



FINGERPRINTS AND PHOTOGRAPHS

POLICY.

It is the policy of the Deschutes County Corrections Division to fingerprint and photograph all inmates booked into the jail in order to maintain criminal records and verify identities, according to federal, state, and local identification requirements.

PURPOSE.

The purpose of the policy is to establish uniform guidelines governing required fingerprint cards and identification photographs on all persons booked into the Deschutes County Adult Jail.

OREGON JAIL STANDARDS:

- B-309 Photographs and Fingerprints
- B-310 Sharing Photographs and Fingerprints

REFERENCES

- ORS 137.074, Fingerprints of Convicted Felons and Certain Misdemeanants Required
- ORS 181.511, Fingerprints, Identifying Data, Disposition Report Required Upon Arrest
- ORS 181.515, Crimes for which Criminal Offender Information is Required

DEFINITIONS.

Automated Fingerprint Identification System (AFIS). A computer system used to electronically store, search, match, retrieve, and maintain fingerprint files. The AFIS is linked to the Western Identification Network (WIN), which consist of seven western states that share an electronic fingerprint database for processing criminal and applicant fingerprint cards. The states that make up the WIN are: Oregon, Alaska, Idaho, Montana, Nevada, Utah, Washington and Wyoming. AFIS can also access the California Department of Justice fingerprint system.

Live Scan. An electronic method of digitally capturing an individual's fingerprints and sending the results to the Oregon State Police for processing and analysis.

Video Imaging System. The primary system used to take inmate "mug shot" photographs as part of the intake and booking process.

PROCEDURES.***SECTION A: FINGERPRINTS***

- A-1.** Corrections deputies shall fingerprint all adult inmates (18 years or over) booked on any criminal charge. Deputies shall also fingerprint eligible juveniles who have been remanded to the DCAJ, charged with a Measure 11 offense and have met the conditions outlined in DCAJ Policy [*CD- 5-9, Intake and Release of Juveniles.*](#)
- A-2.** All inmates booked into DCAJ shall be fingerprinted via Live Scan, unless they are exempt as listed in A-3.
- A-3.** Corrections deputies do not need to fingerprint the following people when they come into custody:
- a. Out-of-county warrant arrests
 - b. In-transit prisoners
 - c. Court commitments with previous fingerprints on record for same offense
 - d. Civil detoxification
- A-4.** As part of the release process for an inmate, the release deputy must verify that fingerprints were completed and the fingerprint control number was documented in the Jail Management System (JMS).
- A-5.** Correction deputies must identify, through Automated Fingerprint Identification System (AFIS), any booked inmate they suspect gave a false name or has suspicious identification (ID) before they may release the inmate.
- A-6.** Out of custody juveniles ordered by the courts to report for fingerprints, will be directed to the Juvenile Department for processing.

SECTION B: PHOTOGRAPHS

- B-1.** Corrections deputies shall photograph all adult inmates (18 years or over) booked on any criminal charge. Deputies shall also photograph eligible juveniles who have been remanded to the DCAJ, charged with a Measure 11 offense and have met the conditions outlined in DCAJ Policy [*CD-5-9, Intake and Release of Juveniles.*](#)
- B-2.** Based on the reasons for photographing and charges, corrections staff may forward copies of photographs to the Oregon State Police or other agencies with which the jail agrees to share such material.
- B-3.** Corrections deputies will use the video imaging system as the primary method to take the inmate “mug shot” photograph as part of the intake and booking process. The deputy taking a photograph will make sure the correct inmate demographics are being used for the video-imaging file.

SECTION C: INMATE REFUSAL

- C-1.** Corrections deputies shall inform any inmate who refuses to be fingerprinted or photographed that fingerprinting and photographing is a prerequisite for release. Deputies will contact a shift supervisor if an inmate refuses to have his fingerprints or photograph taken.
- C-2.** Fingerprints and photographs are taken to:
- a. Satisfy the statutory requirements
 - b. Meet the requirements of law enforcement and corrections agencies to identify criminals and criminal suspects.
 - c. Assist corrections deputies in identification of inmates while they are confined.
 - d. Facilitate the updating of federal, state and local agency criminal history files.