

Guide For The Use Of ICA Public Safety Advisors



**FINGERPRINT
IDENTIFICATION,
Files and Records**

INTERNATIONAL COOPERATION ADMINISTRATION
WASHINGTON, D.C.

FINGERPRINT IDENTIFICATION

FILES AND RECORDS

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FOREWORD

This guide has been prepared by William E. Cashin, Director, Division of Identification, Department of Correction, Albany, New York, and Mr. Gerard J. Engert (Retired), former Chief, Technical Fingerprint Section, Identification Division, Federal Bureau of Investigation, Washington, D. C., serving as consultants to the International Cooperation Administration. Mr. Cashin and Mr. Engert each have over 30 years experience in all phases of administration and technical aspects of identification work. ICA is very appreciative of their contribution to the preparation of this guide for the use of its Public Safety Advisors.

May, 1960

INTRODUCTION

Purpose and Objective of This Outline.

The material contained herein is intended as a guide to ICA Public Safety technicians in the overseas program with regard to fingerprint identification, files and records.

The fundamental purpose of this outline is to provide the Public Safety technicians in the overseas program with information as to the basic needs of fingerprint identification, files and records. It is intended to be of assistance in determining the file and record needs of identification bureaus on the local, state and national levels. The forms contained herein are samples of those used by the Federal Bureau of Investigation, the New York State Division of Identification, and the Metropolitan Police Department of Washington, D. C. These forms and other material may be helpful as guides to the format and the informational content in the development of standardization in the identification program. The same reasoning applies to file cabinets and other equipment. The photographs of file cabinets shown depict various sizes customarily used in identification bureaus. No endorsement is intended for any particular manufacturer of equipment. Many other types of file cabinets are manufactured which may be adaptable in a particular situation.

While occasionally some brief reference is made to procedures, this is not a method or procedural manual. The technical aspects of classification and training are separate and distinct problems from fingerprint identification files and records and are not a part of this outline.

Certain items with reference to equipment have been taken from the document "Police Equipment Survey" dated August 1959, prepared by the International Police Services, Inc., for the International Cooperation Administration.

Standardization of forms and equipment on all levels, local, state and national, has been stressed throughout. Uniformity will materially assist all agencies in the daily flow of information and provide the same data to all agencies concerned. Such uniformity beginning on a local level and continuing through to the national level will provide maximum efficiency in all fingerprint operations. Careful consideration must be given in the planning and developing of forms to provide the uniform data required at all levels.

The material contained herein should be of assistance to technicians dealing with the identification programs. This outline is intended to be flexible so that it can be adapted to any particular conditions or situations.

Any suggestions will be welcomed which may improve or increase the value of this outline to the program.

SECTION I - LEGISLATION

It is essential to know the requirements of any existing legislation concerning the taking and filing of fingerprints in the country concerned. In addition, any governmental or departmental rules or regulations at the local, national, federal or central levels should be known.

For example, upon arrest, what crimes would require fingerprinting? Does the present legislation provide for the number of fingerprints to be taken? What distribution is made of these prints? Are any provisions made for the taking of fingerprints other than for those arrested? If so, what distribution is made of these prints? If existing legislation or regulations are inadequate, new legislation or directives may be required. If no legal authority concerning identification exists, consideration should be given to legally confer and impose upon the various arresting agencies the duty and power to take fingerprints, photographs and other identifying information in order that the courts and public officials dealing with criminals may have accurate information as to the identity of persons charged with crime. Further legal authority to obtain fingerprints, photographs and other identifying data of those persons making application for firearms, passports, governmental positions, city, state, or federal, should also be provided.

The following are laws of New York State dealing with arrest fingerprints which may be of some assistance:

"940. Identifying criminals: taking of fingerprints

"In order that the courts and public officials dealing with criminals may have accurate information as to the identity of persons charged with crime, there is hereby conferred

and imposed upon the chief of police or peace officer performing such functions, in each city, town or village, and upon sheriffs, members of the state constabulary, the railway police, the aqueduct police, the state park police and all other police officers making arrests, the power and duty of causing to be taken, upon arrest, fingerprints and thumbprints, and if necessary the photograph, and if necessary the blood grouping tests, of every person arrested and charged with a felony or with any crime which would be a felony if such person had been previously convicted of a crime, or with any of the misdemeanors and offenses specified in section five hundred and fifty-two of this code. For the purpose of maintaining the identity of such photographs an identificational numeral board or other similar apparatus or device may be used as required. Members of the state police, upon arresting a person or persons for any felony or any crime which would be a felony if such person had been previously convicted of a crime, or any of the misdemeanors and offenses specified in section five hundred and fifty-two of this code, may transport and bring said persons arrested to their troop headquarters for the purpose of fingerprinting and thumbprinting and photographing and if necessary blood grouping. As amended L.1947, c.349; L.1956, c.307, eff. July 1, 1956.

"941. Forwarding finger-prints for identification

"Upon the taking of such finger-prints one copy thereof shall be promptly forwarded by such police or peace officer to the state central bureau of criminal identification of the department of correction at Albany, and one copy shall be forwarded to the criminal identification unit of the United States department of justice at Washington. Such finger-prints shall be forwarded to the department of correction at Albany and the department of justice at Washington within twenty-four hours following the time of arrest. Each finger-print shall legibly contain the points necessary to afford accurate and complete classification by the state department of correction, namely, the deltas and cores. In the event the prints are not so taken they shall be returned to the contributor with appropriate notations indicating the reasons and request that they be retaken if possible. Each such copy shall be accompanied by such information as may be available as to any previous record of the person arrested and the circumstances of the crime charged and for which he is then held, with a request that all information on file in the department of correction, and in the United States department of justice, as to the previous record, if any, of such person be forthwith transmitted to the police or peace officer from whom such

request emanates, and to the department of correction at Albany. As amended L.1946, c. 189, para. 2, eff. March 22, 1946.

"619. Penitentiaries, county jails and reformatories to furnish records. It is hereby made the duty of the officials having charge of all the penitentiaries, county jails and reformatories in the state in which prisoners shall be confined or shall be hereafter received under sentence for any of the crimes enumerated in section six hundred and seventeen of this article, to cause said prisoners and such other classes of prisoners received under sentence for misdemeanors as the commissioner of correction may direct, to be measured and described, and the finger print impressions of such prisoners to be made, by such person or persons in the official service of the state or of any such county or institution as may be designated by the said commissioner for the purpose, which measurements and impressions shall be made according to the rules and methods prescribed by the commissioner of correction. It shall also be the duty of such officials in charge of such institutions to procure so far as possible modus operandi statements from all such prisoners. And it shall be the duty of such officials to cause duplicate records of such measurements, impressions and statements to be made, one copy to be transmitted to the department of correction within twenty-four hours following the time of the reception of such prisoners in said institutions, and one copy to the federal bureau of investigation, Washington, D. C."

SECTION II - TAKING OF FINGERPRINTS

When a subject is arrested for a crime for which fingerprints are required they should be carefully, clearly and completely rolled. This first step may well mean the difference between proper classification and ultimate identity of the subject during his lifetime or even after death. The importance of taking legible fingerprints cannot be too strongly stressed.

In the taking of fingerprints of individuals for the purpose of classifying, identifying and filing, the basic requirements are a fingerprint stand fitted with a glass or a polished metal or hard surfaced slab, and a metal framelike device to hold the fingerprint card. In addition, a rubber roller and a permanent type of carbon fingerprint ink are necessary. Such stands may be purchased ready for use or may be constructed such as shown in Illustrations No. 1, No. 1(a) and No. 2.

The standard size fingerprint card in general use is 8" x 8" (a sample of such card, front and reverse sides, is shown in Illustrations No. 3 and No. 4) one side of which is divided into spaces for each of the ten fingers, the other being used for identification photograph and pertinent personal history data. A very good grade of card stock or paper should be used for the fingerprint form (8" x 8"). This grade of paper or card stock would be similar to the "bond" or "rag" content used by the U. S. Government. The number of copies to be taken will, of course, depend on the legislation enacted or organizational requirements.

The following established procedures are used in most modern identification bureaus:

1. Be sure that the subject's hands are clean. Cleaning fluid and cloths may be used for the purpose, and also for cleaning the ink roller and inking plate. Denatured alcohol or gasoline are suitable for the purpose. Cleaning fluids are available through various fingerprint supply companies.

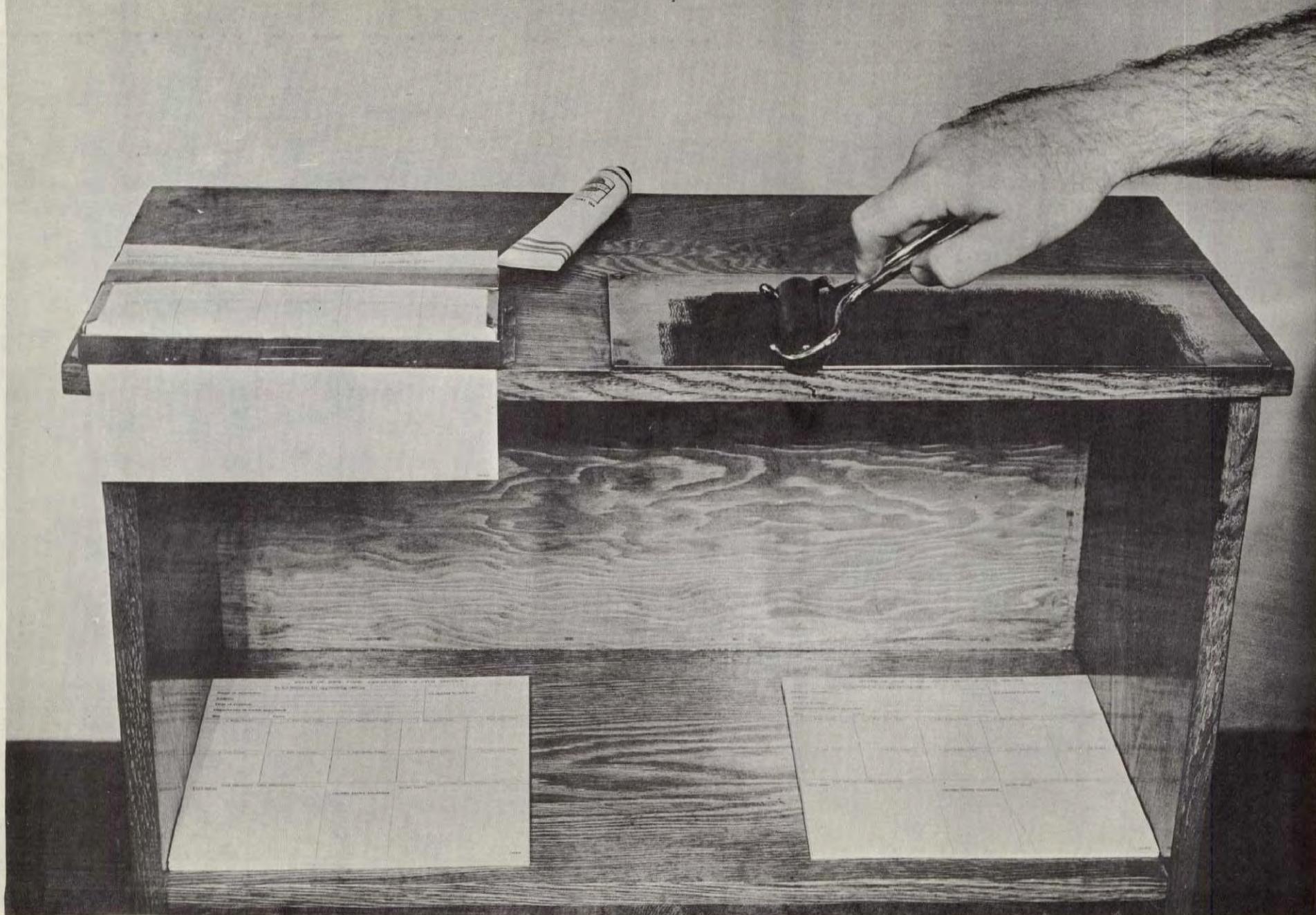
2. A small dab of ink should be placed on the inking plate and thoroughly rolled until a very thin, even film covers the entire surface of the inking plate.

3. Rolled impressions should be taken in the spaces provided and completely rolled to obtain the points required for proper classification. Immediately before the fingerprints are taken the card should be signed by the prisoner, the descriptive data and other information required on the back of the fingerprint card should be taken. The subject should be properly weighed and all data recorded accurately. Therefore, a scale and measuring device are necessary. Standard methods and procedures, as well as forms and filing equipment, should prevail.

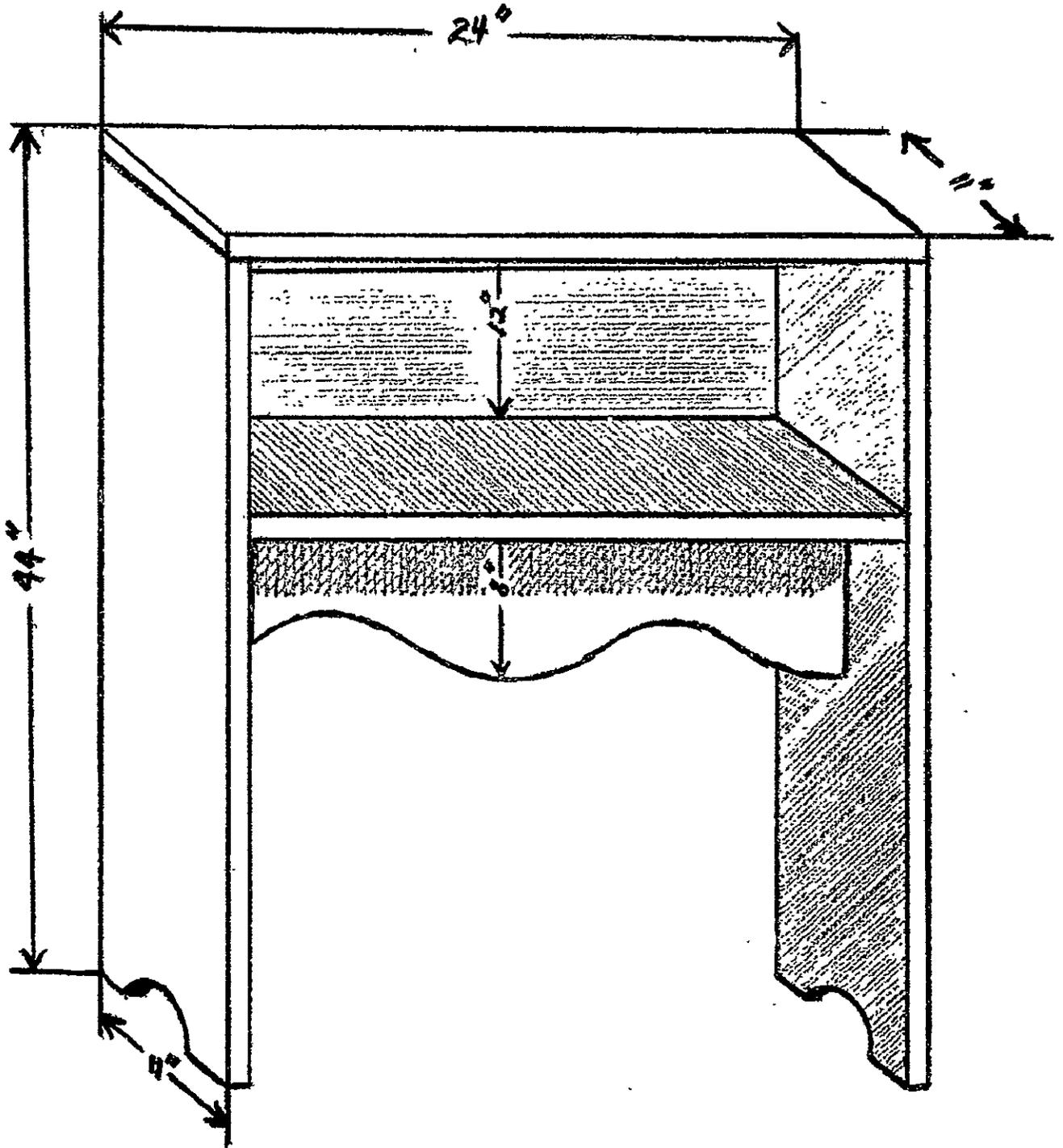


A fingerprinting stand, showing cards, card holder, inking plate, roller and cleaning equipment.

A fingerprinting stand which can be placed on top of a table or desk.



This fingerprinting stand can be constructed as shown below using 3/4" thickness for the wood.



FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

CURRENT ARREST OR RECEIPT

DATE ARRESTED OR RECEIVED

CHARGE OR OFFENSE

(If code citation is used it should be accompanied by charge)

DISPOSITION OR SENTENCE

(Include ONLY FINAL dispositions)

FOR INSTITUTIONS USE ONLY

Sentence expires

INSTRUCTIONS

1. TYPE OR PRINT all information.
2. Note amputations in proper finger squares.
3. REPLY WILL QUOTE ONLY NUMBER APPEARING IN THE BLOCK MARKED "CONTRIBUTOR'S NO."
4. Indicate any additional copies for other agencies in space below—include their complete mailing address.



Please Paste Photograph in This Space

Since photograph may become detached indicate name, FBI number and arrest number on reverse side whether attached to fingerprint card or submitted later.

SEND COPY TO:

Fingerprint Card.

ILLUSTRATION NO. 4

LEAVE THIS SPACE BLANK

FBI No.		LAST NAME			FIRST NAME		MIDDLE NAME		SEX
SIGNATURE OF PERSON FINGERPRINTED		CONTRIBUTOR AND ADDRESS			ALIASES		HT.(INCHES) WT.		RACE
RESIDENCE OF PERSON FINGERPRINTED							DATE OF BIRTH		
OCCUPATION		CONTRIBUTOR'S NO.			LEAVE THIS SPACE BLANK				
SCARS AND MARKS		AMPUTATION		PLACE OF BIRTH		CLASS.			
				CITIZENSHIP					
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		DATE		<input type="checkbox"/> CHECK IF NO RECORD IS DESIRED		REF.			
1. RIGHT THUMB		2. RIGHT INDEX		3. RIGHT MIDDLE		4. RIGHT RING		5. RIGHT LITTLE	
6. LEFT THUMB		7. LEFT INDEX		8. LEFT MIDDLE		9. LEFT RING		10. LEFT LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

SECTION III - LOCAL IDENTIFICATION BUREAU

A. BASIC FILES AND RECORDS

1. Fingerprint File.

The fingerprint cards are usually filed in an upright position. The files are of a standard size, usually 8" x 8".

The fingerprint files may be purchased from various manufacturers and are basically a type of file, four or five drawers in height and the counter-height type of file of three drawers, wherein the fingerprint cards are filed in crosswise sections of each drawer. Cabinets are shown in Illustrations No. 5 and No. 6.

It will be noted that the top of the counter-height file is suitable as a working area.

In order to properly file fingerprint cards in a "Master" file they must necessarily be classified under the fingerprint system adopted by the country. Of widespread use in the United States is the Henry System modified and extended by the FBI.

Regardless of the system used each finger should be completely classified according to the system being used, and the results so indicated in the spaces provided. While this detailed classification data may not necessarily be needed at the time, this complete classification will avoid future handling of the fingerprints when and if it becomes necessary to extend the files. Classification for each finger is shown in Illustration No. 7.

As much of the classification as may be required should be brought up on the classification line and this will depend on the size

of the file. A specially designed magnifier should be used in classifying and comparing fingerprints and provided with a lined redicule for accurate ridge counting.

The cards are filed in fingerprint sequence in accordance with the system adopted.

The "Master" fingerprint file contains both criminal and civil cards filed by the fingerprint classification system. Ordinarily no separate fingerprint files are needed for the criminal and civil (applicants for licenses and other types of non-criminal cards) fingerprint cards.

In order to facilitate the location of classification groups it is suggested that the guide cards be placed in rows of fingerprint cards at frequent intervals. These guide cards as depicted in Illustration No. 8 should be slightly longer and heavier than the fingerprint cards and should have a small tab on the top to hold classification identifying symbols. Illustration No. 9 is a photograph depicting the type of guide card.

It is desirable to establish a suitable charge-out system for fingerprints removed from the file for any reason. Samples of such charge-outs are shown in Illustrations No. 10 and No. 10(a). The charge-out should be of a different color than that of the fingerprint card and $\frac{1}{4}$ " higher. The charge-out should be designed to be used four times. It can be printed on inexpensive paper stock. The charge-out is removed when the fingerprints are returned to file and the charge-out should be properly checked off. Data pertaining to the print should be



A view of three drawer, counter-height fingerprint cabinets.

ILLUSTRATION NO. 5



ILLUSTRATION NO. 6

A view of a five drawer fingerprint cabinet. Each drawer has a divided space for the 8x8 fingerprint cards.

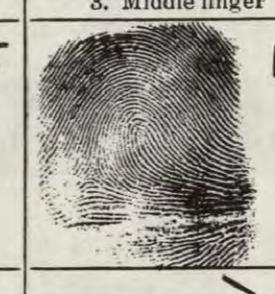
PERSONAL IDENTIFICATION

Name _____
(Surname) (Given name) (Middle name)
(Please type or print plainly)

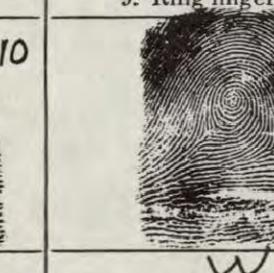
Classification _____

Color _____ Sex _____ Reference _____

RIGHT HAND

1. Thumb  M	2. Index finger  5	3. Middle finger  12	4. Ring finger  0	5. Little finger  6
--	--	--	--	---

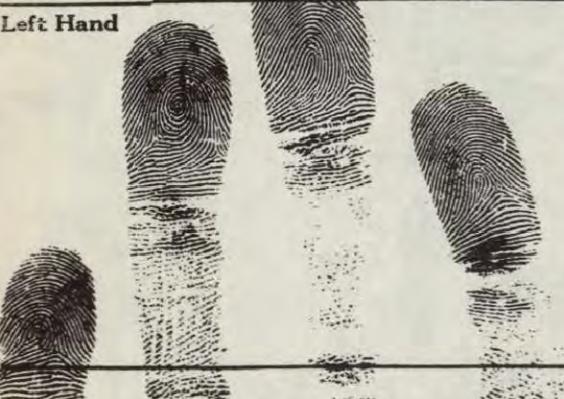
LEFT HAND

6. Thumb  6	7. Index finger  3	8. Middle finger  10	9. Ring finger  I	10. Little finger  6
---	---	---	---	---

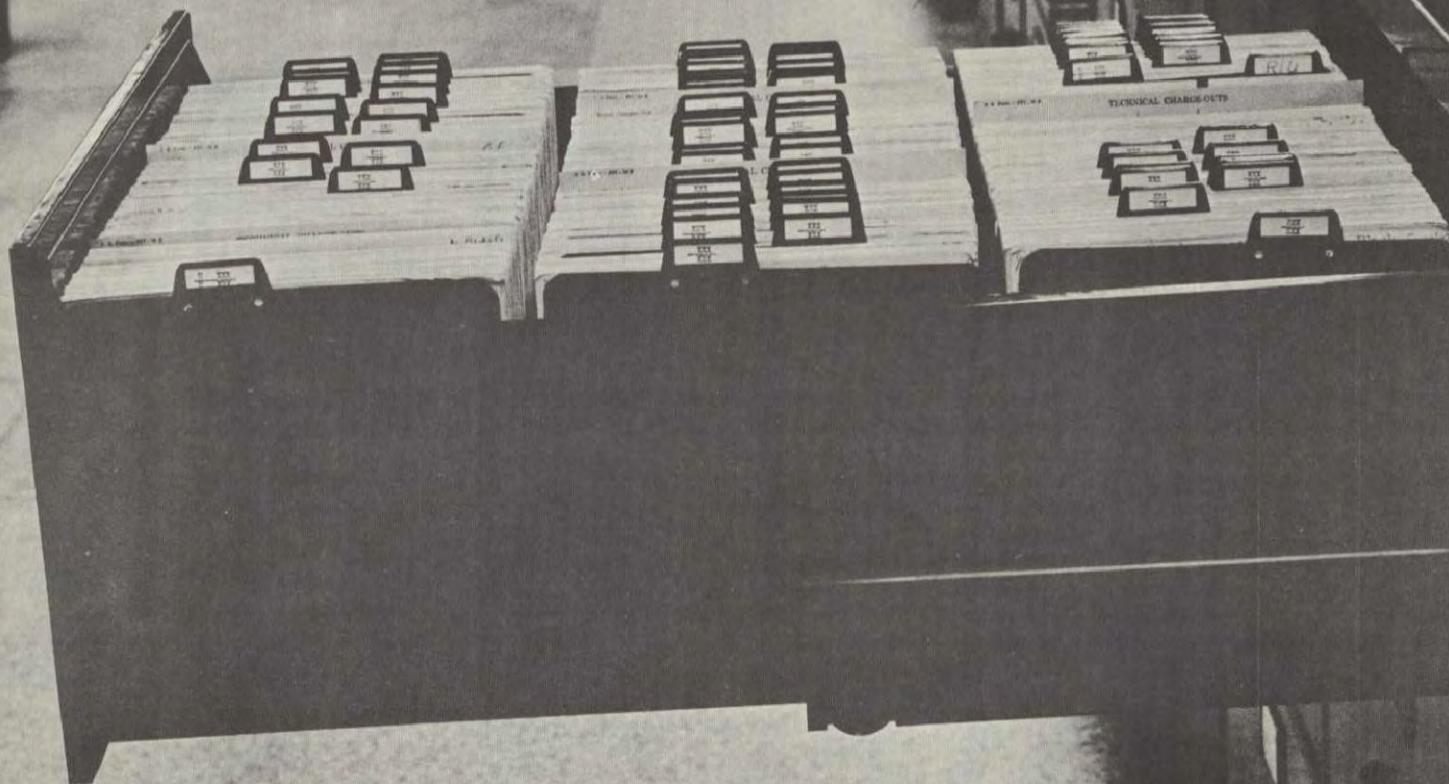
Impressions taken by: _____
(Signature of individual taking prints)

Note amputations _____

Signature: _____

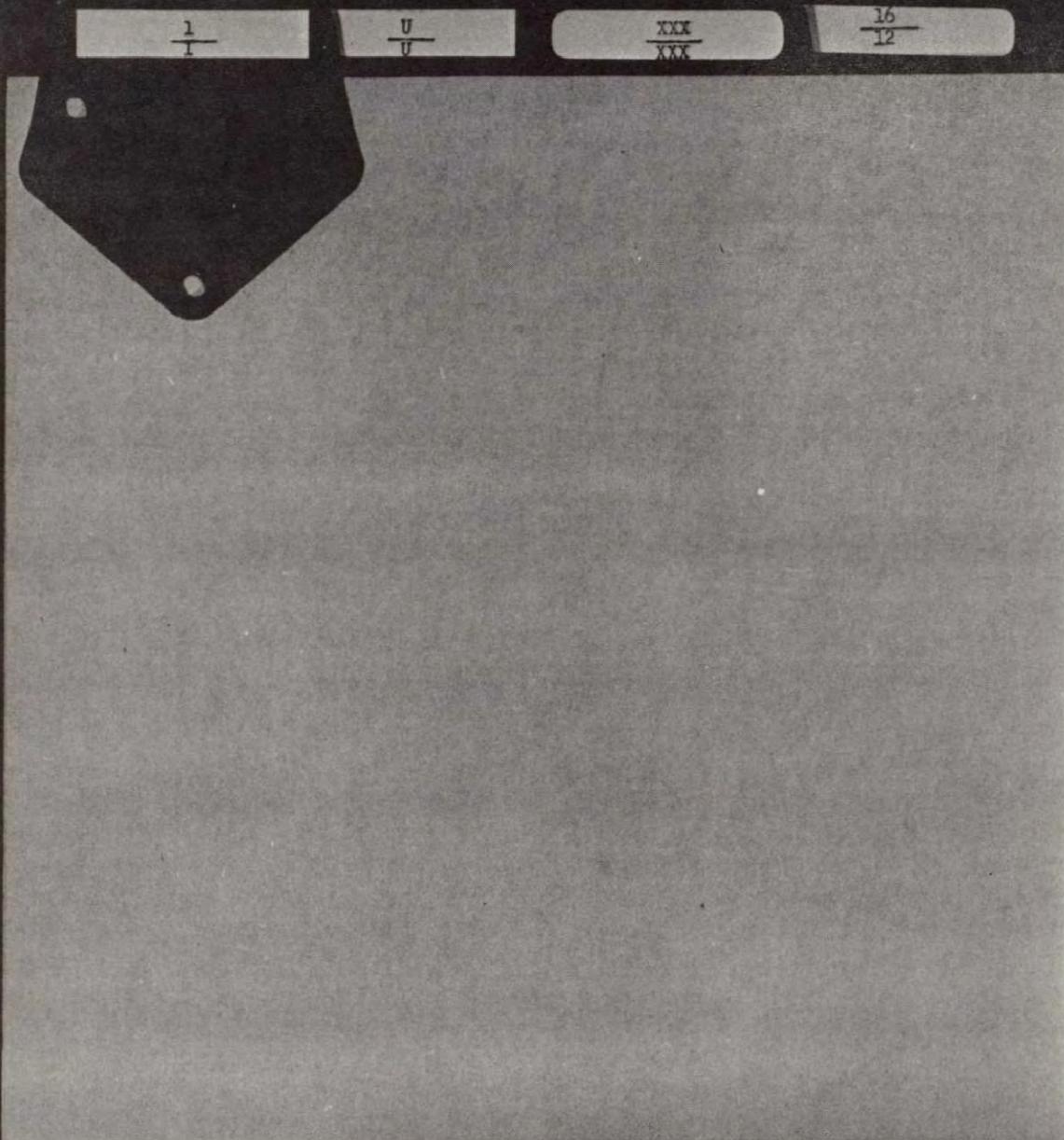
Four fingers taken simultaneously		Four fingers taken simultaneously	
Left Hand 	Left thumb 	Right thumb 	Right Hand 

A personal identification, non-criminal type of card, with the fingerprint classification indicated in each finger block.



A close-up view of an opened drawer of a counter-height cabinet. This view also shows the metal tab type of guide card.

ILLUSTRATION NO. 9



This illustration shows the guide cards with four separate positions of the metal tab guide.

ILLUSTRATION NO. 10

1-307
(11-28-56)

					FBI NUMBER	Followed _____
ASSEMBLY	POST'G	N-IDENTS	DOC. LAB	MISC.	Searched Thru	

MASTER PRINT NAME _____ Classification _____

CURRENT PRINT NAME _____ Reference _____

1. Right Thumb	2. Right Index	3. Right Middle	4. Right Ring	5. Right Little
6. Left Thumb	7. Left Index	8. Left Middle	9. Left Ring	10. Left Little

TYPE OF CURRENT PRINT		Number and Initials of Employee Charging Out:
<i>Criminal</i>	<i>Civil</i>	
Date _____	Date _____	

10-58188-3 U. S. GOVERNMENT PRINTING OFFICE

10-58188-3 U. S. GOVERNMENT PRINTING OFFICE

TYPE OF CURRENT PRINT		Number and Initials of Employee Charging Out:
<i>Criminal</i>	<i>Civil</i>	
Date _____	Date _____	

1. Right Thumb	2. Right Index	3. Right Middle	4. Right Ring	5. Right Little
6. Left Thumb	7. Left Index	8. Left Middle	9. Left Ring	10. Left Little

CURRENT PRINT NAME _____ Reference _____

MASTER PRINT NAME _____ Classification _____

					FBI NUMBER	Followed _____
ASSEMBLY	POST'G	N-IDENTS	DOC. LAB	MISC.	Searched Thru	

The charge-out card used in the Fingerprint Section of the FBI.

TECHNICAL CHARGE-OUTS

Master Charged Out Followed

Name on Master Print Class
 Name on Current Print Ref.

RIGHT HAND				
1	Thumb	2	Index	3
				Middle
				4
				Ring
				5
				Little
LEFT HAND				
6	Thumb	7	Index	8
				Middle
				9
				Ring
				10
				Little

Current Print Received
 Master Charged Out for Posting
 Initials of Employee Charging Out

Current Print Received
 Master Charged Out for Posting
 Initials of Employee Charging Out

8	Thumb	9	Index	10
				Middle
				8
				Ring
				9
				10
				Little
LEFT HAND				
1	Thumb	2	Index	3
				Middle
				4
				Ring
				5
				Little
RIGHT HAND				

Name on Master Print Class
 Name on Current Print Ref.

Master Charged Out Followed

TECHNICAL CHARGE-OUTS

An illustration of a charge-out card. The reverse side is similar and, therefore, it can be used four times. After each use the previous material is checked out or "✓" checked off. This type of charge-out card is used by the Division of Criminal Identification, State Bureau, Albany, New York.

placed on the charge-out card. A drawing is made of particular outstanding ridge characteristics in the appropriate finger block of the charge-out card. Reproduction of the scars on the prints are also shown.

2. Name Index File.

The files should be a standard size, usually 3" x 5". Various types, however, are manufactured. Some drawers contain single filing spaces while others double filing spaces. The height may also vary. However, the size and type of file selected should if at all possible become standard in order that future purchases will match the existing ones. Due to the fact that future purchases may not always be available from the same manufacturer specifications may be required. Illustration No. 11 depicts typical 3" x 5" name index files. Movable trays in a desklike arrangement and an automatic electrically operated cabinet are also available.

The name index file should contain a card for each name used by the individual whose fingerprints are on file. On this card the name of the individual is placed with all known aliases, the fingerprint classification formula, the police or arrest number, and the date of the arrest and other action. It is desirable also to have on this card such general information as age, height, weight, race. Consideration can also be given to include father's or mother's name dependent on custom of the particular country.

Illustration No. 12 shows a typical 3" x 5" name index card.

The complete name as it appears on the fingerprint card should always be recorded in a uniform manner, as well as all other data. The

card containing all of the names used by the individual is known as the master index card. An index card is also made for every alias which an individual has used and cross referenced to the master card. Alias cards should contain the fingerprint formula, the police or arrest number, and the date of arrest for which the alias was reported, the subject's age, height, weight, and race, etc., and this data should be recorded with the same uniformity as on the master card. The name under which the master index card is filed is recorded on the lower right hand corner of the alias card for cross reference purposes. It may be desirable to have the spaces pre-printed on the name index cards for uniform recording of all necessary information.

The name index cards are generally filed in alphabetical order. Separate name files are maintained for male and female for more efficient operations. It is not ordinarily necessary for separate criminal and non-criminal name index files.

It is desirable to establish a charge-out system when the original name index cards are removed from the file for any purpose. These should be of a different color than the regular name index card and slightly higher. If desirable they may be pre-printed on inexpensive stock. {Samples of charge-out cards are shown in Illustrations No. 13 and No. 13(a).} Both sides of the card are used and then destroyed.

Guide cards for the subdivision of the name index file are available from many different manufacturers.

3. Identification Folder File.

The folder file cabinet should be of standard size and may be purchased in four, five or six drawers high. These are usually of

letter size. Typical folder cabinets are shown in Illustration No. 14. Another type of cabinet for the identification folder is available. This cabinet is six drawers in height but the folder measures approximately $9\frac{1}{2}$ " x $9\frac{1}{2}$ ".

A letter size folder measures 9" x $11\frac{3}{4}$ ". It should be made of heavy stock as these are filed in upright positions. The following material is to be filed in the identification folders:

Additional fingerprints taken of the individual;

Last transcript of the complete identification record;

Disposition of arrests;

Wanted notices;

All correspondence pertaining to the individual;

Photograph and negative (the latter is to be placed in a separate envelope to prevent damage).

The complete identification record will indicate all items both criminal and non-criminal.

The identification folder itself is filed under a master number system in numerical sequence. A basic numbering system for a local bureau is discussed under the heading Basic Administrative Procedures in this outline.

All material removed from the identification folder for any purpose should be properly charged out. This charge-out is to contain the date charged out and the person or section to whom charged. If deemed desirable at the local level a pre-printed charge-out card can be used.

It is desirable that all material filed in this folder, other than the photographic material, be fastened together.

The cards, master record sheet and forms can be hole-punched for an "Acco" type or similar type of fastener.

4. Photograph-Mug File.

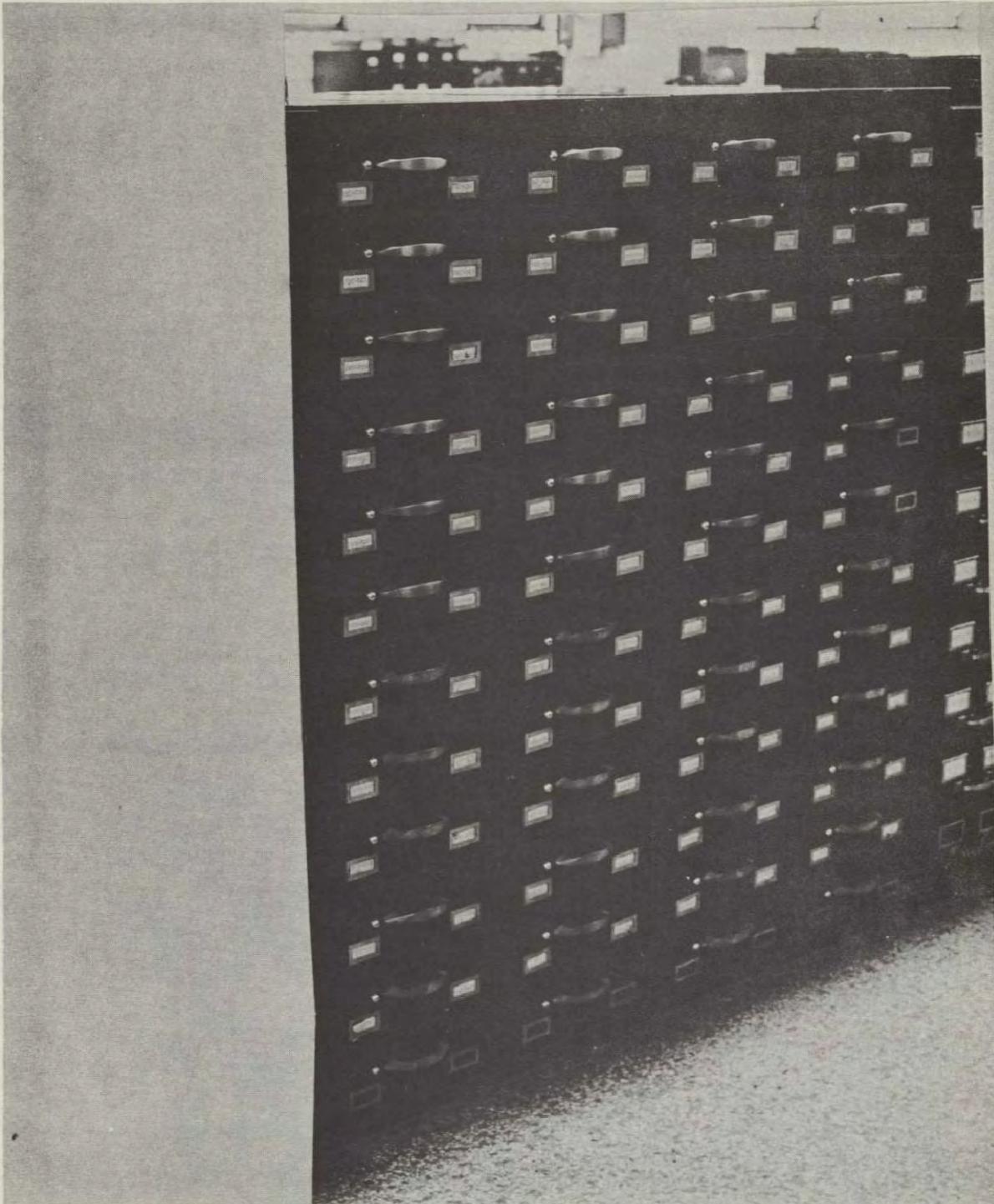
The photograph should be standard in size and usually taken with what is commonly known as a "mugging camera" or "photo identification camera." Photos should include a front and side view of the subject, and should be properly identified by the date and bureau number. This data should appear on the photograph itself. Sufficient copies should be made to satisfy the needs of state and national bureaus.

This type of file is also known as a "modus operandi" (MO) file. The photographs should be a standard size and are filed in a visible card file or in an upright position in the same manner as name index cards are filed. The photos are subdivided by suitable guides. Within each type of crime are the following subdivisions:

- (a) Sex;
- (b) Race or color;
- (c) Age or year of birth.

Dependent on the size of file, further subdivisions can be made in the age group by the height and weight groups. A type of file cabinet is shown in Illustration No. 15.

This type of file is of assistance to law enforcement in order that witnesses or victims can more easily view photographs of persons on file.



A view of the Name Index Section of the Division of Criminal Identification, State Bureau, Albany, New York. Each drawer of these cabinets is divided into two 3"x5" filing spaces.

Caen, William Gerard	WM 6 1 1940	
DCI# 806495X		
6	$\frac{0 \quad 5}{I \quad 17}$	$\frac{Ra \quad 5}{Tt}$
B-495607	Assault 3rd, NYC PD 4th Pct #619	5/19/60
		AR 5/19/60

An illustration of a 3" x 5" name index card. Identifying numbers, descriptive items - W (white); M (male); 6 foot 1 inch; 1940 (year of birth); and the fingerprint classification formula.

ILLUSTRATION NO. 13

			DATE:
LAST NAME	MIDDLE	FIRST	CHARGED TO:
F.P.C. _____			
Number _____			

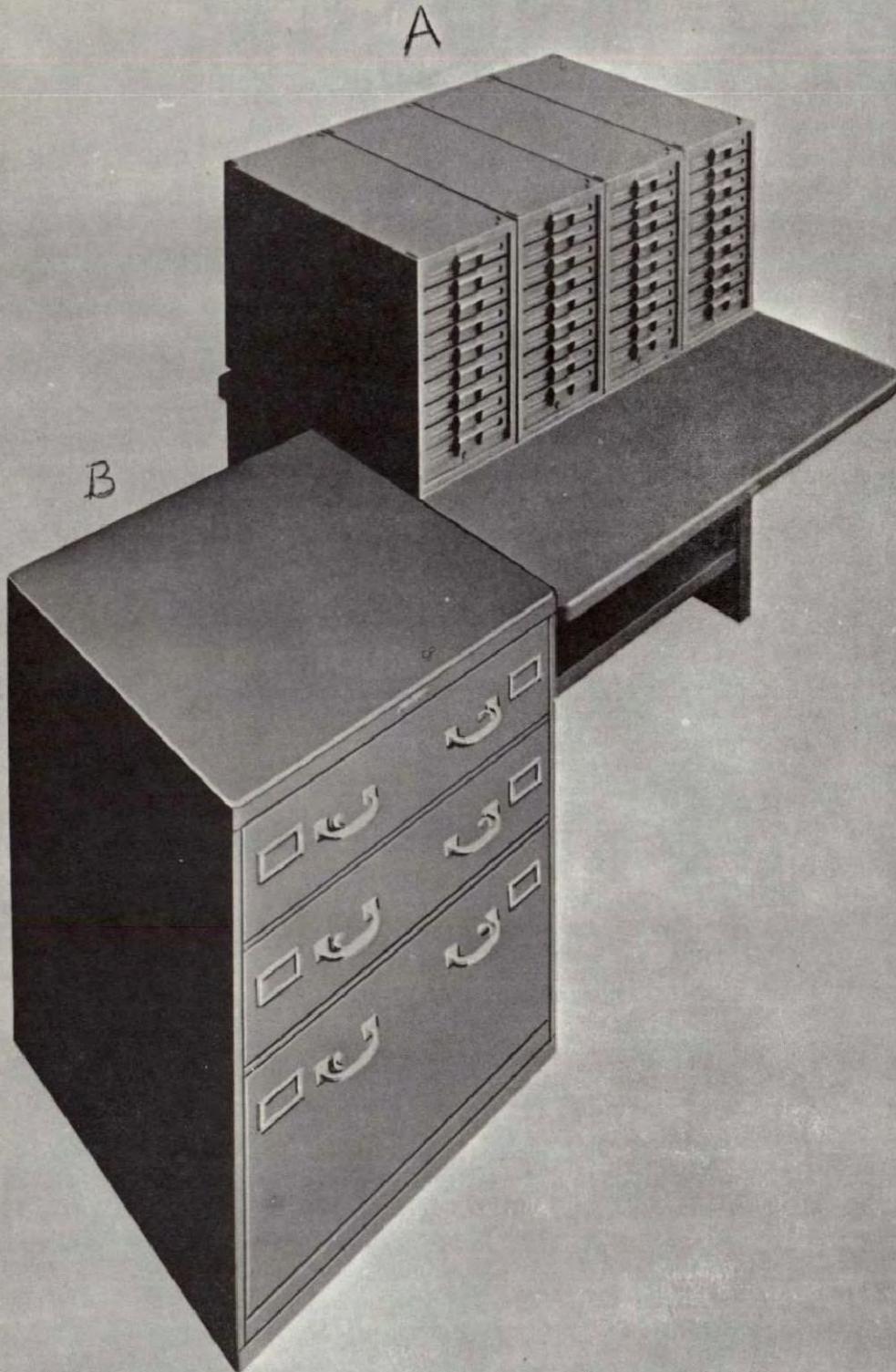
The same information appears on the other side of these charge-out cards and therefore can be used twice.

ILLUSTRATION NO. 13(a)

F.B.I. NUMBER	ASSEMBLY	POSTING	
Name _____			
F.P.C. _____			
Name _____			
(Arrest Number)	(Department)	(City)	(State)



A view of the letter size "folder file" cabinets in the Division of Criminal Identification, State Bureau, Albany, New York.



This illustration shows a combination type of file cabinet. "A" is a visible index type and "B" is another type.

5. Physical Characteristics File.

This file should be of a standard size. A suggested size would be 8" x 8" card or paper stock. These cards would be filed in an upright position.

This type of file is also called General Appearance or Description File. The file includes in addition to the general physical descriptive items the physical oddities, deformities, tattoos and marks. This latter phase of the file is sometimes called Peculiar Characteristics or Physical Oddities.

The descriptive items on the fingerprint card would serve as the basis for this file. Illustrations No. 16 and No. 16(a) are the front and reverse side of the fingerprint card used by the State Bureau, Albany, New York.

Dependent on the needs of the agency, specific crime or crimes would be the basis of this file. The file would be subdivided also into general groups such as sex, color or race, age, height and weight. A visual search would be made through the general groups observing and comparing other specific physical items on the cards in file.

Illustrations No. 17 and No. 17(a) are samples of General Appearance Forms.

B. FORMS

1. Disposition Notice.

It is important to the identification bureau to have complete information concerning the ultimate disposition of each arrest fingerprint card. If the disposition of a charge is known at the time a

person is fingerprinted, this fact should be indicated in the space provided on the fingerprint card. For example, in the case of an individual who is arrested, fingerprinted, and turned over to a jail, this disposition can be indicated on the fingerprint card. If, however, the disposition is not available at the time the person is fingerprinted, standard procedures should be established to procure such dispositions. It is, therefore, necessary to provide a standard disposition form. The form should contain the subject's name and number, sex, date of birth, charge, date arrested or received, and final disposition. Dispositions include such information as dismissals, acquittals, fines, sentences, probation, parole, etc. It may be desirable to include on the disposition form the court and the name of the judge presiding. Sufficient copies should be prepared to satisfy the needs of the various agencies concerned (city, state and national). See Illustrations No. 18 and No. 18(a).

2. Wanted Notice.

When official wanted notices are received for persons wanted, the name index card and fingerprint card should be stamped "WANTED" and the official wanted notice is then filed in the subject's folder.

The wanted notice form should be a standard form, a copy of which may be used to notify the state or national bureaus. This same form may be so designed in order that it may be used for the purpose of cancelling the wanted notice. See Illustrations No. 19 and No. 19(a). The importance of this item is stressed as it will eliminate the necessity of developing a further form for cancellation purposes.

DO NOT USE

Fingerprint
Classification

Name

(LAST NAME) (FIRST NAME) (MIDDLE NAME)

Number

Sex

Color

1. Right Thumb	2. Right Index Finger	3. Right Middle Finger	4. Right Ring Finger	5. Right Little Finger
6. Left Thumb	7. Left Index Finger	8. Left Middle Finger	9. Left Ring Finger	10. Left Little Finger

Prints
Taken by

Department

Date

Subject's Signature

LEFT HAND	Thumbs Taken Together	RIGHT HAND
Plain Prints Taken Simultaneously		Plain Prints Taken Simultaneously

Fingerprint card used by the State Bureau, Albany, New York.

State of New York
 Department of Correction
 Division of Identification
 Albany, N. Y.

DCI #

Name		Number	Sex	Color
Address				
Aliases		Nicknames		
Crime		CHECK: (v)	Felony () Offense ()	Misdemeanor () Unknown ()
Place of Crime <small>(Include Degree Charged)</small>		Date of Crime		
<small>(Borough, City or Village)</small>		<small>(County)</small>	<small>(State)</small>	<small>(Month)</small> <small>(Day)</small> <small>(Year)</small>
Arresting Dept.		Preinct Arrest #	Officer and Shield #	
Place of Arrest		Date of Arrest		
<small>(Borough, City or Village)</small>		<small>(County)</small>	<small>(State)</small>	<small>(Month)</small> <small>(Day)</small> <small>(Year)</small>
Names of Associates:				
Brief Statement of Criminal Act:				
Disposition:				
Term:		Age:	Born	
Date Sentenced:		Date Received:	Height: Ft.	<small>(Month)</small> <small>(Day)</small> <small>(Year)</small> In.—Weight:
Judge:	Court:	County:	Build:	
U.S. Citizen: Yes () No ()		Complexion:		
Amp. and Deformities. <small>(Describe— State if none.)</small>		Hair:	Eyes:	
Scars and Marks: <small>(Describe— State if none.)</small>		Place of Birth:		
		<small>(City)</small> <small>(State)</small>		
		Apparent Nationality:		
		Occupation:		
Tattoos: <small>(Describe— state if none.)</small>		Mustache: Yes () No ()		
		Left Handed: Yes () No ()		
Other Characteristics:		Wears Glasses: Yes () No ()		
		Complainant:		
		Address:		

(Attach Photograph & Additional Criminal History)

Fingerprint card used by the State Bureau, Albany, New York.

PERSONAL APPEARANCE FORM

NAME

NUMBER

Sex

- 1 - Male ()
- 2 - Female ()

Color

- 1 - White ()
- 2 - Negro ()
- 3 - Oriental—yellow ()
- 4 - American—red ()
- 7 - Brown—malay ()

Age.....Born.....
(mo) (day) (yr)

Heightft.in.

Weightlbs.

Build

- 1 - Slender—thin ()
- 2 - Medium—regular ()
- 3 - Stocky—husky ()
- 4 - Heavy—stout ()

Complexion

Hair—Color and Type

- 1 - Blonde—straw ()
- 2 - Red—auburn—sandy ()
- 3 - Light brown ()
- 4 - Brown—dark brown ()
(chestnut—brunette)
- 5 - Black ()
- 6 - White ()
- 7 - Grey ()
- 8 - Partially grey ()
- 9 - Bald ()
- 0 - Partially bald ()

Eyes—Color

Apparent Nationality

.....

Occupation

.....

Amps. and Deformities

- 1 - Right ear ()
- 2 - Left ear ()
- 3 - Right arm ()
- 4 - Right leg ()
- 5 - Left arm ()
- 6 - Left leg ()
- 7 - Right hand ()
- 8 - Left hand ()
- 9 - Right foot ()
- 0 - Left foot ()
- x - None of above ()

Amps. and Deformities (Cont.)

- 1 - Finger/s—right hand ()
- 2 - Finger/s—left hand ()
- 3 - Hunchback ()
- 4 - Lame or crippled ()
- 5 - Eye/s missing or artificial ()
- 6 - Very deaf—or wears hearing aid ()
- 7 - Continually wears glasses ()
- 8 - Unusual eye glasses—(very thick or opaque lens) ()
- 9 - Nose ()
specify
- 0 - Shoulder or neck ()
specify
- x - None of above ()

Visible Scars—Marks—Moles

- 1 - Forehead ()
- 2 - Face and head right side ()
- 3 - Face and head left side ()
- 4 - Eye/s—defects (include eyelid) ()
- 5 - Neck ()
- 6 - Nose ()
specify
- 7 - Right hand—wrist or arm ()
(except fingers)
- 8 - Left hand—wrist or arm ()
(except fingers)
- 9 - Chin (include cleft chin) ()
- 0 - Face (pockmarked—pitted) ()
- k - Lip or lips ()
- x - None of above ()

Tattoo Marks

- 1 - Right arm—wrist or shoulder ()
- 2 - Right hand ()
- 3 - Left arm—wrist or shoulder ()
- 4 - Left hand ()
- 5 - Visible—neck or chest ()
- 6 - (For DCI use only)
- 7 - Right or left ear ()
- 8 - Face ()
- 9 - Finger/s—right hand ()
- 0 - Finger/s—left hand ()
- x - None of above ()

Mustache

- 1 - Mustache ()
- 2 - No mustache ()
- 3 - Beard or goatee ()
- 4 - Beard or goatee and mustache ()

Handedness

- 1 - Left handed ()
- 2 - Right handed ()

Physical Oddities, etc.

- 1 - Gold teeth ()
- 2 - Harelip or deformed lip ()
- 3 - Speech defect (stuttering, etc.) ()
- 4 - Totally deaf ()
- 5 - Nervous disorder (palsied or twitching, etc.) ()
- 6 - Epileptic ()
- 7 - Chicken breasted ()
- 8 - Bites fingernails or skin off fingers ()
- 9 - Foreign accent ()
specify
- 0 - Effeminate (if male) ()
Mannish (if female) ()
- k - Peculiarity in walk ()
specify
- x - None of above ()

Physical Oddities, etc.

- 1 - Southern accent ()
- 2 - Dyed or bleached hair ()
- 3 - Wig or toupee ()
- 4 - Impersonates opposite sex ()
- 5 - Partial paralysis ()
specify
- 6 - Face deformed or distorted ()
- 7 - Albino ()
- 8 - Uses cane or crutch ()
- 9 - Wears built-up shoe ()
- 0 - Uses artificial leg ()
- x - None of above ()

Other Oddities
describe

GENERAL APPEARANCE CARD

NO. _____

CLASS. _____

SEX _____ COLOR _____

GENERAL PHYSICAL CHARACTERISTICS

HEIGHT

1. short (up to 5'6") ()
2. medium (5'6" - 5'10") ()
3. tall (over 5'10") ()

WEIGHT

1. light (up to 149 lbs.) ()
2. medium (150 lbs. - 179 lbs.) ()
3. heavy (180 lbs. up) ()

BUILD

1. slender ()
2. medium ()
3. heavy ()

COMPLEXION

1. sallow ()
2. light-fair ()
3. ruddy ()
4. dark-swarthy ()
5. freckled ()

HAIR

1. blonde ()
2. red ()
3. brown ()

HAIR (cont'd)

4. black ()
5. grey ()
6. partially grey ()
7. bald ()
8. partially bald ()

EYES

1. blue ()
2. grey ()
3. hazel ()
4. maroon or brown ()
5. black ()
6. green ()

APPARENT RACE

1. White
 - Native ()
 - Foreign ()
2. Negro ()
3. Other Races

TEETH

1. protruding, upper ()
2. protruding, lower ()
3. irregular ()
4. gold - visible ()
5. stained ()
6. visible decay ()
7. false or missing ()

VISIBLE SCARS AND MOLES

1. face & head, R. side ()
2. face & head, L. side ()
3. face & head, both sides ()
4. middle of forehead ()
5. neck ()
6. nose (include broken nose) ()
7. R. hand, wrist or arm ()
8. L. hand, wrist or arm ()
9. both hands, wrists or arms ()
10. cleft chin ()

DATE OF BIRTH _____

PECULIAR CHARACTERISTICS

AMPUTATIONS AND DEFORMITIES

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. right ear () 2. left ear () 3. right arm () 4. right leg () 5. left arm () 6. left leg () 7. right hand () 8. left hand () 9. right foot () 10. left foot () 2 | <ol style="list-style-type: none"> 11. finger or fingers from right hand () 12. finger or fingers from left hand () 13. hunch back () 14. lame () 15. crippled right arm () 16. crippled left arm () 17. crippled right leg () 18. crippled left leg () |
|--|---|

OTHER PECULIARITIES (Note:)

EYE DEFECTS

1. cast right eye ()
2. cast left eye ()
3. R. eye missing, blind or artificial ()
4. L. eye missing, blind or artificial ()
5. noticeably near sighted

TATTOO MARKS

1. right arm ()
2. left arm ()
3. right hand ()
4. left hand ()
5. visible neck or chest ()

R-84 (Rev. 11-4-58)

DISPOSITION SHEET

Mr. John Edgar Hoover
 Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

Date _____

Attention: **IDENTIFICATION DIVISION**

Dear Sir:

The following is the disposition of a case previously submitted on a fingerprint card to Identification Division of the FBI:

FBI No.		Fingerprint Classification		
<input type="checkbox"/> Male <input type="checkbox"/> Female		Age or Date of Birth		
CONTRIBUTOR OF FINGERPRINTS	NAME & NUMBER UNDER WHICH FINGERPRINTS SUBMITTED TO FBI	DATE ARRESTED OR RECEIVED	CHARGE	FINAL DISPOSITION AND DATE

This form submitted by _____ (Agency, City & State) (OVER)

ILLUSTRATION NO. 18(a)

This form is to be submitted to the Federal Bureau of Investigation, United States Department of Justice, to report dispositions of cases on which prints have been previously forwarded -- Do Not Use As Additional Record Sheet.

The following information should be indicated in the designated spaces on the reverse side.

1. FBI Number in ALL cases when it is known.
2. Subject's sex.
3. Subject's fingerprint classification, if available, in reporting common names but it is not needed when the FBI number is given.
4. Name and address of the contributor of the fingerprints.
5. Subject's name and registry number.
6. Date arrested or received.
7. Charge.
8. Final disposition.
9. Agency submitting the sheet.
10. Subject's Age or date of birth.

Dispositions include such information as advice relative to dismissals, acquittals, fines, sentences imposed, probations, paroles, etc. A single disposition sheet (R-84) should be used for each

Dispositions include such information as advice relative to dismissals, acquittals, fines, sentences imposed, probations, paroles, etc. A single disposition sheet (R-84) should be used for each disposition. If disposition is known at the time the fingerprint card is mailed to the FBI it should be indicated in the space provided. The fingerprint card should not be held pending the final disposition.

ILLUSTRATION NO. 19

I-12 Wanted-Flash-Cancellation Notice (7-26-56)

ate _____

TO: DIRECTOR, FBI
Washington, D.C.

ATTENTION: Identification Division

Dear Sir:

Instructions on the reverse side of this form have been read. Please place the type of service checked below against the Fingerprint Record of subject named.

WANTED FOR _____ DATE OF ESCAPE _____

FLASH: PAROLE _____ 19 _____ EXPIRES _____ 19 _____; PROBATION _____ 19 _____ EXPIRES _____ 19 _____
If Flash Notice is desired, give the following information:

Date and Place of Sentence	Actual Sentence Imposed
Charge	Suspended Sentence Imposed
Contributor of Fingerprints	Probation Imposed

CANCEL Because _____

Name		Occupation		Marital Status	
Aliases .		Race	Sex	Height	Nationality
		Weight	Eyes	Hair	Complexion
FBI #	Other #	Scars, marks and peculiarities			
Date of birth	Place of birth				
Residence		<input type="checkbox"/> Will extradite	<input type="checkbox"/> Will not extradite		
Fingerprint class		<input type="checkbox"/> Please furnish Identification Record			
Name and Address of Parties to be notified of apprehension:		Name and Address of Contributor			

See over for Instructions

ILLUSTRATION NO. 19(a)

Request WANTED notice when subject's apprehension or location is desired.

Request FLASH notice when subject is placed on parole or probation and you desire to be advised if he is arrested while in this status.

Request CANCELLATION when subject's custody is secured or you no longer desire information concerning him.

The Name, Number, and Agency should be exactly the same as they appear on the Fingerprint card in the files of the FBI. In all instances when the FBI number is known, it should be indicated. When the FBI number is furnished, it is not necessary to give Fingerprint Classification or description.

In the event a Law Enforcement Agency is not certain there is a previous Fingerprint Record for the subject in the files of the FBI and desires a Wanted Notice posted, the descriptive data indicated on this form should be completed. If a possibly identical record is located by the FBI, it will be furnished in order that the Law Enforcement Agency may determine whether or not this record is identical with the subject wanted. Wanted or Flash Notices are not posted in our files unless positive identifications can be effected. Therefore, if an identification with a particular Fingerprint Record is made by you after receipt of possibly identical information from us, it will be necessary to resubmit this form so that the notice can then be posted in your behalf.

3. Death Notices.

When persons whose fingerprints are on file are reported as deceased, the fingerprints should be taken from the active file and assembled with any other prints of the person concerned. They should be plainly marked "DEAD" and filed in a separate cabinet or section.

All of the index cards on the deceased individual should also be marked "DEAD" and filed in a separate cabinet or section. The cards are retained until official authorization for disposal is made.

The length of time all records of deceased individuals should be retained is a matter to be determined by the agency concerned. For your guidance some agencies retain the name index card, one print and master record indefinitely. All other records pertaining to the individual are destroyed. Other agencies retain the complete data for a two year period, then destroy the entire jacket except the name card, which cards are destroyed once every five years.

The death form itself should be standardized, if possible, for use at all levels, local, state and national.

See Illustrations No. 20 and No. 21.

C. ARREST REPORTS

An arrest report should be prepared on all persons arrested. The arrest report should be a standard form, preferably of letter size.

The informational content may include such items as social history, family and professional background, associates, names and aliases, descriptive information, military record and such other data as is deemed necessary. In the preparation of this form consideration

should be given to the informational needs of other departments, sections, or divisions to whom distribution is made in order to avoid the necessity of the other departments preparing different forms.

The arrest report, therefore, will be prepared in sufficient copies in the first instance in order to eliminate duplication of effort by the other departments or divisions. Proper routing of the arrest form is essential in order that subsequent data such as identification number and central record number are incorporated on the form. After all copies of the form have reached the final stages they may be rerouted back to the various sections or divisions where they will be filed.

The arrest form may, therefore, be used for arrest information in the first instance, a copy for file in the identification jacket or folder, a copy in the detective division, a copy in the central records file, and finally for statistical purposes. It will, therefore, be seen that the original arrest report (and copies) has many uses and duplication of work concerning the information in other sections is eliminated.

See Illustrations No. 22, No. 22(a), and No. 22(b).

D. BASIC ADMINISTRATIVE PROCEDURES

When an Identification Bureau receives fingerprints of individuals on whom it already has fingerprints it is not practical to keep more than one set of fingerprints per person in what may be called the active or searching fingerprint file. In these instances the better print should be designated as "MASTER" print by having the word "MASTER" stamped thereon. They should be given a number to be known as the master number. This number should also be placed on all

S.S.—Form FPI-16

**DIVISION OF IDENTIFICATION
DEPARTMENT OF CORRECTION
ALBANY, NEW YORK
NOTIFICATION OF DEATH**

NAME

ALIAS

DATE OF BIRTH COLOR SEX

CAUSE OF DEATH DATE OF DEATH

PLACE OF DEATH

PREVIOUSLY FINGERPRINTED AS
(NAME)

PRINTS SUBMITTED NUMBER
(DATE)

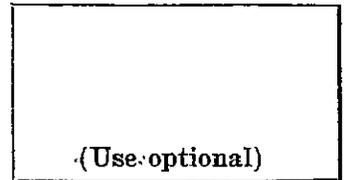
D.C.I. NUMBER F.P. CLASS

SIGNATURE

TITLE

NAME OF INSTITUTION OR AGENCY

Note: These forms are to be forwarded to the D.C.I. in Albany for persons who have died and are known to have been previously fingerprinted by your Department. An additional supply of the forms may be obtained from the D.O.I. upon request. Your cooperation in using them will be greatly appreciated.



Right Index Finger

ILLUSTRATION NO. 21

R-88 (3-10-55)

DEATH NOTICE

Mr. J. E. Hoover, Director
 Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

Date _____

Attention: IDENTIFICATION DIVISION

Dear Sir:

The following is the record of a death of an individual whose fingerprints are on file in the Identification Division of the FBI:

Name (Last, first, middle)		Date of Death	
Aliases		Cause of Death	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	FBI Number		
	Other Number		
Agency			
Fingerprint Classification			
Contributor		Address _____	
Name _____		_____	

The Name, Number, Agency should be exactly the same as they appear on the fingerprint card in the file of the FBI. In all instances when the FBI# is known it should be indicated. When the FBI# is indicated it is not necessary to indicate the fingerprint classification.

This form can be used by a Law Enforcement Agency when it receives accurate and positive information concerning the death of an individual whose fingerprints are in the file of the FBI. As a general rule in those cases where a Law Enforcement Agency is investigating a death the ten inked impressions should be taken on a regular fingerprint card.

METROPOLITAN POLICE DEPARTMENT

Washington, D. C.

D. C. P. D. _____

TO: Deputy Chief of Police,
Chief of Detectives.

IN RE: Statement of Facts in case of prisoner named, sent to Detective Bureau this date.

ANSWER ALL QUESTIONS — BOTH SIDES

Name _____
(first) (middle) (last) (color) (age)

Aliases; or any nicknames _____

Address _____

Local Draft Board No. _____ Address of Board _____ Order No. _____

Place of Birth _____ Date of Birth _____ Time in D. C. _____

Date of Arrest _____ Time of Arrest _____

Place of Arrest _____

Present Charge _____ Arrested by _____ Bur. _____
Pct. _____

Statement of Facts as to Charge (including Method of Operation) _____

Hangouts; Habits, etc., of Prisoner _____

Record of Arrests (Local or F. B. I.) if any _____

Statement taken by _____

_____ Bur.

_____ Pct.

Captain _____ Bur. _____
Pct. _____

FAMILY and RELATIVES

Relationship	Age	Name	Address

FRIENDS and ASSOCIATES

Name	Address

WORK HISTORY

Date	Employer	Address	Occupation

MILITARY RECORD

Branch _____ From _____ To _____

Branch _____ From _____ To _____

EDUCATION

Grade completed _____ City _____ State _____

c.c./ _____

 I.D. Number _____

ARREST REPORT
 Department of Police
 Baton Rouge, Louisiana

Case Number _____

 Surname First Name Middle Name Aliases, Monikers, Etc.
 Residence _____
 Age Race Sex Martial Status _____
 Day of Week Month Day of Mo. Year Time _____
 Place of Arrest _____ Zone _____
 Drunk Drinking Narcotic Phy. Hdcp. Mental Hdcp. Normal _____
 On View Warrant Summons Notice For O.A. _____
 No. of Previous Arrests _____

	Initial Charge(s)	No.	Official Charge(s)	No.
Felony				
Misdemeanor				
Observation, AWOL, Fugitive from Justice, etc.				

Disposition:
 Bonded () Paroled () Released () Authority _____ Date . Time _____
 Court _____ Arraignment Date _____
 _____ Trial Date _____
 _____ C.C. Aff. No. _____

(Additional Facts of Arrest - Description of Vehicle, Disposition; Evidence Secured; Witnesses; Statements; Mugged and/or Fingerprinted; Resistance; Etc.)

Arresting Officers _____ Code _____
 Approved _____ Date _____
 (Commanding Officer)

other sets of fingerprints which may be found to be identical with the "MASTER" print. The "MASTER" is placed in the active fingerprint file.

The extra prints are placed together in a heavy folder with the master number placed thereon. The identification folder is filed in a separate cabinet. In the folder is filed also copies of all information regarding the individual, photographs and a master complete transcript of the individual's identification record, both criminal and non-criminal.

The "MASTER" number should be placed on the name index card and all alias cards of the individual. Each new alias and arrest data should be placed on the original index card.

The practice of handling every new arrest fingerprint card in the bureau should include searching of the fingerprint cards in the fingerprint file to ascertain if the subject has a previous record. If the subject does not have a previous record a new number should be assigned. In this connection, it is noted again that only one copy of the fingerprint card should be maintained in the files by fingerprint classification. However, to eliminate the necessity of complete classification and fingerprint searches, a search and possible identification may be effected in the name index file in many cases if the primary and secondary classification are simply "blocked out." This "blocking out" will prove sufficient information to effect a tentative identification in the name index file. See Illustration No. 23, Basic Flow Chart.

E. PREPARATION AND DISSEMINATION OF RECORDS - LOCAL LEVEL

A standard form should be devised to advise various sections or squads on a local level, or other official inquiries, the results of

searches made in the identification bureau. Illustrations No. 24 and No. 24(a) are examples of standard forms to report the complete identification record on file in the fingerprint bureau.

A standard form should also be used to handle all requests for records, photographic or latent fingerprint service or related work performed by the identification bureau. See Illustration No. 25 for an example of this form. Such reports will provide the data necessary for daily, weekly, monthly, or yearly reports of the activities of the bureau and its personnel.

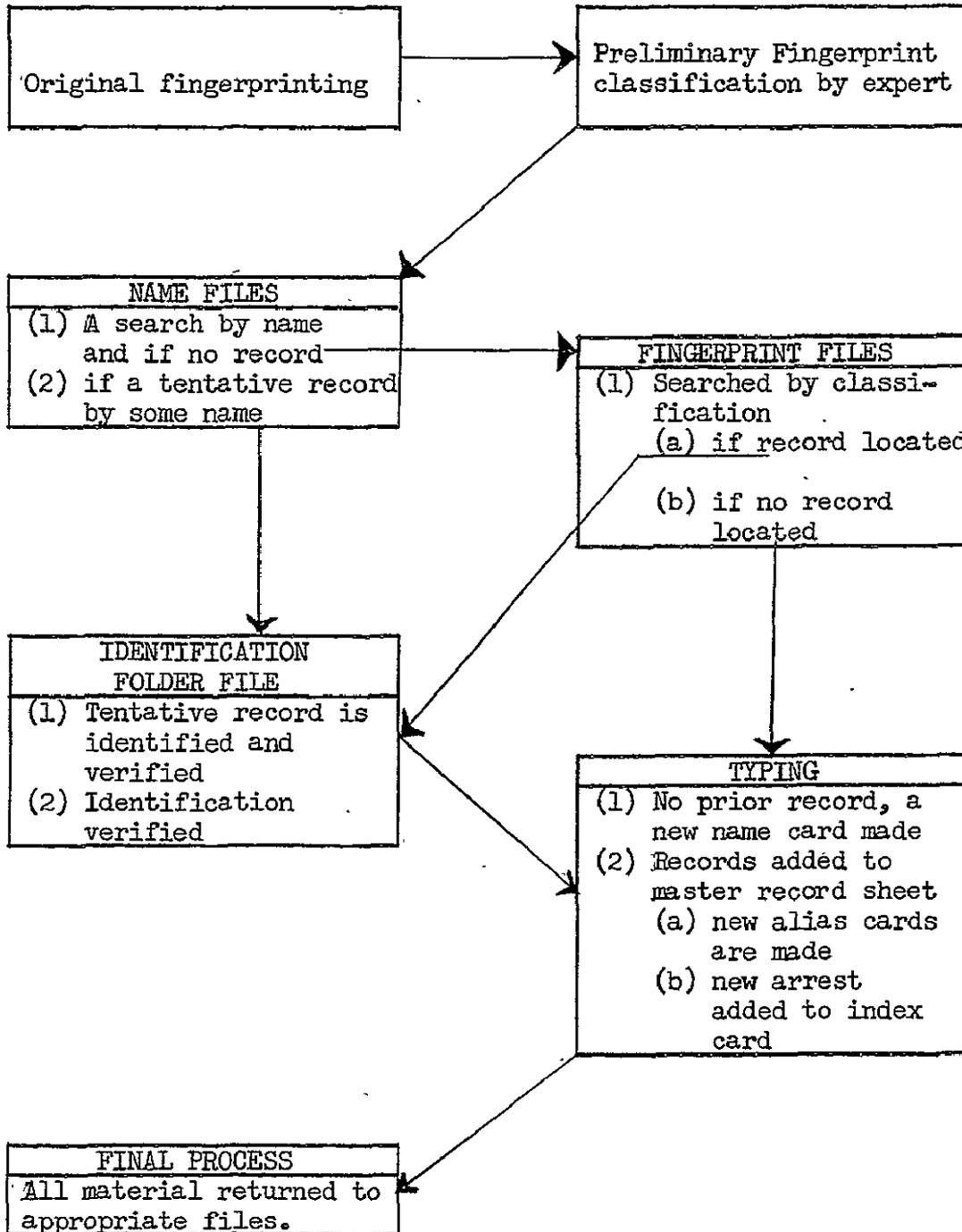
Reports from other sections or bureaus of the local agency for information or services of the identification bureau should be made in duplicate, the original to be returned to the person making the request and the duplicate filed by the identification bureau.

F. LATENT PRINT OPERATIONS

1. Powders and Chemicals.

The developing, photographing and lifting of prints at crime scenes are integral parts of fingerprint identification work. This type of work is generally done by designated, experienced fingerprint experts of the identification bureau. The sole purpose in "developing" a latent impression is to make it visible so that it may be preserved and compared. Various powders and chemicals are used for this purpose. When a latent print is visible to the eye it should be photographed before any effort is made to develop it with powders. A gray powder and a black powder are generally adequate for latent print work. Many fingerprint powders of various colors and compositions are available from fingerprint supply companies.

BASIC FLOW CHART
IDENTIFICATION BUREAU



PAUL D. Mc GINNIS
COMMISSIONER

CONFIDENTIAL

STATE OF NEW YORK
DEPARTMENT OF CORRECTION
DIVISION OF IDENTIFICATION
ALBANY, N. Y.

This certifies that Finger Impressions of the following named subject have been compared and the following is a true copy of the records of this Division.

McGinnis
Director

D. C. I. NO.

CONTRIBUTORS OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION

*Represents notations unsupported by fingerprints.
Please advise if we can be of further assistance to you in this matter.

METROPOLITAN POLICE DEPARTMENT
IDENTIFICATION BUREAU

SPECIAL WORK REQUEST

DATE _____

REQUESTED BY _____ SQUAD _____

REASON _____

PHOTOGRAPHY WORK

SUICIDE NOTES _____ PHOTO COPY _____ PAPER COPY _____ NEG. ONLY _____ OTHER _____

PHOTO SIZE _____ NUMBER PHOTO'S _____ REMARKS _____

FINGERPRINT WORK

COPY _____ FOR LOCAL, OUT OF TOWN DEPT., ETC. _____

I.D. BUREAU NO. _____ OTHER NO. _____ NUMBER COPIES _____

OTHER WORK

TYPE _____ REMARKS _____

PERSON RECEIVING REQUEST _____ DATE _____ TIME _____

ROUTINE _____ RUSH WHY? _____

WORK COMPLETED BY _____ TIME _____ DATE _____

COMPLETED WORK RECEIVED BY, ORIGINAL _____

COPIES _____

REMARKS _____

Chemical treatment in the development of latent finger impressions on paper, cardboard and newly finished or unpainted wood may involve a slightly more complicated technique than that in which powders are utilized, but the results justify the additional effort. It is very strongly recommended that powders not be applied to articles of the above types. This recommendation is made for several reasons: (1) powders cannot be removed from paper and possibly may interfere with some type of document examinations; (2) powders are likely to prevent restoration of the specimen to a legible condition; (3) powders will not develop as many latent impressions as chemicals on paper or cardboard; and (4) powders in some cases will obscure the latent impressions subsequently developed chemically.

Iodine and silver nitrate are the most commonly used in the chemical treatment inasmuch as they are relatively inexpensive, relatively procurable, effective and easy to apply. Extreme care should be exercised in the use of iodine and silver nitrate. Silver nitrate crystals, distilled water, glass or enamel trays, blotters and arc light can be purchased through fingerprint supply companies. Illustrations No. 26 and No. 27 show iodine fuming equipment.

Latent print kits are available through various manufacturers which contain the necessary material, equipment and camera for the recording and preserving of evidence relative to latent prints at crime scenes.

2. Files.

The following basic files are maintained in the latent print operations.

a. Latent Case Folder File.

The cabinets should be standard letter size (9" x 11 3/4" envelopes). The envelopes will be filed in an upright position by a case number in numerical sequence. In addition to the latent case number it may be desirable to record other identifying data on the outside of the envelope. In the latent case envelope are filed the photographic copies of the latent prints, negatives, lifts, original notes, report of investigation and all other subsequent reports.

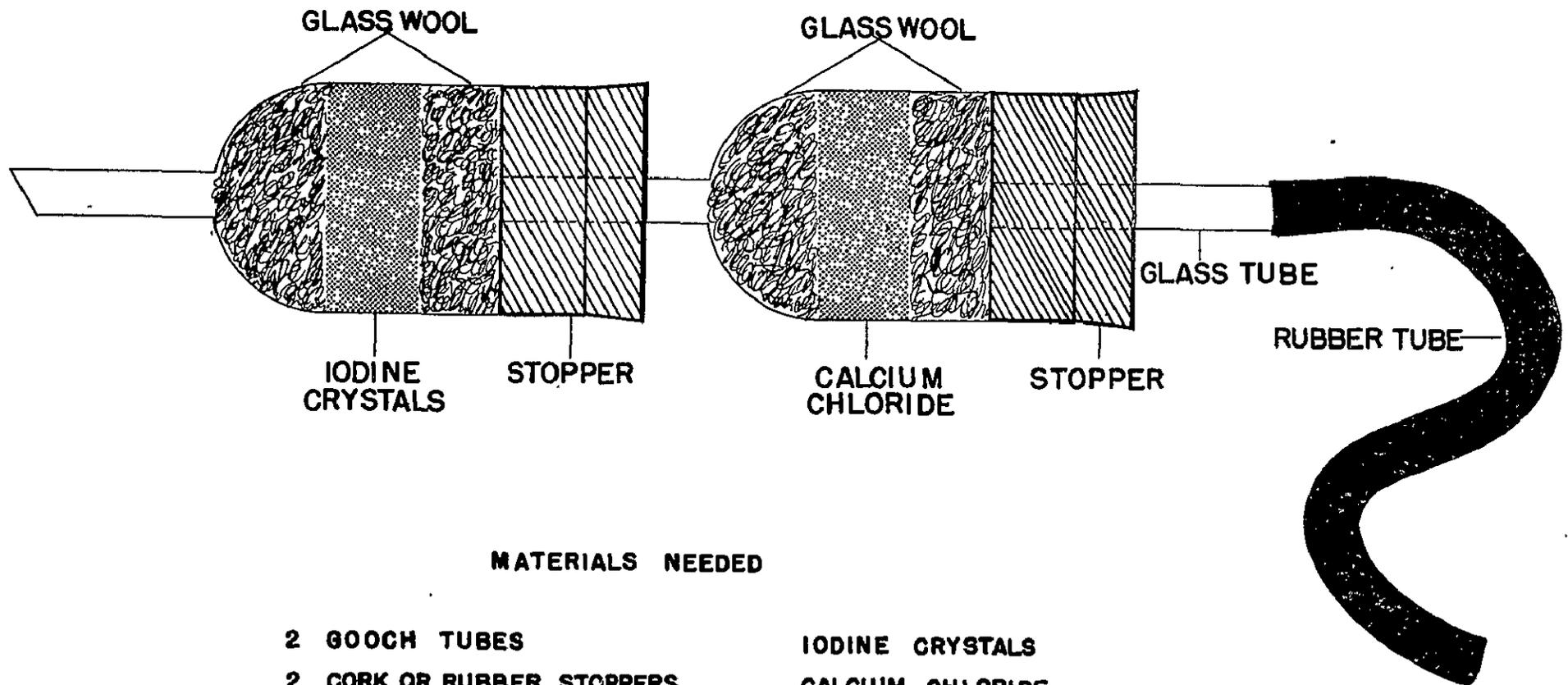
b. Latent Case Index File.

The cabinets should be of standard size. Usually a card 3" x 5" is filed in an upright position with appropriate guide cards. It is recommended that the following be included on the index card: the name of the victim or the place involved; the address; the date of crime; the type of crime; a statement as to whether or not latent fingerprints were developed; the number of latent prints; the latent case number. These cards should be filed in straight alphabetical sequence by the victim (person or place). This information should appear in the same place on all cards to simplify searching. Uniformity has been stressed throughout this booklet and should be continued in the latent case index file.

c. Unidentified Latent Print File.

This should be a standard file, usually 3" x 5" cards, subdivided by appropriate guide cards. All latent prints developed at the scenes of crimes which have not been eliminated and which are suitable for comparison and identification should be placed in this file. This is done to keep the latent prints active and available for future identification.

THE IODINE GUN



MATERIALS NEEDED

2 GOOCH TUBES
 2 CORK OR RUBBER STOPPERS
 TO FIT TUBES

GLASS WOOL

IODINE CRYSTALS

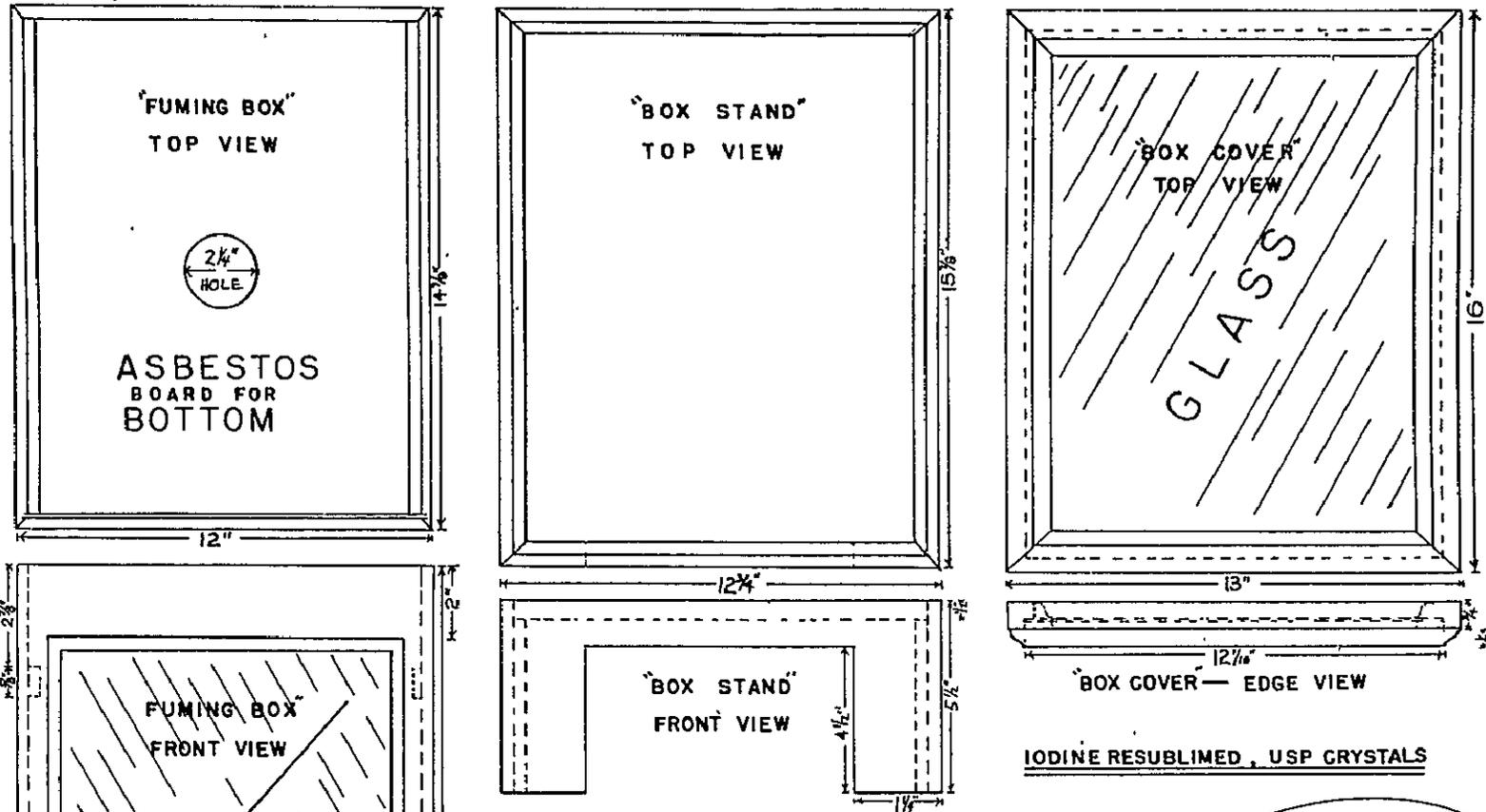
CALCIUM CHLORIDE

GLASS TUBE 4 INCH LENGTH

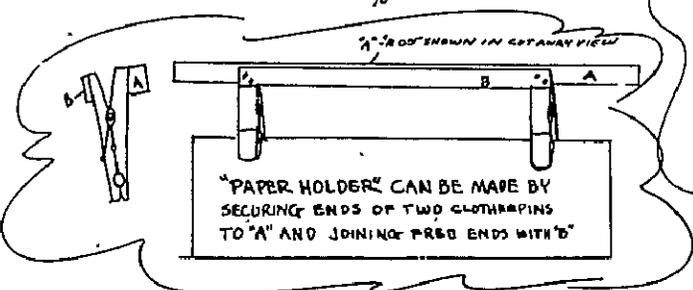
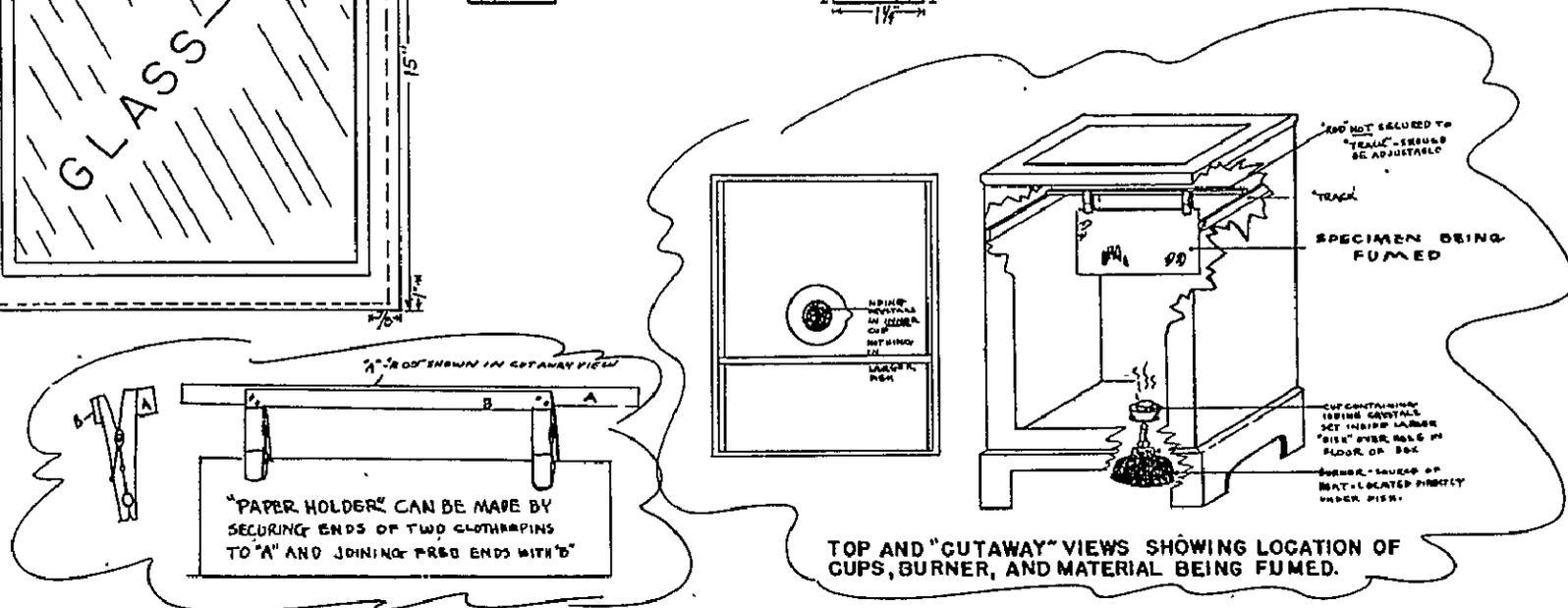
RUBBER TUBE 8 INCH LENGTH

The construction of an iodine fuming gun.

ILLUSTRATION
 NO. 27



IODINE RESUBLIMED, USP CRYSTALS



Photographs of the latents are pasted on 3" x 5" cards. This card should contain same type of information as on the 3" x 5" latent case index card.

Depending on the size of the file, the cards may be subdivided by location, precinct, division, zone, etc., and then by fingerprint classification.

Daily Check of Arrest Prints
Fingerprint comparisons in the unidentified latent print file can be made on the basis of fingerprints taken from day to day of individuals fingerprinted for criminal identification purposes.

Single Fingerprint File

(1) Basic Operations

The single fingerprint file is a special fingerprint file for use with latent prints found at crime scenes. This file contains fingerprints filed under a single print system or by a system using as a basis the right and left hands. In the latter phase each hand is considered as an individual unit. Regardless of the system used, a special fingerprint file for latent prints is recommended for a local identification bureau.

The system used should be simple, practical and economical. A name index (3" x 5") is usually maintained for those individuals entered in this fingerprint file. Consideration can be given in placing in this special file the fingerprints of individuals arrested for specific crimes, such as burglary, auto theft, safe robbery, etc. As a possible assistance, the following information is outlined concerning the five finger system as used by the FBI and other law enforcement identification bureaus.

(2) Five Finger System.

A single fingerprint file must be maintained on a selective basis in order to keep it to a workable size. This may present no problem in a small bureau. The file should be limited to types of crimes in which latent prints are most often developed. Information concerning the criminal activity is obtained from a perusal of available identification records, a continuous check of current fingerprint cards showing arrests for the offenses. At time of arrest and fingerprinting a special fingerprint card 4" x 8" in size can be used. The rolled ink impressions of the right hand and left hand are placed on separate cards. Name and other identifying data should be placed on these cards. The FBI and other law enforcement agencies use the five finger system in connection with searching latent prints through a fingerprint file. Information pertaining to the five finger system is outlined in an article entitled "Identify Latent Prints Through A Single Fingerprint File" appearing in a FBI Law Enforcement Bulletin.

f. Evidence File.

In all cases where latent impressions are developed at the crime scene or on any object used in connection with the commission of a crime, the impression should be properly photographed, lifted and preserved.

The evidence, where possible and practical, should, of course, be properly packed, labeled and stored for future use in court. Caution should be exercised in the wrapping of the evidence to see that the latent impressions on the objects are not destroyed. All evidence

not of a bulky nature can be placed in an envelope properly identified and filed by the latent case number.

G. FINGERPRINTING UNKNOWN DEAD

The fingerprint experts assigned to the latent fingerprint section of the identification bureau should also be qualified to handle the special problems arising in the fingerprinting of unknown deceased individuals, as well as the classifying and searching of these prints in order to identify them if possible in the local file. The prints should be forwarded to the state and national bureaus also for possible identification. Kits containing special equipment for fingerprinting deceased individuals are available through fingerprint supply companies.

H. FOOTPRINTING

In some areas it may be required of hospitals to footprint new-born infants.

Footprints taken at birth should be a part of the hospital record at birth.

The ridge details of the foot are very fine and proper care and attention should be given to the inking process and placing of the inked foot on the prescribed form.

The identification expert can be of valuable assistance in giving instruction to the hospital staff regarding the proper procedures to follow in connection with footprinting.

I. COURT TESTIMONY

The fingerprint experts of the latent section should be qualified to handle the presentation of the bureau's fingerprint records in court

and to prepare for court presentation the fingerprint evidence and charts relating to identifications. The expert prepares these charts in order to show the court and the jury the nature of his testimony.

The latent print and the inked impression should be enlarged at least 10 times. The lines drawn on the photographic enlargements to the ridge characteristics with the appropriate number assigned to each characteristic should be in a neat and uniform manner.

J. PHOTO LABORATORY

In connection with the identification bureau, a photo laboratory is essential. This will consist of the necessary photographic darkroom equipment and supplies to handle all photographic work involved, such as the photographing of crime scenes, mug shots, latent fingerprints or other related matters.

K. IDENTIFICATION CARDS

In some countries it is necessary to carry identification cards. These cards are for various types of licenses and also only for personal identification.

The issuance of these ID cards and the various types of licenses is usually a part of the identification bureau.

As previously indicated these fingerprints and name index cards are integrated in the respective files of the identification bureau.

L. MOBILE IDENTIFICATION SERVICE

It may be desirable to have as part of the identification bureau a vehicle especially assigned and equipped for crime scene work. The

equipment should include such items necessary to develop, lift, photograph and preserve latent fingerprints.

M. REPORTS - WORK OF THE IDENTIFICATION BUREAU

Such report forms should be standard to provide uniformity. The data should be adequate enough to reflect the work performed by the identification bureau. The reports should be maintained as simple as possible yet provide all of the necessary information which may be required to support inquiries from superiors or for budget needs. The number of crime scenes photographed; number of latent fingerprints developed and photographed; number of prints made; number of enlargements made; number of prisoners fingerprinted and photographed; number of prints classified, etc., are some of the items for consideration on the reports.

N. ORGANIZATION

The identification records should be separate and apart from those of an investigative nature, traffic or laboratory records, etc., as the identification bureau is a service agency to all other official agencies and as a service agency the records should be available at all times.

It will be noted that in this outline a differentiation has been made as to identification records against those in other categories.

SECTION IV - STATE AND NATIONAL BUREAU

A. GENERAL ORGANIZATION

It is advisable to establish a state or national bureau of identification by law. Such law should provide for all of the functions to be undertaken by the bureau. It will be noted that stress has been placed on the standardization of forms on a local level. Standardization of forms provides for uniform reporting of information and eliminates unnecessary clerical work, simplifies administrative procedures, and reduces cost of operation. Where the state or national bureau provides the forms to the local agencies without cost, it pretty much assures uniformity of the type form being used.

The basic files on both the state and national levels are the same, i.e., name index file, fingerprint file, folder file, as have been previously outlined on the local level. The state and national bureaus should establish their own master numbering systems. The same type of information is placed in these files except that the state bureau will have complete data on the state level and the national bureau will have complete data for the entire country. The operation of a state or national bureau may very well be different in its operation so far as the necessity of maintaining a photographic modus operandi file or a crime scene or of the investigations at crime scenes. Due to the size of a state or national file, however, these bureaus may very well be broken up into sections.

B. SECTIONS OR UNITS

Because of the large volume of work in a state or national bureau the various type files are placed into specific sections. The name of the basic files are hereafter known as the Name Index Section while the fingerprint files are known as the Technical Section, and the folder files as the Assembly Section.

1. Recording Section.

a. General Background.

This section will receive all mail addressed to the identification section. It will date stamp everything received. It will record the number of pieces of miscellaneous forms and material received on a daily basis and route any correspondence either to the supervisor of the bureau or to the specific section where it may require attention.

It will record the number of fingerprints by contributor and category of print. This will provide all of the needed data for all daily, weekly, monthly and yearly reports. A special form can be used. See Illustration No. 28. If need be, categories may be broken down by type of crime or even age groups. Such figures could be used by the statistical section.

All fingerprints returned because of dismissal, discharge or because the prints were improperly taken should be returned to the contributor through the recording section and the number of prints returned deducted from the receipts. After the proper recording of the fingerprints they should be routed for further handling and processing through the identification section. All forms used in the recording sections should, of course, be standardized.

A daily report is made by each section to show the current and delinquent work. From these reports the Recording Section makes a compilation for weekly, monthly and yearly reports in order to completely outline the activities of each section of the identification bureau. These reports are used both for statistical and budgetary reasons.

b. Communications.

Consideration should be given to speedy communications established between city and state or national bureaus. This type of communication would consist of teletype, telephone, radio and any other special type of equipment which will transmit photographs or fingerprints by means of telephone or radio. In the event any of the above types of communications are available standard forms should be utilized.

c. Return of Prints.

A special form should be utilized which would be standard. This "return" form will include the various reasons for the return of illegible or incomplete prints. In addition, incomplete data concerning personal description and criminal history could also be included on this return form. Examples of this type of form are shown in Illustrations No. 29, No. 29(a) and No. 30 which are used by the FBI and the State Bureau, Albany, New York.

2. Name Index Section.

The name index section will contain the true names, aliases and nicknames of all persons whose fingerprints have been received regardless of whether they are criminal or non-criminal.

The files, equipment and other data previously outlined under "Name Index File" - Local Level, would be applicable for this section

ILLUSTRATION NO. 28

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

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	1	2	3	4	5	6	7	8	9	10	11	12
16												
17												
18												
19	<p>This form, which folds, is printed on both sides and can be used for two years. Each contributor has a separate "recording" card and each category of prints classification is maintained on a separate form.</p>											
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
SUB TOTAL												

GRAND TOTAL

CITY	DEPARTMENT	STATE	CLASSIFICATION



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

*In Reply, Please Refer to
File No.*

The finger impressions which have the number in individual finger blocks circled on the attached cards are not susceptible of accurate classification because of one or more of the various reasons listed below. Each fingerprint card indicates by number or notation appearing in the upper left corner the particular reason or reasons for its return.

- | | |
|---|---|
| (1) Ink was unevenly distributed. | (8) One or more fingers printed twice |
| (2) Fingers not fully inked or rolled | (9) One or more impressions missing or partially missing. Please indicate if there is an amputation. If no amputations, obtain these fingerprints. In cases of bent or paralyzed fingers, it is suggested that a spoon or similar instrument be used and the fingers be printed individually. |
| (3) Too much ink | (10) Fingerprints not in sequence in spaces indicated |
| (4) Insufficient ink | (11) Printers ink was not used. Other inks or chemicals are not usually legible or permanent. |
| (5) Some impressions smudged, possibly fingers slipped while being rolled, or fingers not clean and dry | |
| (6) Ridge characteristics not distinct, possibly due to the nature of the individual's employment or some other cause. Legible prints may be obtained after a few days. | |
| (7) Hands have been reversed. | |

Due to the volume of fingerprints contained in the fingerprint files of the FBI, and the use of super break-ups and extensions in conjunction with the Henry Classification System, it is necessary to obtain exact ridge counts and tracings of all ten fingers in order to search our files properly.

In the event of serious injury to a finger precluding the taking of prints of the finger at this time, it is suggested that printing be done at a later date when a complete set of prints may be secured.

It is suggested that reprints be obtained and forwarded to the FBI for appropriate attention. When submitting the reprints it is not necessary to return the original fingerprint card, as only one copy of each set of fingerprints is necessary for retention in this Bureau's files.

For your information, a check by name only has been made on the enclosed prints with negative results.

Thank you for your cooperation in this matter.

John Edgar Hoover
Director

(over)

PLEASE NOTE

Because of the vastness of our fingerprint records, it is imperative that the complete classification formula be employed for searching and filing in each instance. Accurate classifying depends primarily upon the best possible rolled impressions that can be taken.

Fully rolled, clear impressions allow for accurate pattern differentiation, ridge counting, whorl tracing, and interpretation of whorl types.

It is suggested that each newly completed fingerprint chart be examined to ascertain if it can be fully classified, bearing in mind the following: (1) loop type patterns cannot be classified unless the center of the loop, the delta, and the ridges between them are clear; (2) whorl type patterns cannot be classified unless the deltas and the ridges connecting them are clear; (3) arch type patterns can be classified as such only if a sufficiently clear impression is obtained to permit identification of the pattern as belonging to the arch category.

While a concerted effort is made to retain every fingerprint card forwarded us for processing, in some instances this is not possible. The FBI fully recognizes the occurrences of situations which challenge the ingenuity of the identification officer to secure legible impressions. All returned fingerprint cards do not necessarily reflect upon the ability of the operative taking the prints and no returns are made at any time with such a thought in mind.

Your earnest co-operation is solicited in obtaining the best possible impressions in each block on each fingerprint card forwarded us for search. By so doing you are rendering a real service and making a major contribution to all agencies participating in the fingerprint exchange program.

DCI 5

STATE OF NEW YORK
DEPARTMENT OF CORRECTION
DIVISION OF IDENTIFICATION
43-45 Columbia St.
Albany, N. Y.

The enclosed fingerprints are being returned because of the reason/s indicated

NAME

REASON

- | | |
|--|---|
| <p>1— Prints indistinct</p> <p>2— Prints insufficiently rolled</p> <p>3— Prints transposed or mixed</p> <p>4— Finger impressions missing</p> <p>5— Plain impressions missing</p> <p>6— Duplicate card already on file</p> <p>7— Fingerprint card not signed</p> <p>8— Printed name and signature do not agree</p> <p>9— Improper fingerprint card used</p> <p>10— Reason for submitting prints not given</p> <p>11— Age and date of birth do not agree</p> <p>12— Department arrest number not given</p> <p>13— Full first name not given</p> <p>14— Sex not stated</p> <p>15— Color " "</p> <p>16— Crime " "</p> <p>17— Crime category " "</p> <p>18— Place of crime " "</p> <p>19— Date of crime " "</p> <p>20— Arresting Dept. " "</p> | <p>21— Place of arrest not stated</p> <p>22— Date of arrest " "</p> <p>23— Age " "</p> <p>24— Date of birth " "</p> <p>25— Height " "</p> <p>26— Weight " "</p> <p>27— Build " "</p> <p>28— Complexion " "</p> <p>29— Color of hair " "</p> <p>30— Color of eyes " "</p> <p>31— Place of birth " "</p> <p>32— Apparent nationality " "</p> <p>33— Occupation " "</p> <p>34— Mustache — Yes or No..... not checked</p> <p>35— Left Handed — Yes or No..... " "</p> <p>36— Term not stated</p> <p>37— Date received " "</p> <p>38— Date sentenced " "</p> <p>39— Other items:</p> |
|--|---|

Very truly yours

W. Messeri

Director

for the state and national bureaus. Volume of work and personnel are factors to take into consideration.

3. Technical Section.

The previously outlined information under "Fingerprint File" - Local Level, would also be taken into consideration. In addition to the "Master" fingerprint file by classification formula for the male and female it may be advantageous to subdivide this file by age groups.

The master fingerprint card containing amputations could be filed in a separate file called the "AMP" file. These cards are also filed by fingerprint classification.

Fingerprints which are completely scarred or otherwise mutilated are copied. The copy is to be filed in a separate file "Mutilated File" by classification. The original fingerprint is filed in the regular file by classification.

4. Assembly Section.

The material pertaining to the "Identification Folder File" - Local Level, is applicable to this section.

Due to volume of work it may be well to consider other types of file cabinets for this material. Metal shelf files for different heights are available through various manufacturers. There is also manufactured a six-drawer cabinet which will handle a folder approximately $9\frac{1}{2}$ " x $9\frac{1}{2}$ ". All material other than 8" x 8" cards is folded in this type of cabinet.

In addition to the straight numeric filing system for folders there is also a system known as terminal digit filing which may be used either in the regular file or with shelf filing. The controlling factor in filing any record under "terminal digit" system is the last digit.

A terminal digit file has 100 primary sections numbered 00, 01, 02, etc., to 99. Records are filed in these sections according to the last two digits which would be the primary classification. Thus, record number 485500 is filed in the 00 section, record number 012502 in the 02 section, record number 9 in the 09 section. The secondary classification is the next two digits; for example, record numbers 300100, 400501, 390302, 500500, 290402, 200701, would be filed as follows: under 00 would be record 300100, then 500500; under 01 would be record 400501, 200701; and under 02 390302 and 290402. This, of course, is only a brief outline of the terminal digit filing system.

<u>00</u>	<u>01</u>	<u>02</u>
300100	400501	390302
500500	200701	290402

a. Photographs.

Photographs received from the local level are filed in the subject's identification folder. The practicability of maintaining an MO file by photographs at the state or national level is questionable.

5. Typing Section.

The typing section will prepare all name cards including the aliases and nicknames, the non-ident (no record) reports, prepare new master record sheets, make additions on current cases to existent master sheets, and prepare the necessary number of reports to be sent to the contributing agencies.

All master record sheets and fingerprints and other information pertaining to the record are to be returned to the Assembly Section. All name cards including aliases and nicknames are returned to the Name Index

Section. All reports on criminal fingerprints should contain a pre-typed disposition form if deemed advisable and forwarded to the contributing agency. Non-criminal prints, of course, will not have a disposition form.

Consideration should be given to the use of continuous interleaved forms for the name cards and some type of reproduction equipment for the complete identification records. Illustrations No. 31 and No. 32 outline the continuous interleaved forms. The original is the "master" name index card; one copy and the disposition form constitute the "no record" reply to the local agency; and the other copy can be sent to the district attorney. These interleaved forms are pre-printed and the required number of copies is made dependent on the needs of the state and the national bureau.

Final disposition of the arrest on the fingerprint card will be completed on the "Disposition Form." Illustration No. 33 shows the "Disposition Form."

The master record sheet should be a standard form. This form is also pre-printed to contain the necessary data pertaining to the complete identification record of the individual. See Illustration No. 34.

Multiple copy processes such as Ditto, Copyflex, etc., and similar methods are available. A multiple copy process should be considered for the handling of identification records.

Mail sorting racks are also of possible use in the handling of a large volume of records.

6. Posting Section.

This section will process in the identification records all wanted and death notices received. This section will also handle the procedures concerning missing persons.

The posting section can be a separate unit of the state and national bureau or it can be a unit under the typing section.

a. Wanted Bulletin.

If a state or national bulletin is issued concerning wanted or missing persons the material for this bulletin is compiled in the posting section. The format of this bulletin must be uniform in order that the maximum efficiency may result in the filing of the data on a local level.

7. Latent Print Section.

a. Basic Functions.

This section may be separate and apart from all other sections in the identification bureau.

Qualified fingerprint technicians are essential. Ordinarily these technicians do not visit the scenes of crimes, however, it is not uncommon for evidence to be delivered or sent to the unit for processing. A standard form can be used to handle the examination of evidence delivered or sent to this section. Illustrations No. 35 and No. 36 are examples of this type of form. Special problems involved in the taking of the fingerprints of deceased individuals can also be handled by these fingerprint technicians. These technicians should be able to handle all phases of latent fingerprint work, comparison and identification, and charting of latent prints for court purposes and possible testimony.

The basic files equipment and data previously outlined under "Latent Print Section" - Local Level, are to be considered and applied for use in this section.

DISPOSITION FORM WM 6 1 1940

WM 6 1 1940

WM 6 1 1940

Caen, William Gerard WM 6 1 1940

DCI# 806495X

6	0	5	Ta	5
I	17	Tt		

B-495607 Assault 3rd, NYC PD 4th Pct #619 5/19/60

AR 5/19/60

Perforated edges provide for easy stripping operations from the continuous interleaved forms.

Caen, William Gerard

W M 6 1 1940

DCI# 806495X

O
R
I
G
I
N
A
L

6 0 5 Ra 5
I 17 Tt

B-495607 Assault 3rd, NYC PD 4th Pct #619 5/19/60

AR 5/19/60

C
O
P
I
E
S

6 0 5 Ra 5
I 17 Tt

B-495607 Assault 3rd, NYC PD 4th Pct #619 5/19/60

A search of the fingerprints of the above individual has failed to disclose prior criminal record.

McCashin
Director of Identification

AR 5/19/60

B-495607 Assault 3rd, NYC PD 4th Pct #619 5/19/60

A search of the fingerprints of the above individual has failed to disclose prior criminal record.

McCashin
Director of Identification

AR 5/19/60

DISPOSITION FORM

Caen, William Gerard

W M 6 1 1940

DCI# 806495X

6 0 5 Ra 5
I 17 Tt

B-495607 Assault 3rd, NYC PD 4th Pct #619 5/19/60

Fill in final disposition only on the reverse side of this form and return to the Division of Identification, Department of Correction, 43 Columbia St., Albany, N. Y.

AR 5/19/60

New York State Department of

New York State Depo

FINAL DISPOSITION

Date of Disposition _____ Judge _____

Court _____ County _____

Disposition (check one)—Dismissed or Acquitted ()
Convicted ()
Adj Youth Offender ()
Adj Wayward Minor ()

If convicted specify charge
and sentence imposed: _____

If Adj Youth, Offender or Way. Minor,
specify sentence imposed: _____

SIGNATURE OF PERSON SUBMITTING DISPOSITION

PAUL D. Mc GINNIS
COMMISSIONER

CONFIDENTIAL

STATE OF NEW YORK
DEPARTMENT OF CORRECTION
DIVISION OF IDENTIFICATION
ALBANY, N. Y.

This certifies that fingerprints of the following named subject have been compared and the following is a true copy of the records of this Division.



Director

D. C. I. NO.

CONTRIBUTORS OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION

*Represents notations unsupported by fingerprints in D. C. I. files.
Please advise if we can be of any further assistance to you in this matter.

Evidence Receipt Form
1-223 (Rev. 9-17-56)

(To be used in lieu of correspondence covering evidence submissions to the L. F. P. S.)

Submitting Agency _____

Delivered by _____ Date _____

Victim _____ Accepted By _____

Offense _____ L. F. P. S. # _____

Place and date _____

Suspects _____

BRIEF FACTS COVERING CASE

Report to be directed to _____

Copies to _____

Evidence to be returned to _____

Date of hearing, grand jury, trial or reason why expeditious handling is necessary _____

EVIDENCE

(THIS SPACE FOR BLOCKING)

(over)

b. Physical Characteristic File.

This section can also be responsible for this type of file which was previously discussed under "Physical Characteristic File" - Local Level. The establishment of this file using the descriptive data of individuals can be maintained if desirable on both the state and national levels on either a manual or machine (punch cards) basis.

c. Photographic Work.

This phase of photographic work is separate and apart from any photographic work performed in the Crime Laboratory. Dependent on the needs this photographic work of the identification bureau can be a separate section or the particular latent photographic work can be done as a part of the Latent Print Section.

Ordinarily it is not necessary to have "mugging" photographic equipment at the state and national level.

The photographic laboratory should have the necessary darkroom equipment and supplies to handle all work. Regular camera, special photographic equipment and enlargers for latent print work are available through various supply companies.

C. FORMS AND REPORTS

The control over forms as to size and content should be on the state or national level where it is possible. Standard forms developed on a national level and which can be used by all other agencies, both state and local, will establish uniform methods and procedures throughout. The standard forms - Disposition Sheet, Wanted, Cancellations Form, Death Notice - were previously outlined.

Each section will have its own individual reports and forms required for efficient operations. These forms, to further emphasize, should in all instances be uniform. The following forms and reports should be considered for use in all sections:

Charge-out cards - these may be either plain or printed.

Employees' Daily Work Section Report.

Routing Slips.

Attendance Records.

The employee daily reports in the various sections should contain the necessary data to evaluate all of the work operations (amount and time) and also to evaluate complete operation of each section as it pertains to the work of the entire identification bureau. These reports can be pre-printed in order to have all items reported in a uniform manner.

D. CIVIL (NON-CRIMINAL) FINGERPRINTS

Copies of all fingerprints of a non-criminal nature should be filed in the local, state and national bureaus. These may include all types of applicants, licenses, city, state and governmental employees, etc. These prints should be integrated in the regular fingerprint file.

E. BUREAU OF STATISTICS

As previously mentioned, the recording section is responsible for the preparation of the daily, weekly, monthly and yearly reports covering the entire activities of the bureau. The use of punch cards or other electronic equipment is worthy of consideration for use in large identification or statistical units.

F. CRIME STATISTICS

While crime statistics is not ordinarily a function of the state or national identification bureaus, close cooperation between the bureau and the statistical unit is essential. The information reported on fingerprint cards includes the classification of the individual in all of the essential descriptive data and social history, and also the fingerprint card contains the criminal data required for a uniform crime reporting.

G. MANUALS

1. General.

Whether the operation be on a local, state or national level, a manual of some sort should be prepared for the guidance of supervisors and employees, the record content of which will depend on the needs. In large operations, a manual for each section is essential for the efficient operation. Each manual should outline in detail the type of records maintained and the administrative operations in the particular section. The searching procedures, routing, filing, symbols used, employee's initials, and all detailed procedures as well as any other factors which would clarify or pinpoint their responsibility should be a part of the manual.

Manuals should be looseleaf in order to provide for additional deletions.

2. Technical Manual.

In addition to each section manual the Technical Section will require a separate manual in the language of the country containing all phases of classification, searching and filing of fingerprints, including latent fingerprints, single fingerprint system used by the particular agency.

This manual is the basis of instruction and training for all technical personnel.

H. BASIC ADMINISTRATIVE PROCEDURES

1. Preliminary Classification.

After the fingerprint cards are properly handled in the Recording Section they are routed to the Technical Section.

The fingerprint employee will place on the card a preliminary classification. This preliminary classification usually consists of indicating the type of patterns (blocking out) in each finger block and "bringing up" the primary and secondary on the classification line.

2. Name Search.

The card is routed to the Name Index Section. Based upon the name with the preliminary classification it is often possible to make a tentative identification in the Name Index Section.

a. No Record Located.

In those instances where no previous name card was found the fingerprint card is routed to the "Master" file of the Technical Section and a complete classification is given to the fingerprints and a search is conducted by fingerprint characteristics. After search and no record is located the fingerprint card is routed to the Typing Section.

b. Record Located by Name.

In those instances where a previous name card is located in file the following is possible:

The name card indicates that only one fingerprint card is in the "Master" file in the Technical Section. In this instance the print is

routed to the Technical Section in order to make a positive identification, then to the Assembly Section for verification; then to the Typing Section for a "Master" record sheet and answered.

The name card indicates that there is more than one fingerprint card on file (one in "Master" and the other(s) are in the identification folder). In this instance the print is routed to the Assembly Section in order that fingerprint employees may make positive identification and verify the identification; then to the Typing Section for the typist to add to the "Master" record sheet the data of the new fingerprint card and answered.

3. Technical Section (Fingerprint Search).

In all instances of no record by name search is made by the fingerprint classification. The following instances will occur:

a. No record.

If no previous fingerprint record is located in the "Master" fingerprint file the print is routed to the Typing Section.

b. Record located.

If a previous fingerprint is located the print(s) are routed to the Assembly Section and one print is stamped "Master." All material in the identification folder is assembled and routed to the Typing Section.

4. Typing.

a. No previous record.

Index cards are made in this section. This matter was previously outlined. (See Illustrations No. 31, No. 32, and No. 33.)

b. Previous record.

New "Master" record sheets are made. The data from the "new" or current print is added to the "Master" record sheet already in file.

(Illustration No. 34 - an example of a Record Sheet.)

The typists also make any new alias cards and add new data to the "Master" name index card.

c. Mailing:

This section handles the mailing of the "no record" and records.

d. Routing.

After answer, the index cards, fingerprint cards, identification folders are routed to the proper section.

5. Charge Card.

The importance of the appropriate charge card in all of the sections for the material removed from the files cannot be too strongly emphasized.

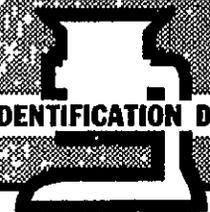
6. Flow Chart.

Illustration No. 37 is a FBI chart which graphically indicates the process of a fingerprint card through the Identification Division of the FBI. This chart can be used as a guide in determining all factors of handling a fingerprint card in a large bureau.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

THE HANDLING OF A FINGERPRINT CARD IN THE IDENTIFICATION DIVISION

FBI IDENTIFICATION DIVISION



RECORDING SECTION

FINGERPRINT CARDS RECEIVED, RECORD AND STATISTICS MAINTAINED FOR EACH CONTRIBUTOR.
PRINTS EXAMINED FOR COMPLETENESS OF DATA.
SPECIAL HANDLING SUCH AS "WIRE ANSWER" AND "SPECIAL DELIVERY" NOTED.

SIXTH FLOOR ①



TECHNICAL SECTION -- Classifying

PRELIMINARY CLASSIFICATION, PRIMARY AND SECONDARY, PLACED ON FINGERPRINT CARDS BY FINGERPRINT EMPLOYEE IN ORDER TO AID NAME SEARCH IN CARD INDEX SECTION WHEN SEARCHES ARE LARGE.
THIS SECTION IS ADJACENT TO THE RECORDING SECTION.

②



FIFTH FLOOR

CARD INDEX SECTION

FINGERPRINT CARDS SEARCHED BY NAME WITH THE AID OF THE PRELIMINARY CLASSIFICATION TO FIND PREVIOUS RECORD UNDER THE SAME NAME.

③A -- PRINTS HAVING FBI NUMBER INDICATED BY CONTRIBUTOR OR THOSE WHERE AN FBI NUMBER IS REVEALED BY NAME SEARCH ARE ROUTED TO THE ASSEMBLY SECTION.

③B -- PRINTS HAVING NO FBI NUMBER AND THOSE ON WHICH NO RECORD IS LOCATED ARE ROUTED TO THE TECHNICAL SECTION FILES.



FOURTH FLOOR

TECHNICAL SECTION -- Criminal Fingerprint Files

FINGERPRINT CARDS ON WHICH NO NAME CARD WAS LOCATED ARE COMPLETELY CLASSIFIED AND SEARCHED BY PATTERN FORMATION AND RIDGE DETAIL.

FINGERPRINT CARDS ON WHICH NAME CARD WITHOUT FBI NUMBER WAS LOCATED ARE COMPARED WITH "MASTER" PRINT.

④A -- IDENTIFIED PRINTS ROUTED TO THE ASSEMBLY SECTION.

④B -- PRINTS NOT IDENTIFIED ROUTED TO THE FINGERPRINT CORRESPONDENCE SECTION.



THIRD FLOOR

TECHNICAL SECTION -- Civil Fingerprint Files

PRINTS OF DECEASED AND AMNESIA VICTIMS ARE SEARCHED IN THIS FILE.



SECOND FLOOR

ASSEMBLY SECTION

⑤A -- COMPLETE RECORDS ASSEMBLED FOR EACH PERSON HAVING AN FBI NUMBER.

⑤B -- NEW FBI NUMBERS ARE ASSIGNED.

ALL IDENTIFICATIONS MADE BY FINGERPRINT SEARCHERS ARE VERIFIED.

POSTING SECTION

NO HANDLING REQUIRED UNLESS FINGERPRINT CARD PERTAINS TO "WANTED" INDIVIDUAL. INSURES PROMPT NOTIFICATION TO WANTING AGENCY.

FIRST FLOOR



FINGERPRINT CORRESPONDENCE SECTION

REPLIES FOR FINGERPRINT CARDS HANDLED. "NO RECORD" AND "RECORD SHEET" MAILED TO THE FINGERPRINT CONTRIBUTOR.

INDEX CARDS AND ADDITIONAL ALIAS CARDS TYPED FOR NAME FILES, INDEX CARDS WITH FBI NUMBERS HAVE ARREST NUMBER AND FINGERPRINT CONTRIBUTOR ADDED.



"AUTOMATIC LIFT" TO CONVEY PRINTS TO EACH SECTION



SECTION V - JAILS AND PENITENTIARIES

In using the words "Jails and Penitentiaries" is meant those institutions which would be the equivalent in the United States to a county jail or penitentiary; a state prison or reformatory; or a federal prison or correctional institution.

It is not necessary for these institutions to maintain separate name index, fingerprint or photographic files. All identification material, i.e., fingerprints, photographs, negatives, criminal records, etc., may be placed in a separate identification envelope (approximately legal size) and placed in the individual's institutional folder. See Illustration No. 38 for an example of pertinent information which can be pre-printed on an "Identification Envelope." Each institution should maintain a central name index file for inmates in custody, on parole, or released. By using the identification envelope all of the identification material will be transferred with the identification folder should the inmate be transferred to another institution.

Copies of all fingerprints and photographs, however, should be sent to both the state and national bureaus on all new commitments. Should the inmate be returned to the institution for violation of parole only, new copies of fingerprints are not required to be forwarded to the state or national bureaus. However, both bureaus should be notified of such return on a standard form developed for the purpose.

Provision should be made to photograph each inmate immediately prior to release. A copy of the photograph should be sent to both the state and national bureaus together with the latest description, scars and

marks that the subject may have acquired while in prison, date and location of release, crime committed and any other data deemed necessary to satisfy the needs of the agencies involved. Such release data may prove valuable to law enforcement agencies in the event the subject may become wanted or become a suspect at some later date.

The establishment of a name index, fingerprint and folder files, as recommended on the local, state and national levels, is not required in institutions. Institutions will require standardized fingerprint forms, a mugging camera with numbering device, portable camera to photograph subjects or objects within the institution, a fingerprint stand, ink, roller, card holder and such photographic equipment as may be required in a particular institution.

IDENTIFICATION ENVELOPE

NAME _____ NO. _____ D. C. I. # _____

- 1 () FINGERPRINT RECEIVED FROM COURT
- 2 () INSTITUTION FINGERPRINTS (FORM I-33) WITH PHOTO MOUNTED
- 3 () NEGATIVE
- 4 () EXTRA PHOTO
- 5 () D. C. I. CRIMINAL RECORD
- 6 () F. B. I. CRIMINAL RECORD
- 7 () BERTILLON RECORDS
- 8 () OTHER CRIMINAL RECORDS (NOT PROBATION REPORTS)
- 9 () FORM IS-7, UNTIL TURNED OVER TO DIVISION OF PAROLE
- 10 ()

THIS ENVELOPE, WITH ITS CONTENTS, IS TO BE FILED AS
PART OF THE INSTITUTION CENTRAL FOLDER

SECTION VI - PARTICIPANT TRAINING-IDENTIFICATION WORK

In order that those who will be responsible for the training of participants selected for identification training in the United States will have information as to the kind and the extent of such training, participants should know or be provided with the following information:

1. Will the participant organize a new bureau?
2. Will the participant reorganize the existing bureau?
3. Will the participant be responsible for administration only?
4. Will the participant require training in administration as well as the technical phases of identification?
5. What is the background of the participant in the identification field?

The participant should be in a position to provide the training officer with the following information pertaining to identification:

1. Participant should have knowledge of any legislation, rules or regulations requiring the fingerprinting and a complete knowledge of same. This will provide data as to the types of crimes for which persons are fingerprinted.

2. Participant should have a thorough knowledge concerning existing procedures including any methods in existence for obtaining final disposition of criminal cases.

3. Participant should have data on the number of employees in the identification bureau and their duty breakdown.

4. Participant should have knowledge as to the extent of any expansion intended in the country's identification bureau and how this will

affect the yearly intake. If crime statistics are available on a national basis and it is possible to secure a copy, this information will be very helpful to the training officer.

5. Participant should have information as to the number of prints on file and the current yearly intake.

6. Participant should have with him copies of forms currently being used in the identification bureau as well as data on the fingerprint classification system used.

SECTION VII - EQUIPMENT

The following information pertaining to office and technical equipment was obtained from the excellent booklet entitled "Police Equipment Survey" made by the International Police Services, Inc., Washington, D. C. for the International Cooperation Administration, dated August 1959.

1. Cameras.

The value of photographic equipment as an aid to law enforcement has long been established.

a. Identification photography - the taking of photographs of individuals to aid in their identification.

b. Field evidential photography - the taking of photographs at the scene of a crime, photographs of latent fingerprints, footprints.

a. Identification Photography.

Many types of cameras can be adapted to the taking of photographs of individuals for identification. There are also available photographic units especially built for this purpose. These units are equipped with their own light source and produce instantaneous front view, profile and full view photographs of individuals. A photographic identification arrangement should include a height indicator, a weight scale, and a device that provides for the insertion of the arrested person's name, arrest number or identification number, the date, and the name of the police organization so that this pertinent information will appear on the photograph.

(See Faurot, Inc. - Sirchie Finger Print Laboratories catalogs.)

The addition of color slides to modus operandi and identification files has proven to be a most successful innovation. When projected, color slides can produce a life size image in natural colors with an effect similar to an actual confrontation with the suspect. These color transparencies can be taken with any standard 35mm camera.

The 35mm camera can also be used to make certain types of evidence photographs, photo copies, and crime scene shots.

(See Graflex, Inc., Rochester, New York - Ansco, Binghamton, New York.)

b. Evidential Photography.

(1) Crime Scenes. For the making of photographs at crime scenes, scenes of accidents and kindred situations, a camera should be equipped with:

- (a) Accurate focusing mechanism
- (b) Adjustable diaphragm
- (c) Exposure control mechanism
- (d) Synchronized flash or Strobe light
- (e) Tripod attachment

The so-called "Press type cameras" meet all of the above specifications and have some additional desirable features. They can be adapted to use film packs as well as cut film. Some can be fitted with a Polaroid adapter which within minutes will produce a print. In addition, focusing attachments which facilitate the photographing of latent prints on concave or convex objects are manufactured as accessories to some of the press type cameras.

(See Graflex, Inc. - Bell & Howell.)

The Polaroid Land Camera uses film with self-contained developing and fixing agents which produce a finished black and white positive print sixty seconds after the exposure is made. This process does not produce a negative from which additional prints or enlargements can be made. The manufacturer recently marketed a special copying camera which produces exact size reproductions of the original print by the same rapid one minute process.

There are several models of this camera, the more expensive ones being fitted for bulb flash or Strobe units, coupled range finder and parallax-corrected view finder. There is now available Polaroid Land Transparency Film, developed by the same rapid process described above which yields a black and white transparency suitable for the making of slides for training purposes.

(See Polaroid Corporation, Cambridge, Massachusetts.)

(2) Latent Fingerprints. For the purpose of photographing latent fingerprints at the scene of a crime a particular type of camera has been developed. This camera has a self-contained system of illumination operated by dry cell batteries and/or regular current when such is available. It is a fixed focus camera, hence it is only necessary to place the camera over the latent fingerprint and make the required time exposure. These cameras are made in sizes $2\frac{1}{4}'' \times 3\frac{1}{4}''$ and $3\frac{1}{4}'' \times 4\frac{1}{4}''$ and are adapted to use either cut film or film pack. They are further useful for the making of copies of small documents such as identification cards and copies of photographs of a size no larger than $2\frac{1}{4}'' \times 3\frac{1}{4}''$ or $3\frac{1}{4}'' \times 4\frac{1}{4}''$.

The problem of latent prints on convex and concave objects was discussed above.

(See Faurot, Inc. - Sirchie Finger Print Laboratories.)

(3) Surveillance. Motion picture cameras have been extremely useful when used in conjunction with surveillances as well as in other types of police operations. Motion picture cameras come in sizes 8mm, 16m, and 35mm and can be equipped with inter-changeable lenses including telephoto lenses which bring distant objects closer to the observer.

Motion pictures of meetings, etc., are used for evidentiary purposes as well as to train personnel not familiar with the subjects of a surveillance.

(See Eastman Kodak and Bell & Howell.)

There are currently on the market several miniature cameras. Some are disguised as cigarette cases or lighters and are especially designed to take surreptitious exposures pertinent to a surveillance or other operation. These cameras usually use either 8mm film or a split 8mm frame, two exposures to a single frame of 8mm film. By reason of the extremely small film they are recommended for situations where a larger type camera would not be feasible.

(See Faurot, Inc. - Sirchie Finger Print Laboratories.)

(4) Document Photography. Many of the cameras previously mentioned are sufficiently versatile to be used for document copywork in the field. However, portable microfilming equipment is manufactured which has been specifically designed for this purpose.

(See Diebold - Recordak Corporation.)

c. Laboratory Photography.

There are many applications of photography to crime laboratory work. However, by agreement the subject of laboratory equipment is excluded from the discussion herein.

2. Photographic Processing Equipment.

Some smaller police agencies take their own photographs but have their films developed, printed, or enlarged by commercial processing agencies. Most, however, prefer to do their own processing, for much police photography is of a confidential nature.

The first requirement for processing is a darkroom supplied with running water and electric current of the proper cycles, amperage and voltage to operate photographic printers, enlargers and dryers. In tropical areas some type of light proof ventilating system is a necessity; also in humid areas a system of dehumidification is desirable, for heat and moisture cause rust and malfunctions in photographic equipment and also shorten the life of or render useless in a brief time, many types of film and photographic paper.

When satisfactory darkroom facilities have been secured, the following minimum equipment is necessary:

- a. Developing tanks for film, hard rubber, enamel ware or stainless steel, size depending on film used.
- b. Developing trays for prints and enlargements, in the size ranges desired and constructed of any of the above materials.
- c. Contact printer.
- d. Photographic enlarger.

- e. Print washer.
- f. Print dryer or ferrotype trays.
- g. Print trimmer and print tongs.
- h. Plastic or rubber aprons.
- i. Photographic chemicals for the development of film, contact paper, enlarging paper and fixing solution for each.
- j. Photographic film and paper.

3. Fingerprint Equipment.

a. Patent Fingerprint Equipment.

In taking the fingerprints of individuals for the purpose of classifying, identifying and filing, the basic requirements are a fingerprint stand fitted with a glass or polished metal slab, and a metal frame-like device to hold the fingerprint card. In addition, a rubber roller and permanent carbon fingerprint ink are necessary. Such stands may be purchased ready for use or may be constructed. The standard size fingerprint card in general use is 8" x 8", one side of which is divided into spaces for each of the ten fingers, the other being used for identification photograph and pertinent personal history data.

The taking of the fingerprints of deceased persons sometimes requires the use of special equipment by reason of the rigidity or state of decomposition of the cadaver. A metal device called a post mortem spoon, shaped to fit the curve of the finger, is usually adequate, but when, for example, the cadaver has been in the water for a prolonged period and the fingers are badly shrunken, injections by means of a hypodermic syringe can often restore the tissues to their normal form. Due to decomposition further steps are sometimes necessary to obtain legible inked prints.

(All fingerprint equipment available at Faurot, Inc. -
Sirchie Finger Print Laboratories.)

For the examination, comparison and identification of both latent and patent fingerprints the use of a low power magnifier of 3 to 5 magnification is required. These are manufactured in various designs, both with and without self-contained illumination. Some are equipped with special discs to aid in the classification for the Henry and Battley systems. Metallic ridge counters, to be used in conjunction with the magnifiers, are available and useful.

A fingerprint identification file section consists of name and alias card files with drawers spaced for 3" x 5" cards, and the fingerprint card files which are spaced for the 8" x 8" cards. 8" x 8" classification guides are needed to properly separate the cards. (See the paragraphs on office furniture and equipment infra.)

b. Latent Fingerprint Equipment.

For the development of latent fingerprints on most smooth surfaces such as glass, metal and finished wood, latent fingerprint powders applied by brush are favored. These powders are produced in various colors to contrast with the color of the surface upon which the latent print is being developed. The colors black and gray are the more commonly used and are suitable for most surfaces.

For the development of latent fingerprints on absorbent surfaces such as paper or porous wood, the fumes of metallic iodine are frequently more effective than powders and, being transient, do not stain or destroy documents. Iodine gas generators, both of small easily portable

types and larger laboratory types, are useful. When latent fingerprints upon porous surfaces do not respond to the iodine fuming method, the application of a 3% solution of silver nitrate frequently brings the desired results. It does, however, discolor the surface upon which it is used.

When latent fingerprints have been rendered visible by any of the above methods it is advisable to photograph the developed latent print at once with the fingerprint camera referred to under photographic equipment, since iodine prints disappear rapidly and powdered prints are fragile and easily destroyed. Prints developed by means of powder can also be preserved by covering them with transparent tape or by using rubber lifting patches designed to lift the powdered prints from the surfaces upon which they were developed.

Latent and patent fingerprint field kits are commercially available. These have been assembled in various sizes and degrees of elaborateness. They contain such items as fingerprint taking stands and card holders, fingerprint cards, ink, various colored fingerprint powders, dusting brushes, iodine fumers and accessories, black and white rubber lifters, magnifiers, hypodermic syringe, post mortem inking accessories, post mortem tissue builder chemical, rubber gloves, and atomizers.

OFFICE FURNITURE AND EQUIPMENT

1. Furniture.

In selecting office furniture the factors of durability, appearance, quality, and functional suitability should be prime considerations. Metal furniture is more durable, provides greater security, has a greater life expectancy, and is more suitable to police office routine than wood furniture.

If possible, all furniture should be of the same make, specifications, and color. Standardization of such items as desks, chairs, file cabinets, lockers, tables, safe files, and the like is desirable because units or pieces can be interchanged and at the same time the good impression of a uniform appearance is preserved.

2. Records Equipment.

a. Sorting Equipment.

The sorting process is most important. Where sorting is properly handled it greatly speeds up the operation of filing and locating.

When material is sorted and held in the sorter temporarily, pending actual filing, it eliminates the necessity of repeated scrutiny to determine proper filing location. This results in a great saving of time for file clerks.

Records are needed most often just after filing. Excess finding time is saved by having papers placed in virtual sequence in the sorter on first handling.

Efficient sorting equipment, therefore, is a necessary adjunct to any records operation.

(See Remington Rand, Inc. - Diebold, Inc. - I.B.M.)

b. Index Guides.

One of the most important aspects of police record maintenance is indexing. Various type printed guides and folders are available to assist in proper indexing of police information.

(See Sirchie Finger Print Laboratories - Faurot, Inc. - Remington Rand, Inc. - Diebold, Inc. - I.B.M.)

c. File Housing.

Metal file cabinets of various designs, heights, sizes and capacities are used in housing police records. Included in these are 8" x 8" fingerprint card filing cabinets; letter or legal size filing cabinets to house offense reports, correspondence, and traffic accident reports; 3" x 5" index card cabinets for index cards in the master name index, stolen property index, type and location of crime index; 5" x 8" index card cabinets for numerical files, complaint reports, and arrest records; visible indexes for photographic and modus operandi files; and safe cabinets for the storage of highly confidential material.

(See Remington Rand, Inc. - I.B.M. - Diebold, Inc. - Sirchie Finger Print Laboratories - Faurot, Inc.)

d. Aids to File Control.

Such items as charge-out cards or forms, follow-up indexes, color coded visible signals, file covers and dividers, fasteners, staplers and other miscellaneous supplies are required to insure proper control and timely handling of police files.

3. Office Machines.

a. Typewriters.

An efficient police department requires various types of office machines. Whenever possible official reports and forms should be typewritten. Consequently, a number of typewriters including standard, portable and wide-carriage models should be available.

b. Microfilm.

Microfilm equipment is a means of preserving records within a limited space and some departments are utilizing this equipment.

(See Remington Rand, Inc. - Diebold, Inc. - Recordak Corporation.)

c. Copying Machines.

The use of direct copy machines, such as Xerox, Thermafax, Varifax, etc., is desirable for the reproduction of items of which one or more copies are immediately required.

(See Eastman Kodak Company - Haloid Xerox Inc.)

d. Duplicating Equipment.

Many police agencies have a need for equipment which can make copies of departmental orders, stolen property lists, wanted notices, forms of various types, and training bulletins and, therefore, have available machines which are able to prepare such items in quantity.

e. Adding Machines and Calculators.

Adding machines and calculators can be utilized to compile administrative as well as investigative data. Their accuracy, speed and simplicity of operation make them desirable pieces of equipment.

(See Remington Rand, Inc. - I.B.M.)

f. Time and Date Stamps.

Many police departments employ date and time stamp machines to record receipt of correspondence, complaints and the like. They are effective administrative tools.

g. Punch Card, Sorting, Tabulating and Other Data Processing Machines.

These machines are utilized by many larger departments to compile and sort data of all types.

(See I.B.M. - Remington Rand, Inc.)

SECTION VIII - MANUFACTURERS AND VENDORS OF POLICE EQUIPMENT

The following list was obtained from the booklet "Police Equipment Survey" by the International Police Services, Inc. No endorsement of any firm is intended nor is the list necessarily complete. This list is being made a part of this outline to be of assistance specifically with identification work:

Investigative Equipment (including identification):

Ansco - Binghamton, New York
Associated Research, Inc. - Chicago 18, Illinois
Bell & Howell - Chicago, Illinois
George F. Cake Co. - P.O. Box 649, Berkeley, California
Diebold, Inc. - Canton 2, Ohio
Fargo Co. - 1162 Bryant Street, San Francisco 3, California
Faurot, Inc. - 299 Broadway, New York 7, New York
Federal Laboratories - Saltsburg, Pennsylvania
General Electric - Syracuse 1, New York
Graflex, Inc. - Rochester, New York
Hoffman Lock Co. - Chicago 45, Illinois
Polaroid Corp. - Cambridge, Massachusetts
Recordak - New York 17, New York
Sirchie Finger Print Laboratories - Berlin, New Jersey
C.H. Stoleting Co. - Chicago 24, Illinois
Westinghouse - New York, New York

Training Equipment:

Ampro - 2839 N. Western Avenue, Chicago, Illinois
Bausch & Lomb Optical Co. - Rochester, New York
Bell & Howell - 7100 McCormick, Chicago, Illinois
Charles Beseler Co. - New York 10, New York
George F. Cake Co. - P.O. Box 649, Berkeley, California
A.B. Dick Co. - 720 W. Jackson Boulevard, Chicago, Illinois
Ditto, Inc. - 641 S. Oakley Boulevard, Chicago, Illinois
Eastman Kodak Co. - Rochester, New York
Federal Laboratories - Saltsburg, Pennsylvania
Keystone View Co. - Meadville, Pennsylvania

Office Equipment:

Diebold, Inc. - Canton 2, Ohio
Eastman Kodak Co. - Rochester 4, New York
Faurot, Inc. - 229 Broadway, New York 7, New York

Haloid Xerox Inc. - Rochester 3, New York
I.B.M. - New York, New York
Recordak Corp. - New York 17, New York
Remington Rand, Inc. - New York, New York
Sirchie Finger Print Laboratories - Berlin, New Jersey

SECTION IX - BOOKS

Books are available on general police administration, investigation and specifically on fingerprint identification. A list of books, including prices, appears in the catalogs of George F. Calk, Co.; F. Morton Pitt Co.; Faurot, Inc.; and Sirchie Fingerprint Laboratories.

"Science of Fingerprints" is an FBI booklet on all phases of identification work. This booklet is available to law enforcement (\$.60) at U.S. Government Printing Office, Washington, D. C.

A partial listing of books follows:

Police Administration O.W. Wilson	McGraw-Hill New York, New York
Police Management Planning J.P. Kenney	Charles C. Thomas Springfield, Illinois
Police Organization and Management V.A. Leonard	Foundation Press Brooklyn, New York
Fundamentals of Criminal Investigation Charles E. O'Hara	Charles C. Thomas Springfield, Illinois
Scientific Investigation and Physical Evidence L.V. Jones	Charles C. Thomas Springfield, Illinois
Photography in Law Enforcement	Eastman Kodak Rochester, New York
Modern Criminal Investigation Soderman and O'Connell	Funk & Wagnalls New York, New York
Fingerprint Mechanics Walter R. Scott	Charles C. Thomas Springfield, Illinois
Practical Fingerprinting B.C. Bridges	Funk & Wagnalls New York, New York
Fingerprints, Palms and Soles Cummins and Midlo	The Blakiston Co. Philadelphia, Pennsylvania

Fingerprinting
C.E. Chapel

Fingerprints Simplified
J. Holt

Personal Identification
Wentworth & Wilder

The Officer in the Courtroom
Floyd N. Heffron

The Evidence Handbook for Police
Franklin M. Kreml

Coward McCann, Inc.
New York, New York

F.J. Drake
Chicago, Illinois

Institute of Applied Science
Chicago, Illinois

Charles C. Thomas
Springfield, Illinois

Northwestern University
Evanston, Illinois

SECTION X

STATE AND NATIONAL BUREAU ORGANIZATION CHART

