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# FINGERPRINTING WORK INSTRUCTIONS (PSS-W001)

Sacramento City Unified School District

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## 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

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