FINGERPRINTING WORK INSTRUCTIONS (PSS-W001)
Sacramento City Unified School District

1.0 SCOPE:

    1.1 This work instruction discusses the process that is used to fingerprint perspective school district employees and members of the public.

2.0 RESPONSIBILITY:

    2.1 Police Officer or designee.

3.0 APPROVAL AUTHORITY: _____ _____

                                                        Signature   Date

    3.1 Supervisor, Police

4.0 DEFINITIONS:

    4.0 Approved Livescan Forms. Forms issued by the Department of Justice for fingerprinting.

    4.1 Cross Match Livescan Machine. Fingerprinting Machine, fingerprints are taken and transmitted electronically.

    4.2 EFTS is an acronym for Electronic Fingerprint Transmission Specification.

    4.3 Slap is the placement of four fingers, index, middle, ring, and little, on the Livescan machine to be printed.

    4.4 Rolled print is the placement of each finger on the Livescan machine and rolling the finger from left side to right side in one single motion.

5.0 WORK INSTRUCTION:

    5.1 Check Livescan form for accuracy.

    5.2 Obtain driver's license or suitable photo ID from customer. Check driver's license or photo ID to make sure all information is accurate and up to date.

    5.3 Collection of Fees:

        a) Collect appropriate fees from customer; Roll fee and DOJ service is $44.00; Roll fee, DOJ service and FBI service is $63.00.

b) Complete Department Receipt and issue original copy to customer. Place copy of receipt and fees in money box.

5.4 Specification:

a) Double click on the program icon to open the Cross Match Livescan Management System.

b) Click on the New button located on the button bar.

c) When the window appears, choose the desired process type by clicking once on the selection.

d) Click the OK button.

5.5 Entering Data:

a) Choose a process type

b) Enter the transaction data

c) Click on the Next item in the screen list.

5.6 Checking entry errors:

a) During data entry, look at the list of field errors displayed at the bottom of the screen.

b) To update this list, click on the Verify Errors button.

c) For remaining entries, click on the desired error line to automatically proceed to the appropriate screen.

5.7 Capturing prints:

a) Click on the Fingerprints tab.

b) Click on the Capture button to enter the capture mode.

c) When the window opens, capture the fingerprint in the following order:

1. Left slap finger
2. Left slap thumb
3. Right slap finger
4. Right slap thumb
5. Right thumb
6. Right index finger
7. Right middle finger
8. Right ring finger
9. Right little finger
10. Left thumb
11. Left index finger
12. Left middle finger
13. Left ring finger
14. Left little finger

d) After image capture is complete, press the F3 key to advance to the next image.

e) Click on Yes to retake the image if both of the following occur: the rolled image does not match the slap to which it is compared, and rolled print doesn't match the corresponding print in the slap.

f) Press the F2 key to "go back" or retake the image.

g) Click on the Close button when all images have been taken and accepted.

h) Click on All Fingers from the list field to view the complete set of fingerprints.

i) If after review, an image is not acceptable, click the Print button to highlight the print field.

j) Click the Capture button to return to the Capture screen and retake the print.

5.8 Locking the Record:

a) Click on the Lock button (to Print/Transmit the EFTS file must be locked).

b) Click on the OK button.

5.9 Pre-viewing the form:

a) Click on the Form tab.

b) From the Screen List, select the form whose date is to be pre-viewed. Note: only data sent to printer is displayed; no pre-printed formats will appear.

c) If after review everything on the form is OK, click on the Transmit button to send the prints.

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Livescan form	File in cabinet in ID Office	6 Months	Discard as desired	Secured file cabinet

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
7/20/05	A	Initial release
12/11/08	B	Added steps to Work Instructions (PSS-W001)

*** End of Work Instruction ***