

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

1104

Subject

Mandatory Fingerprinting

Date of Issue

February 4, 2020

Effective Date

February 4, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

Standard Number:

4.1.4

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this general order is to provide members with guidelines on mandatory fingerprinting requirements.

II. POLICY

It is the policy of the Lower Providence Township Police Department to comply with Section §9112 of the Pennsylvania Crimes Code (Title 18) regarding mandatory fingerprinting requirements.

III. PROCEDURE

A. Mandatory fingerprinting

1. Fingerprints of all persons arrested for a:
 - a. felony;
 - b. misdemeanor;
 - c. summary offenses, where required by statute;
 - d. or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense, shall be taken by the Police Department, and within 48 hours of the arrest, shall be forwarded to, and in a manner and such a form as provided by, the central repository.
2. Where Private complaints for a felony or misdemeanor result in a conviction, the court of proper jurisdiction shall order the defendant to submit for fingerprinting by the municipal police of the jurisdiction in which the offense was allegedly committed or in the absence of a police department, the State Police. Fingerprints so obtained by the Lower Providence Township Police Department shall,

within 48 hours, be forwarded to the central repository in a manner and in such form as may be provided by the central repository.

3. Where defendants named in police complaints are proceeded against by summons, or for offenses under section 3929 (relating to retail theft), the court of proper jurisdiction shall order the defendant to submit within 5 days of such order for fingerprinting by the municipal police of the jurisdiction in which the offense allegedly was committed or, in the absence of a police department, the State Police. Fingerprints obtained by the Lower Providence Township Police Department shall, within 48 hours, be forwarded to the central repository in a manner and in such form as may be provided by the central repository.

B. Live Scan

1. No police officer should release any defendant from custody before processing and identifying him/her accurately. Live Scan is a valuable tool in identifying a defendant. What must be kept in mind is that the information received from Live Scan is only as good as the information entered into the system. Live Scan processing will provide AFIS criminal history, FBI criminal history, NCIC/CLEAN warrant and wanted person checks. Police Officers should always utilize Live Scan for processing.

C. Also see General Order 901 – Prisoner Processing.

Michael Jackson

Michael Jackson
Chief of Police