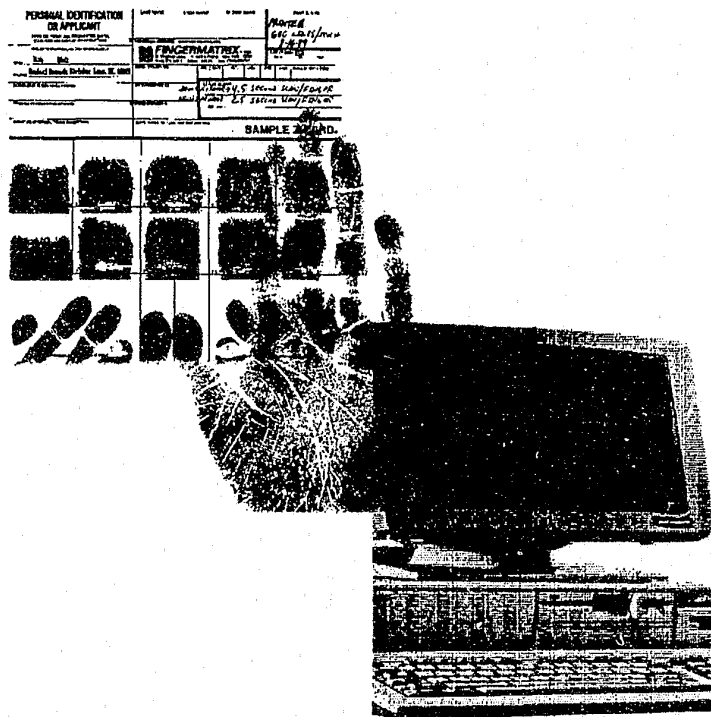150242

FINGERPRINT
TRAINING

MICHIGAN STATE POLICE
CENTRAL RECORDS DIVISION
Identification Section

May 1991

TABLE OF CONTENTS

This training provided by;

The
Michigan Department of State Police
CENTRAL RECORDS DIVISION
Identification Section
(517) 322-1957

150242

SECTION 1

IMPORTANCE OF FINGERPRINTS

Each year in Michigan there are more than 100,000 felony arrests, as many as 25 percent of those taken into custody try to conceal their real identity. Identification by means of fingerprints is one of the most important factors of physical evidence and in apprehending criminals who might otherwise escape detection and identification. Fingerprints and palm prints that are on file have also been used to identify unknown dead and amnesia victims.

Of all the methods of identification, fingerprinting alone has proven to be the most reliable. To date, the fingerprints of no two individuals have been found to be identical. Therefore, by correctly recording the patterns that make up an individual's unique fingerprints and palm prints, you will continue to strengthen a system of identification that has proven to be a valuable tool for the law enforcement community.

Obtaining a complete set of acceptable prints and accurately completing the arrest information is a task that may be presented to you as a law enforcement employee on a regular basis throughout your career. It is critical that you know the proper techniques for taking acceptable fingerprints.

The art of taking good, clear impressions is not difficult; it is a matter of knowing what constitutes a fingerprint, exercising a reasonable amount of care, and using appropriate equipment and keeping it clean.

PRACTICE IS ESSENTIAL IN PRODUCING GOOD PRINTS!

It has been held in various court decisions that taking a person's fingerprints does not violate his/or her constitutional rights under the Fifth Amendment regarding self-incrimination, as the fingerprints are not testimony but are physical evidence. It has further been held that society has the right to protect itself by identifying criminals.

When possible, force should be avoided when an arrested subject resists fingerprinting. If an arrestee refuses to cooperate, the subject will have to remain incarcerated until a court order can be obtained. Refusing to comply with the court order will result in a contempt of court charge.

If you do not take an acceptable print and it is returned to you after the suspect has been released from custody, the subject does not have to submit to reprinting. *MAKE SURE YOU TAKE ACCEPTABLE PRINTS BEFORE THE SUBJECT IS RELEASED.*

SECTION 2

CLASS OBJECTIVES

At the end of this class you will be able to:

1. Demonstrate the proper procedures in obtaining acceptable fingerprints and techniques used in completing a fingerprint card.

   a) Clean the fingerprint slab and roller.
   b) Properly ink the print slab.
   c) Properly prepare and position the subject to be printed.
   d) Obtain rolled fingerprints.
   e) Obtain plain (flat) fingerprints.
   f) Evaluate the quality of fingerprints according to the following criteria:

      1) Distinctiveness, darkness, amount of ink used, whether the fingers were completely rolled, whether the first joint shows and whether the prints were placed on the card in the proper spaces.

      2) Complete the information required for a Criminal Fingerprint card and/or Applicant/Personal Identification Fingerprint card.

2. Demonstrate the proper procedures and techniques used in obtaining a complete palm print, including hypothenar (little finger side), rolled thumb print and completion of the subject information portion of the card.

3. List the proper procedures for fingerprinting and completing fingerprint cards for abnormal cases; i.e., amputated fingers, cut fingers, bandaged fingers, severely crippled fingers, temporary disabilities, permanent disabilities and uncooperative subjects.

4. The student will be expected to prepare and hand in at least one completed and acceptable fingerprint and palm card to the instructor. (**Objectives 1 and 2.**)

5. The student will have a basic understanding of the Automated Fingerprint Identification System (AFIS) and how it relates to taking good fingerprints.

The techniques and procedures presented in this module are only a representative example of common techniques that can be used in taking finger and palm prints. Your department will be able to assist you in becoming familiar with their equipment and fingerprinting procedures. However, all tests will be based upon the class objectives.

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SECTION 3

MATERIALS AND EQUIPMENT

The following equipment is used to take rolled and plain fingerprints:

1. A table top, stand or working surface approximately 40 inches high. The inking surface should be at a sufficient height to place the subject's forearm in a horizontal position when the fingers are being inked.

2. A card holder for standard fingerprint cards.

3. An inking slab made from either metal or glass.

4. A rubber roller (used to spread the ink thinly and evenly on the plate).

5. Standard 8" x 8" fingerprint cards.

6. Cleaner and towels to remove the ink from the fingers of the subject being fingerprinted and from the equipment.

7. Black fingerprint ink. This ink dries quickly on the card and reduces smudging. Ordinary writing inks, colored inks or stamp pad inks are poor mediums to use because they are too light or too thin and take too long to dry. Some agencies are using a FBI and Michigan State Police approved inkless printing system. This system, *when used according to manufacturer's instructions*, will produce acceptable prints.

Special commercial fingerprinting ink pad (resembling an office stamp pad) is NOT recommended for use on fingerprint cards. Even though prints now taken with the fingerprint ink pads are acceptable, they do tend to be of a low quality and cause maintenance problems.

SECTION 4

PRECAUTIONS TO BE OBSERVED

When printing a suspect, you should consider several safety factors:

1) Remove your firearm and any other object that could be used as a weapon and secure it out of the reach of any unauthorized person.

2) Check for any other material lying in the vicinity that could possibly be used as a weapon by the suspect.

3) It is also advisable to have another officer in the vicinity if you anticipate that the suspect may become hostile.

4) Be aware of switches in fingerprint cards between subjects when you are processing more than one suspect. To eliminate this from happening, first obtain a good set of fingerprints and have the subject sign the card. Then complete the information blocks for that subject.

SECTION 5

PREPARING TO PRINT

EQUIPMENT PREPARATION

1) Inspect the print slab and ink roller; if needed, remove foreign material with cleaning solvent and dry thoroughly with clean paper toweling. Dirt left on the equipment can be transferred to the prints making them unusable.

2) Place 2 **SMALL** dabs of fingerprint ink on the back portion of the inking slab.

3) Place the roller in one dab and apply the ink to the front portion of the slab. Use the roller to spread the ink **thinly** and **uniformly**, lifting the roller at the end of each stroke, until the ink appears a light grey color. Overinking is one of the **MOST COMMON** and easily corrected problems involved with the taking of fingerprints.

4) Place the appropriate fingerprint card (Criminal or Applicant) in the card holder so that the spaces for the right hand are centered in the holder.

READY TO PRINT THE SUBJECT

1) Inspect the subject's hands.

   a) If jewelry is worn by the subject and you feel it may interfere with the printing process, ask the subject to remove these items.

   b) If the hands are dirty or if perspiration is present, have the subject wash and thoroughly dry their hands.

   c) If the hands are dry, have the subject rub a **small** amount of hand lotion on their hands.

2) The subject should stand in a relaxed position in front of and a forearm's length from the printing table.

3) Advise the subject to relax and to refrain from attempting to assist you. It may be helpful to have the subject look at some distant object and not their hands.

CLASSIFIABLE FINGERPRINTS

EXAMPLE OF AN ACCEPTABLE SET FINGERPRINTS

1. RIGHT THUMB	2. RIGHT FOREFINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
6. LEFT THUMB	7. LEFT FOREFINGER	8. LEFT MIDDLE FINGER	9. LEFT RING FINGER	10. LEFT LITTLE FINGER

EXAMPLE OF UNACCEPTABLE SET FINGERPRINTS (AND REASONS WHY)

Blurred and Indistinct	Too Light and Too Dark	Too Much Ink Used	Insufficent Ink Used	Finger Not Fully Rolled
1. RIGHT THUMB	2. RIGHT FOREFINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
6. LEFT THUMB	7. LEFT FOREFINGER	8. LEFT MIDDLE FINGER	9. LEFT RING FINGER	10. LEFT LITTLE FINGER
Smudged	Too Much Pressure	First Joint Does Not Show	Fingers 9 and 10 Are The Same	Fingers 9 and 10 Are The Same

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SECTION 6

ROLLING THE FINGERS

One of the primary secrets to the success of making a good fingerprint rests on the control you have on the subject's hand and fingers.

A) With the thumb and index finger of your right hand, grip the subject's digit below the second joint. With the thumb and index finger of left hand, reach across and grasp the subject's digit at the end of the nail. Use the other fingers of your hand to control movement of the subject's hand.

B) Place the subject's digit on the inking slab. Roll the digit from nail edge to nail edge. The thumbs are rolled in or toward the subject's body. The fingers are rolled out or away from the body.

C) Make sure that the digit is evenly inked and that the ink extends approximately 1/4" below the first joint.

D) Examine the digit to be sure the entire print surface has been inked. Also check the ink slab for evidence of a smear. If a smear is found, clean the finger and reroll on an unused portion of the slab. **DO NOT ROLL SUBSEQUENT FINGERS ONTO AREAS OF THE SLAB WHERE PREVIOUS FINGERS WERE ROLLED UNLESS INK HAS BEEN REROLLED.**

E) The inked digit is then rolled onto the fingerprint card, in the appropriate box, in exactly the same manner as it was inked.

BE SURE THE FIRST JOINT OF THE DIGIT IS CENTERED AND PERPENDICULAR IN THE BOX !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Follow the same procedure for all 10 rolled impressions.

The correct amount of pressure to be exerted in inking and recording rolled impressions is determined largely through practice and experience. If too much pressure is applied, the prints will be smudged. Conversely, if too little pressure is used, the prints will be too faint.

RULE FOR ROLLING —
Thumbs in (Toward the body), Fingers Out.

7
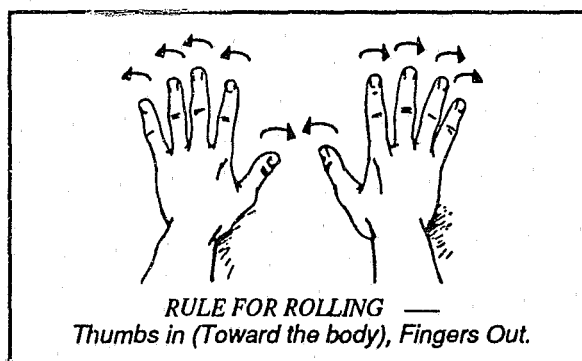
USE OF RETABS

Evaluate each print as it is taken. Waiting until the entire card is done may cost you considerable time and effort. If a print appears incorrect (smudged, too faint, not centered) use of a pressure sensitive reprint tab is allowed. These are white stickers (see below) that are the same size as a fingerprint box. The FBI has established the following guidelines for using tabs:

1) A reprint tab placed on a fingerprint card must be restricted to within the individual finger block so that it does not interfere with the adjacent block.

2) Fingerprint cards having no more than two individual fingerprint impressions covered with the FBI approved reprint tabs will be processed.

3) Any fingerprint card having 3 or more individual fingerprint impressions covered with a reprint tab or two or more tabs in any single block will be rejected and returned without being processed.

The Michigan State Police, Central Records Division has acknowledged and accepted the FBI Guidelines.

Use Retabs to correct one or two unacceptable prints. Coat and re-roll finger on pressure sensitive Retab labels until acceptable print is obtained. Place label over square on card. FBI accepts maximum of TWO Retabs PER CARD, and ONE PER SQUARE.
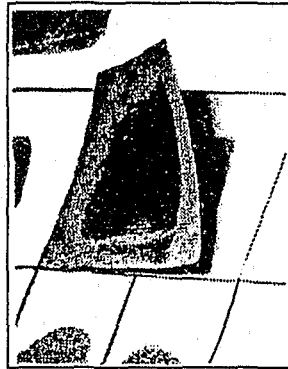
SECTION 7

PLAIN IMPRESSIONS

To complete the fingerprinting process, you will need to obtain plain impressions from the subject:

A) Align the fingerprint card so that the spaces provided for the plain impressions are centered in the card holder.

B) Reroll the ink on the slab, adding more ink if needed.

C) With your right hand grasp the subject's hand across the top, having him/her extend and join together all four fingers. Press their fingers down on the inking slab without rolling.

D) Lift the four inked fingers from the slab and place them in the proper area on the fingerprint card. **DO NOT ROLL!!** It may be necessary to turn the subject's hand on a slight angle to fit all four impressions in the box. Repeat this process with the subject's other hand.

E) Next, grasp the subject's thumb and place it directly on the inking slab without rolling. Place the inked thumb print in the proper box on the fingerprint card. Record the subject's other thumb print in the proper location.

F) When all impressions have been taken, remove the card from it's holder and check the prints for clarity and sequence.

RIGHT HAND

Plain Impressions of the Four Fingers taken simultaneously

R. Thumb

PLAIN IMPRESSIONS - A plain impression of the four fingers of the right hand should be taken at one time, the fingers being held together so that they will appear in correct sequence.
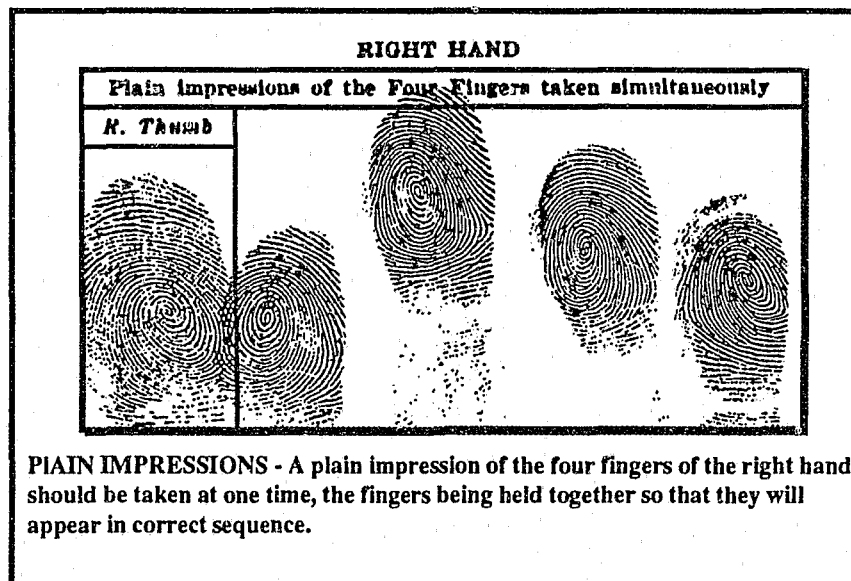
SECTION 8

SPECIAL SITUATIONS

Occasionally you may be unable to take a complete set of fingerprints of a subject due to either a permanent condition such as an amputation, digit missing at birth, or a temporary condition such as a cut, skin condition, or broken finger. In all cases, the corresponding finger box should be left <u>empty</u> and a notation made in the Marks, Scars, Amps, Tattoos, etc. box (which is on the information side of the print card) explaining the absence of the impression(s). With the implementation of AFIS it is best to leave the block completely empty so that when read through the reader it will not pick up unnecessary minutia.

Individuals with crippled hands may be printed using special equipment such as a spoon or curved holder. Check your department for the specific equipment available.

Persons of advanced age, females, children or persons in certain occupations may have very fine ridge structure. To obtain usable prints from these individuals, use a very small amount of ink on the slab and a very slight pressure when rolling the fingers.

SECTION 9

COMMON PROBLEMS

AND

POSSIBLE CORRECTIONS
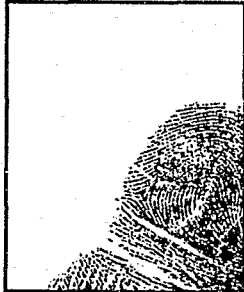
Improper prints have many causes. A well trained person can identify the cause of an unacceptable print and take corrective action. The following are examples of many common fingerprinting errors, possible causes and possible solutions to correct them.

If a print card having improper impressions is received by Michigan State Police, Central Records Division, a copy of the card will be returned to the contributing agency with a form letter attached stating the reason(s) why the fingerprints are not usable on AFIS.

EXAMPLE	PROBLEM	CAUSE (S)	REMEDIAL ACTION
	Prints blurred, smudged	Fingers pushed or twisted rather than rolled. Hands not clean or dry	Retake prints on a new card; hold the fingers lightly without too much pressure; check subject's fingers for dirt, grease or other foreign matter: In warm weather, each finger should be wiped dry before printing.
	Prints are too light	Uneven distribution of ink on the slab; insufficient ink on the slab; reuse of same spot on slab; poor quality ink	Add ink and roll to even thickness
	Prints too dark	Too much ink used	Wipe off slab and subject's fingers with a lint-free towel; reroll the ink to a thin, even film; retake prints

EXAMPLE	PROBLEM	CAUSE (S)	REMEDIAL ACTION
	Incomplete impression	Entire print not inked or rolled	Use block tab to cover bad impression, reroll finger
EXAMPLES NOT GIVEN	Impressions not in proper order	Officer inattentiveness	Retake prints on fresh card using more care
	Rolled impressions not centered or perpendicular in blocks	Officer inattentiveness	Retake prints using proper rolling process

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SECTION 10

PALM PRINTING

It is not required by law to take palm prints. However, palm prints are quite important to the Latent Print Examiner. For Michigan State Police officers, Official Order No. 59, Section B.5 states; Palm prints should be taken of arrested persons on the Criminal Palm Card (FSD-24) at the same time as the ten-finger inked impressions are taken.

The importance of proper palm printing cannot be over-emphasized. Just as in fingerprinting, great care and patience must be exercised. Palm printing requires the same equipment as fingerprinting with the addition of palm print cards.

A) Prepare the ink slab and hands as you would for taking rolled finger impressions. Spread the ink on the slab so that the entire palm area, including the fingers, can be inked. Be sure to cover the area completely and evenly.

B) Start with the subject's right hand. Grasp the subject's right wrist with one and use the other hand to control the fingers. The following procedure should be used inking the hand as well as transferring the impressions to the palm card.

    1) The subject's fingers should be slightly separated.
    2) Place the tips of the fingers at the top of the slab and set the rest of the hand on the slab.
    3) Hold the subject's wrist and press gently on the back of the subject's hand with your free hand.
    4) Lift the subject's hand straight up taking care not smear the palm impression.

C) Placing the palm card on a flat surface, either a table or a stack of newspaper, now record the palm print in the same way that it was inked.

D) After printing the palms, ink the **hypothenar** or little finger side of the hand. Set the subject's hand on the palm card, hypothenar side down, and roll slightly toward a hands down position.

E) The last print which needs to be put on the palm card is a rolled thumb print from the hand the palm print was recorded from.

F) Repeat the process for the other hand on the reverse side of the palm card.

The preferred locations for the palm print, hypothenar, and rolled thumb print are shown on the palm card illustration (next page).

When the printing is completed on the palm card, complete the information portions of the card.

NAME OF PERSON PALMPRINTED

Last	First	Middle	D.O.B.
Doe	Jane	K.	7-3-65

Date Taken	Submitting Dept.	Complaint No.
4-4-91	MSP #46 MI 304600	46-831-91

Signature of Official Taking Prints

Signature of Person Palmprinted

Michigan Department of State Police
FSD-24 (Rev. 9-85)

AUTHORITY: Act 59, P.A. of 1935
COMPLETION: Voluntary

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SECTION 11
RI-7 COMPLETION

A	1. NAME AT ARREST (LAST, FIRST, MIDDLE)		**MSP USE ONLY**	
			Blocked _____	Register _____
	2. DATE OF BIRTH 3 RACE 4. SEX		Demos _____	Verify _____
			MP _____	Verify _____

B

1. RT. THUMB	2. RT. FOREFINGER	3. RT. MIDDLE FINGER	4. RT. RING FINGER	5. RT. LITTLE FINGER
6. LT. THUMB	7. LT. FOREFINGER	8. LT. MIDDLE FINGER	9. LT. RING FINGER	10. LT. LITTLE FINGER

LEFT FOURFINGERS TAKEN SIMULTANEOUSLY   LT. THUMB   RT. THUMB   RIGHT FOURFINGERS TAKEN SIMULTANEOUSLY

C

5. IMPRESSIONS TAKEN BY	6. BADGE NO.	7. DATE PRINTED	10. SIGNATURE OF PERSON PRINTED (IN OWN WRITING)		
8. REVIEWED BY	9. AGENCY		11. ADDRESS		
			12. CITY	13. STATE	14. ZIP CODE

16

Once the printing process is correctly completed, it will be necessary for the officer to complete the informational portion of the card. The following instructions should be helpful in such completion.

PLEASE USE TYPEWRITER ON SECTIONS A,D-F!

Section A

Boxes 1-4 requires information regarding the printed subject:

1) NAME AT ARREST (Last, First, Middle)

It's important to spell the names correctly and to obtain the full middle name, if possible.

2) DATE OF BIRTH

This must be shown as a 6-digit number: first 2 digits are the month, second 2 digits are the day, last 2 digits are the last 2 numbers in the year.
EXAMPLE: 01-30-89

3) RACE

Given as: I - American Indian or Alaskan Native

A - Asian or Pacific Islander

B - Black

W - White

U - Unknown

4) SEX

Given as: M - Male

F - Female

U - Unknown, for individual's having a sex change operation or individuals of questionable sex (Female Impersonator).

Section B

This is the area for the fingerprints. **PLEASE BE SURE THE ROLLED IMPRESSIONS ARE CENTERED AND PERPENDICULAR IN THE BOXES !!!!!**

Section C

Boxes 5 - 9 are to be completed by the person taking the prints.

    5)   IMPRESSIONS TAKEN BY: (Signature)

        This is the signature of the person actually taking the fingerprints.

    6)   BADGE NO.:

        If a sworn officer, provide your badge number.

    7)   DATE PRINTED:

        Could be different than the Date of Arrest.

    8)   REVIEWED BY:

        This is the name of the supervisor or person approving the quality of print impressions, and completion of the subject and arrest information.

    9)   AGENCY:

        The name of the agency taking the impressions.

Boxes 10 - 14 are to be completed by the person that was printed.

    10) SIGNATURE OF PERSON PRINTED:

        (in own writing) The complete name is to be entered.

    11) ADDRESS:

        Current building number and street address where the subject is residing.

    12) CITY:

        Current city in which subject resides.

    13) STATE:

        Current state in which subject resides.

    14) ZIP CODE:

        Number for area in which subject resides.

FINGERPRINT CARD

PLEASE COMPLETE SECTIONS D thru F WITH TYPEWRITER ONLY

D

15. NAME AT ARREST (LAST, FIRST, MIDDLE)							16. DATE OF BIRTH	50. SID NO.

17. RACE	18. SEX	19 HT.	20. WT.	21. HAIR	22. EYES	23. DRIVERS LIC. NO. (STATE)	24. SOCIAL SECURITY NUMBER

25. STATE OF BIRTH	26. MARKS, SCARS, AMPS, TATTOOS, ETC.	27. ADDITIONAL NAMES (LAST, FIRST, MIDDLE)

E

28. MOST SERIOUS CHARGE (DESCRIPTION)	29. MODIFIED UCR	30. F/M/O { }	31. INCIDENT NUMBER	32. MOST SERIOUS PACC CHARGE CODE	33. CRIMINAL TRACKING NO.

34. CHARGED	35. RELEASED	36. DIVERSION	37. JUVENILE

28. MOST SERIOUS CHARGE (DESCRIPTION)	29. MODIFIED UCR	30. F/M/O { }	31. INCIDENT NUMBER	32. MOST SERIOUS PACC CHARGE CODE	33. CRIMINAL TRACKING NO.

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34. CHARGED	35. RELEASED	36. DIVERSION	37. JUVENILE

F

38. WARRANT HOLDING AGENCY	39. DATE OF ARREST	40. PROSECUTING AGENCY	41. COURT OF JURISDICTION / ARRAIGNMENT

42. WARRANT HOLDING AGENCY ORI		43. PROSECUTING AGENCY ORI	44. COURT JURISDICTION / ARRAIGNMENT ORI

G

MSP USE ONLY		RI-7 (10/90)
1. CODE	_____	
2. SEARCH	_____	
3. CHR ENTRY	_____	
4. CHR VERIFY	_____	

RI-7 (10/90)

IMPORTANT
This card starts State of Michigan procedures for Criminal Records Reporting (CRR). For proper tracking of defendant and to allow proper disposition reporting, prepare both sides of this form carefully and submit according to CRR guidelines

Michigan
Department of State Police
CENTRAL RECORDS DIVISION
7150 Harris Drive
Secondary Complex
Lansing, Michigan 48913

ARREST

AUTHORITY:	MCL 28.246, Act 231, 1986
COMPLETION:	Required
PENALTY:	$100 / 60 days / removal from office

Boxes 15 - 27 and 50 to be completed by the Warrant Holding/or Arresting agency as soon as possible after fingerprinting.

15) **NAME AT ARREST:** (Last, First, Middle)
Use the same name as entered in Box A-1.

16) **DATE OF BIRTH:**
Use the same DOB as entered in Box A-2.

17) **RACE:**
Use the same as entered in Box A-3.

18) **SEX:**
Use the same as entered in Box A-4.

19) **HEIGHT:**
Given in feet as 1 digit, and inches as 1 or 2 digits.

Example: 6'3" or 5'10"

20) **WEIGHT:**
Given in 2 or 3 digits.

Example: 90 lbs. or 150 lbs.

21) **HAIR:**
Given as:

AUB - Auburn	GRY - Gray
BAL - Bald	PGY - Partly Gray
BLK - Black	RED - Red
BLN - Blond	SDY - Sandy
BRO - Brown	STR - Strawberry

22) **EYES:**
Given as:

BLK - Black	GRN - Green
BLU - Blue	HAZ - Hazel
BRO - Brown	MAR - Maroon
	MUL - Multi-color

Continued

23) **DRIVERS LICENSE NO.:** (State)

Include the two letter abbreviation of the appropriate state.
Example: MI for Michigan

24) **SOCIAL SECURITY NUMBER:**

Federal social security number given as a nine digit number.

25) **PLACE OF BIRTH:**

Two digit alpha code for the state in which the subject was born.

26) **MARKS, SCARS, AMPS, TATTOOS, ETC.:**

Describe any abnormalities and give the location as left/right arm, hand, torso, leg, etc. Also to explain missing digits (Amp, Missing at Birth, Broken or Bandaged).

27) **ADDITIONAL NAMES:** (Last, First, Middle)

Other names the subject has used. It is important to spell the names correctly and to obtain the full middle name, if possible. Do Not add Nicknames.

50) **SID NO.:**

If you know that the subject has a previous record, you can query the Criminal History Records by LEIN and obtain the State ID number.

Section E

Boxes 28-37 arrest information:

28) MOST SERIOUS CHARGE: (Description)
Enter the common description of the most serious offense for which the subject was arrested.

29) MODIFIED UCR:
This is a 4-digit Modified Crime Class code. See Appendix A .

30) F/M/O (FELONY, MISDEMEANOR, ORDINANCE)

Enter letter   "F" - if offense is a felony

"M" - if offense is a misdemeanor

"O" - if charged offense is a violation of a municipal ordinance substantially corresponding to state law.

31) INCIDENT NUMBER: (COMPLAINT NUMBER)
Departmental number identifying the incident.

32) MOST SERIOUS PACC CHARGE CODE
This code is determined by the Prosecutor's Office.

33) CRIMINAL TRACKING NUMBER (CTN)
This is a 12 digit number assigned by the Prosecutor's Office to link each defendant to a specific warrant. The CTN is the basis for tracking the defendant through the arrest, trial and disposition procedures.

34) CHARGED
The Prosecutor marks this box when the subject is charged with an offense.

35) RELEASED
The Prosecutor marks this box when No Charge is authorized.

36) DIVERSION
The Prosecutor marks this box when the subject meets the requirements for a prosecutor diversion program. For a court diversion program, the Prosecutor marks box 34 "CHARGED".

37) JUVENILE
The Prosecutor marks this box when the subject involved is petitioned as a juvenile.

Boxes 38 - 44 are filled in by the warrant holding agency.

38) WARRANT HOLDING AGENCY

This is the name of the warrant holding department.

39) DATE OF ARREST

Might not be the same as date printed.

40) PROSECUTING AGENCY

Name of the office issuing warrant.

41) COURT OF JURISDICTION/ARRAIGNMENT

Name of court with jurisdiction in this case.

42) WARRANT HOLDING AGENCY ORI

LEIN designator for the warrant holding agency.

43) PROSECUTING AGENCY ORI

LEIN designator for the office issuing the warrant.

44) COURT JURISDICTION/ARRAIGNMENT ORI

LEIN designator for the court of jurisdiction.

PLEASE BE SURE ALL SUBJECT INFORMATION MATCHES ON BOTH SIDES OF THE CARD AND THAT NAMES MATCH THE SIGNATURE OF SUBJECT FINGERPRINTED.

Now that you correctly completed the finger and palm print cards, they can be submitted to the prosecutor's office.

REMEMBER TO KEEP THE STATE, FBI & PALM CARDS TOGETHER!!!!!

AT NO TIME ARE STAPLES TO BE USED, staple holes on the card create problems with the AFIS reader.

DO NOT PUNCH HOLES ACROSS THE TOP OF THE CARD!!! The AFIS reader has difficulty reading a card with holes in the top of the card.
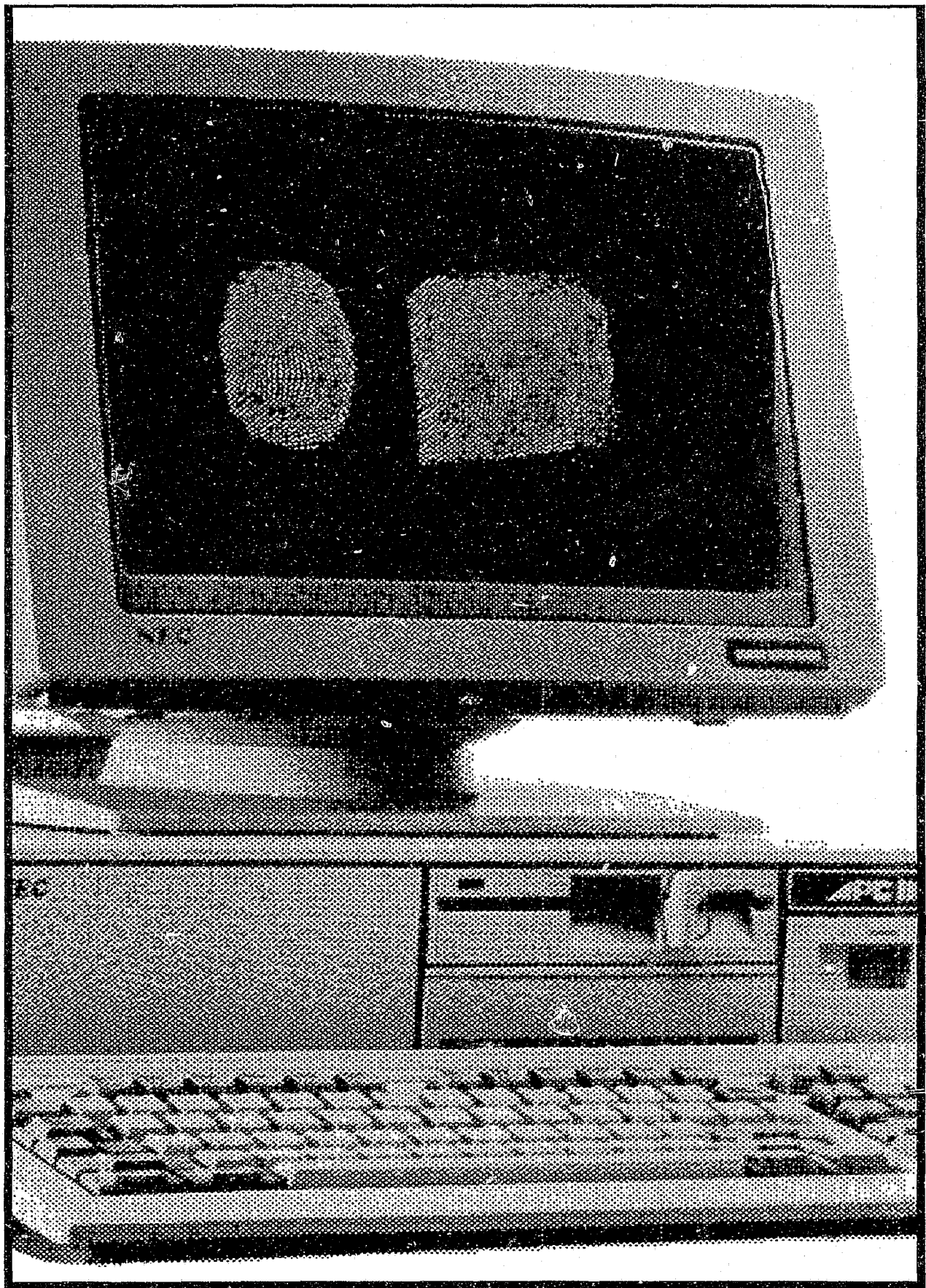
SECTION 12

AUTOMATED FINGERPRINT

IDENTIFICATION SYSTEM

(A   F   I   S   )

Michigan began implementation of one of the country's first statewide Automated Fingerprint Identification Systems (AFIS) in October of 1989. The NEC AFIS uses state-of-the-art technology to perform fingerprint search processing. With AFIS, a fingerprint taken from either the scene of a crime (latent) or from a tenprint card can have a search completed in minutes.

Because no two fingers are exactly alike, police and forensic experts have used fingerprints to solve crimes since the early 1900's. The crucial identifying fingerprint characteristics are its minutia, those small details that mark the endings or splitting of individual ridges. Every fingerprint is unique not so much in the shape or number of its ridges as in how or where these ridges begin and/or end. It is exactly these details AFIS recognizes and uses for matching.

The Michigan State Police AFIS receives fingerprint data on subjects from law enforcement and other agencies, also latents found at a crime scene. It converts this data into machine readable form and executes various automated searches. All search results undergo human verification by displaying fingerprint images on terminal screens.

MSP AFIS interfaces with Criminal History Record Information (CHRI) and Law Enforcement Information Network (LEIN) systems to receive information.

AFIS performs four basic functions:

* *Fingerprint input*

* *Fingerprint matching*

* *Visual verification of the matching results*

* *Registration*

AFIS will require even more diligence and care in the taking of fingerprints. Compared to human experts, the computer will be less tolerant of flaws and less able to compensate for the deficiencies of poor quality prints. **TAKE THE TIME REQUIRED TO GET THE BEST PRINTS POSSIBLE ! ! ! !**

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AFIS

FACT SHEET

* AFIS (Automated Fingerprint Identification System) is a computerized system for encoding, searching and matching fingerprints. AFIS is a statewide system with equipment located in the Michigan Department of State Police and local law enforcement agencies.

* Performs two basic functions:
  - Compares all new tenprint cards submitted against the tenprint file.
  - Compares all latent prints entered for search against the tenprint file.

* Involves four basic processes:
  - fingerprint input
  - fingerprint matching
  - visual verification of matching results
  - registration of all new records not previously on AFIS

* Can also compare latent prints against other latent prints to show that the same individual is responsible for more than one crime even if there is no tenprint card in the system for that person (suspect was never fingerprinted, etc.)

* Approximately 850,000 plus sets of tenprint cards are in the AFIS files, as of January 1991. All new tenprint cards received after this date will be compared and added to the file.

* To have manually searched a latent in the old Henry System of filing prints, would have taken 72 years. With AFIS, the entire search will take 24 hours or less.

* Latent prints are searched against the registered tenprints to produce a candidate list of file prints which most closely resemble the latent print. The latent print examiner will view individual candidate fingers supplied by AFIS and compare them to the latent print on a split-screen monitor.

* Latent prints not immediately matched are entered into the unsolved latent print file. AFIS will automatically compare all new fingerprint cards received and registered against the unsolved latent files. Possible hits are returned to the remote AFIS site which registered the latent.

* AFIS consists of three components:
  - Tenprint input at Michigan State Police, Central Records Division, Lansing.
  - Mainframe computer and matcher units at the State Police Criminal Justice Data Center, East Lansing.
  - Remote terminals located at State Police Forensic Science Laboratories and at local police agencies.

* An AFIS Policy Council formed by legislation (Public Act 307 of 1988) oversees and assists in the development of the Automated Fingerprint System for Michigan.

APPENDIX A

MODIFIED CRIME CLASS CODES

CRIMES AGAINST PERSON

0900	MURDER
1000	KIDNAPPING
1100	SEXUAL ASSAULT
1200	ROBBERY
1300	ASSAULT
1400	ABORTION

PROPERTY CRIMES

2000	ARSON
2100	EXTORTION
2200	BURGLARY
2300	LARCENY
2400	MOTOR VEHICLE THEFT
2500	FORGERY/COUNTERFEITING
2600	FRAUDULENT ACTIVITIES
2700	EMBEZZLEMENT
2800	STOLEN PROPERTY
2900	DAMAGE TO PROPERTY

MORALS/DECENCY CRIMES

3500	CONTROLLED SUBSTANCE VIOLATIONS
3600	SEX OFFENSES
3700	OBSCENITY
3800	FAMILY OFFENSES
3900	GAMBLING
4000	COMMERCIALIZLD SEX OFFENSES
4100	LIQUOR (Except OUIL & Tax Revenue)
4200	DRUNKENNESS (Except OUIL)

PUBLIC ORDER CRIMES

4800	OBSTRUCTING POLICE
4900	ESCAPE/FLIGHT
5000	OBSTRUCTINC JUSTICE
5100	BRIBERY
5200	WEAPONS OFFENSES
5300	PUBLIC PEACE
5400	TRAFFIC
5500	HEALTH & SAFETY (Except Traffic)
5600	CIVIL RIGHTS
5700	INVASION OF PRIVACY
5800	SMUGGLING
5900	ELECTION LAWS
6000	ANTITRUST
6100	TAX/REVENUE
6200	CONSERVATION
6300	VAGRANCY
7300	MISC. CRIMINAL OFFENSE