

## IDAHO STATE POLICE PROCEDURE

### 11.03 CONFIDENTIAL SOURCE FINGERPRINT CARD PROCESSING

#### A. General

This procedure governs fingerprints sent to the Bureau of Criminal Identification (BCI) pursuant to ISP procedure [08.04 Confidential Sources](#). Confidential informant (CS) fingerprints are sent to BCI by ISP detectives for registration and entry into the ABIS database.

#### B. Definitions

“ABIS” means the Automated Biometric Identification System, which is a database of fingerprint minutia.

“BCI” means the Idaho State Police Bureau of Criminal Identification. The BCI manages the state repository of criminal history information.

“Confidential source” or “CS” means any non-law enforcement person who provides information and may be required to testify in a court proceeding. The CS is generally known to the detective and will receive either monetary benefit or consideration on pending charges in exchange for assistance. A CS may be used in purchasing evidence and introducing detectives to suspects. Persons who are used solely as a source of information are not considered “confidential sources” for the purposes of this procedure.

“Hit” means a possible matched fingerprint(s).

“WIN” means the Western Identification Network, Inc. WIN is a centralized ABIS system located in Sacramento, California and Irving, Texas. It is shared by eight central site members: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming. It also provides interface capability to ABIS databases in California and the FBI NGI (Next Generation Identification) System.

#### C. Submittal Procedure

1. Detectives submit an inked or electronic 10-print fingerprint card of the CS’s prints and a completed CS submission form to BCI, attn: Fingerprint Technician, when the detective wants the CI’s fingerprints recorded in ABIS.
2. BCI uses the prints to search the ABIS:
  - a. all CS submissions are given a unique number in the ABIS database;
  - b. if no record is found, a new ABIS record is created;
  - c. if an ABIS criminal history record is found, a notation of the CS number is made on the record;
  - d. no other agencies may access information other than the number on the CS submission unless they call BCI.

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3. BCI files and logs the prints in an “internal use only” file.
4. The original fingerprint cards are kept in a secured location.

### D. Hit Confirmation Procedure

1. When a hit is made on the prints belonging to a CS record by a BCI technician, the technician contacts the detective or district listed on the fingerprint card.
  - a. the technician provides information about the hit to the district, including if it is a 10-print or latent hit and the type of case of the matching prints; and
  - b. BCI staff takes direction from investigative staff regarding how to handle the hit.

### E. Validation Procedure

1. A detective or district no longer having an interest in a set of CS prints registered contacts BCI.
2. The BCI fingerprint technicians delete the prints from the file and return the fingerprint card to the submitting district or destroy it as directed by the submitting district.
3. To ensure that CSs registered in the file are valid, BCI annually sends a list of currently registered CIs to each district.
4. The district validates if the prints must be retained in the file or removed, returning the validation form to BCI within 30 days of receipt.