

FINGERPRINT PROTOCOL FOR POTTER COUNTY OUT-OF-CUSTODY CRIMINAL PLEAS

1. Defendants will be required to appear for fingerprinting between noon and 1:00 the day of plea with a picture ID.
2. The location for fingerprint collection will be the southeast corner office of the Santa Fe Building.
3. Defendants will enter through the east door off Polk for fingerprinting by the bailiff.
4. The fingers of a defendant will be cleaned with alcohol before and after taking the print.
5. The bailiff of the court in charge of in-custody pleas for each week will be in charge of collecting fingerprints during that same week.
6. In the event that a bailiff is unavailable during his week, or any day of the week, he will arrange an alternative bailiff and notify the alternative as to the fingerprints scheduled that day/week.
7. Court coordinators will be required to notify the bailiff in charge of fingerprinting the name, court, cause number and charge of each defendant being fingerprinted no later than 4:00 o'clock on the day prior to the plea date.
8. Fingerprints will be taken by ink on stickers accompanied by notification identifying the defendant, court, cause number and charge.
9. Following fingerprinting, the bailiff will deliver the sticker together with the name, court, cause number and charge to the county or district clerk for electronic transfer to the judgment by the clerk.
10. Except as described below, the plea may take place on the scheduled day either before or after the fingerprint is taken.
11. In the event the defendant is to be incarcerated, the defendant will be required to enter the plea prior to noon on the date of the plea.
12. If the defendant is to be incarcerated, the bailiff will see to it that the defendant is held until transportation to the Potter County Detention Center following fingerprinting is accomplished.