



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 4-04

Policy Title: Fingerprinting

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to ensure compliance with Section 9112 of the Pennsylvania Crimes Code (Title 18) in regard to mandatory fingerprinting requirements.

II. Policy

It is the policy of the Springfield Township Police Department to comply with Section 9112 of the Pennsylvania Crimes Code (Title 18) and to fingerprint persons in compliance with that legal mandate.

III. Procedure

- A. Fingerprints of all persons arrested for a felony, misdemeanor, or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense (escalating summary offenses), shall be taken by the arresting authority, and within 48 hours of arrest, shall be forwarded to, and in a manner provided by the central repository.
- B. Where defendants named in police complaints are proceeded against by summons, or for offenses under Section 3929 (relating to Retail Theft), the court of proper jurisdiction shall order the defendant to submit within five days of such order for fingerprinting by the municipal police of jurisdiction in which the offense allegedly was committed. Fingerprints so obtained shall, within 48 hours, be forwarded to, and in a manner provided by the central repository.
- C. Where private complaints for a felony or misdemeanor result in a conviction, the court of proper jurisdiction shall order the defendant to submit for fingerprinting by the municipal police of jurisdiction in which the offense allegedly was committed. Fingerprints so obtained shall, within 48 hours, be forwarded to, and in a manner provided by the central repository.

- D. The central repository shall transmit the criminal history record information to the criminal justice agency which submitted a complete, accurate, and classifiable fingerprint card. This criminal record shall be placed in the case file.
- E. Arrestees mandated by the Pennsylvania Crimes Code (Title 18), Section 9112 to be fingerprinted shall also be photographed.