
FINGERPRINTING WORK INSTRUCTIONS (PSS-W001)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to fingerprint perspective school district employees and members of the public.

2.0 RESPONSIBILITY:

2.1 Police Officer or designee.

3.0 APPROVAL AUTHORITY:

Signature

Date

3.1 Supervisor, Police

4.0 DEFINITIONS:

4.0 Approved Livescan Forms. Forms issued by the Department of Justice for fingerprinting.

4.1 Cross Match Livescan Machine. Fingerprinting Machine, fingerprints are taken and transmitted electronically.

4.2 EFTS is an acronym for Electronic Fingerprint Transmission Specification.

4.3 Slap is the placement of four fingers, index, middle, ring, and little, on the Livescan machine to be printed.

4.4 Rolled print is the placement of each finger on the Livescan machine and rolling the finger from left side to right side in one single motion.

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- b) Complete Department Receipt and issue original copy to customer.

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1. Left slap finger
2. Left slap thumb
3. Right slap finger
4. Right slap thumb
5. Right thumb
6. Right index finger
7. Right thumb

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b) Click on the OK button.

5.9 Pre-viewing the form:

a) Click on the Form tab.

b) From the Screen List, select the form
