


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "FINGERPRINTING"	ORDER NUMBER: 43-15
		PLEAC STANDARD: 4.4.1 A,B,C,D	PAGE 1 OF 2
ISSUE DATE: 6/9/2017	EFFECTIVE DATE: 5/1/2011	ANNUAL REVIEW DATE: MAY	RESCINDS: ALL PREVIOUS
			AMENDS: ALL PREVIOUS

1.0 POLICY OR PURPOSE

- 1.1 This General Order is established provide procedures for mandatory fingerprinting in compliance with the Pennsylvania Crimes Code, Title 18, Section 9112 and Judiciary and Judicial Procedure Code, Title 42, Section 6308.
- 1.2 As of 1-1-05, Allegheny County has assumed the responsibility of fingerprinting all defendants with a court order to be fingerprinted.

2.0 FINGERPRINTING OF ADULTS

2.1 Mandatory fingerprinting

- 2.1.1 Fingerprints of all persons arrested for a felony, misdemeanor or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense, shall be taken by the ID Section, or cause the person to be fingerprinted, as soon as possible after the arrest.
- 2.1.2 Within forty eight (48) hours of the arrest, the fingerprints taken of the person are required to be forwarded to the Central Repository in a manner and form provided for by the Central Repository.
- 2.1.3 Officers making a physical arrest shall transport the actor to the ACJ where the County ID Section, or equivalent, shall take the actor's fingerprints and forward them to the Central Repository per Commonwealth guidelines.

2.2 Private complaint and court mandated fingerprinting

- 2.2.1 Where private complaints for a felony or misdemeanor result in a conviction and the court orders the actor to submit for fingerprinting, the ID Section shall honor that court order and fingerprint the person, or cause the person to be fingerprinted.
- 2.2.2 Within forty eight (48) hours of the arrest, the fingerprints taken of the person are required to be forwarded to the Central Repository in a manner and form provided for by the Central Repository.
- 2.2.3 The PBP has no role in private complaint fingerprinting.

2.3 Fingerprinting following summons or Retail Theft

- 2.3.1 Where an actor is named in a police complaint that proceeds as a summons or for offenses under Retail Theft Section 3929 of Title 18, the ID Section shall honor a Fingerprint Order from a court directing that the defendant submit to fingerprinting within five (5) days of the court order.
- 2.3.2 Within forty eight (48) hours of the arrest, the fingerprints taken of the person are required to be forwarded to the Central Repository in a manner and form provided for by the Central Repository.
- 2.3.3 The PBP has no role in court ordered fingerprinting.

2.4 Individual requesting fingerprinting

2.4.1 Individuals requesting fingerprinting services for job applications/clearance will be referred to Pennsylvania State Police, Moon Township barracks at 412-787-2000

2.5 Latent fingerprints *Refer to General Order 43-9 CRIME UNIT RESPONSE*

2.5.1 The PBP Crime Unit maintains a latent print section for the recovery and comparing of prints that were recovered at a crime scene.

2.5.2 The PBP Crime Unit may, in the course of an investigation, request an individual to give elimination prints in order to narrow their investigation. These prints are destroyed after a comparison is made to prints in evidence.

3.0 FINGERPRINTING OF JUVENILES *Refer to General Order 43-10.2 JUVENILE POLICY – LEGAL MANDATES.*

4.0 PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY

4.1 The Pennsylvania State Police Central Repository is required to transmit criminal history record information to the department following fingerprinting and submission provided the department submitted a complete, accurate and classifiable fingerprint card or image.

Approved By:



Scott Schubert
Chief of Police