



4 / 600 Arrest & Processing Prisoners		
4 / 610	Processing of Adult Prisoners	2/5/95 Rev 11.30.10
Accreditation Standards	1.2.5	

4 / 610 POLICY

It is the policy of this Department to fingerprint and photograph all adults arrested on criminal charges or warrants (excluding solely motor vehicle charges such as DWI or Driving While Suspended).

4 / 610 PROCEDURES

All arrestees will be photographed utilizing the procedures defined in the ImageFiler Reference Guide (Digital Imaging Application for Law Enforcement).

Fingerprinting will be done in accordance with the procedures set forth in the TouchPrint™ enhanced Definition 3000 Live Scan Series Operations Guide.

At no time will male and female or adult and juvenile arrestees be processed at the same time. There will be constant sight and sound separation between males/females and adult/juveniles.

Officers will utilize the LPD Arrest Report (either handwritten or computer generated by the Regional Processing Center) for all adult criminal arrests and all juvenile arrests.

If, for any reason, changes to the Arrest Report data are required, then a supplement report must be submitted to Central Records clearly explaining the changes.

Arrest Report data will not be removed or expunged without a Court Order. Data will be expunged by the Services Commander, or their designee, in compliance with the Annotated Code of Maryland, or any District or Circuit Court Order for expungement of a person's arrest records. In such cases, the Services Division will utilize whatever procedure, as amended from time to time, as is necessary to ensure that the Court Order is carried out.

Maryland State law requires arrestees be fingerprinted.

END OF ORDER