

POLICY AND PROCEDURES

NUMBER: 1410

SUBJECT: Fingerprint/Mugshot/DNA Collection

ACA STANDARDS: 4-ALDF-2A-21; 7D-19

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 1/99 REVISION DATE: 4/03, 11/11, 12/15,
12/16, 7/18



I. POLICY

The St. Louis County Department of Justice Services will properly identify prisoners entering the St. Louis County Jail by the use of mugshots and fingerprints.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake Service Center custody staff are responsible for the following procedures.

III. DEFINITIONS

Live Scan: Fingerprint Identification equipment used to acquire prisoner/inmate fingerprints.

Platen: The clear plastic plate on the Morpho-Touch unit where an inmate places his/her finger to allow the finger to be scanned by the equipment.

IV. PROCEDURES

A. General Information

1. All prisoners entering the Intake Service Center (ISC) will be directed to have fingerprints taken, with the following exceptions:

- [a.]** Prisoners with traffic violations *that have been determined do not require fingerprints by the Missouri State Highway Patrol charge codes* (i.e. DWI's and leaving the scene of an accident *require fingerprints*)]
 - b.** Writs will not be directed to give fingerprints
 - c.** City/Municipal prisoners with "Holds" only or traffic violations will not be directed to give fingerprints
 - d.** Fugitives from other agencies held on misdemeanor or ordinance violations
 - e.** Other prisoners as directed by the ISC Shift Supervisor.
- 2.** All prisoners entering the Intake Service Center will be directed to have a mugshot taken.
- [3.]** A prisoner will not be fingerprinted until that prisoner has been booked. (See Policy # 1407 Booking of Newly Received Prisoners)]
- 4.** Some law enforcement agencies (e.g., Missouri Highway Patrol, etc.) will request the use of the fingerprint station and a copy of the prisoner's mugshot.
- 5.** In the event that a prisoner cannot be fingerprinted for any reason e.g., combative, injured, refuses to cooperate, etc.) the prisoner may be moved to a housing unit without being printed. The ISC Shift Supervisor will ensure that this fact is entered into the arrest-based notes in the Integrated Jail Management System (IJMS). A 'Notify at Release' flag will also be set in the *IJMS*, with the Bureau of Criminal Identification's Fingerprint Unit as the 'notify' party. The inmate may be printed after he/she has had time to calm down or his/her injury to heal or will be printed prior to being released from the County Jail.

B. Mugshots

- 1.** All prisoners will have a mugshot taken that will include a front view and right side profile picture. The prisoner will be directed to remove any hooded garment before the mugshot is taken. If a prisoner is wearing glasses, a picture will be taken with and without the glasses.
- 2.** ISC Officers will take mugshots in the following manner:

a. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

b. Direct the prisoner to the mugshot station and instruct him/her to stand on the footprints

c. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

d. Instruct the prisoner to look at a certain object near the camera

e. Press the “Save” button to save the picture

NOTE: If the photo is not acceptable, do not hit the “Save” button. Discard the photo and take a new photo.

f. Instruct the prisoner to turn to the left and look straight ahead for the profile picture.

g. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

h. Direct the prisoner to move to the fingerprint station or to return to his/her seat in ISC.

C. Fingerprints (LIVE SCAN)

1. The type of prints and the number of prints depend on the prisoner’s charges and whether the prisoner has been printed before. The three (3) types of prints taken are:

a. Criminal

b. Criminal with palms

- c. Palm prints.
2. Print may be needed to be placed on:

- a. Fingerprint PAT sheet

NOTE: Upon a return of a correction sheet from the Prisoner Processing Identification Card to the Bureau of Criminal Identification Fingerprint Print Unit. The form will be completed by the ISC Officer that took the prints and sent back to the Fingerprint Unit.

3. If prints are only required from one hand, the ISC Officer will use the prisoner's right hand.

NOTE: The left hand may be used if the right hand is in a cast, injured or if the prisoner does not have a right hand.

4. The ISC Officer will take fingerprint/palm prints in the following manner:

- a. Once paperwork is returned from the Fingerprint Unit, all information should be put in the Live Scan Machine.

- 1. Log in to Live Scan Machine

- 2. Pick the type of prints needed

- 3. Put in the TNO number

- 4. Place all information into the Live Scan Machine needed to complete the fingerprint.

- b. Inform prisoner to wash and dry hands at the sink near the fingerprint station.

NOTE: When the ISC staff needs the fingerprint process completed expeditiously, the staff will place a circular red sticker 'Red Ball' on the Fingerprint PAT Sheet prior to sending the cards to the Fingerprint Unit.

- c. Place the prisoner's prints on the cards

- d. Direct the prisoner to return to his/her seat

- e. Send the fingerprint cards (thru Live Scan Machine), and the Processing Identification Cards to the Bureau of Criminal Identification Fingerprint Unit by using the pneumatic tube near fingerprint station.
- f. Write the time the paperwork was sent to the Fingerprint Unit and when the paperwork is returned on the log near the fingerprint station.
- g. Place needed information in IJMS from the paperwork returned from the Fingerprint Unit and dispose of the paperwork in the appropriate manner.

NOTE: Upon a return of a correction sheet from the fingerprint Unit, the form will be filled out by the ISC Officer that took the prints and signed by the Site administrator. The correction form will then be sent back to the Fingerprint unit.

D. DNA Collection

1. The DNA kits will be stored in the ISC Supervisors' office. (See instructions in the package for completing the DNA Collection process.)
2. The ISC Booking Officer will check for a qualifying felony offense:
 - a. 565 Crimes against persons
 - b. 566 Sex offenses, including misdemeanor
 - c. 567 Prostitution
 - d. 569 Burglary 1st and Burglary 2nd
 - e. 573 Pornography
3. The ISC Booking Officer will ensure the DNA is not already on file:
 - a. The Booking Officer will obtain the SID number while running a record check in MULES.

NOTE: In some cases the "DNA available" will appear while running the warrant check in MULES. The Booking Officer will activate the "DN" caution code to reflect the DNA is already on file.

- b. Prior to collecting the DNA sample **Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.** to verify if the individual has not previously submitted a sample.

NOTE: First arrest individuals will not have SID number.
Collect the sample and send it in.

4. If it is determined that the DNA is not on file during the booking phase when caution codes are generally added, the “DT” box will be checked to reflect that a DNA test needs to be taken. The sample will be collected by the Booking Officer immediately after the individual has been fingerprinted.
5. Once the sample has been collected, the “DT” caution code will be inactivated and the “DN” code activated to reflect the DNA on file.
6. The Booking Officer will place the envelope containing the sample in the box labeled “Completed DNA Tests” when the test has been completed.
7. The log book will be kept in the box labeled “Completed DNA Tests” and will be completed by the Booking Officer that collected the sample. The log will include:
 - a. The name of the individual tested
 - b. SID number
 - c. Social Security Number
 - d. Date of Birth
 - e. OCN number
 - f. Charge code of the qualifying charge.

