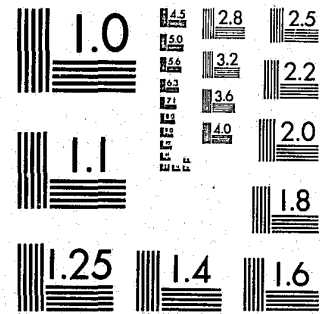


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data-base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

Date Filmed

4/7/81

69473
ci

69473
OLEA - 060

**THE ART OF TAKING
FINGERPRINTS**

Bureau of Identification



KENTUCKY STATE POLICE

NCJRS
JUL 31 1980
ACQUISITIONS

69473

THE IMPORTANCE OF PROPER FINGERPRINTING

Smudged, hurriedly taken fingerprints indicate not only sloppy workmanship, but can cause costly delays, free the guilty, and can be a factor in life or death.

Legible fingerprints are the mark of a thoroughly trained Police Officer.

Remember, time is often the deciding factor in procuring evidence or completing an investigation. Do your part by making sure all fingerprints taken are as near perfect as possible.

"PREPARING FINGERPRINT CARDS"

A fingerprint card shall be filled out and forwarded to the Bureau of Identification. Every item on this card is of the utmost importance, and therefore extreme care should be taken in filling in all information. All information should be typewritten or printed. The name, aliases, race, and sex shall be accurately stated. The name of the subject being printed shall be spelled correctly, placing the last name first and separating it from the first name with a comma. Middle name (preferred), or initial, should be given if available. The Classification and Reference space shall be left blank for the Identification Bureau use. The Department and City space shall show the submitting department, such as P.D., S.O., or Spol..... Kentucky. The Number space to show the department number assigned to the arrest.

Under the item "Impressions taken by", the officer or person taking the prints shall sign his name. This must be a signature, not typewritten, as it may be used in court. Date prints taken shall be filled out.

On the reverse side of the card, the following items shall be accurately stated: Formal Charge, Date of Arrest, Arrested by (Officers names), Location of Arrest, Disposition if available, Birth Date, Weight, Height, Hair, Eyes, Nationality, Occupation, Birth Place, Marital Status, Complete present address, ASSOCIATES IN CRIME, MARKS, SCARS AND TATOOS.

Under the item "Subject's Signature", the officer shall have the subject sign his name. This signature and the name on the front of the card should be the same.

After the prints are taken, the entire set should be checked, to make sure that all inked impressions are completely rolled and are clear enough to properly read and classify.

Each set of fingerprints should be examined by the officer in charge before being submitted to the Bureau for classification and search. If the prints

are unsatisfactory, they should be retaken of the subject.

Later, when the disposition of the case is completed, this information shall be forwarded to the Identification Bureau at once. This will enable the Identification Bureau to have complete records of subjects at all times.

PREPARATION OF THE INKING SLAB

To prepare the finger inking slab for use, squeeze a small amount of ink from the tube on the back edge of the inking slab. Roll the fingerprint roller, lightly, into the ink and pick up a small amount. Start rolling the inked roller on the surface of the slab to be used for inking the fingers, making sure at the end of each roll, to make the roller spin. The reason for this is to change the roller surface which will assure a thin even spread of ink. It may be necessary to ink the roller several times to obtain the desired intensity of ink. See that the inked surface is evenly, but not too heavily, inked. If too much ink is placed on the inking surface of the slab, use clean cloth and remove some of the ink, then level off again with the roller -- do not add ink to roller at this point, level off only.

PRINTING THE SUBJECT

The subject's fingers should be clean. If necessary have subject wash hands in hot water, then wipe hands and fingers dry using material that is lint free. If there is any dirt, grease, water, or perspiration on the fingers, the ink will not adhere properly, causing white spots and areas with too much ink on the fingerprint card.

TWO KINDS OF IMPRESSIONS TAKEN

ROLLED IMPRESSIONS - Fingers are printed individually and are used by Fingerprint Technicians to classify and search in the Fingerprint Files.

PLAIN IMPRESSIONS - Fingers are taken together and placed in designated place on card. These impressions are used by Fingerprint Technicians to check the sequence of the rolled impressions to determine if they were taken in proper order; also, to check pattern interpretation if questions arise in the rolled impressions.

HOW TO TAKE ROLLED IMPRESSIONS

In taking rolled impressions of each finger it is important that the rolling be done carefully and that the impression be sufficiently large and distinct to show the complete contour of the pattern of the finger so that the prints can be properly classified. It is not necessary to take the extreme tips of the fingers as they do not usually possess any characteristics of value to the classifier. Impressions must not be too black, but

dark impressions are better than light ones provided they are not blurred. Sometimes the skin of the fingers is in very poor condition and it is impossible to obtain a perfect print. Attempt should always be made, however, to get the best possible results.

In taking the rolled impressions, the person taking the prints should control and manipulate the fingers of the person being printed. Subject being printed should be instructed to relax his fingers and not attempt to assist



Taking a rolled impression



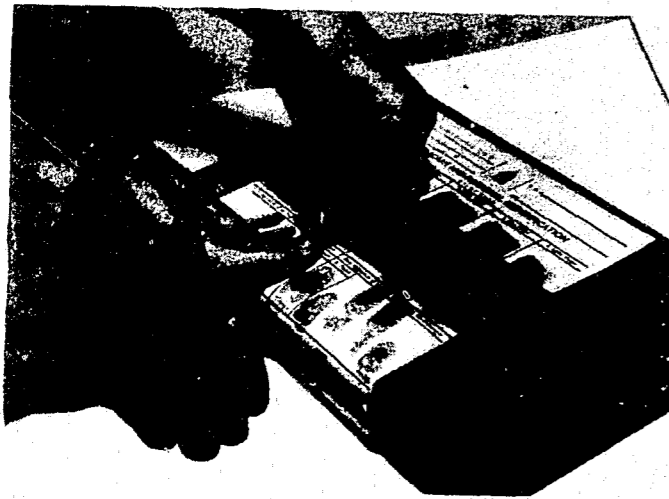
by pressing on the inked slab or the fingerprint card. Be careful to select an unused part of the slab when inking each finger. If no unused part remains, re-roll and spread the ink over the entire inking surface again.

In taking the rolled impressions, have the subject stand in a comfortable position, normally this is accomplished by having the subject stand to the right and slightly behind you, facing the inking slab. Start with the right thumb. Roll thumb, including a small portion of the second joint, lightly on the inked surface of the slab, rolling it completely from edge of nail to edge of nail. After thumb is inked, roll thumb and small portion of second joint, from edge of nail to edge of nail in designated space on fingerprint card. Do not exert too much pressure while rolling. Using the same procedure, ink each individual finger in sequence on right hand and roll inked impression of each finger in designated space on fingerprint card. Upon completing the right hand, repeat the same procedure with left hand, start with thumb of left hand.

In most cases it will be found the most natural and easiest direction to roll the thumb is toward the fingers, and to roll the fingers is away from the thumb. (Note illustrations of a properly rolled fingerprint)

HOW TO TAKE PLAIN IMPRESSIONS

In taking plain impressions, start with right hand -- place the four fingers lightly on the inking slab at the same time. After inking, place all four fingers flat, (do not roll) on the designated space on the fingerprint card. Do not exert too much pressure. Repeat same procedure with right thumb. After completing right hand, repeat the same procedure with four fingers of left hand and thumb of left hand.



Taking a plain impression



GREAT CARE NECESSARY - The utmost care should be used in recording the impressions of all fingers as good prints of all of them are essential for classification purposes. Any defective impressions should be remedied by taking a complete new set of prints.

DEFORMITIES - If a subject has more than 10 fingers, as rarely happens, the thumbs and the next 4 fingers to them should be printed, and any fingers left over should be printed on the other side of the card with a notation made to the effect that they are extra fingers. When a person with more than 10 fingers has an intentional amputation performed, it is invariably the extra finger or the little finger side which is amputated.

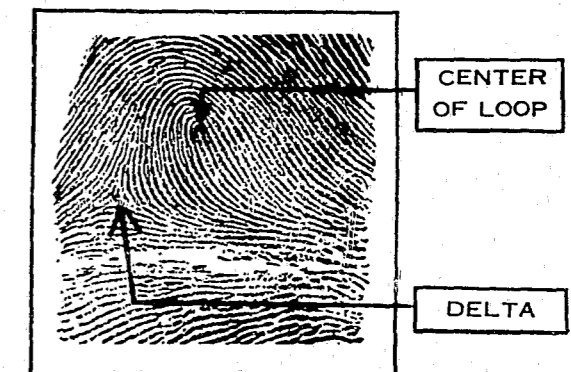
It also happens, not infrequently, that a subject will have two or more fingers, webbed or grown together, making it impossible to roll such fingers on the inside. Such fingers should be rolled, however, as completely as possible, and a notation made to the effect that they are joined.

The exercise of the utmost care is necessary in fingerprinting the aged, whose ridges are usually faint and ill-defined because of wear; children, whose ridges are very fine and close together; those subjects whose occupation (bricklaying, stone or cement work, dishwashing, etc.) causes

partial effacement or destruction of the ridges, and subjects with a skin disease affecting the hands. In the two latter cases, if possible, the prints should not be taken until a sufficient period of time after cessation of such labor has elapsed to allow nature to reconstruct the ridges, or after a

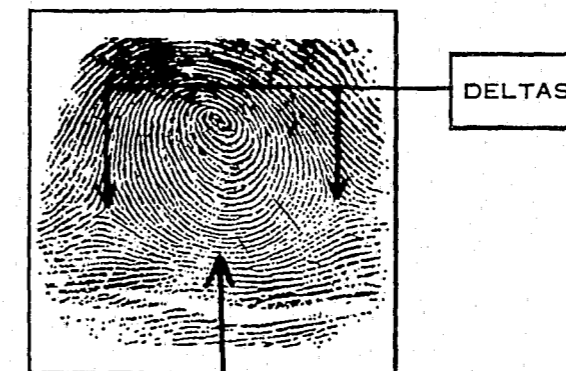
PROPERLY ROLLED IMPRESSIONS

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

cure has been effected. If poor impressions are caused by excessive dryness of the skin, it may be remedied by rubbing the fingers with hand lotion for a few minutes.

It is imperative that all amputations, drawn or crippled fingers, those missing from birth, deformities, paralysis, fractures, burns, and cuts be noted upon the fingerprint card. If an injury is temporary, if possible, the prints should not be taken until after healing. Do not remove a bandage.



RIGHT HAND

Plain impressions of the Four Fingers taken simultaneously



PLAIN IMPRESSIONS. A plain impression of the four fingers of the right hand should be taken at one time, the fingers being held together so that they will appear in correct sequence.

EXAMPLES OF POSSIBLE ERRORS IN TAKING FINGERPRINTS

IMPROPER - HANDS OR SLAB DIRTY		PROPER	
---------------------------------------	--	---------------	--

IMPROPERLY INKED SLAB		PROPER	
------------------------------	--	---------------	--

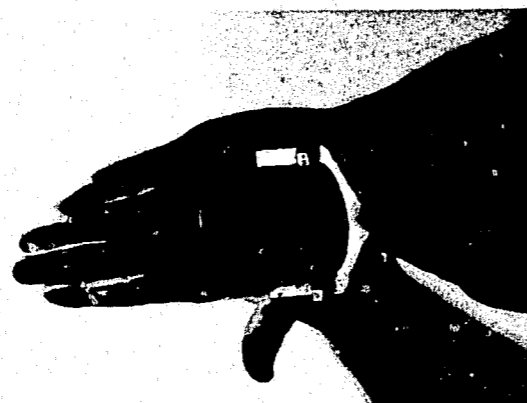
IMPROPER - FINGER NOT ROLLED FAR ENOUGH		PROPER		IMPROPER - NOT ENOUGH INK ON FINGER		PROPER	
--	--	---------------	--	--	--	---------------	--

IMPROPER - TOO MUCH INK		PROPER		- OR TOO MUCH PRESSURE		PROPER	
--------------------------------	--	---------------	--	-------------------------------	--	---------------	--

PALM PRINTING

THE IMPORTANCE OF PROPER PALM PRINTING CANNOT BE OVER-EMPHASIZED . JUST AS IN FINGERPRINTING GREAT CARE AND PATIENCE MUST BE EXERCISED.

PALM PRINTING - After spreading the ink out evenly on the inking slab with the roller, take the roller and spread ink on the subject's entire hand - see the illustration.



Place a plain piece of paper on a cylindrical object such as a Pet Milk can, fruit jar or rolling pin in the manner illustrated above.

Then place your hand over the subject's, press and roll the cylindrical object with the paper away from you until the paper is rolled completely off the cylindrical object.



LAST FIRST MIDDLE

NAME OF PERSON PALMPRINTED BIRTHDATE

DATE TAKEN COMPLAINT NO.

SIGNATURE OF OFFICIAL TAKING PRINTS

SIGNATURE OF PERSON PALMPRINTED

RIGHT PALM



(Place print of left palm on reverse side)

REFERENCES:

F.B.I. publication "Classification of Fingerprints"; D.P.D. "Book of Procedure"; FM 19-20 "Criminal investigation"; Kits "Fingerprints"; "Practical Fingerprinting", Bridges, and "Fingerprinting" by Charles Chapel. Detroit P.D. publication "The Art of Taking Fingerprints".

END