

**Purpose**

It is the purpose of the Cecil County Sheriff's Office to provide guidelines for fingerprinting services for Cecil County residents who are required to submit fingerprints upon official request.

**Policy**

The Cecil County Sheriff's Office shall maintain an automated LiveScan fingerprint machine for the processing of criminal arrests and administrative purposes for State and Federal criminal history requests for employment, childcare, adoption, and licensing or certification purposes.

**Procedure**

- A.** Agency personnel responsible for detainees/prisoners requiring criminal fingerprint processing will follow outlined procedures established in Chapter 31 Arrest and Cell Block Procedures.
- B.** Non-sworn Agency personnel are prohibited from entering the Cell Block when occupied by any detainee/prisoner.
- C.** Public applicants/persons requesting fingerprinting for official means may be processed by the Administrative Lieutenant/designee upon availability by appointment only.
- D.** The acceptable method of payment will be money order or cashiers check made to **"Cecil County Sheriff's Office"** and presented prior to processing. Collection of any forms of personal check and/or cash will be prohibited.
- E.** Fees for fingerprinting will be based upon those established by the State of Maryland Department of Public Safety and Correctional Services Criminal Justice Information Services-Central Repository Fee Schedule. An updated DPSCS-CJIS fee schedule will be maintained at all times.
- F.** The Cecil County Sheriff's Office may charge a \$20.00 service fee to fingerprint processing. Service fees shall be in addition to the established CJIS fee schedule.
- G.** Public applicants/persons requesting fingerprinting must produce the following documentation at the time of the request:
  - 1) Agency Authorization Numbers
  - 2) ORI Numbers
  - 3) Request Type

- H.** Valid Government issued photographic ID will be required to verify the identification of the person requesting processing (e.g, driver's license, passport, military identification).
- I.** Upon processing completion, the applicant/person will be provided with a DPSCS- CJIS receipt of application submission. Copies of fingerprint cards are only provided upon request.
- J.** All Monies received from fingerprinting will be processed through the Agency Business Manager.