

## 4819 USE OF TOUCH PRINT FINGERPRINTS ON SUMMONSES

### A. Policy

A Touch Print finger impression may be used to provide an additional means of positive identification, as well as reduce instances of criminal impersonation and false identity.

A Touch Print is defined as a fingerprint, obtained from a subject, by touching the subject's finger to an "inkless" pad, and then touching that same finger onto a specific location of a designated document.

An "inkless pad" is defined as a glycerin-based (or similar chemical) pad which enables a fingerprint to be placed onto a document in a manner which eliminates the need for solvent, soap, or water to remove the residue from the subject's finger(s).

### B. Procedure

1. In order to provide an additional means of positive identification, agents may make use of Touch Print finger impressions at the scene of a temporary detention. The procedure shall not be used in lieu of a complete fingerprinting and photographing process when that process is called for, however it may be used in some lesser instances. For example:
  - a. An agent has probable cause to believe that an individual committed a traffic or other minor offense, yet the individual possesses inadequate or questionable identification. If the agent is reasonably satisfied, through other methods of verification (CCIC, other paperwork, a telephone call to a relative, etc.), that the individual's identity is accurate, he or she shall request a Touch Print finger impression as an additional layer of proof. If the agent is completely unable to verify the individual's identity through other methods of verification, the individual should be booked in the standard manner.
2. If a Touch Print impression is to be used on a municipal summons, the impression of the subject's right index finger shall be placed on the back of the prosecution (pink) copy of the summons, in the space under the title of "Proof of Insurance."
3. If the subject is being issued a county summons, the Touch Print impression of the subject's right index finger shall be placed upon the back of the Disposition/DA's (fourth) copy in the area of the right lower side under the title "Suspended."
4. Should any subject be issued both municipal and county summonses, the Touch Print finger impression of the right index finger will be placed, as indicated, upon both sets of summonses.

5. Should the subject's right index fingerprint be unobtainable, the left index finger impression shall be obtained and the issuing agent shall make note of the deviation in the section of the summons designated for officer's notes.

C. Rule

1. A Touch Print finger impression will not be substituted for a complete booking procedure (fingerprinting and photographing) when circumstances dictate such full custody.