

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> <u>Facilities Operations</u>	<b>Reference Number:</b> IIB10-0001	<b>Revises Previous Effective Date:</b> <u>8/15/01</u>
<b>Subject:</b> Fingerprint Procedures For Inmates		
<b>Authority:</b> <u>Donald/Adams</u>	<b>Effective Date:</b> 3/01/2005	Page <b>1</b> of <b>3</b>

**I. POLICY:**

Each inmate received into any facility directly from jail or who has not already been so processed shall be fingerprinted and photographed by facility authorities immediately following his or her arrival at the facility. Copies of the fingerprint record and photographs shall be distributed upon admission as outlined in this procedure.

**II. APPLICABILITY:**

All State/County facilities and Transitional Centers.

**III. RELATED DIRECTIVES:**

- A. GDC Rule: 125-2-4-.03(1).
- B. GDC SOPs: IIB16-0001, IIB12-0002 and IIC03-0002.
- C. ACA Standards: 3-4097 and 3-4393.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

- Attachment 1 - FBI Fingerprint Card Sample
- Attachment 2 - Instructions (Standardized Procedures for Fingerprint Cards)

**VI. PROCEDURE:**

- A. Fingerprint Cards:
  - 1. Inmates received from jail to serve a state sentence shall be fingerprinted only if there is no arrest

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print. This will be determined by the facility to fingerprint on the inmates received from a diagnostic processing institution, or any other state or county facility shall not be fingerprinted unless the inmate has not previously been processed.

2. Inmates shall be fingerprinted on the Criminal Fingerprint Card (Attachment 1). Criminal Fingerprint Card orders shall be based upon the number of inmates the facility expects to receive from jails, transfers who have not been processed properly and anticipated new convictions while confined at the facility. Cards may be obtained from:
    3. Georgia Department of Corrections, 2 Martin Luther King Jr. Drive, Record Room, 6th Floor Atlanta, Georgia, 30334, ATTENTION: Fingerprint Clerk.
    4. The Criminal Fingerprint Card shall be processed in accordance with the Standardized Procedures For Fingerprint Cards (Attachment 2) which defines how each section on the fingerprint card is to be completed.
- B. Intake Processing: Immediately upon receipt of a new state inmate from jail the following shall be completed:
1. Two (2) photographs of the inmate shall be taken.
  2. Four (4) Criminal Fingerprint Cards shall be completed in all sections as defined in the Standardized Procedures for Fingerprint Cards.
  3. One photo shall be trimmed and attached to one of the fingerprint cards. Trim the other photo and attach to another fingerprint card in the same manner. One copy of the Criminal Fingerprint Card with photograph shall then be xeroxed and mailed to:
    - a. State Board of Pardon and Paroles, 2 Martin Luther King Jr. Drive, 5<sup>th</sup> Floor, East Tower, Atlanta, Georgia, 30334.

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4. One (1) original Criminal Fingerprint Card with photograph shall be maintained in the inmate's administrative file for identification purposes.
  5. The remaining three (3) original Criminal Fingerprint Cards (one with photograph) shall be mailed to:
  6. Georgia Department of Corrections, 2 Martin Luther King Jr. Drive, Record Room, 6<sup>th</sup> Floor, East Tower, Atlanta, Georgia, 30334.
  7. It is required that all facilities include their ORI number as part of their address on the reverse side of the Criminal Fingerprint Card as noted in item 34 of the Standardized Procedures for Fingerprint Cards. Due to the increase in inquiries, the Identification Division of the FBI proposes in the future to discontinuing honoring *Send Copy To* requests when ORI number of the designated agency is not provided. Thus the agency will not receive a copy of the rap sheet.
  8. All facilities shall be as accurate as possible entering data on the Criminal Fingerprint Cards. Care in the preparation and submission of these fingerprint cards will enable GDC to receive the criminal history faster from the FBI.
- C. Additional Sentence while confined in GDC: It is essential that a complete set of fingerprints be taken and processed in accordance with this SOP when an inmate receives an additional sentence while confined in GDC. The conviction will not be entered into the National Crime Information Center if the facility fails to comply.

**VII. RETENTION SCHEDULE:**

- A. Attachment 1: FBI Fingerprint Card Sample: Upon completion, one copy to be placed in the inmate administrative case history file. Other copies to be distributed as outlined in the procedures of this SOP.