

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: General Order	Number: 0036-99
PROCESSING OF PRISONERS	Date: November 12, 2019
VLEPSC Number: Non-Standard	Manual Number: 536.05
	Effective Date: 11/12/2019
Authorization: Chief R.M. Brackney <i>R.M. Brackney</i>	Follow-up Date: As Needed

I. PURPOSE

To provide an interim procedure for processing prisoners using LiveScan at the Albemarle Charlottesville Regional Jail.

II. DEFINITION:

LiveScan -LiveScan is the inkless capture of fingerprints using a computer appliance that automatically transmits the fingerprint and associated information to Central Criminal Records Exchange in Richmond. The system provides an automated response from CCRE as to the identification of the submitted fingerprints.

III. PROCEDURE

- A. Arrested persons needing to be processed should be transported to the Albemarle Charlottesville Regional Jail.
- B. The arresting officer should fully fill out an arrest report.
 1. This report will be given to jail personnel to use to collect data for the LiveScan.
 2. If LiveScan is unavailable, A CCRE form (SP180) shall be completed, to include the capture of fingerprints, and submitted to Information Management Services.
- C. Jail personnel will process the prisoner including taking of a photograph and fingerprinting using LiveScan
- D. The arresting officer and prisoner will appear before the magistrate for purposes of a bond hearing.
- E. If the arrested person is committed to the jail the prisoner will be turned over to jail personnel.
- F. If the magistrate releases the arrested person during the bond hearing the transporting officer will provide the person transportation back to the point of arrest or other mutually agreeable location in the city.

- G. The departments LiveScan can also be utilized for arrests that do not require a transport to Albemarle County Regional Jail. The departments LiveScan is located in the processing room of the police department and is behind a locked door. Access is granted to sworn officers who have been trained in the use of the Livescan.
- H. The arrest report entered into the Records Management System will be reviewed by their supervisor who will make any needed corrections.
- I. Information and Management Services will enter the arrest and clear any warrants on the basis of the information in the arrest worksheet.
 - 1. The ten print card generated by LiveScan will be forwarded to Forensics.