



**1-57 IDENTIFICATION/DISPOSITION UNIT**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

None

B. Form(s)

Order of Dismissal  
Satisfactory Order of Dismissal

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**1-57-1 Purpose**

The purpose of this policy is to outline the procedures for efficient service and the most up-to-date fingerprint-supported criminal history information possible by the Identification/Disposition Unit. This service shall be provided to the Albuquerque Police Department (Department), Bernalillo County Sheriff's Office, and federal, state, and local law enforcement agencies.

**1-57-2 Policy**

It is the policy of the Department to have a twenty-four (24) hour support unit responsible for the distribution, maintenance, classification, and identification of all fingerprint-supported criminal history information for juveniles and adults arrested on felony or misdemeanor offenses. It is also the policy of the Department to process fingerprints for unknown individuals received from federal, state, and local law enforcement agencies for identification purposes.

**N/A 1-57-3 Definitions**

A. Automated Fingerprint Identification System (AFIS)

A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze known and unknown fingerprint data.

B. Cores and Deltas



Structures in a fingerprint that are unique to each individual that help in identifying an individual to be matched to a set of latent fingerprints.

C. Criminal Nexus

Information that links a criminal act to a person or another act.

D. Double Numbers

A return of two (2) AFIS numbers in the database on the same subject.

E. Ten-print Fingerprint Card

Fingerprint records used for applicants for employment and for individuals detained or arrested as part of a criminal investigation as well as those being identified as part of a criminal investigation.

**6** 1-57-4 **General Rules**

A. Identification/Disposition Unit personnel are civilian personnel who shall be responsible for the reporting of criminal history information to the Federal Bureau of Investigation (FBI) and the New Mexico Department of Public Safety (DPS).

B. Identification/Disposition Unit Technician Responsibilities

1. Fingerprinting

a. The Identification/Disposition Unit Technician shall:

- i. Fingerprint unidentified individuals detained by sworn personnel for identification purposes; and
- ii. Fingerprint Department personnel who are applying for employment with the Department.

2. AFIS

a. The Identification/Disposition Unit Technician shall:

- i. Be responsible for the quality control of all ten-print fingerprint cards in AFIS;
  - 1. The Identification/Disposition Unit Technician shall treat new arrests for new AFIS numbers as a high priority and shall quality check all new arrest(s) before any subsequent arrest(s).
- ii. Be responsible for verification of pattern type and placement of Cores and Deltas;
- iii. Once a ten-print fingerprint card has been checked, finish processing the arrest information by typing and entering the data into the Department's records management system;
- iv. Retain all ten-print fingerprint cards that are processed in AFIS;



- v. Merge ten-print fingerprint cards that do not get dispositioned properly due to system problems in AFIS through the database maintenance system;
  - vi. Search fingerprints for the right thumb (1), right index finger (2), left thumb (6), and left index finger (7);
    - 1. If the thumb and index fingers are smudged or bandaged, the Identification/Disposition Unit Technician shall search the other fingers.
  - vii. Only hand-enter ten-print fingerprint cards from individuals brought in by sworn personnel where their identity is unknown and a criminal nexus exists;
    - 1. The Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.
  - viii. Ensure a double-number sheet is filled out for all double-numbers;
  - ix. Always compare fingerprints to determine if the individual is the same person; and
    - 1. The comparison shall be made with AFIS or a magnifying glass.
    - 2. Failure to compare prints shall result in disciplinary action
    - 3. All misidentifications are subject to disciplinary action.
    - 4. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit Shift Supervisor.
  - x. Maintain ten-print fingerprint card tally sheets and submit them weekly to their Identification/Disposition Unit Shift Supervisor.
- b. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.

### 3. Background Checks

- a. The Identification/Disposition Unit Technician shall:
  - i. Perform pre-employment background checks for Department personnel;
  - ii. Perform criminal background checks for sworn personnel and outside law enforcement agencies;
  - iii. Check the criminal history database, index cards, and microfilm for all arrests; and
  - iv. Obtain dispositions through the District Attorney's (DA) Office, Second Judicial District Court, and Bernalillo County Metropolitan Court for arrests residing in the Department's records management system.
- b. Firearms Denials
  - i. The Identification/Disposition Unit Technician shall perform background checks on all individuals eligible for the return of a firearm being held by the Department.
  - ii. An individual's firearm shall be denied for the following reasons:
    - A. Voluntarily revealing their military, medical and mental health and citizenship records are not verifiable
    - B. Are illegally or unlawfully in the United States;
    - C. Have been discharged from the armed forces under dishonorable conditions; or
    - D. Have been a citizen of the United States and have renounced their citizenship.



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**SOP 1-57 (Formerly 3-03 and 5-7)**

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2. Having been adjudicated mentally incompetent and have been admitted to a mental health facility.
- c. Firearm Holds
- i. The Identification/Disposition Unit Technician shall place a hold on the return of a firearm for the following reasons:
    1. For illegal drug possession, current use, or a conviction of controlled substance within the past year;
    2. If the individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year;
    3. If the individual is a fugitive from justice or the subject of an active criminal warrant. This includes misdemeanor warrants;
    4. If the individual is subject to a court order restraining the individual from harassing, stalking, or threatening their child, an intimate partner, or child of such partner;
    5. If the individual has been convicted in any court of a misdemeanor crime of domestic violence;
      - A. All arrests with open dispositions shall be held until final disposition is obtained.
      - B. The Identification/Disposition Unit Technician shall research the Department's arrest(s) for final dispositions. To obtain a disposition from an outside law enforcement agency, the Identification/Disposition Unit Technician shall contact the arresting agency for final disposition. If there is no response from the arresting agency, the burden is placed on the citizen to obtain the disposition.
      - C. If no disposition is available, the Identification/Disposition Unit Technician shall accept a certified copy from the court indicating there are no felony records available.
      - D. On all deferred sentences for felony convictions, the Identification/Disposition Unit Technician shall require a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.



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~~SO 21-105 Amendment to SOP 1-57 Identification/Disposition Unit~~ None

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~~C~~D. Double Numbers

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~~D. National Crime Information Center (NCIC)~~

~~An electronic clearinghouse of crime data used by Department personnel to identify stolen property, Motor Vehicle Department (MVD) information, missing or runaway persons, and wanted persons of a nationwide interest.~~

E. Ten-print Fingerprint Card

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- iii. Once a ten-print fingerprint card has been checked, finish processing the arrest information by typing and entering the data into the Department's records management system;
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~~1. , therefore, the firearm release request associated with charges under these conditions shall only be denied if the individual voluntarily reveals they:~~

- ~~A.~~ B. Are illegally or unlawfully in the United States;
- ~~B.~~ C. Have been discharged from the armed forces under dishonorable conditions; or
- ~~C.~~ D. Have been a citizen of the United States and have renounced their citizenship.

2. Having been adjudicated mentally incompetent and have been admitted to a mental health facility.

c. Firearm Holds

i. The Identification/Disposition Unit Technician shall place a hold on the return of a firearm for the following reasons:

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- 3. If the individual is a fugitive from justice or the subject of an active criminal warrant. This includes misdemeanor warrants;
- 4. If the individual is subject to a court order restraining the individual from harassing, stalking, or threatening their child, an intimate partner, or child of such partner;
- 5. If the individual has been convicted in any court of a misdemeanor crime of domestic violence;
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