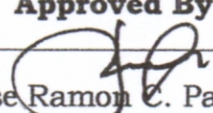

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-WI-004	
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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original Issue	 Jose Ramon C. Padua

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1. PURPOSE

To establish document, implement and maintain work instruction for fingerprinting and identification of newly received PDL.

2. SCOPE


This work instruction applies only to the proper fingerprinting and identification of newly received PDL at the ARPDMD.

3. DEFINITION OF TERMS

Carpeta	<ul style="list-style-type: none"> Pertains to PDL's prison record jacket which contains Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgment for Appealed cases
Identification Section (ID)	<ul style="list-style-type: none"> Section In-Charge in fingerprint identification
PDL	<ul style="list-style-type: none"> Persons Deprived of Liberty
ARPDMD	<ul style="list-style-type: none"> Assessment Rehabilitation Program Development and Monitoring Division

4. DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Preparation/Accomplishing of Fingerprint Chart and Index Card Receives copy of Official Booking Sheet (OBS) from ARPDMD Overseer's Office.	Fingerprint Examiner III (assigned at I.D. Annex Office of ARPDMD)	Official Booking Sheet (OBS)
4.2	Record to logbook names of newly arrived PDL and assigns file number.		Logbook
4.3	Enter information of PDL, obtained from OBS, to the fingerprint chart and index card.		Criminal Fingerprint Chart Index card
4.4	Summon newly received PDL for fingerprinting in coordination with the ARPDMD security personnel.		PDL

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Item No.	Activity	Responsibility	Interface
4.5	Takes height, weight, signature and fingerprints of PDL		
4.6	Accomplishing fingerprint identification on the designated portion in the carpeta	Fingerprint Examiner III	Carpeta
	Receive transmittal of Carpeta of newly arrived PDL from ARPDMD Overseer's Office		Transmittal
4.7	Write down the assigned file number on the designated portion in the carpeta.	Fingerprint Examiner III	Carpeta
4.8	Summon newly received PDL for fingerprinting in coordination with the ARPDMD security personnel.		PDL
4.9	Takes left thumbprint of PDL, write down the height and weight on the designated portion in the carpeta.		PDL Carpeta
4.10	Conduct interview, take Bertillon marks and gang marks for recording to the designated portion on the carpeta.		
4.11	Compare and identify fingerprint at the back of the commitment order vice the thumbprint on the carpeta and affixes signature beside the thumbprint on the carpeta.		
4.12	Record to logbook and turn-over accomplished carpeta to I.D. main office.		Carpeta Criminal Fingerprint Chart Index card