



FINGERPRINTS AND PHOTOGRAPHS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) 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 Sheriff's Office – Adult Jail and Work Center (AJ and WC).

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 AJ, charged with a Measure 11 offense and have met the conditions outlined in AJ Policy [*CD- 5-9, Intake and Release of Juveniles.*](#)
- A-2.** All inmates booked into AJ shall be fingerprinted via Live Scan, unless they are exempt as listed in A-3.
- A-3.** 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 deputy must verify that fingerprints were completed and the fingerprint control number was documented in the Jail Management System (JMS).
- A-5.** 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.** 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 AJ, charged with a Measure 11 offense and have met the conditions outlined in AJ Policy [*CD-5-9, Intake and Release of Juveniles.*](#)
- B-2.** Based on the reasons for photographing and charges, members may forward copies of photographs to the Oregon State Police (OSP) or other agencies with which the AJ agrees to share such material.
- B-3.** Members are prohibited from sending fingerprints and/or photographs of a child to OSP or FBI as required by ORS 419A.250 (2). Note that a child is a person under the jurisdiction of the juvenile court for a dependency issue. A person under the jurisdiction of the juvenile

court for a delinquency issue (having committed an act that would be a crime if committed by an adult) must still be sent to OSP and FBI. ORS 419A.250 (5).

- B-4.** The AJ is prohibited from storing juvenile fingerprints in violation of ORS 419A.250 (3) and prohibited against procedures allowing inspection of juvenile fingerprints that complies with ORS 419A.250 (4) and (5).
- B-5.** 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.** 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 deputies in identification of inmates while they are confined.
 - d. Facilitate the updating of federal, state and local agency criminal history files.