



1-57 IDENTIFICATION/DISPOSITION UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

5-5 Scientific Evidence Division

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D. Rescinded Special Order(s)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 provide the most efficient service and the most up-to-date fingerprint--supported criminal history information possible by the civilian staffed Identification/Disposition Unit. This service shall be provided to the Albuquerque Police Department (Department), Bernalillo County Sheriff's Department Office, and all federal, state, and local, state and federal criminal justice law enforcement agencies.

1-57-2 Policy

It is the policy of the ~~Albuquerque Police Department (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 individuals 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.

~~B.C.~~ Double Numbers

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

~~C.A.~~ 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.~~

D. National Crime Information Center (NCIC)

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

6 1-57-4 General Rules and Responsibilities

~~A. The Identification Unit is a 24-hour support unit responsible for the distribution, maintenance, classification, and identification of all fingerprint-supported criminal history information for juvenile and adult individuals arrested on felony or misdemeanor offenses.~~

~~B. John/Jane Does and fingerprints received from other agencies for identification purposes shall also be processed.~~

~~C.A.~~ The 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) and the Federal Bureau of Investigations (FBI).

B. Identification/Disposition Unit Technician Responsibilities

~~1. For (something about fingerprinting), Identification Unit Fingerprint Technicians shall:~~ Fingerprinting

a. The Identification/Disposition Unit Technician shall:

i. Fingerprint individuals detained by sworn personnel for identification purposes; and

ii. Fingerprint Department personnel who are applying for employment with the Department.

1. Background Checks



~~a. Law Enforcement~~

~~a. Firearms~~

~~Gun Denials~~

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 will be merged in AFIS through the Database Maintenance (DM) system; and

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 other fingers.

vii. ~~The Identification/Disposition Unit Technician shall~~ Only hand-enter ten-print fingerprint cards from individuals ~~subjects~~ brought in by sworn personnel where their identity is unknown and a criminal nexus exists;

1. ~~The Identification/Disposition Unit~~ Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.

viii. ~~The Identification/Disposition Unit Technician shall~~ Ensure a double-number sheet is filled out for all double-numbers;

~~i. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.~~

ix. ~~The Identification/Disposition Unit Technician shall~~ Always compare fingerprints to determine if the ~~a subject~~ individual is the same person;

1. The comparison shall be made with AFIS or a magnifying glass.

2. All misidentifications are subject to disciplinary action. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit ~~Shift S~~ Supervisor.

3. Failure to compare prints shall result in disciplinary action.

~~All misidentifications shall require a letter of explanation to the Shift Supervisor. All misidentifications are subject to disciplinary action.~~



~~x. The Identification/Disposition Unit Technician shall maintain ten-print fingerprint card tally sheets and submit them weekly to the perspective Identification/Disposition Unit Shift Supervisor.~~

~~b. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.~~

~~=====~~

~~Search the AFIS database on all ten print cards Quality Controlled (QC). ID technicians shall only use the search parameters set by the AFIS system manager unless otherwise directed to change parameters.~~

~~The ID unit currently searches fingers 1, 2, 6, 7. If fingers 1, 2, 6, 7, are smudged or bandaged, technicians shall search other fingers.~~

~~=====~~

3. Background Checks

~~=====~~
~~The Law Enforcement~~

~~a. Identification/Disposition Unit personnel Technician shall:~~

~~i. Perform pre-employment all background checks for Department personnel for the Department and other law enforcement agencies;~~

~~ii. Perform criminal background checks for sworn personnel and outside the 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 Office, Second Judicial District Court, and Bernalillo County Metropolitan Court for the arrests residing in the Department's records management system.~~

~~=====~~
~~Firearms Denials~~

~~i. The Gun Firearm Denials Identification/Disposition Unit personnel Technician shall perform background checks on all individuals eligible for the return of a firearm being held by the Department. Department personnel shall deny returning the individual's firearm for the following reasons:~~

~~1. Military, medical and (mental health), and citizenship records are not verifiable, therefore, the firearm release request associated with charges under these conditions shall only be denied if the individual person voluntarily reveals they individual:~~

~~A. Are illegally or unlawfully in the United States;~~

~~B. Have been discharged from the Armed Forces under dishonorable conditions; or~~

~~C. Having been a citizen of the United States and have renounced their citizenship.~~

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



c. Firearm Holds

- i. The Identification/Disposition Unit Technician ~~personnel~~ 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 an individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;=
 - 3. If the ~~person~~ individual is a fugitive from justice or the subject of an active criminal warrant. ~~T~~his includes misdemeanor warrants;=
 - 4. If the ~~person~~ individual is subject to a court order restraining the individual from harassing, stalking, or threatening his child, an intimate partner or child of such partner;=
 - 5. If the ~~person~~ individual has been convicted in any court of a misdemeanor crime of domestic violence;=
 - 6. All arrests with open dispositions shall be held until final disposition is obtained; =
 - A. 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.
 - B. If there is no disposition available, ~~i.e., the individual was arrested, released and did not go to court,~~ the Identification/Disposition Unit ~~personnel~~ Technician shall accept a certified copy from the courts indicating there are no felony records available.=
 - C. On all deferred sentences for felony convictions, ~~the the~~ Identification/~~Department's~~ Disposition Unit ~~personnel~~ Technician shall require ~~s~~ a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts; ~~and.~~
 - 7. Attempted suicide and/or threatened suicide within one (1) year. The firearm shall be held for one (1) year from the date of the incident.

~~D. AFIS~~

~~1. Searching of the AFIS Database~~

- ~~a. ID fingerprint technicians shall search the AFIS database on all ten print cards Quality Controlled (QC).~~
- ~~b. ID technicians shall only use the search parameters set by the AFIS system manager unless otherwise directed to change parameters.~~

~~The ID unit currently searches fingers 1, 2, 6, 7. If fingers 1, 2, 6, 7, are smudged or bandaged, technicians shall search other fingers.~~

~~c. Continued...~~

~~E. Ten Print Fingerprint Cards Hand Entry~~



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~~1. The only ten print fingerprint cards hand entered are cards from subjects brought in by officerssworn personnel where their identity is unknown and a criminal nexus exists. Dead On Arrival's (DOAs) and cards that do not get dispositioned properly due to system problems. All ten prints are retained in AFIS.~~

~~2. Priority of AFIS Ten-Print Fingerprint Cards~~

~~a. New arrests (new numbers) shall have a priority one. All new arrest(s) must be QC before subsequent arrest(s).~~

~~b. If there are no new numbers, priority shall be given to the ten print fingerprint cards left from a previous shift either from the Metropolitan Detention Center (MDC) or the Juvenile Detention Center.~~

~~3. Quality Control of Ten-Print Fingerprint Cards~~

~~a. Identification Unit Fingerprint Technicians are responsible for the QC quality control of all ten print fingerprint cards in AFIS.~~

~~b. Identification Unit Fingerprint Technicians shall be responsible for verification of pattern type, placement of cores, and deltas.~~

~~Once a card has been QC, Identification Unit Fingerprint Technicians shall finish processing the arrest information by typing and entering the data into the criminal history database.~~

~~All ten prints processed shall be retained in AFIS.~~

~~Cards that do not get dispositioned properly due to system problems will be merged in AFIS through Database Maintenance (DM).~~

~~F. Double Numbers~~

~~Technicians shall ensure a double number sheet is filled out for all double numbers. The criminal history database records shall not be purged.~~

~~G. Misidentifications~~

~~Technicians shall always compare fingerprints to determine if a subject is the same person. The comparison shall be made with AFIS or a magnifying glass. Failure to compare prints shall result in disciplinary action. All misidentifications shall require a letter of explanation to the Shift Supervisor. All misidentifications are subject to disciplinary action.~~

~~H. Daily Log Sheets~~

~~Technicians shall maintain fingerprint card tally sheets and submit them daily to the perspective Shift Supervisor.~~

~~I. AFIS Environment~~

~~The room temperature should be monitored and should not exceed 72 Degrees Fahrenheit. If the temperature exceeds 72, the Shift Supervisor should be immediately notified. The Shift Supervisor shall notify the Unit Manager.~~

~~J. Law Enforcement Backgrounds Checks~~

~~Personnel shall perform all backgrounds for the Department and other law enforcement agencies. Personnel shall check the criminal history database, index cards, and microfilm for all arrests. Dispositions shall be obtained through the DA's office, DC, and MC for the arrests residing in the criminal history database. Verification must be made on all Also Known As (aka's) used by the individual.~~

~~K. Gun Denials~~

~~1. For illegal drug possession, current use, or a conviction of controlled substance within the past year.~~



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- ~~2. If an individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.~~
- ~~3. If the person is a fugitive from justice or the subject of an active criminal warrant, this includes misdemeanor warrants.~~
- ~~4. If the person is subject to a court order restraining the individual from harassing, stalking, or threatening his child, an intimate partner or child of such partner.~~
- ~~5. If the person has been convicted in any court of a misdemeanor crime of domestic violence.~~
- ~~6. Military, medical (mental), and citizenship records are not verifiable. Therefore, the firearm release request associated with charges under these conditions shall only be denied if the person voluntarily reveals:
 - ~~a. That they are illegally or unlawfully in the United States;~~
 - ~~b. Has been discharged from the Armed Forces under dishonorable conditions; or~~
 - ~~c. Having been a citizen of the United States and has renounced their citizenship.~~~~
- ~~7. Having been adjudicated mentally incompetent and has been committed to a mental institution.~~
- ~~8. All felony arrests with open dispositions shall be held until final disposition is obtained. The Disposition Identification/Disposition Unit shall research the Department's arrest(s) for final dispositions. To obtain a disposition from an outside agency, the Identification/Disposition Unit 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. If there is no disposition available, i.e., the individual was arrested, released and did not go to court, the Disposition Unit shall accept a certified copy from the courts indicating there are no felony records available. On all deferred sentences for felony convictions, the Department's Disposition Unit requires a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.~~
- ~~1. Attempted suicide and/or threatened suicide within one year. The gun shall be held for one year from the date of the incident.~~