1.0 Summary of Changes

1.1 This is a new joint policy for Essex Police and Kent Police. The following changes have been made to this policy on 29th September 2014:

- Complete update and bringing together of Kent and Essex policies. There is now reference to the Livescan User Guide England and Wales and Detainee At Police Station Sampling (DAPSS) to help ensure adoption of national best practice.

2.0 What this Policy is about

2.1 This policy is about fingerprinting persons for both policing and non-policing purposes. It also informs about fingerprint submissions from crime scenes

*Compliance with this policy and any linked procedures is mandatory.*

3.0 Statement of Policy

3.1 The policy provides a reference document for those involved in the taking of fingerprints, the submission of latent marks from crime scenes and the submission of items for chemical treatment to recover latent marks.

3.2 It provides reference to the relevant legislation and national guidance relating to fingerprint sampling in order to ensure all samples are obtained appropriately to the required standard enabling the effective use of fingerprint identification to assist in the investigation and reduction of crime in our communities.

4.0 Implications of the Policy

4.1 Finance / Staffing / Training / Other

4.1.1 No financial, staffing or training implications have been identified in the creation of this policy.

4.2 Risk Assessment(s)

4.2.1 This policy has been assessed as medium risk.

4.3 Equality Impact Assessment

4.3.1 An Equality Impact Assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.
5.0 Consultation

5.1 Consultation has taken place with the below departments:

- Forensic Investigations Kent (Principal CSIs)
- Forensic Investigations Essex (Principal CSIs)
- Custody Kent
- Custody Essex
- Athena Project Team
- HR
- IT Security
- Finance
- Estates
- Health & Safety
- Equality & Diversity

6.0 Monitoring and Review

6.1 This policy will be monitored by the policy author and will be reviewed every 2 years. The policy author receives all updates to legislation and ACPO guidance on all matters relating to fingerprints and this policy will be updated accordingly. Performance data for forensic identification is published on a monthly basis.

7.0 Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)

- S 2601 Procedure/SOP – Fingerprints
- S 2602 Procedure – Essex Fingerprints for Non-policing Purposes
- S 2603 SOP – Kent Fingerprints for Non-policing Purposes

8.0 Other source documents, e.g. Legislation, APP, partnership agreements (if applicable)

- Items for Chemical Treatment - QPCELSubPol (DOCX, 403 KB)
- Items for Chemical Treatment Packaging Guidance - QPCELPackEx (DOCX, 873 KB)
- Kent - supporting disposal schedule
- Essex - G 0833 Records Retention and Disposal Schedule Policing
- Kent - policy L79
- Essex - Health and Safety Website
- Policy I11 Vetting - SOP I11b Authentication Procedure for New Employees
- Police and Criminal Evidence Act 1984 (PACE)
- Criminal Procedure and Investigations Act 1996 (CPIA)
- Criminal Justice and Police Act (CJ&PA) 2001
• Crime & Security Act 2010
• Anti-social Behaviour, Crime and Policing Act 2014
• Police National Legal Database
• Livescan User Guide England and Wales
• Livescan Good Practice Guide – ACPO
• Detainee At Police Station Sampling (DAPSS) Guidance
• Home Office Circular 23/2005
• Counter Terrorism Act 2000
• National SOP re Biometrics & Schedule 7