



# WISCONSIN CRIME INFORMATION BUREAU

Training Materials

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(Ident Handout 2011.doc)



# DIVISION OF LAW ENFORCEMENT SERVICES

## INTRODUCTION

The Kellett Reorganization Act of 1967 created the Wisconsin Department of Justice and placed it under the Office of the Attorney General. The Division of Law Enforcement Services, one of five divisions within the Justice Department, includes the three Crime Laboratories, the Training and Standards Bureau and the C r i m e I n f o r m a t i o n B u r e a u (C I B). The Division of Law Enforcement Services provides assistance to all segments of federal, state and local criminal justice. The Division provides support to law enforcement units in their efforts to detect and apprehend criminal offenders and assists them in their responsibility to control crime.

## CRIME INFORMATION BUREAU

The legislation that created the Division of Law Enforcement Services also established two information systems to serve Wisconsin criminal justice agencies. These systems are organized within the CIB and include: a centralized fingerprint identification and criminal history record information repository and a computerized communications system known as T r a n s a c t i o n I n f o r M a n a g e m e n t o f E n f o r c e m e n t (T I M E). These systems provide a natural integrated information base vital to the day-to-day operations of all agencies within the criminal justice system. Criminal justice data is collected and processed by the CIB and disseminated in useful operational and administrative form. The law requires certain specific types of data be contributed by law enforcement agencies, the courts and correctional agencies/facilities.

## CRIMINAL HISTORY RECORD INFORMATION

What is C r i m i n a l H i s t o r y R e c o r d I n f o r m a t i o n (C H R I)? CHRI consists of arrest/custody fingerprints, photographs, demographic information and related final disposition reports from the District Attorney/Prosecutor, Clerk of Court or correctional agencies.

On July 1, 1971, the CIB began accepting and processing fingerprint cards, photographs and other identifying information of value to the law enforcement community. Wisconsin State Statutes 165.83(2)(a) and 165.84(1) mandate fingerprinting of all persons arrested or taken into custody by law enforcement agencies for offenses which are felonies, selected misdemeanors or local ordinance violations, fugitives from justice, all unidentified human corpses, and for any offense designated by the Attorney General. Mandatory fingerprinting applies to "all persons," adult and juvenile -- Attorney General Opinion 10-73. In addition, persons not arrested or taken into custody by law enforcement agencies for mandatory fingerprintable offenses, but who are summoned or issued a citation for a mandatory offense shall have fingerprints obtained at the initial appearance before a judge in accordance with Wisconsin State Statute 970.02(7).

Upon receipt of arrest fingerprints and photographs, A u t o m a t e d F i n f e r i n a t i o n S y s t e m (A F I S) searches the existing identification files. Based on results of the search, notations are made on the individual criminal history record. Criminal history records are furnished upon request to criminal justice agencies for official investigatory use, prosecutorial, judicial or correctional activities and federal, state and local government. Adult CHRI is considered "open to the public" pursuant to Wisconsin law. This information is available upon request and payment of the appropriate fee. A central photograph repository of criminal offenders maintained by the CIB enables authorized agencies to receive, upon request, photos for use in identification.

The AFIS has the capability to process, store and search palm prints. Wisconsin became the second state in the nation to process palm prints. The capability to process palm prints has added another tool in solving crimes. Roughly 30% of all latent prints lifted at a crime scene are from palm prints. Any agency contemplating obtaining or updating electronic fingerprint equipment should consider obtaining a device that is capable of capturing palm prints in addition to fingerprints.

In addition, CIB has the ability to receive and store electronic mug shots submitted bundled with live scan arrest fingerprint submissions. These images are retained in a repository and are returned on XML versions of the Wisconsin criminal history rap sheet. Although all mug shot images are stored, only the most recent is returned on the rap sheet. These mug shots are also known as Type 10 records.

As provided by law, dispositions of criminal cases are received from the agency making the final disposition. At the time of arrest, the law enforcement agency initiates a disposition report bearing fingerprint impressions and it is passed on to the prosecutor and/or to the court along with the case papers. When final disposition is reached, whether it is by the prosecutor or by the court, the disposition information is forwarded to the CIB. The computerized criminal history record is updated to provide total information as to the final consequence of the criminal action. Wisconsin correctional institutions report the receipt and status of all persons under supervision and custody of the Wisconsin Department of Corrections.

The collection and dissemination of factual identification information is vital to the effectiveness of law enforcement. The Wisconsin identification system is compatible with the Identification Division activities of the FBI, criminal identification bureaus of other states, Canadian CHRI maintained by the Royal Canadian Mounted Police (RCMP) and is designed to allow for the coordinated exchange of information among all criminal justice agencies.

Criminal history record information is automated and available to authorized criminal justice agencies twenty-four hours a day, seven days a week, via the TIME System. Rapid receipt of this information is vital to daily operations and decision-making within the criminal justice community.

The benefits of computerized identification (criminal history) records housed in the CIB's centralized statewide repository have long been recognized. These benefits relate directly to crime control, public safety, and criminal justice system improvements. They include:

- More rapid transmission of records to federal, state and local criminal justice agencies for use in operational decision-making, in particular at the initial-charging/bail-setting phases and for use in sentencing.
- A record that is more easily interpreted, in the interest of all users.
- Searches of an automated file to assist in identifying crime suspects.
- Statistical information that describes the criminal justice process for use in decisions by the Legislature and other policy makers.
- Participation in the FBI Interstate Identification Index (III) which is an automated system providing for the interstate exchange of criminal history record information. Once a state becomes a III participant, the updating of records that are maintained at the FBI can be done automatically and immediately following the update of the state records. This results in the records maintained at both the state and FBI level being more accurate, and updated information will be available immediately. In December of 1999, Wisconsin became a participating III State and began contributing Criminal History Records to the III. These records are based on arrest fingerprint cards submitted by arresting agencies within the state. All records with an arrest date after 11-01-99 are the responsibility of the Wisconsin CIB.

## HANDGUN HOTLINE

Wisconsin Statute 175.35, effective December 1, 1991, requires that all Wisconsin firearms dealers licensed by the Bureau of Alcohol, Tobacco and Firearms to use a Firearms Dealer Notification Form and to request a mandatory background check for any person requesting to purchase a **handgun** in Wisconsin. The purpose of this background check is to ensure that the person wishing to purchase the handgun is eligible to possess the handgun under state and federal laws.

State and Federal laws prohibit possession of a firearm if a person has been:

- Convicted of a felony in Wisconsin,
- Convicted of a crime elsewhere that would be a felony if committed in Wisconsin,
- Found not guilty of a felony in Wisconsin by reason of mental disease or defect,
- Found not guilty of or not responsible for a crime elsewhere that would be a felony in Wisconsin by reason of insanity or mental disease, defect or illness,
- Adjudicated delinquent for an act committed on or after April 21, 1994, that if committed by an adult in Wisconsin would be a felony,
- Indicted in any court, including a foreign court, for a crime which is punishable by imprisonment for a term exceeding one year,
- Convicted in any court of a misdemeanor crime of domestic violence which is a misdemeanor under state or federal law and has as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon,
- Subject to a court order or injunction restraining them from harassing, stalking or threatening an intimate partner or child of such partner,
- Discharged from the Armed Forces under dishonorable conditions,
- Adjudicated mentally defective or has been committed to a mental institution,
- An unlawful user of, or addicted to, marijuana, or any depressant, stimulant or narcotic drug or any other controlled substance,
- A citizen of the United States but has renounced their citizenship,
- An alien illegally in the United States or not a citizen of the United States, or
- A fugitive from justice (this includes all out of state warrants).

All registered firearms dealers are required to call the CIB Handgun Hotline before transferring a handgun. A 48-hour waiting period begins when the initial call is received by the hotline operator. The dealer will receive a "call confirmation number" to verify that the check was initiated. The dealer will be given an approval number or a denial number for the transfer of the handgun when eligibility or non-eligibility can be determined. The law provides for a three (3) day extension when eligibility cannot be determined within the 48-hour period.

Any person denied approval to purchase a handgun has ten (10) days to request a review of the decision and an additional ten days to appeal. Upon notification of appeal the individual is instructed to be fingerprinted by their local law enforcement agency. Upon submission of the fingerprints a positive identification is made to the record and used as a basis for denial. When fingerprints are not identical the denial is reversed and the handgun may be transferred.

The enactment of the Brady Bill does not effect Wisconsin's 48 hour waiting period for handgun sales.

## **AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS)**

In 1992 the State of Wisconsin purchased an AFIS. The implementation of AFIS has allowed for electronic search and comparison against the existing state arrest fingerprint master file that is stored within the AFIS database, to determine positive identification. This eliminates the need to search fingerprints manually and the pulling of file jackets of known offenders for identification. In addition, AFIS workstations are located at each State Crime Laboratory in Madison, Wausau, Milwaukee and the Milwaukee County Sheriff's Department, Madison Police Department, Green Bay Police Department, Middleton Police Department and Racine Police Department, with an additional interface between the Milwaukee Police Department's AFIS and the state. These workstations allow the search of latent fingerprints obtained from crime scenes for potential identification against existing ten prints and palm prints on file at CIB and the FBI. Unidentified latent fingerprints are stored in the AFIS database for future comparison with subsequent ten print arrest fingerprint submissions to CIB.

Those agencies submitting arrest fingerprints to CIB via a live scan device received a response notice once all identification processing has been completed. This response includes the name on the arrest submission, other data identifying the submission and the results of the AFIS search. This result will contain either the SID number of the record the fingerprints were matched to or the SID of the newly created record.

### **What is 2 Finger Identification?**

2 finger ID is a search of the Wisconsin AFIS using only fingers, normally the left and right index fingers. This type of search can be conducted using one of multiple devices capable of capturing and minutia mapping of the fingers to be searched. These devices may be hard-wired, fixed devices or mobile devices connecting using wireless or cellular technology. Depending on the type of device used, responses may be limited to either a *NO RECORD* or a *RECORD* response containing the State Identification number or a response returning the entire Wisconsin criminal history record and mug shot.

### **What is a Transaction Control Number (TCN)?**

All requests coming from law enforcement agencies submitting electronic fingerprint records, to the Crime Information Bureau need to provide a TCN to the AFIS Specialist Section of the Madison Crime Laboratory when calling for a "*Rush*" search of a ten print record. The TCN that is issued at the live scan and/or card scan device is used to track all records now being processed through the state's AFIS. The TCN can be located in the third field from the top, once the record being submitted is opened, at the live scan or card scan device.

**Sample TCN:           CO1110107001**

<b>Agency Identifier</b>	<b>Device Number</b>	<b>Creation Date</b>	<b>Sequential Number</b>
<b>CO</b>	<b>1</b>	<b>110107</b>	<b>001</b>

When calling (608-266-2031) or sending by fax (608-294-2920) to the AFIS Specialist Section of the Madison Crime Laboratory on a record that has been transmitted, please furnish the TCN number, full name, sex & race, date-of-birth, and time & date the record was sent to CIB. An agency contact, name and telephone number will also be needed for staff to return AFIS search results.

*The above information is for AFIS results only.* Requests for any corrections and/or additions that need to be made to a record that has been sent to CIB should call the Criminal History Records Unit at 608-266-9561 or fax the information to 608-261-0660. Information needed for the correction/addition is the TCN number or Arrest Tracking Number, full name and date of birth, date of arrest and State Identification number if known.

## **TRANSACTION INFORMATION FOR MANAGEMENT OF ENFORCEMENT**

The Transaction Information Management of Enforcement (TIME) System is a computerized communications system that became operational in October 1972. The system enables federal, state and local law enforcement agencies to access multiple data sources for various types of information essential to police operations. The system also provides an automated interface with the FBI's National Crime Information Center (NCIC) furnishing information of national concern, including national criminal history record information. In addition, TIME System agencies have access to the Canadian Police Information Centre (CPIC). The TIME System also links law enforcement agencies together, permitting exchange of information between agencies.

### **TIME SYSTEM CONTROL CENTER**

Every state has a Control Center that is responsible for operating and maintaining its telecommunications system 24 hours a day, seven days a week. The Control Center is also responsible for monitoring transactions being sent on the system, assisting agencies with problems they may be experiencing with their terminals and sending All Points Broadcasts (APBDs) informational broadcasts.

Wisconsin's Control Center is located in the Justice Center in Madison and is called the TIME System Control Center (TSCC). If an agency needs to contact the Control Center, they can send an administrative message using the destination mnemonic "TSCC", or by calling (608) 266-7633.

165.83 **CRIMINAL IDENTIFICATION, RECORDS AND STATISTICS.**

(1) DEFINITIONS. As used in this section and s. 165.84

**DEFINITION :**

- (b) "Law enforcement agency" means a governmental unit of one or more persons employed full time by the state or a political subdivision of the state for the purpose of preventing and detecting crime and enforcing state laws or local ordinances, employees of which unit are authorized to make arrests for crimes while acting within the scope of their authority.
- (c) "Offense" means any of the following:
  - (1) An act that is committed by a person who has attained the age of 17 and that is a felony or a misdemeanor.
  - (2) An act that is committed by a person who has attained the age of 10 but who has not attained the age of 17 and that would be a felony or misdemeanor if committed by an adult.
  - (3) An act that is committed by any person and that is a violation of a city, county, village or town ordinance.

**IDENTIFICATION**

- (2) The department shall:
  - (a) Obtain and file fingerprints, descriptions, photographs, and any other available identifying data on persons who have been arrested or taken into custody in this state:
    - 1. For an offense which is a felony or which would be a felony if committed by an adult.
    - 2. For an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult or which is a violation of an ordinance, and the offense involves burglary tools, commercial gambling, dealing in gambling devices, contributing to the delinquency of a child, dealing in stolen property, controlled substances or controlled substance analogs under ch. 961, firearms, dangerous weapons, explosives, pandering, prostitution, sex offenses where children are victims, or worthless checks.
    - 3. For an offense charged as disorderly conduct but which relates to an act connected with one or more of the offenses under sub. 2.
    - 4. As a fugitive from justice.
    - 5. For any other offense designated by the Attorney General (stalking and harassment.)
  - (b) Accept for filing fingerprints and other identifying data, taken at the discretion of the law enforcement or tribal law enforcement agency involved, on persons arrested or taken into custody for offenses other than those listed in par. (a).
  - (c) Obtain the file fingerprints and other available identifying data on unidentified human corpses found in this state.

## **IDENTIFICATION**

- (f) Collect information concerning the legal action taken in connection with offenses committed in this state from the inception of the complaint to the final discharge of the defendant and such other information as may be useful in the study of crime and the administration of justice. The department may determine any other information to be obtained regarding crime reports.
- (g) Furnish all reporting officials with forms and instructions which specify in detail the nature of the information required under pars. (a) to (f), and any other matters which facilitate collection.

## **FIELD SERVICE**

- (h) Cooperate with and assist all law enforcement and tribal law enforcement agencies in the state in the establishment of a state system of criminal identification and in obtaining fingerprints and other identifying data on all persons described in pars. (a), (b), and (c).
- (i) Offer assistance and, when practicable, instructions to all local law enforcement and tribal law enforcement agencies in establishing efficient local and tribal bureaus of identification and records systems.

## **IDENTIFICATION**

- (j) Compare the fingerprints and descriptions that are received from law enforcement and tribal law enforcement agencies with the fingerprints and descriptions already on file and, if the person arrested or taken into custody is a fugitive from justice or has a criminal record, immediately notify the law enforcement and tribal law enforcement agencies concerned and supply copies of the criminal record to these agencies.
- (k) Make available all statistical information obtained to the governor and the legislature.
- (m) Prepare and publish reports and releases, at least once a year, containing the statistical information gathered under this section and presenting an accurate picture of the operation of the agencies of criminal justice.

## IDENTIFICATION

- (n) Make available upon request, to all local, state and tribal law enforcement agencies in this state, to all federal law enforcement and criminal identification agencies, and to state law enforcement and criminal identification agencies in other states, any information in the law enforcement files of the department which will aid these agencies in the performance of their official duties. For this purpose the department shall operate on a 24-hour a day basis, 7 days a week. The information may also be made available to any other agency of this state or political subdivision of this state, and to any other federal agency, upon assurance by the agency concerned that the information is to be used for official purposes only.

## TIME

- (p) Cooperate with other agencies of this state, tribal law enforcement agencies and the national crime information center systems of the F.B.I. in developing and conducting an interstate, national, and international system of criminal identification, records, and statistics.

## IDENTIFICATION

### 165.84 COOPERATION IN CRIMINAL IDENTIFICATION, RECORDS AND STATISTICS.

- (1) All persons in charge of law enforcement and tribal law enforcement agencies shall obtain, or cause to be obtained, the fingerprints in duplicate, according to the fingerprint system of identification established by the director of the F.B.I., full face, profile and full length photographs, and other available identifying data, of each person arrested or taken into custody for an offense of a type designated in s. 165.83(2) (a), of all persons arrested or taken into custody as fugitives from justice, and fingerprints in duplicate and other identifying data of all unidentified human corpses in their jurisdictions, but photographs need not be taken if it is known that photographs of the type listed, taken within the previous year, are on file at the department. Fingerprints and other identifying data of persons arrested or taken into custody for offenses other than those designated in s. 165.83 (2) (a) may be taken at the discretion of the law enforcement or tribal law enforcement agency concerned. Any person arrested or taken into custody and subsequently released without charge, or cleared of the offense through court proceedings, shall have any fingerprint record taken in connection therewith returned upon request.
- (2) Fingerprints and other identifying data required to be taken under sub. (1) shall be forwarded to the department within 24 hours after taking for filing and classification, but the period of 24 hours may be extended to cover any intervening holiday or weekend. Photographs taken shall be forwarded at the discretion of the law enforcement or tribal law enforcement agency concerned, but, if not forwarded, the fingerprint record shall be marked "Photo available" and the photographs shall be forwarded subsequently if the department so requests.

## IDENTIFICATION

- (4) All persons in charge of state penal and correctional institutions shall obtain fingerprints, according to the fingerprint system of identification established by the director of the F.B.I., and full face and profile photographs of all persons received on commitment to these institutions. The prints and photographs so taken shall be forwarded to the department, together with any other identifying data requested, within 10 days after the arrival at the institution of the person committed. Full length photographs in release dress shall be taken immediately prior to the release of such persons from these institutions. Immediately after release, these photographs shall be forwarded to the department.

- (5) All persons in charge of law enforcement and tribal law enforcement agencies, all clerks of court, all municipal judges where they have no clerks, all persons in charge of state and county penal and correctional institutions, and all persons in charge of state and county probation, extended supervision and parole offices, shall supply the department with the information described in s. 165.83 (2) (f) on the basis of the forms and instructions to be supplied by the department under s. 165.83 (2) (g).
- (6) All persons in charge of law enforcement and tribal law enforcement agencies in this state shall furnish the department with any other identifying data required in accordance with guidelines established by the department. All law enforcement and tribal law enforcement agencies and penal and correctional institutions in this state having criminal identification files shall cooperate in providing to the department copies of such items in these files as will aid in establishing the nucleus of the state criminal identification file.

#### 970.02 DUTY OF A JUDGE AT THE INITIAL APPEARANCE

- (7) If the offense charged is one specified under s. 165.83 (2) (a), the judge shall determine if the defendant's fingerprints, photographs and other identifying data have been taken and, if not, the judge shall direct that this information be obtained.

Wisconsin Statute 165.84(1) authorizes fingerprints to be taken of "persons arrested or taken into custody for offenses other than those designated in s. 165.83(2)(a)...at the discretion of the law enforcement agency concerned." This means that your administrator may establish policies which specify that you are to take fingerprints of persons arrested for other offenses than just those listed in s. 165.83.

**Custody cards from a county facility or local law enforcement agency may be submitted using a submission type code of "JL-Jail Intake" (Livescan-Cardscan). The intake card must include the charge statute and literal, and the length of sentence to be served.**

All arrest fingerprints will be processed and retained in the Criminal History Record File. This includes ordinance violations.

The Criminal Justice Information Services (CJIS) Division queries all fingerprint submissions against the Integrated Automated Fingerprint Identification System (IAFIS) including non-serious offenses. The results of the search will be returned to the fingerprint contributor.

The Crime Information Bureau forwards all adult fingerprint submissions to the FBI. The record must also be an arrest, prison intake, or jail intake submission. DNA, probation, parole and sex offender registrations are processed and retained by CIB but not forwarded to the FBI.

**Juvenile records are not contributed to the FBI unless charges exist where the individual is waived to adult court.**

# TITLE 28 CODE OF FEDERAL REGULATIONS, PART 20

## 20.33 Dissemination of criminal history record information

- (a) Criminal history record information contained in the III System and the Fingerprint Identification Records System (FIRS) may be made available.
- (1) To criminal justice agencies for criminal justice purpose, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.
  - (2) To Federal agencies authorized to receive it pursuant to federal statute or Executive order.
  - (3) For use in connection with licensing or employment, pursuant to Public Law 92-544 (86 stat. 1115) or other federal legislation, and for other uses which dissemination is authorized by federal law. Refer to Sec. 50.12 of this chapter for dissemination guidelines relating to requests processed under this paragraph.
  - (4) For issuance of press releases and publicity designed to effect the apprehension of wanted persons in connection with serious or significant offenses.
  - (5) To criminal justice agencies for the conduct of background checks under the National Instant Criminal Background Check System (NICS).
  - (6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies.
  - (7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information is consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).
- (b) The exchange of criminal history record information authorized by paragraph (a) of this section is subject to cancellation if dissemination is made outside the receiving departments or related agencies, or service providers identified in paragraphs (a)(6) & (a)(7) of this section.
- (c) Nothing in these regulations prevents a criminal justice agency from disclosing to the public factual information concerning the status of an investigation, the apprehension, arrest, release or prosecution of an individual, the adjudication of charges, or the correctional status of an individual, which is reasonably contemporaneous with the event to which the information relates.
- (d) Criminal history records received from the III System or the FIRS shall be used only for the purpose requested and a current record should be requested when needed for a subsequent use.

**20.21(e)** Audit. Insure that annual audits of a representative sample of state and local criminal justice agencies chosen on a random basis shall be conducted by the state to verify adherence to these regulations and that appropriate records shall be retained to facilitate such audits. Such records shall include, but are not limited to, the names of all persons or agencies to whom information is disseminated and the date upon which such information is disseminated.

## ADMINISTRATIVE DATA

It is very important for law enforcement/criminal justice agencies to use the correct fingerprint card and accurately complete all required information. When submitting an arrest fingerprint card by mail, agencies must complete a CIB card imprinted with green ink (form DJ-LE-241 rev. 9/09). The completed card must be mailed to the Crime Information Bureau, P.O. Box 2718, Madison, Wisconsin 53701-2718.

All required information must be completed using the assigned codes. Agencies must ensure that the correct literal charge corresponds with the state statute and subsections, per CIB/NCIC guidelines. CIB will attempt to contact the contributing agency by telephone to clarify any inaccuracies. When the inaccuracy can not be clarified by telephone, the fingerprint card will be returned to the contributing agency. Agencies must make the necessary corrections in a timely fashion and resubmit the card to the CIB. The processing of electronically submitted fingerprint cards may be delayed or rejected if data elements fail edit checks.

In addition a Final Disposition Report (form DJ-LE-249 rev. 9/08) must be completed for each arrest charge listed the contributing/arresting agency is responsible for completing the administrative data on the left hand side of the Final Disposition Report. This information must agree exactly with the information supplied on the related fingerprints. For those agencies submitting by live scan your device should generate the final disposition reports with data matching that on the arrest fingerprint card.

**NOTE: Do not complete the "Offense Charged By Prosecutor/District Attorney" block. This block is reserved for completion by the prosecutor.**

When the formal charge is the same as the offense for which the person was arrested, the Final Disposition Report is to be forwarded with the case file to the Clerk of Court. When the formal charge is different than the arrest charge, the prosecutor should enter the formal charge. When the arrest is not being referred to court for action: e.g., no prosecution the prosecutor should complete the final disposition block on the right hand side of the form indicating: No prosecution, date, name, title of individual competing, and mail the report to the CIB. If the information from the Final Disposition Report is entered in the district attorney's case management system PROTECT (PROsecutor TEChnology for Case Tracking) prior to a charging decision, PROTECT will transmit the charging information to CIB electronically. If charges are filed the information will be forwarded electronically to the court's case management system, CCAP. There is then no need to for the prosecutor to forward the Final Disposition report to the court, or for either office to manually complete and send the form to CIB.

**NOTE: When the decision is made to dismiss or not prosecute the individual for a state statute violation and a referral to municipal court or the municipal prosecutor is made, the disposition report must be forwarded to the municipal court for completion.**

# FACE SIDE OF FINGERPRINT CARD

WISCONSIN DEPARTMENT OF JUSTICE		CRIME INFORMATION BUREAU			P.O. BOX 2718, MADISON, WI 53701-2718	
<p>PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.</p>						
JUVENILE FINGERPRINT SUBMISSION YES <input type="checkbox"/>	DATE OF ARREST MM          DD          YY	ORI CONTRIBUTOR		CONTRIBUTOR OCA NO.		
TREAT AS ADULT YES <input type="checkbox"/>						
ARREST TRACKING NO.	DATE OF OFFENSE MM          DD          YY	PLACE OF BIRTH (STATE OR COUNTRY)		COUNTRY OF CITIZENSHIP		
MISCELLANEOUS NUMBERS	SCARS, MARKS, TATTOOS, AND AMPUTATIONS					
	RESIDENCE/COMPLETE ADDRESS			CITY	STATE	
OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER)	ORI ARRESTING AGENCY	ARRESTING AGENCY OCA NO.		PHOTO AVAILABLE? YES <input type="checkbox"/>	PALM PRINTS TAKEN YES <input type="checkbox"/>	
EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO.			OCCUPATION			
CHARGE/CITATION LITERAL, STATUTE NO. OR ORDINANCE 1.	NCIC CODE	COUNTS	FELONY	MISD	NON-C	DISPOSITION 1.
2.	NCIC CODE	COUNTS	FELONY	MISD	NON-C	2.
3.	NCIC CODE	COUNTS	FELONY	MISD	NON-C	3.
ADDITIONAL	NCIC CODE	COUNTS	FELONY	MISD	NON-C	ADDITIONAL
ADDITIONAL INFORMATION/BASIS FOR CAUTION					LEAVE BLANK	
FINGERPRINT CARD DJ-LE-241, REV. 9/08						

# FACE SIDE - ADMINISTRATIVE DATA

## JUVENILE FINGERPRINT:

If the individual being fingerprinted is under the age of 17, the "YES" box relating to "SUBMISSION" should be checked.

If the individual has been waived into or will be prosecuted in adult court, the "YES" box relating to "SUBMISSION" should be checked and the "YES" box related to "TREAT AS ADULT" should be checked.

If the individual is an adult neither of these blocks are to be checked.

## DATE OF ARREST:

**(REQUIRED)** This should be the date the individual was arrested. Must be numeric characters representing month, day and year. The year can be two or four characters (MM/DD/YY or MM/DD/CCYY) for paper card submissions. The year must be four characters (CCYYMMDD) for electronic card submissions.

## ORI/CONTRIBUTOR:

**(REQUIRED)** This block must contain the nine character NCIC agency identifier and name of the agency submitting the fingerprint card (booking agency).

## CONTRIBUTOR OCA NO:

**(REQUIRED)** OCA is an FBI/NCIC acronym meaning "Originating Agency Case Number". This should be the contributing agency's case number. This number must be unique to one person/one arrest.

## ARREST TRACKING NO:

The Arrest Tracking Number (ATN) is a unique identifier used in linking the arrest, prosecution, and court disposition data. The ATN is unique for each person/arrest. The ATN is a variable-length numeric identifier, which can only be generated by a computer algorithm. It can be as small as six (6) digits and as large as fourteen (14) digits. The ATN contains a four (4) digit identifier, a local sequence number which can be from one (1) to nine (9) digits, and a check digit. (See ATN Technical Document 20-TS/ATN-96.032.) Each ATN is generated locally. Because of its complexity, an ATN must be computer-generated. It is expected that all agencies with automated arrest/ booking management systems will program their computers to generate an ATN for every event where the subject is fingerprinted and the fingerprint card is sent to CIB.

Many booking sites in Wisconsin are installing computer systems that print identification and booking data directly onto the State and FBI fingerprint cards, and the State disposition form. It is expected that these sites will simply print the ATN along with name, sex, race, date of arrest, charges, etc. Elsewhere, computer systems will generate an ATN and the number will be manually recorded on the fingerprint card and disposition form.

A computer program is available from CIB that can be run on an MS-DOS personal computer. This program will simply generate ATN's that can be transferred to the State fingerprint card and disposition form. Use of the stand-alone ATN generator is optional; other tracking and linking strategies are available. Although less reliable, OCA (a local agency case number) can be used for tracking and linking information. CIB will use OCA as a tracking identifier for agencies who are unable to participate in the ATN program.

**NOTE: The ATN is the primary piece of data used to link disposition data to an arrest event. It is crucial that the ATN is forwarded to the prosecutor and/or court to be included in PROTECT and/or CCAP. The ATN must be recorded and must be the number exactly as it was recorded on the related fingerprint card submitted to the CIB.**

**DATE OF OFFENSE:**

This should be the date of the alleged offense. Must be numeric characters representing month, day and year, separated by slashes, in that order. The year can be two or four characters. (MM/DD/YY or MM/DD/YYYY). For arrest fingerprint cards with two or more offense dates only one needs to be reported. The year must be four characters (CCYYMMDD) for electronic card submissions.

**NOTE: The date of offense may be equal to or less than the date of arrest.**

**PLACE OF BIRTH (STATE OR COUNTRY):**

**(REQUIRED)** Must be two character alpha code.

Example: Milwaukee, Wisconsin = **WI**

**COUNTRY OF CITIZENSHIP:**

**(REQUIRED)** Must be two character alpha code.

Example: Mexico = **MM**  
United States = **US**

**MISCELLANEOUS NUMBERS:**

Must be two character alpha code followed by the specific number.

Example: Passport Number = **PP 1234**  
Alien Registration Number = **AR 5678**  
Driver's License Number = **DL WIC325-4755-0166-01**  
**DL IL123456789**  
Army Serial Number = **AS 299500753**

**NOTE: Driver's license numbers must include the two character state code in the format listed above.**

## FACE SIDE - ADMINISTRATIVE DATA (cont.)

### SCARS, MARKS, TATTOOS AND AMPUTATIONS:

This block should be used to identify specific physical or mental characteristics of the individual being fingerprinted.

### ARTIFICIAL BODY PARTS and AIDS:

Example: Hearing Aid = **HEAR AID**  
Artificial Left Foot = **ART L FT**

### DEAFNESS:

Example: Deaf-Mute = **DEAF MUTE**  
Deaf Ear = **DEAF EAR**

### DEFORMITIES:

Example: Crippled Finger(s) Left Hand = **CRIP L FGR**  
Shorter Right Leg = **SHRT R LEG**

### EYE DISORDERS:

Example: Blind = **BLND**  
Blind right eye = **BLND R EYE**

### FRACTURED BONES:

Example: Upper Right Arm = **FRC UR ARM**  
Hand (non-specific) = **FRC HAND**

### HEALER FRACTURED (FRC) BONES:

Example: Upper Left Leg = **HFR UL LEG**  
Right Hand = **HFR R HAND**

### MEDICAL DEVICES and BODY IMPLANTS:

Example: Artificial Hip Joint = **ART HIP**  
Cardiac Pacemaker = **CARD PACEM**

### MISSING BODY PARTS and ORGANS:

Example: Appendix = **MISS APPNX**  
Left Leg = **MISS L LEG**

## FACE SIDE - ADMINISTRATIVE DATA (cont.)

### MOLES:

Example: Back = **MOLE BACK**  
Right Arm = **MOLE R ARM**

### NEEDLE ("TRACKS") MARKS:

Example: Left Arm = **NM L ARM**  
Right Hand (Fingers) = **MN R FGR**

### OTHER PHYSICAL CHARACTERISTICS:

Example: Hair Implants = **HAIR IMPL**  
Pierced Lower Lip = **PRCD LLIP**

### SCARS:

Example: Face = **SC FACE**  
Right Shoulder = **SC R SHLD**

### SKIN DISCOLORATIONS (Including Birthmarks):

Example: Abdomen = **DISC ABDOM**  
Back = **DISC BACK**

### TATTOOS:

Example: Tattoo Right Ankle = **TAT R ANKL**  
Full Body = **TAT FLBODY**

### REMOVED TATTOOS:

Example: Removed Tattoo Right Ankle = **RTAT RANKL**  
Removed Tattoo Back = **RTAT BACK**

### MEDICAL CONDITIONS and DISEASES:

Example: Cancer = **MC CANCER**  
Diabetic = **MC DIABTIC**

### DRUGS of ABUSE:

Example: Alcohol = **DA ALCOHOL**  
Paint/Thinner = **DA PAINT**

## FACE SIDE - ADMINISTRATIVE DATA (cont.)

### THERAPEUTIC DRUGS:

Example: Ritalen = **TD RITALEN**  
Valium = **TD TRANQUI**

### RESIDENCE/COMPLETE ADDRESS:

Complete address of where the individual being fingerprinted resides.

### CITY:

City in which the individual being fingerprinted resides.

### STATE:

State in which the individual being fingerprinted resides.

### OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER):

This block should contain the signature, printed name, and/or the badge number of the official taking the fingerprints of the subject. Agencies submitting fingerprint cards via Card Scan or Live Scan must populate this field.

### ORI/ARRESTING AGENCY:

**(REQUIRED)** This block must be completed whenever the agency that is responsible for the arrest is different than the agency submitting the fingerprint card(s). Include the agency's nine-character NCIC agency identifier (ORI) and the agency name.

### ARRESTING AGENCY OCA NO:

**(REQUIRED)** This block must be completed whenever the agency that is responsible for the arrest is different than the agency submitting the fingerprint card(s). OCA is an FBI/NCIC acronym meaning "Originating Agency Case Number". **This number must be unique to one person/one arrest.**

### PHOTO AVAILABLE:

If your agency has taken a photo of the individual being fingerprinted and you have that photo on file the "YES" box must be checked.

### PALM PRINTS AVAILABLE:

If your agency has taken palm prints of the individual being fingerprinted and you have them on file the "YES" box must be checked.

## FACE SIDE - ADMINISTRATIVE DATA (cont.)

### EMPLOYER:

Include the name and address of the individual's current employer. If the person is unemployed list the last known employer. If U.S. Government employee, indicate specific agency. If in the military list branch of service. When the individual's service serial number is known it must be listed in the miscellaneous number field.

### OCCUPATION:

Include the current occupation of the individual being fingerprinted. If unemployed, indicate the type of work the individual has done in the past.

### CHARGE/CITATION LITERAL, STATUTE NUMBER OR ORDINANCE:

**(REQUIRED)** This block must contain the appropriate abbreviation or full literal charge and, the statute number related to the offense. When a subsection of a statute applies it should also be recorded in this block. In the case of an Ordinance violation, "**ORD**" should be placed in this block (Paper card only and do not include ordinance numbers). Initial charges are those determined by the arresting agency. Arrest cards should be submitted immediately without waiting to determine what charges are filed by the prosecutor. Those charges will be picked up and reported via the PROTECT interface.

### NCIC CODE:

**(REQUIRED)** Record the appropriate NCIC code for the offense in this box.

### COUNTS:

Whenever there are two or more counts being charged for an offense, record the number of counts being charged in this block.

### FELONY, MISD, NON-C:

**(REQUIRED)** Ordinance violations should always be listed as "**NON-C**". These codes and the correct block checked will distinguish the severity of each charge. The box checked should always agree with the statute and subsection listed.

### DISPOSITION:

Complete this block for all juvenile transactions, probation/parole violations, and arrest transactions/jail booking where the final disposition is known at the time the fingerprint card is being submitted.

### JUVENILE DISPOSITIONS:

If the juvenile is being processed through the juvenile court system indicate "**REF JUV AUTHORITIES**". If the juvenile is being waived into adult court indicate "**WAIVED TO ADULT COURT**" followed by the date of waiver. (Paper card only)

## FACE SIDE - ADMINISTRATIVE DATA (cont.)

### PROBATION/PAROLE VIOLATIONS:

Indicate "**TOT PROB/PAR AUTHORITIES**", on all holds for probation/parole authorities.

**NOTE: If the individual was arrested for an offense that will be processed in the court system - process like any other adult arrest.**

### ARREST TRANSACTIONS NOT ALREADY SUBMITTED:

**When the fingerprints have not previously been submitted to the CIB and the final disposition is known, the "final disposition" information as reported by the court should be placed in this block.**

### ADDITIONAL:

This block can be used to report additional information regarding the arrest of the individual and/or any additional information that will not fit in any other block, including a basis for caution.

### LEAVE BLANK:

This space is used in the CIB processing and must not be used for any other purpose.

# IMPRESSION SIDE OF FINGERPRINT CARD

LEAVE BLANK		LEAVE BLANK			PCN						
LEAVE BLANK		LOCAL IDENTIFICATION NO.			LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX						
SIGNATURE OF PERSON FINGERPRINTED		SOCIAL SECURITY NO.			LEAVE BLANK						
ALIASES/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX											
FDI NO.	STATE IDENTIFICATION NO.	DATE OF BIRTH	MM	DD	YY	SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR
1. R. THUMB	2. R. INDEX	3. R. MIDDLE				4. R. RING		5. R. LITTLE			
6. L. THUMB	7. L. INDEX	8. L. MIDDLE				9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

# IMPRESSION SIDE - ADMINISTRATIVE DATA

## **LEAVE BLANK:**

These two spaces are used in the CIB processing and must not be used for any other purpose.

## **PCN (PROCESS CONTROL NUMBER):**

This is a computer generated, unique numeric identifier preprinted on the fingerprint card in a barcode format. It is a document/paper identifier. The number is used by the CIB to track the document as it is processed, and may be used in the future for document imaging and retrieval. Do not write, mark or place staples in this block.

## **LEAVE BLANK:**

This space is used in the CIB processing and must not be used for any other purpose.

## **LOCAL IDENTIFICATION NO (LID):**

This is a number assigned to the individual being fingerprinted by the arrest or booking agency, or assigned to the individual by the Correctional system for prison admission. The number belongs to the person and stays with that person no matter how many times he/she is arrested. It is the local equivalent of the "State Identification Number" (SID#) or "FBI Number".

## **LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX:**

**(REQUIRED)** Always list the complete last and first names. If middle name is known it should also be included. The middle initial should be listed when the complete middle name is not known, but the middle initial is known or the individual only uses a middle initial. Names must be printed or typed legibly. If the name is illegible the fingerprint card will be rejected.

**NOTE: Do not enter "NMN" or "NMI" when there is no middle name or initial.**

## **SIGNATURE OF PERSON FINGERPRINTED:**

This space is used to record the signature of the individual being fingerprinted. If an individual will not sign write "REFUSED" in this space. Agencies submitting fingerprint cards via Card Scan or Live Scan should disregard this block.

## **SOCIAL SECURITY NO:**

The social security number should be included if available to your agency. If a social security number is unknown leave the field blank. Additional social security numbers must be included in the miscellaneous number field.

# IMPRESSION SIDE - ADMINISTRATIVE DATA (cont.)

## LEAVE BLANK:

This space is used in the CIB processing and must not be used for any other purpose.

## ALIASES/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX:

When you know that the individual being fingerprinted has used other names or dates of birth, that information should be listed in this block. Maiden names are considered alias names.

**NOTE: Alias names must include the individual's first and last name(s).**

**Do not enter "NMN" or "NMI" when there is no middle name or initial.**

## FBI NO:

The FBI number is assigned to an individual the first time the FBI receives arrest fingerprints for the individual. The FBI number remains with that person as long as the FBI retains the file.

## STATE IDENTIFICATION NO:

The State Identification Number (SID#) is assigned to an individual the first time the CIB receives an arrest fingerprint card on the individual. The SID# remains with that person as long as the CIB retains the file. Example: WI12345678

**NOTE: Agencies with livescan and cardscan devices may have software that allows them to contribute only 8 characters. When SID # is more than 8 characters, CIB recommends contributing the SID#, omitting the "WI" for livescan and cardscan submissions.**

## DATE OF BIRTH:

**(REQUIRED)** The individual's Date of Birth (DOB) must be recorded using numeric characters representing month, day and year, separated by slashes in that order. The year must be four characters (CCYYMMDD) for electronic card submissions.

Example: 12/25/45 or 12/25/1945

Example: 19451225

## SEX:

**(REQUIRED)** The individual's sex must be entered using one character, either F (female) or M (male).

## RACE:

**(REQUIRED)** The individual's race must be entered using the related NCIC race code.

**NOTE: Hispanics should be entered with the race code most clearly representing the individual. The race code "U" (Unknown) is not acceptable.**

# IMPRESSION SIDE - ADMINISTRATIVE DATA (cont.)

## HEIGHT:

**(REQUIRED)** The individual's height must be recorded as three numeric characters representing feet and inches. The first number should represent the feet and the second and third numbers should represent inches. Do not use fractions; always round off to the nearest inch.

## WEIGHT:

**(REQUIRED)** The individual's weight must be recorded as three numeric characters. Do not use fractions; always round off to the nearest pound.

## EYES:

**(REQUIRED)** The individual's eye color must be recorded as three alpha characters, using the related NCIC eye color code.

## HAIR:

**(REQUIRED)** The individual's hair color must be recorded as three alpha characters, using the related NCIC hair color code.

**NOTE: Use "XXX" for a person who is completely bald and indicate in the "SCAR, MARK, TATTOO AND AMPUTATIONS" BLOCK "- Bald.**

## FINGERPRINT BLOCKS:

**(REQUIRED)** The fingerprint impression of each finger and thumb must be rolled in the correct block. If a finger is missing (amputated) a note of this must be made in the related block. Amputated tips of fingers and fingers that cannot be printed due to bandages and/or a cast must be explained in the related block. If an amputation is noted in a fingerprint block, a corresponding amputation entry should also be made in the Scars, Marks and Tattoos field of the fingerprint card. No block should be left blank.

## LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY:

**(REQUIRED)** The left four fingers must be printed in this block as one group. If a finger is missing (amputated) a note of this must be made in the related block. Amputated tips of fingers and fingers that cannot be printed due to bandages and /or a cast must be explained in the related block. No block should be left blank.

**NOTE: When capturing the "plain" or "simultaneous" impressions it has been discovered that instead of capturing the four fingers on both the right and left hands at a 90-degree angle. It is recommended to capture the index, middle, and ring fingers simultaneously, followed by the printing of the little finger separately in its correct position. This will eliminate the little finger impression from being cutoff on the fingerprint card.**

**Agencies should always check with their livescan vendor for the best practice recommendations for taking fingerprints.**

## IMPRESSION SIDE - ADMINISTRATIVE DATA (cont.)

### LEFT THUMB:

**(REQUIRED)** The left thumb must be printed in this block. If the thumb is missing or unable to be printed the reason it cannot be printed should be explained in this block.

### RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY:

**(REQUIRED)** The right four fingers must be printed in this block as one group. If a finger is missing (amputated) a note of this must be made in the related block. Amputated tips of fingers and fingers that cannot be printed due to bandages and /or a cast, must be explained in the related block. No block should be left blank.

**NOTE:** When capturing the “plain” or “simultaneous” impressions it has been discovered that instead of capturing the four fingers on both the right and left hands at a 90-degree angle. It is recommended to capture the index, middle, and ring fingers simultaneously, followed by the printing of the little finger separately in its correct position. This will eliminate the little finger impression from being cutoff on the fingerprint card.

**Agencies should always check with their livescan vendor for the best practice recommendations for taking fingerprints.**

### RIGHT THUMB:

**(REQUIRED)** The right thumb must be printed in this block. If the thumb is missing or unable to be printed the reason it cannot be printed should be explained in this block.



# FINAL DISPOSITION REPORT - ADMINISTRATIVE DATA

## **FBI NO:**

This space is for the arresting agency/contributing to record the FBI Number assigned to the person fingerprinted, if known.

## **CHECK IF FBI FINGERPRINT CARD FOR THIS OFFENSE SUBMITTED TO FBI:**

If a copy of the disposition is to be forwarded to the FBI an "X" must be placed into the related block.

## **NAME (LAST/FIRST/MIDDLE/SUFFIX):**

**(REQUIRED)** This space is to record the name of the individual whose fingerprint impressions appear on the right portion of the Final Disposition Report. The Last, First and Middle Name must appear and be spelled letter for letter exactly as it is spelled on the related fingerprint card.

## **DATE OF BIRTH:**

**(REQUIRED)** This space is to record the date of birth of the individual whose fingerprint impressions appear on the right portion of the Final Disposition Report. The order of this data must be: Month, Day and Year. The date of birth must be indicated and must be number for number exactly as it was recorded on the related fingerprint card submitted to the CIB.

## **SEX/RACE:**

The appropriate codes must be entered describing the person fingerprinted.

## **ARREST TRACKING NO:**

The Arrest Tracking Number (ATN) is a unique identifier used in linking the arrest, prosecution, and court disposition data. The ATN is unique for each person/arrest. The ATN is a variable-length numeric identifier, which can only be generated by a computer algorithm. It can be as small as six (6) digits and as large as fourteen (14) digits. The ATN contains a four (4) digit identifier, a local sequence number which can be from one (1) to nine (9) digits, and a check digit. (See ATN Technical Document 20-TS/ATN-96.032.) Each ATN is generated locally. Because of its complexity, an ATN must be computer-generated. It is expected that all agencies with automated arrest/ booking management systems will program their computers to generate an ATN for every event where the subject is fingerprinted and the fingerprint card is sent to CIB.

Many booking sites in Wisconsin are installing computer systems that print identification and booking data directly onto the State and FBI fingerprint cards, and the State disposition form. It is expected that these sites will simply print the ATN along with name, sex, race, date of arrest, charges, etc. Elsewhere, computer systems will generate an ATN and the number will be manually recorded on the fingerprint card and disposition form.

A computer program is available from CIB that can be run on an MS-DOS personal computer. This program will simply generate ATNs that can be transferred to the State fingerprint card and disposition form. Use of the stand-alone ATN generator is optional; other tracking and linking strategies are available. Although less reliable, OCA (a local agency case number) can be used for tracking and linking information. CIB will use OCA as a tracking identifier for agencies who are unable to participate in the ATN program.

**NOTE: The ATN is the primary piece of data used to link disposition data to an arrest event. It is crucial that the ATN is forwarded to the prosecutor and/or court to be included in PROTECT and/or CCAP. The ATN must be recorded and must be the number exactly as it was recorded on the related fingerprint card submitted to the CIB.**

**WI IDENTIFICATION NO (SID):**

This space is to record the Wisconsin State Identification Number assigned to the individual by the CIB, if known.

**ARRESTING AGENCY ORI:**

This space is to record the "arresting agency" if different than the "contributor" of the fingerprint card. The nine digit ORI jurisdiction number assigned to the agency must be included.

**CONTRIBUTOR OCA NO:**

**(REQUIRED)** The "contributing agency" OCA (originating case agency number) must appear here and it must be the same as that recorded on the related fingerprint card submitted to the CIB.

**DATE OF ARREST (MM/DD/YY):**

**(REQUIRED)** This space must contain the exact date the person fingerprinted was arrested or fingerprinted and this date must be exactly the same as the date indicated on the related fingerprints submitted to the CIB.

**DATE OF OFFENSE:**

This should be the date of the alleged offense. Must be numeric characters representing month, day and year, separated by slashes, in that order. The year can be two or four characters (MM/DD/YY or MM/DD/YYYY). For arrest fingerprint cards with two or more offense dates only one needs to be reported.

**OFFENSE REPORTED BY ARRESTING AGENCY:**

**(REQUIRED)** This block is to record necessary data relating to the charge(s) for which the person fingerprinted was arrested or taken into custody. The space is provided for one charge on each Final Disposition Report form and must be exactly as it appears on the related fingerprint card submitted to the CIB.

**STATUTE/ORD NUMBER:** The state statute number reported on the related fingerprint card must be listed in the "OFFENSE REPORTED BY ARRESTING AGENCY" block. (See Section 4 of the Wisconsin Identification Manual for valid codes.) Ordinance charges should be listed with the literal of the charge excluding the ordinance statute number

# FINAL DISPOSITION REPORT - ADMINISTRATIVE DATA (cont.)

NCIC CODE: The NCIC OFFENSE code number reported on the related fingerprint card must be listed in the "OFFENSE REPORTED BY ARRESTING AGENCY" block.

## OFFENSE CHARGED BY PROSECUTOR/DISTRICT ATTORNEY:

This space is to be completed when the prosecutor or district attorney changes the charge the arresting agency originally filed against the individual this document relates to. If the ATN or other linking data is entered into the PROTECT system prior to a charging decision being made, all charging information is forwarded to CIB electronically. There is no reason to complete the prosecutor section of the Final Disposition Report in these instances.

LITERAL: The offense the prosecutor or district attorney is charging the person with must be recorded here. The literal offense should be listed using the corresponding abbreviation.

**Note: When the decision is made to dismiss or not prosecute the individual for a state statute violation and a referral to municipal court or the municipal prosecutor is made, the disposition report must be forwarded to the municipal court for completion.**

## COURT CASE/DOCKET#:

This space is for the Clerk of Court to record the case number that has been assigned to the person and case related to the arrest data furnished on the Final Disposition Report and corresponding to the arrest fingerprint card. If the ATN or other linking data is entered directly in the Consolidate Court Automation Program or via the interface with PROTECT, there is no reason for the court to complete any of the following sections of the Final Disposition Report or send the report to CIB. The disposition information will be received electronically when the court case is closed.

## FINAL DISPOSITION:

This space is for reporting the final action the court is taking against the individual who this document relates to. This block is to be completed by the court officer.

**NOTE: A fingerprint card submitted to the CIB indicating the subject is a juvenile without a check mark in the "treat as an adult" box, CIB will automatically default a final disposition to "turned over to juvenile authorities".**

**The booking agency should still obtain and complete a final disposition report, including an ATN, at the time of booking should the subject be waived to adult court at a later date. If the subject is waived to adult court, the final disposition report should be forwarded to the court.**

## FELONY, MISDEMEANOR, NON-CRIMINAL:

These spaces are to indicate if the charge being prosecuted is a Felony offense, Misdemeanor offense, or Non-criminal (ordinance) offense. This block should be completed by the court officer.

# FINAL DISPOSITION REPORT - ADMINISTRATIVE DATA (cont.)

## **DISPOSITION COMPLETED BY:**

This space is to indicate the name and title of the person recording the final disposition and the date that the final disposition was recorded on the Final disposition Report. Included with the title, the individual completing the final disposition must also indicate the agency represented; e.g., Clerk of Court, Law Enforcement Agency, District Attorney or Municipal court).

## **RIGHT FOUR FINGERS PRINTED SIMULTANEOUSLY:**

Inked fingerprint impressions of the person fingerprinted must be placed in this area by the contributing/arresting agency at the time the fingerprint impressions are taken on the related fingerprint card. The fingerprint impressions on the Final Disposition Report are not rolled impressions, they are obtained by inking the right four fingers and placing them simultaneously in the appropriate area. If it is necessary to place impressions other than the right four fingers, legibly record which fingers appear.

**NOTE: For Clerk of Courts contributing data to CCAP or District Attorney's using PROTECT completion of the final disposition report is a duplication of work and unnecessary. CIB receives charging decisions via an interface with PROTECT and court adjudications through an interface with CCAP. In these circumstances the final disposition form should not be mailed to CIB.**

**NOTE: A final disposition report is required for each charge listed in the charge block.**

# IDENTIFICATION SEGMENT RESPONSE

RE: NAME: JOHN, JAMES, MOORE  
SEX: M  
RACE: W  
DATE OF BIRTH: 04/04/1956  
PURPOSE CODE: C

ATTENTION: DET HOLMES INVEST

REPORT DATE: NOVEMBER 16, 2008

CRIMINAL JUSTICE

THIS IS A PORTION OF A MULTI-STATE RECORD. ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL OFFENSES.

\*\*\* FELONY OFFENDER \*\*\*

WISCONSIN IDENTIFICATION DATA

RECORD LAST UPDATED:

-----  
JANUARY 11, 2005

NAME:

-----  
JOHN JAMES MOORE

ALIASES:

-----  
GLENN BELL  
GREG BELL  
JOHN JAMES  
JUAN R DIAZ  
JUAN RAYMOND CASTILLO

SEX:	RACE:	DATE OF BIRTH:	HEIGHT:
----	----	-----	-----
MALE	WHITE	APRIL 4, 1956 JANUARY 1, 1951 APRIL 4, 1957 JANUARY 1, 1956	5 FT. 11 IN

WEIGHT:	HAIR:	EYES:	SCARS, MARKS, TATTOOS, AMPUTATIONS:
-----	-----	-----	-----
175 LBS	BROWN	BROWN	GLASSES (PRESCRIPTION) TAT R ARM

PLACE OF BIRTH:	CITIZENSHIP:	FINGERPRINT CLASS:
-----	-----	-----
WISCONSIN	USA	NOT AVAILABLE

STATE IDENT NO.: FBI NO.: SOCIAL SECURITY NO.:  
-----  
WI 415506 720430XX9

DRIVER LICENSE NO.: AFIS CLASS: MISCELLANEOUS NUMBERS:  
-----

PALM PRINT TAKEN: PHOTO AT CIB:  
-----  
NO YES

OCCUPATION:  
-----

EMPLOYER:  
-----

RESIDENCE:  
-----  
9000 WEST WILSON STREET LOT 19, MADISON, WI,

MISCELLANEOUS COMMENTS  
-----  
KNOWN TO CARRY HANDCUFF KEY IN BACK  
LEFT POCKET / TAT TASMANIAN DEVIL

CRIMINAL JUSTICE SUMMARY DATA  
-----

FIRST ADULT ARREST DATE:	JULY 7, 1977
LAST ADULT ARREST DATE:	DECEMBER 4, 2004
FIRST JUVENILE ARREST DATE:	FEBRUARY 1, 1973
LAST JUVENILE ARREST DATE:	FEBRUARY 1, 1973
TOTAL ADULT ARRESTS:	2
TOTAL JUVENILE ARRESTS:	1
TOTAL REGISTRATIONS:	0
TOTAL CUSTODIES:	0

\*\*\*\* AUTOMATED RECORD-FQ PROVIDES ONLINE RESPONSE \*\*\*\*

**OR**

\*\*\*\* MANUAL RECORD-FQ REQUIRES MANUAL RESPONSE \*\*\*\*

BASED ON NAME AND FURNISHED DESCRIPTORS, THE ABOVE IDENTIFICATION SEGMENTS(S) ARE FURNISHED. SOUND EX NAME SEARCH TECHNIQUE IS USED AND THE CRIME INFORMATION BUREAU CAN NOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO THE INDIVIDUAL IN WHOM YOU ARE INTERESTED.

**NOTE:** If the "CRIMINAL JUSTICE SUMMARY DATA" section of the Wisconsin identification segment contains juvenile information the summary portion of the record should be removed or the juvenile information deleted or obliterated in some way.

# WISCONSIN COMPLETE RECORD RESPONSE

RE: STATEIDNO: WI415506  
PURPOSE CODE: C

ATTENTION: DET HOLMES INVEST

RESPONSE IS BASED ON A SEARCH USING FINGERPRINTS AND/OR IDENTIFICATION DATA SUPPLIED. SEARCHES BASED SOLELY ON NAME AND NON-UNIQUE IDENTIFIERS ARE NOT FULLY RELIABLE. THE CIB CANNOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO INDIVIDUAL YOU ARE INTERESTED IN.

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL HOWEVER ALL INFORMATION PROVIDED TO THE STATE RESPOSITORY IS INCLUDED IN THIS RESPONSE

REPORT DATE: NOVEMBER 16, 2008

CRIMINAL JUSTICE

THIS IS A PORTION OF A MULTI-STATE RECORD. ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL OFFENSES.

\*\*\* FELONY OFFENDER \*\*\*  
WISCONSIN IDENTIFICATION DATA

RECORD LAST UPDATED:

-----  
JANUARY 11, 2005

NAME:

-----  
JOHN JAMES MOORE

ALIASES:

-----  
GLENN BELL  
GREG BELL  
JOHN JAMES  
JUAN R DIAZ  
JUAN RAYMOND CASTILLO

SEX:	RACE:	DATE OF BIRTH:	HEIGHT:
-----	-----	-----	-----
MALE	WHITE	APRIL 4, 1956 JANUARY 1, 1951 APRIL 4, 1957 JANUARY 1, 1956	5 FT. 11 IN

WEIGHT:	HAIR:	EYES:	SCARS, MARKS, TATTOOS, AMPUTATIONS:
-----	-----	-----	-----
175 LBS	BROWN	BROWN	GLASSES (PRESCRIPTION) TAT R ARM

PLACE OF BIRTH: CITIZENSHIP: FINGERPRINT CLASS:  
-----  
WISCONSIN USA NOT AVAILABLE

STATE IDENT NO.: FBI NO.: SOCIAL SECURITY NO.:  
-----  
WI 415506 720430XX9

DRIVER LICENSE NO.: AFIS CLASS: MISCELLANEOUS NUMBERS:  
-----

PALM PRINT TAKEN: PHOTO AT CIB:  
-----  
NO YES

OCCUPATION:  
-----

EMPLOYER:  
-----

RESIDENCE:  
-----  
9000 WEST WILSON STREET LOT 19, MADISON, WI,

MISCELLANEOUS COMMENTS  
-----  
KNOWN TO CARRY HANDCUFF KEY IN BACK  
LEFT POCKET / TAT TASMANIAN DEVIL

CRIMINAL JUSTICE SUMMARY DATA  
-----

FIRST ADULT ARREST DATE:	JULY 7, 1977
LAST ADULT ARREST DATE:	DECEMBER 4, 2004
FIRST JUVENILE ARREST DATE:	FEBRUARY 1, 1973
LAST JUVENILE ARREST DATE:	FEBRUARY 1, 1973
TOTAL ADULT ARRESTS:	2
TOTAL JUVENILE ARRESTS:	1
TOTAL REGISTRATIONS:	0
TOTAL CUSTODIES:	0

-----

CRIMINAL HISTORY DATA  
=====

CYCLE NO. 1  
=====

ARREST/CHARGE DATA  
-----

NAME USED: JOHN JAMES MOORE  
DATE OF BIRTH: APRIL 4, 1957  
DATE OF ARREST: FEBRUARY 1, 1973  
ARREST TYPE: JUVENILE  
ARREST TRACKING NO.:  
ARRESTING AGENCY: WI0411200 ST FRANCIS POLICE DEPT  
ARREST CASE NUMBER: 764321  
LOCAL ID NUMBER:  
CONTRIBUTING AGENCY: WI0410000 MILWAUKEE COUNTY SHERIFF  
BOOKING CASE NUMBER: 123321  
LOCAL PHOTO: YES  
LOCAL PALM PRINT: NO  
REMARK:

ARREST CHARGES:  
01 161.41(3) POSSESS CONTROLLED SUBSTANCE  
NCIC 3599 COUNTS: 1 MISDEMEANOR

COURT DATA  
-----

COURT: WI041013J MILWAUKEE CO CIRCUIT COURT  
COURT CASE NUMBER:  
PROSECUTING AGENCY:  
DA CASE NUMBER:  
ARREST TRACKING NO.:

CHARGES DISPOSED OF:

01 161.41(3) POSSESS CONTROLLED SUBSTANCE  
NCIC 3599 COUNTS: 1 MISDEMEANOR  
MARCH 2, 1973 REFERRED TO JUVENILE  
AUTHORITIES

CYCLE NO. 2  
=====

ARREST/CHARGE DATA  
-----

NAME USED: JUAN R DIAZ  
DATE OF BIRTH: APRIL 4, 1956  
DATE OF ARREST: JULY 7, 1977  
ARREST TYPE: ADULT ONLY  
ARREST TRACKING NO.:  
ARRESTING AGENCY: WI0410000 MILWAUKEE COUNTY SHERIFF  
ARREST CASE NUMBER:  
LOCAL ID NUMBER:  
CONTRIBUTING AGENCY: WI0410000 MILWAUKEE COUNTY SHERIFF  
BOOKING CASE NUMBER: 121212  
LOCAL PHOTO: NO  
LOCAL PALM PRINT: NO  
REMARK:

ARREST CHARGES:  
01 943.20 (3B) THEFT  
NCIC 2399 COUNTS: 1 FELONY JULY 7, 1977

COURT DATA  
-----

WI041023J MILWAUKEE CO CIRCUIT

CHARGES DISPOSED OF:

01 943.34 (1) (C) RECEIVE STOLEN PROPERTY  
NCIC 2804 COUNTS: 1 FELONY  
OCTOBER 27, 1978 CONVICTED  
  
SENTENCE: OCTOBER 27, 1978  
JAIL  
BEGIN DATE: OCTOBER 27, 1978  
LENGTH: 10 MONTHS

CYCLE NO. 3  
=====

ARREST/CHARGE DATA  
-----

NAME USED: GLENN BELL  
DATE OF BIRTH: JANUARY 1, 1956  
DATE OF ARREST: DECEMBER 4, 2004  
ARREST TYPE: ADULT ONLY  
ARREST TRACKING NO.: 22004120415284  
ARRESTING AGENCY: WI0220000 GRANT COUNTY SHERIFF  
ARREST CASE NUMBER:  
LOCAL ID NUMBER: 508

CONTRIBUTING AGENCY: WI0220000 GRANT COUNTY SHERIFF  
BOOKING CASE NUMBER: 04-44-1192  
LOCAL PHOTO: YES  
LOCAL PALM PRINT: YES

ARREST CHARGES:

01 947.01 DISORDERLY CONDUCT  
NCIC 5311 COUNTS: 1 MISDEMEANOR  
DECEMBER 4, 2004

02 940.30 FALSE IMPRISONMENT  
968 DOMESTIC ABUSE RELATED  
NCIC 1099 COUNTS: 1 FELONY  
DECEMBER 4, 2004

COURT DATA

-----  
COURT: WI022013J GRANT CO CIRCUIT COURT BRANCH 1  
COURT CASE NUMBER: 04CF1006  
PROSECUTING AGENCY:  
DA CASE NUMBER:  
ARREST TRACKING NO.:22004120415284

CHARGES DISPOSED OF:

01 947.01 DISORDERLY CONDUCT  
NCIC 5311 COUNTS: 1 MISDEMEANOR  
DECEMBER 4, 2004 DISMISSED

02 940.30 FALSE IMPRISONMENT  
968. DOMESTIC ABUSE RELATED  
NCIC 1099 COUNTS: 1 FELONY  
DECEMBER 4, 2004 CONVICTED

SENTENCE: JANUARY 11, 2005  
PROBATION  
BEGIN DATE: JANUARY 11, 2005  
LENGTH: 2 YEARS  
SENTENCE: JANUARY 11, 2005  
FINE  
BEGIN DATE: JANUARY 11, 2005

\*\*\*END OF RECORD \*\*\*

# eTIME BROWSER CRIMINAL RECORD RESPONSE

## Wisconsin Criminal History



**Firearm Sale Disqualified**

**Convicted Felon**

**Purpose Code:** C  
**Attention:** Neverman ETIME Demo

### WISCONSIN IDENTIFICATION DATA

THE RESPONSE IS BASED ON A SEARCH USING THE FINGERPRINTS AND/OR IDENTIFICATION DATA SUPPLIED. SEARCHES BASED SOLELY ON NAME AND NON-UNIQUE IDENTIFIERS ARE NOT FULLY RELIABLE. THE CIB CANNOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO THE INDIVIDUAL YOU ARE INTERESTED IN.

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL HOWEVER ALL INFORMATION PROVIDED TO THE STATE REPOSITORY IS INCLUDED IN THIS RESPONSE.

RECORD LAST UPDATED: 04/15/2003

[Identification](#) [Contributing Agencies](#) [Your Request](#)

### IDENTIFICATION

#### JOHN JAMES DOE

Male / White  
Born in Wisconsin ; Citizen of USA  
01/01/1950, 01/01/1955  
5'11" 170lbs Blue Eyes ; Brown Hair  
123 W Main St, Madison, WI

Alias Names/Fraudulent Data



#### SCARS MARKS TATTOOS DATA:

Tattoo Forearm, left  
Tattoo Forearm, left ---Jasmine  
Tattoo Forearm, right ---Lucille  
Tattoo Wrist, left ---Trapboy

#### PHOTO INFORMATION:

01/14/2011 WI0540100 Beloit Police Department  
11/26/2008 WI0540000 Rock County Sheriff  
WI013035Y WI CIB Identification Section

### CRIMINAL HISTORY

#### Cycle 1

#### CHARGE

SEQUENCE NUMBER: 01  
TRACKING NUMBER: 54012000048298  
STATUTE NUMBER: 973.10  
LITERAL: PROBATION VIOLATION  
NCIC CODE: 5012  
COUNTS: 1  
CLASSIFICATION:  
CHARGE SEVERITY: Misdemeanor

#### COURT ACTION:

LITERAL: Other  
DISPOSITION DATE: January 14, 2011  
DISPOSITION: TURNED OVER TO PROBATION/PAROLE AUTHORITIES

# FINGERPRINT PROCESS

## GUIDELINES FOR OBTAINING CLASSIFIABLE FINGERPRINTS

1. Wash and dry fingers thoroughly.
2. Roll fingers from nail to nail, completely covering from the tip of the finger to and including the first joint. Avoid allowing the fingers to slip.
3. Be sure impressions are rolled in the correct order. The fingers should be rolled from the center of the body out and the thumb should be rolled toward the center of the body.
4. If an amputation, deformity or injury makes it impossible to print a finger, make a notation using an assigned CIB/FBI code in the related finger block. **UP = Unable to Print (bandaged), XX = Amputation.** For finger amputations the appropriate code should also be entered in the Scars, Marks and Tattoos block of the arrest fingerprint card, i.e. MISS L FGR.
5. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained. An explanation may be included in the Additional Information/Basis for Caution block.

## REPRINTING INDIVIDUAL UNCLASSIFIABLE PRINTS

Several companies manufacture adhesive-backed tabs used to reprint a single illegible/unclassifiable finger impression on a fingerprint card. This method of reprinting individual fingerprint impressions is acceptable by the FBI if the following conditions are met.

The thickness, size, placement, color and opacity of reprint tabs must be compatible with the FBI automated fingerprint reading equipment. The opacity of the tabs must be sufficient to completely mask the fingerprint impression the label is covering. A reprint tab placed on a fingerprint card must be restricted to within the individual finger block dimension so that it does not interfere with the neighboring fingerprint impressions. Fingerprint cards having no more than two individual fingerprint impressions covered with FBI approved reprint tabs will be processed. **Any fingerprint card received having three or more individual fingerprint impressions covered with reprint tabs or two or more tabs in any single finger block will be rejected and returned without being processed.**

# COMMON PROBLEMS OF FINGERPRINTING

## 1. PRINT TOO FAINT OR LIGHT

Caused by not having enough ink on the ink plate or rolling a finger over a previously used area. Before starting to roll the subject's prints, test the ink plate to verify that there is enough ink on the plate and do not roll a finger over an area that has already been used until the ink is re-rolled over that area.

## 2. PRINT IS TOO DARK

This is usually caused by having too much ink on the ink plate. It may also be caused by using too much pressure when rolling the fingers or inking a finger more than once. Never ink fingers more than once before each rolling and very little pressure should be used to obtain a good fingerprint.

## 3. PRINT IS BOTH TOO DARK AND TOO LIGHT

The ink is not evenly distributed in the ink plate. Re-ink or re-roll the ink on the plate so the coverage will be uniform.

## 4. PRINT IS BLURRED, SMUDGE OR SMEARED

Finger was allowed to slip or twist while being rolled. Have subject relax and try not to help with the rolling process and use proper body mechanics when inking and rolling, thumbs toward the body and fingers away from the body.

## 5. PRINT TOO NARROW

If finger is not inked from nail to nail and rolled from nail to nail, it will be narrow on the card and may not be acceptable.

## 6. PARTIAL PRINT

If finger is not inked from nail to nail and from tip to first joint and rolled the same way only a partial print will be obtained. Also, the finger should lie flat on the card/platen or a partial print may result.

## 7. TEMPORARY CUTS, WOUNDS, BLISTERS AND BANDAGES

You may be unable to print some fingers due to cuts, wounds, blisters or some kind of injury. In these cases, you should still fingerprint the subject. If the damaged finger is not printed because of possibility of infection, you must note in the related finger block the appropriate code **UP = Unable to Print (bandaged)**.

## 8. PERMANENT INJURIES

When a finger(s) are scarred, roll all prints possible. An explanation may be included in the Additional Information/Basis for Caution block on the related fingerprint card. If finger(s) are amputated, indicate in the related block "XX".

## 9. **HIGHLIGHTER**

Contributing agencies frequently use highlighter on paper fingerprint cards to identify fields that are required; i.e., name, date of birth, etc. The FBI/CIB card scanning service is unable to process fingerprint cards with these areas highlighted.

All colors of highlighter cause information to be obscured during the scanning process. Contributors should take appropriate steps to end the practice of highlighting paper fingerprint cards.

# COMMON ISSUES OF FINGERPRINTING LIVESCAN USERS

## 1. **ALWAYS ENSURE PLATEN IS CLEAN AND SCRATCH FREE**

A build up of oils and dirt on the platen and/or scratched or damaged platen can cause the captured image to be of poor quality. If individual fingers are dry you may need to moisten with a hand lotion.

## 2. **ALWAYS CENTER FINGER WHEN ROLLING**

This will ensure that the image is in the middle of the fingerprint block and thus will allow capture of the most possible ridge detail.

## 3. **ALWAYS LEAVE IMAGE QUALITY AND SEQUENTIAL SETTINGS ON**

This will ensure that the fingerprint images that are being captured are the best possible and that they are in the correct position on the fingerprint card.

## 4. **ALWAYS VIEW IMAGE ON MONITOR FOR CLARITY AND ORIENTATION WHEN ROLLING FINGERPRINTS**

Too much pressure and/or not enough pressure can alter the image of the capture fingerprint. Operator should also check to ensure finger is straight and not slanted when rolling for proper orientation.

## 5. **ALWAYS ROLL FINGERS FROM NAIL-TO-NAIL**

This will ensure that as much ridge detail as possible is captured. This also will increase the percentage of a possible match on an AFIS search for both ten prints and latents.

## 6. **KNOW HOW TO PROPERLY USE YOUR LIVELSCAN EQUIPMENT**

Each livescan station may have different rules as to how to take fingerprints. Make sure you receive proper training from your vendor and/or that you review the operator's manual on obtaining classifiable fingerprints.

# FINGERPRINT PATTERN TYPES



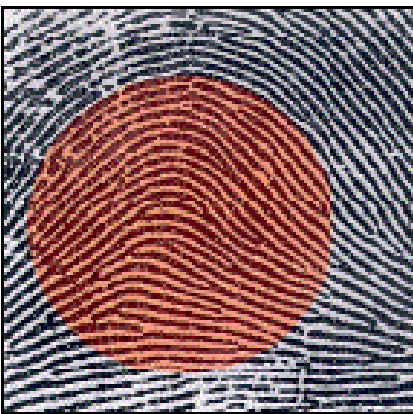
## Loop

In a loop pattern the ridges enter from either side, re-curve and pass out or tend to pass out the same side they entered



## Whorl

In a whorl pattern there are at least two or more deltas with a recurving ridge in front of each. It can be a spiral, oval, circular, or any variant of a circle, or two separate loop formations, or two different types of patterns excluding the plain arch or a pattern which conforms to none of the definitions

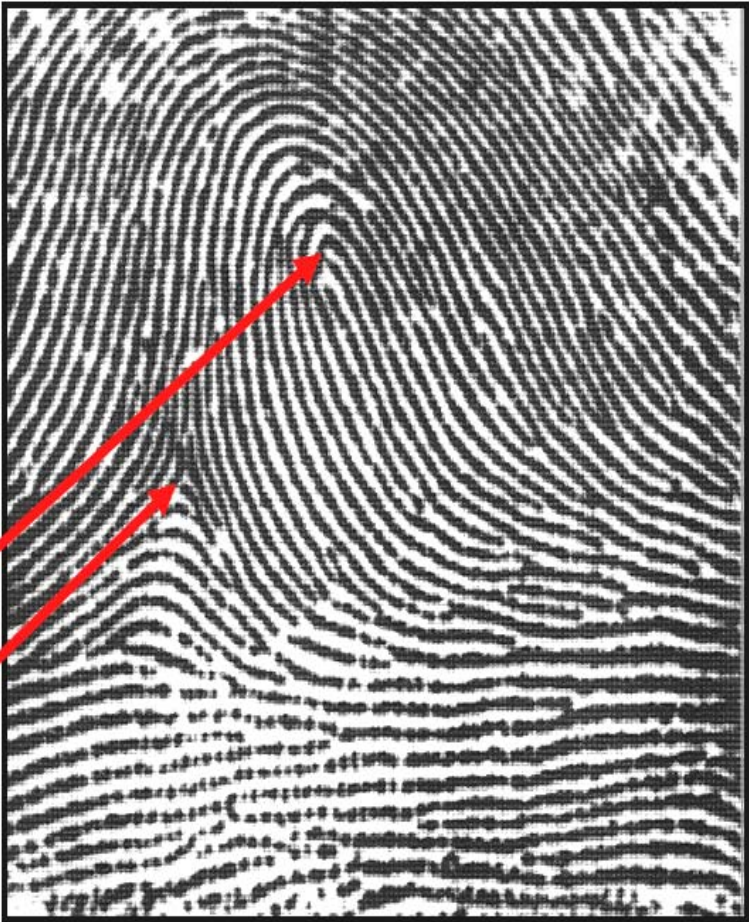


## Arch

In an arch pattern the ridges enter from one side, rise in the center and exit on the opposite side

# LOOP

In the LOOP pattern there are two focal points: the CORE, or the center of the loop, and the delta. The DELTA is the area of the pattern where there is a triangulation or a dividing of the ridges. When recording fingerprints, the delta and the area between the delta and the core must be completely recorded.



CENTER OF LOOP  
(CORE)

DELTA

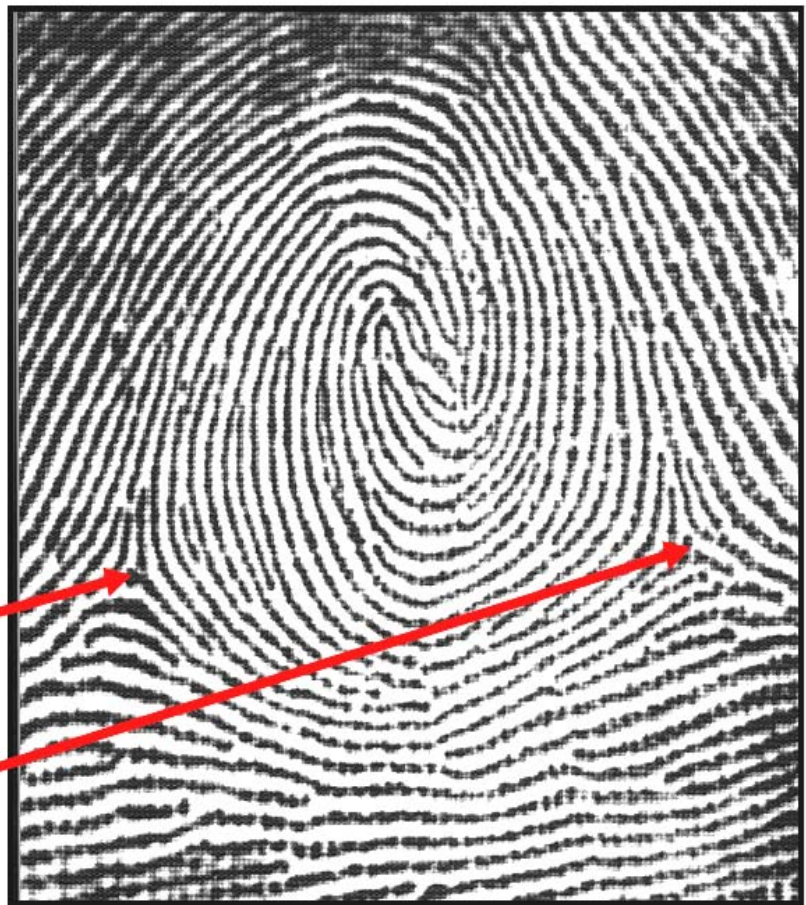
THE LINES BETWEEN CENTER OF  
LOOP AND DELTA MUST SHOW

# WHORL

**A Whorl pattern will have two or more deltas. For a whorl pattern, all deltas and the areas between them must be recorded.**

**DELTA**

**DELTA**



**THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR**

# ARCH

**The ARCH pattern has no delta or core; but, it too, must be fully recorded so that its individual characteristics can be readily distinguished.**



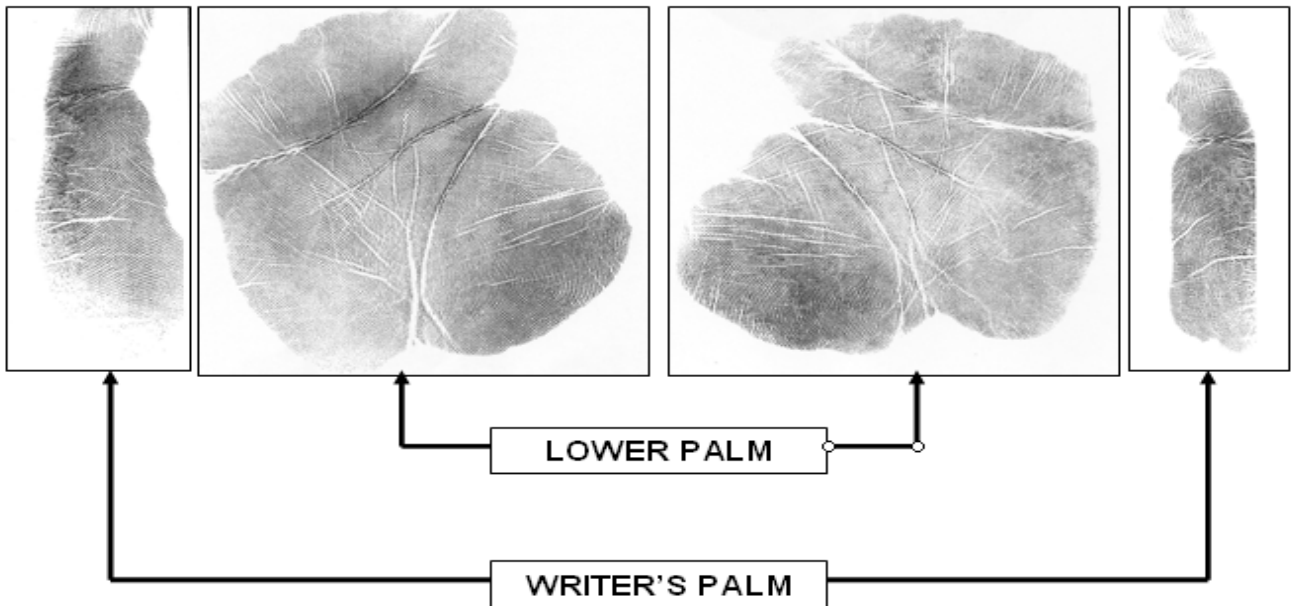
# PALM PRINT CAPTURE

The state's AFIS was upgraded to allow for the capture, search and storage of palm prints. This allows for unknown latent palm prints taken from crime scenes (such as from knife hilts, gun grips, steering wheels, window panes, forged documents, etc...) to be searched against a known palm print database. Roughly 30% of all latent prints captured from a crime scene are from the palm area of the hand. Techniques used in palm print identification are the same as those used for fingerprint identification.

## LIVESCAN CAPTURE



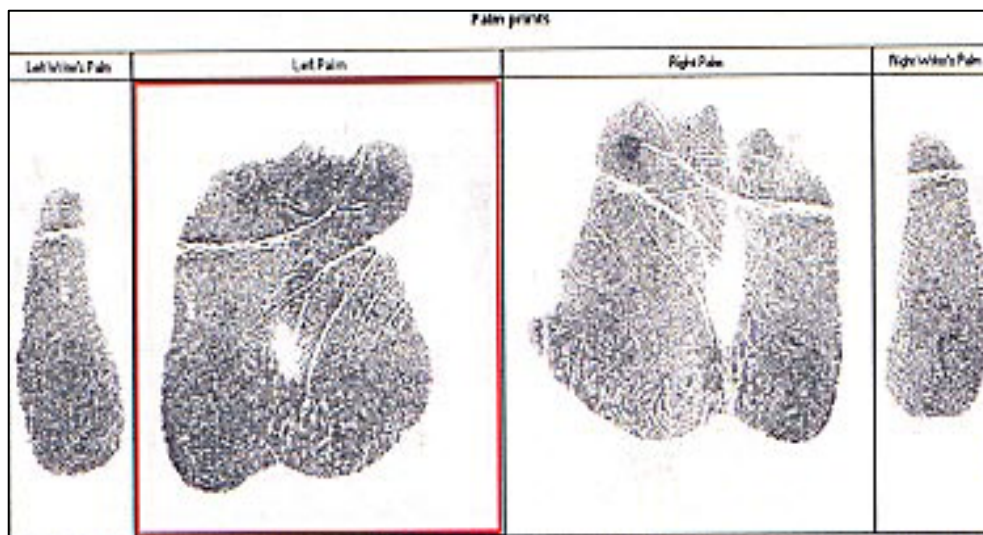
## PALM PRINTS



# LOWER PALMS & WRITER'S PALMS USED IN STATE'S AFIS

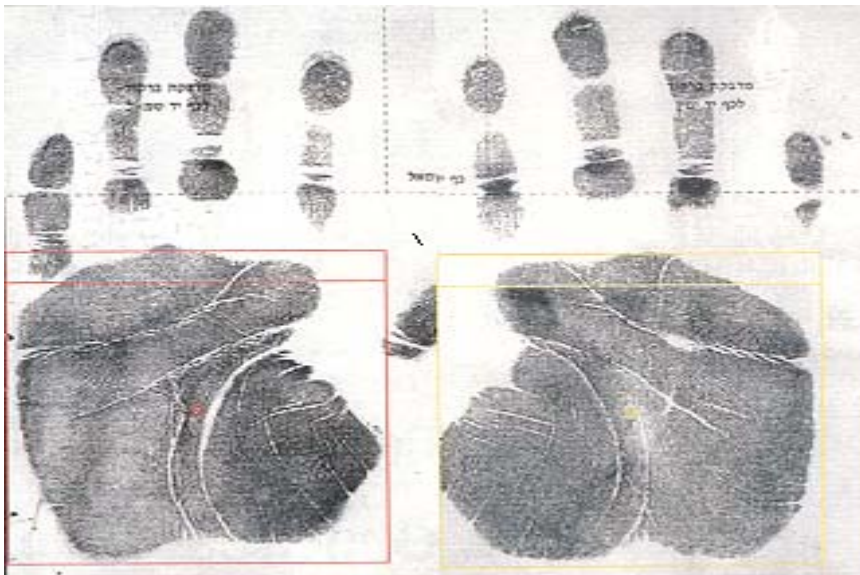
The biggest problem with taking palm prints is that it is very important that the livescan operators capture the best sets of fingerprints and palm prints to be sent to the Crime Information Bureau for processing. A major problem with taking good palm print images is that often the hollow part of the palm is not adequately printed. The operator must insure that they put enough pressure on the center of the back of the hand to allow for more ridge detail in the middle of the palm. If pressure is not applied to this area then the image that is being captured will be missing a large portion of ridge detail that could be used for positive identification. See diagram below.

A second problem area is the writer's palm. The writer's palm is often helpful in forgery investigations since the side of the hand is printed. This shows the impression of a hand in the writing position. Make sure that when capturing this area on the livescan that you start with the hand flat on the platen (glass) and then rotate the hand up slightly towards the little finger side of the hand, about 45 degrees. Roll right hand to the right & left hand to the left. You should be able to see ridge detail in the captured image on the livescan monitor. If you do not see ridge detail then you probably have rotated the hand too much and will need to re-capture the image. You should check with your livescan vendor as to what are the best practice of capturing palm prints that they recommend while using their livescan devices and also share that information with each livescan operator within your department.



# FULL PALM PRINT CAPTURE

The American National Standard for Information Systems – Data Format for the Interchange of Fingerprint, Facial, & Scar Mark & Tattoo (SMT) Information (ANSI/NIST-ITL 1-2000) has set standards for the capture and transmission of palm prints. This is called the Type-15 variable-resolution palm print image record and is required for all Wisconsin livescan sites with palm print capture that transmit fingerprint records to the Crime Information Bureau electronically. Currently, the Crime Information Bureau will only accept a livescan capture of palm prints which must be attached to a livescan arrest ten print record belonging to the same individual. Depending on the livescan device, which has the capability to capture palm prints, a Type-15 record will be required for each capture of the palm. This would include the capture of both the right and left writer's palm and one or two Type-15 records for each full palm. Depending on the livescan device being used, capture of the full palm may require two images to represent the full palm. The first type of capture is from the wrist bracelet to the tips of the fingers and the second type of capture is two separate scanned images of the fingers and of the palm. Therefore, four to six Type-15 records will be required to represent the subject's palm prints in a normal palm print transaction.



# CRIME INFORMATION BUREAU CONTACTS

	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Phil Collins	608-267-2235	608-267-1338	collinspe@doj.state.wi.us
TIME & Technical Services Manager	Vacant		608-267-1338	
Training Officer	Donna Bente	608-264-9452	608-267-1338	bentedi@doj.state.wi.us
Training Officer	Jim Muller	608-261-5800	608-267-1338	mullerjj@doj.state.wi.us
Training Officer	Jessica Sash	608-266-9341	608-267-1338	sashjl@doj.state.wi.us
Training Officer	Vacant		608-267-1338	
TIME System Operations Coordinator	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME & eTIME Analyst	Mary Moroney	608-266-2426	608-267-1338	moroneym@doj.state.wi.us
TIME & eTIME Analyst	Sara Phelan	608-266-7955	608-267-1338	phelansm@doj.state.wi.us
Livescan/Cardscan Analyst	Joan Wolfe	608-264-9490	608-267-1338	wolfejk@doj.state.wi.us
Supplies and Imaging	Carol Brown	608-266-9585	608-267-4558	brownca@doj.state.wi.us
TIME Billing	Phil Collins	608-267-2235	608-267-1338	collinspe@doj.state.wi.us
Fingerprint Identification AFIS (Madison Crime Lab)	Curt Bauer	608-261-8122 Ext. 2600	608-294-2920	bauercj@doj.state.wi.us
Record Check	Kevin Sime	608-266-9398	608-267-4558	simeka@doj.state.wi.us
Criminal Records	Mary Meyer	608-266-9561	608-261-0660	meyerma@doj.state.wi.us
Handgun Hotline	Mary Sturdevant	608-267-2776	608-264-6200	sturdevantmj@doj.state.wi.us
TRAIN	Colleen Seifert	608-266-7792	608-267-1338	CIBTrain@doj.state.wi.us

Check the CIB website for additional data at: [www.doj.state.wi.us/dles/cib](http://www.doj.state.wi.us/dles/cib)

## WISCONSIN CRIME INFORMATION BUREAU IDENTIFICATION SUPPLY REQUEST/ORDER FORM

AMOUNT REQUIRED	FORM	NUMBER
	FINGERPRINT CARD w/o ORI	DJ-LE-241
	FINGERPRINT CARD w/ORI	DJ-LE-241
	FINAL DISPOSITION REPORT	DJ-LE-249
	DEATH NOTICE	DJ-LE-244

AMOUNT REQUIRED	FORM	NUMBER
	CIB PRE-ADDRESSED ENVELOPE	
	FBI APPLICANT FINGERPRINT CARD	FD-258
	FBI PERSONAL ID CARD	FD-353

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDRESS ALL REQUESTS TO:**

Image & Archive Unit  
 Crime Information Bureau  
 P.O. Box 2718  
 Madison, WI 53701-2718  
 Telephone: 608/266-9585  
 Facsimile: 608/267-1338  
 Email: brownca@doj.state.wi.us

Requesting Agency:

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

**For CIB Use Only**

AMOUNT SENT	FORM	NUMBER
	FINGERPRINT CARD w/o ORI	DJ-LE-241
	FINGERPRINT CARD w/ORI	DJ-LE-241
	FINAL DISPOSITION REPORT	DJ-LE-249
	DEATH NOTICE	DJ-LE-244

AMOUNT SENT	FORM	NUMBER
	CIB PRE-ADDRESSED ENVELOPE	
	FBI APPLICANT FINGERPRINT CARD	FD-258
	FBI PERSONAL ID CARD	FD-353

AGENCY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

FILLED BY: \_\_\_\_\_