



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-57

Effective: 09/16/19 Review: 09/16/20 Replaces: 10/25/17

1-57 IDENTIFICATION / DISPOSITION UNIT

Related SOP(s):

[5-5 Scientific Evidence Division](#)

1-57-1 Purpose

It is the purpose of the Department's Identification-Disposition Unit to provide the most efficient service, and the most accurate and up-to-date fingerprint supported criminal history information possible to the Albuquerque Police Department, Bernalillo County Sheriff's Department, and all local, state, and federal criminal justice agencies.

1-57-2 Policy

It is the policy of the Department's Identification-Disposition Unit to provide the most accurate and up to date fingerprint and criminal history information possible by maintaining a quality database benefiting the entire law enforcement and criminal justice community.

1-57-3 Definitions

A. Automated Fingerprint Identification System (AFIS)

A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze known and unknown fingerprint data.

B. Double Numbers

A return of two AFIS numbers in the database on the same subject

C. Cores and Deltas

Structures in a fingerprint that are unique to each individual that help in identifying an individual to be matched to a set of latent fingerprints.

D. National Crime Information Center (NCIC)

An electronic clearinghouse of crime data that can be tapped into by virtually every criminal justice agency nationwide, 24 hours a day, 365 days a year.



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1-57-4 Rules and Responsibility

- A. The Identification Unit is a 24-hour support unit responsible for the distribution, maintenance, classification, and identification of all fingerprint- supported criminal history information for juvenile and adult individuals arrested on felony or misdemeanor offenses.
- B. John/Jane Does and fingerprints received from other agencies for identification purposes shall also be processed.
- C. The Identification Unit is responsible for the reporting of criminal history information to the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI).
- D. AFIS
 1. Searching of the AFIS Database
 - a. ID fingerprint technicians will search the AFIS database on all ten-print cards Quality Controlled (QC).
 - b. ID technicians will only use the search parameters set by the AFIS system manager unless otherwise directed to change parameters.
 - c. The ID unit currently searches fingers 1, 2, 6, 7. If fingers 1, 2, 6, 7, are smudged or bandaged, technicians will search other fingers.
- E. Ten Print Hand Entry
 1. The only cards hand-entered are Dead On Arrival's (DOAs) and cards that do not get dispositioned properly due to system problems. All ten prints are retained in AFIS.
 2. Priority of AFIS Ten-Print Fingerprint Cards
 - a. New arrests (new numbers) will have a priority one. All new arrest(s) must be QC before subsequent arrest(s).
 - b. If there are no new numbers, priority will be given to the fingerprint cards left from a previous shift either from the Metropolitan Detention Center (MDC) or the Juvenile Detention Center.
 3. Quality Control of Ten Print Cards



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- a. ID fingerprint technicians are responsible for the QC of all fingerprint cards in AFIS.
- b. Technicians will be responsible for verification of pattern type, placement of cores, and deltas.
- c. Once a card has been QC, ID technicians will finish processing the arrest information by typing and entering the data into the criminal history database.

F. Double Numbers

Technicians will ensure a double number sheet is filled out for all double numbers. The criminal history database records will not be purged.

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G. Misidentifications

Technicians will always compare fingerprints to determine if a subject is the same person. The comparison will be made with AFIS or a magnifying glass. Failure to compare prints will result in disciplinary action. All misidentifications will require a letter of explanation to the Shift Supervisor. All misidentifications are subject to disciplinary action.

H. Daily Log Sheets

Technicians will maintain fingerprint card tally sheets and submit them daily to the perspective Shift Supervisor.

I. AFIS Environment

The room temperature should be monitored and should not exceed 72 Degrees Fahrenheit. If the temperature exceeds 72, the Shift Supervisor should be immediately notified. The Shift Supervisor will notify the Unit Manager.

J. Law Enforcement Backgrounds

Personnel will perform all backgrounds for the Department and other law enforcement agencies. Personnel will check the criminal history database, index cards, and microfilm for all arrests. Dispositions will be obtained through the DA's office, DC, and MC for the arrests residing in the criminal history database. Verification must be made on all Also Known As (aka's) used by the individual.

K. Gun Denials



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1. For illegal drug possession, current use, or a conviction of controlled substance within the past year.
2. If an individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
3. If the person is a fugitive from justice or the subject of an active criminal warrant, this includes misdemeanor warrants.
4. If the person is subject to a court order restraining the individual from harassing, stalking, or threatening his child, an intimate partner or child of such partner.
5. If the person has been convicted in any court of a misdemeanor crime of domestic violence.
6. Military, medical (mental), and citizenship records are not verifiable. Therefore, the firearm release request associated with charges under these conditions will only be denied if the person voluntarily reveals:
 - a. That they are illegally or unlawfully in the United States;
 - b. Has been discharged from the Armed Forces under dishonorable conditions; or
 - c. Having been a citizen of the United States and has renounced their citizenship.
7. Having been adjudicated mentally incompetent and has been committed to a mental institution.
8. All felony arrests with open dispositions will be held until final disposition is obtained. The Disposition Unit will research the Department's arrest(s) for final dispositions. To obtain a disposition from an outside agency, the Disposition Unit will contact the arresting agency for final disposition. If there is no response from the arresting agency, the burden is placed on the citizen to obtain the disposition. If there is no disposition available, i.e., the individual was arrested, released and did not go to court, the Disposition Unit will accept a certified copy from the courts indicating there are no felony records available. On all deferred sentences for felony convictions, the Department's Disposition Unit requires a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.
9. Attempted suicide and/or threatened suicide within one year. The gun will be held for one year from the date of the incident.