

SPECIAL ORDER



Title
Mobile AFIS Devices
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DISTRICT OF COLUMBIA

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I. BACKGROUND

The purpose of this Special Order is to establish the policy and procedures for the training, deployment and use of the Mobile Automated Fingerprint Identification System (AFIS) devices ("Mobile AFIS.") Use of Mobile AFIS will allow members to perform a rapid field fingerprint search through the local AFIS databases of the District of Columbia, Prince Georges County, Montgomery County and Fairfax County Police Departments. However, use of a Mobile AFIS Device does not preclude the performance of a full set of ten (10) prints captured on Live Scan for an AFIS database search.

II. DEFINITIONS

When used in this directive, the following terms shall have meaning designated:

1. AFIS – Automated Fingerprint Identification System used to capture, scan, search and identify subject matter fingerprints and photo images electronically.
2. Lights Out – AFIS Database search with little or no human intervention.
3. Mobile AFIS – Hand-held scanning device used to capture fingerprints and conduct a search through the local AFIS databases and verify the identity of scanned subjects.

III. REGULATIONS

- A. Members may use Mobile AFIS devices to:
 - 1. Identify or verify the identity of individuals who are under arrest.
 - 2. Identify John/Jane Doe decedents.
 - 3. Identify unconscious John/Jane Doe victims.
 - 4. Identify or verify the identity of individuals who are required by law to participate in the Gun Offender Registry Program.
- B. Any use of Mobile AFIS devices for purposes other than those authorized by this order requires the advance, written approval of the Chief of Police.
- C. Members **shall not** use Mobile AFIS devices for general investigative purposes or intelligence gathering, or for purposes that may lend themselves to the inference of improper “profiling.”

IV. PROCEDURES

- A. Mobile AFIS Device Users
 - 1. Members shall continue to adhere to arrest procedures in accordance with Metropolitan Police Department (MPD) policy and procedures.
 - 2. Members shall successfully complete Mobile AFIS device training and review the *Mobile AFIS Quick Guide* prior to using the devices.
 - 3. Members shall ensure Mobile AFIS devices are charged to ensure operability.

NOTE: Mobile AFIS devices may be used while re-charging after the initial charge.
 - 4. Members shall document all uses of Mobile AFIS devices on the Mobile AFIS Daily Tracking Log (Attachment A) and submit the log to their supervisor prior to the conclusion of their tour of duty.
 - 5. Members shall ensure all successful hits are clearly indicated on the Mobile AFIS Daily Tracking Log.
- B. Mobile AFIS Device Operating Guidelines and Equipment
 - 1. Mobile AFIS Devices:

- a. Perform similar to cell phones and must be within a certain range in order to receive a wireless signal.
 - b. Should be charged at least four (4) hours prior to initial use.
 - c. Will hold their charge for four (4) hours and should be charged every four (4) hours thereafter.
 - d. May be used while re-charging after the initial charge.
2. The following equipment and supplies are required for operation of the Mobile AFIS:
 - a. Stylus;
 - b. Wireless card;
 - c. Car adaptor charger and/or power cord;
 - d. Screwdriver to detach the wireless cover cap; and
 - e. Cleaning wipes.

C. Initiating and Conducting Mobile AFIS Scans

1. To initiate a Mobile AFIS scan, members shall:
 - a. Press and hold the power button to access the login screen.
 - b. Remove the stylus and type their username and password to access the home page.
2. To conduct a Mobile AFIS scan, members shall:
 - a. Capture the individual's left index finger and right index finger on the strip.

NOTE: Alternate fingers may be used if necessary.
 - b. Extract feature data information.

NOTES: The Mobile AFIS device will automatically generate a tracking number for fingerprint processing and will automatically transmit the subject's case information.

The AFIS server automatically performs a preliminary search behind the processing scene (i.e., a "lights out" search will be

conducted without any interruptions to the regular workflow processes.)

The AFIS server automatically submits a searched response back to the appropriate e-mail box noted on the Mobile AFIS device with a "Hit" or "No Hit" result.

If a "Hit" is not identified from the local MPD site, the server will automatically search the partnered local agencies listed in Part I of this order.

- c. Contact the MPD AFIS Section if a response is not returned within two (2) to three (3) minutes. If there is no response or other problems occur, members should contact the MPD AFIS Section for assistance at 202-727-4081.

D. Damage to, Loss or Theft of Mobile AFIS Devices

1. Members shall immediately report damage, loss or theft of Mobile AFIS devices in accordance with MPD policy and procedures.
2. Members shall:
 - a. Immediately notify their supervisor upon any damage, loss or theft of the device.
 - b. Complete a PD Form 43 (Report of Damage to or Loss of District Property) and submit the form to their supervisor prior to the end of their tour of duty.
3. Supervisors shall:
 - a. Immediately notify an official of the Fingerprint Analysis Branch of the damage, loss or theft.
 - b. Conduct an investigation into the damage, loss or theft of the device in accordance with MPD policy and procedures and include in the investigation the name, date and time an official of the Fingerprint Analysis Branch was notified.

E. Responsibilities of the AFIS Section

Members of the AFIS Section shall:

1. Contact the AFIS Senior Analyst Support Specialist if there is a problem with a search submission or a Mobile AFIS device.
2. Conduct initial training on the use of the Mobile AFIS devices.

F. Responsibilities of Commanding Officials

Commanding Officials shall ensure:

1. A Mobile AFIS log is maintained and available for inspection that lists:
 - a. Member name;
 - b. Device number;
 - c. Date and time the device was signed out;
 - d. Whether the device was used during the deployment; and
 - e. Date and time the device was returned.
2. Devices are only assigned to members who have completed the required Mobile AFIS device training.
3. Devices are charged when not in use.
4. Devices are stored in a locked, secure area, free of moisture and condensation.
5. Daily Tracking Log sheets are collected from members prior to them being relieved from their tour of duty.
6. All Daily Tracking Log sheets are forwarded to the AFIS Senior Analyst Support Specialist either by hard copy or electronically.

NOTE: Members should contact the Fingerprint Analysis Branch for the current contact information for the AFIS Senior Analyst Support Specialist.

V. ATTACHMENTS

Attachment A: Mobile AFIS Daily Tracking Log



Cathy L. Lanier
Chief of Police

