographs and fingerprint cards. This directive applies to all personnel assigned to Norwalk Station who are assigned to work the jail or Watch Sergeant positions.

SCOPE

All personnel assigned to work as Jailer or Assistant Jailer, all Sergeants, and those who are assigned to the duties of Acting Watch Sergeant shall be familiar with this Management Directive.

DIRECTIVE

Jailers' Responsibilities

Personnel assigned as jailer or assistant jailer shall be responsible for utilizing the Livescan machine properly. They shall ensure fingerprints are taken properly, are legible and accepted by the machine. "Overrides" are not an acceptable manner in which to facilitate the booking process.

When fingerprint cards are produced by the Livescan machine, the jailer will take the print card to the Watch Sergeant for approval and quality assurance. If the Watch Sergeant does not approve the print card, the jailer will re-print the subject until an acceptable fingerprint card is obtained.

When taking the suspect's photograph, the jailer will ensure that the placement of the "H" crosshairs is consistent (for placement and size of the suspect's head), that there is no shadowing behind the suspect, and that the image is of good color quality (not too light or dark).

Jailers shall photograph and properly log scars, marks, and tattoos, making sure that the camera is focused on the item. Included in the documentation will be an entry of the body part containing the scar, mark or tattoo, and its description.

Watch Sergeant Responsibilities

The Watch Sergeant shall inspect all fingerprint cards. If a card is found to have defective prints, the Watch Sergeant shall direct the jailer to reprint the prisoner. Upon the Watch Sergeant's approval of the fingerprint

card, a stamp or initials shall be marked on the reverse side of the card near the instructions.

The Watch Sergeant shall also periodically inspect the booking photographs throughout the shift for consistent placement of the suspects in the photograph, the focus, and ensure that if the arrestee has scars, marks, or tattoos, that those are properly photographed.

RJW:HMP:hmp