3.1 OBTAINING AND MARKING EVIDENCE (ENVELOPES, CARDS, PHOTOGRAPHS, CDS, ETC.)

A. Policy

Latent print items (ie; latent print cards, photographs, discs, exemplars, etc.) require unique documentation.

When the examiner begins their technical examination, they will date their latent print items. This date is known as the "exam date."

B. Procedure

1) Latent Print Cards

a. The examiner's initials and exam date must be marked on all latent print cards.

b. Ensure latent print cards are all numbered sequentially.

1. Sequential numbering of latent print cards taped together will be done by the examiner if not already numbered by the lifting officer.

2. The examiner may incorporate initial numbering by the lifting officer if possible or generate the numbering themselves.

c. List or identify latent print cards taped together in the case notes (ie. on the copy of the latent print card(s) or on the matrix).

d. Subsequent examinations by the initial examiner do not require additional documentation (initial and date) if the evidence is still in possession of the examiner.

1. If the evidence has been returned to the Property Room and is checked back out for subsequent examination by the original examiner, the examiner must re-mark the evidence with initials and date.

2) Discs

a. When discs are received, a printout will be made of the images with the available identifying information for each image. Preferably it will include the image or scan number and the barcode of the original evidence.

b. The examiner's initials and exam date must be marked on the working copy disc and the master copy sleeve.

c. Cases that contain actual photographs will be documented in the same manner as latent print cards.

3) Exemplars

The exemplars received (per subject) by the examiner will be documented with initials, date, case number and/or incident number, and numbering of total contents (1 of 2, 1 of 4, etc…) if there is more than one exemplar. For morgue exemplars, the documentation can either be on the exemplar or the outer sleeve. Any set of subject exemplars used for comparison purposes be copied and retained in the examiner's case notes.

a. Archived Exemplars

1. The examiners retrieve exemplars from the local San Diego County Archive System, California Department of Justice (DOJ), and /or FBI Automated Archive System.

a. Exemplars will be stamped to designate where they came from. Signing and dating the stamp certifies the copy.

b. Finger and/or palm prints generated by the local, DOJ and FBI systems are copies of the original that can be repeatedly reproduced electronically; therefore, they do not need a barcode.

b. Inked Exemplars

1. A barcode will be created for exemplars not generated electronically (i.e. inked finger, palm, plantar, or major case prints). These exemplars are considered original evidence and will be packaged in a manila envelope.

c. Morgue exemplars:

1. Morgue exemplars will normally be received enclosed in clear plastic sleeves, sealed with clear tape and packaged in a sealed, barcoded manila envelope.

2. If the exemplar does not have a barcode, the examiner will generate one for the evidence.

3. The name of the individual, if known, and case number and/or incident number must appear on each exemplar. If there is no name (ie. Jane

Doe) the examiner will add the name if it is later determined.

4. If biohazard is a concern, Morgue prints should be handled using personal protective equipment (PPE).

5. The examiner is responsible for resealing the sleeve if it is opened.

d. Elimination Exemplars

1. If the elimination exemplar does not have a case or incident number, the examiner will add the appropriate number along with the barcode number.

e. Exemplars for homicide cases

1. Exemplars will be placed in a homicide envelope and an additional barcode will be placed on the outside of the envelope.

2. For exemplars for homicide cases booked into property using the paper property tags, the barcode is not placed on the outside of the envelope. For these older cases, the property tag number must be entered into FileOnQ under "Paper Property Tag number" These exemplars will be filed in the original homicide envelope.

3.2 LATENT PRINT EXAMINATION AND MARKING OF EXAMINED IMPRESSIONS

A. Policy

ACE-V is the acronym for the scientific methodology of: analysis (A), comparison (C), evaluation (E), and verification (V).

All identifications and exclusions will be verified.

In an identification, the latent print card and exemplar will be documented by both the examiner and verifier. Refer to the following procedure.

B. Procedure

The following criteria is a quality assurance standard adopted to provide a minimum standard with which to evaluate the case examiner's determination of suitability for comparison.

1) Suitability for Comparison

A latent print will be determined to be suitable for comparison if it contains at least eight clear minutiae that are easily discernible in a finger print (including middle and lower joints), and at least twelve clear minutiae that are easily discernible in a palm or plantar print. These minutiae are located during the analysis, prior to comparison. In addition, the latent print must meet one or more of the following criteria:

a) Discernible source area
b) Discernible orientation
c) At least one focal point (e.g. core, delta, crease, scar)
d) At least one target area (a target area is the friction ridge detail in the latent print that has been selected for search to the known exemplar)

Latent Prints that do not meet the above listed criteria may be marked suitable for comparison at the discretion of the case examiner. The case examiner must document on a photograph/image, which data permitted them to determine the latent print was suitable for comparison and include a copy in their case notes.

2) Suitability for Exclusions

The following criteria is a quality assurance standard adopted to provide a minimum standard with which to evaluate the case examiner's determination of suitability for exclusion. A latent print will be determined to be suitable for exclusion if it meets all of the following criteria:

a) Discernible source area
b) Discernible orientation
c) At least one focal point (e.g. core, delta, major crease, scar)
d) First and second level detail (second level detail around a focal point is required)
e) More than one target area (a target area is the friction ridge detail in the latent print that has been selected for search to the known exemplar)

Latent prints that do not meet the above listed criteria may be marked suitable for exclusion at the discretion of the case examiner. The case examiner must document on a photograph/image, which data permitted them to determine the latent print was suitable for the exclusion and include a copy in their case notes.

3) Visually examine the evidence.

a. If there are sufficient characteristics to perform a comparison, the impression will be marked using the following guidelines:

1. A red permanent marking pen will be used to mark the impression to be examined.
2. Each impression (to be examined) will be assigned a subsequent alpha- character beginning with the letter “A” on each card corresponding with the matrix.
3. An arc over the top of the impression indicates a finger or fingertip.
4. An impression located between two lines indicates a lower (second or third) finger joint.
5. An impression which has been circled indicates that the anatomical orientation cannot be discerned.
6. Partial palm or footprints will be marked with a line at the proximal position opposite the fingers or toes.
7. If an annotation is incorrect, it will be crossed out, initialed and dated, and the correct annotation will be made.

b. For any impressions which are incidental to the lifting process, indicate on the copy of the lift card using an arrow or circle that the impressions are possible officer’s prints.

4) Visually examine the known exemplars.

a. Use the area necessary for a comparison in the known exemplar. If the area needed is not available, access the county or state finger or palm print archive systems for additional exemplars.

5) Analysis

a. The examiner conducts a thorough visual assessment of friction ridge detail determining if sufficient quality and quantity of detail are present. The examiner analyzes for:

1. First-level detail

Analysis of ridge flow/pattern type; includes core, delta location, ridge count, ridge flow and any ridge damage – scarring or genetic.

2. Second-level detail

Analysis of the friction ridge path; includes ridge length, ridge sequence, ridge type, lateral spatial relationship between ridges.

3. Third-level detail

Analysis of ridge shape/thickness/thinness and relative pore location.

4. If the friction ridge impression is determined to be unidentifiable, the examiner documents their result. No further examination is performed.

6) Comparison

a. When the data in the ridge impression is determined to be sufficient for comparison, the examiner evaluates the ridge data for sufficiency to individualize. The examiner will:

1. Choose a target area of ridge detail to begin the comparison
2. Determine correspondence between the source impression and exemplar based on
   a. Ridge flow data (Level 1)
   b. Ridge path data (Level 2)
   c. Ridge shape data (Level 3)

7) Evaluation

a. The examiner formulates a conclusion based upon the analysis and comparison of the source impression and exemplar standard. The evaluation is based upon the significance of agreement or disagreement between ridge data. Assessments are made regarding sufficient clarity and agreement of data to individualize the source impression.

8) Verification

a. A second examiner repeats the “ACE” process. The examiner performs an independent analysis (A), comparison (C), and evaluation (E) between the impression and exemplar.

b. In the event of a disagreement between examiner and verifier, refer to laboratory QA policy Casework Review for resolution.

c. The verifier, if in agreement with the identification, will document the evidence.

C. Marking Procedure of Identified Impressions

1) The documentation will be placed as close to the identified impression as possible without disrupting or interfering with any other impression. The following information will be marked in red:

a. The name of the identified individual.

b. Area of friction ridge skin identified.

1. Finger number or palm (i.e., #1 RT, #1 right thumb, LP, Left palm). The description can be abbreviated or written out.

c. Date the identification was established.

d. Initials of the examiner making the identification.

2) The known exemplar used for the identification will require the following documentation in red ink:

a. Date the identification was established

b. Examiner initials

3) The verifier, if in agreement, will document the evidence using red ink with initials and date near the primary examiner’s notation on the evidence and exemplar.

4) If the identification is made off an image from a CD/DVD, the examiner and verifier will date and initial (in red) on the working copy that was used.

D. Latent to Latent Comparison/Documentation

If a latent-to-latent comparison is performed, and the conclusion is that they are from the same

source, case notes must be documented on the evidence and/or in the case notes.

1) If you are documenting multiple lifts of the same impression, it can be shown by writing on the lift card or photograph. This can occur on the same or separate lift cards. Examples for writing this on the evidence would be:

   - Impression A is the same lift as impression B (if both appear on the same card)
   - Impression A on card 3 is the same lift as impression B on card 4

   No side by side comparison sheet or verification is required.

2) If you are documenting a comparison of a latent-to-latent, then a side by side comparison sheet is needed in addition to writing on the lift card or photograph. Examples for writing this on the evidence would be:

   - Impression A is made by the same source as A on card 3
   - From the same source as impression A on card #3
   - A and C are from the same source, etc.

A verification is required and the words "I agree" must be written by the verifier along with their initials and the date. A separate comparison sheet is not needed from the verifier. If the verifier feels a need for additional information a note page can be added.

3.3 KNOWN TO KNOWN COMPARISONS

A. Policy

Known print to known print (K to K) comparisons are conducted when requested and if multiple cards were printed for the same subject and will be retained in the case notes.
All known to known comparisons must be verified prior to reporting the results and will only be conducted in the latent print unit. They will not be performed in a courtroom or in the District Attorney's Office.

B. Procedure

1) Compare exemplars.

2) If there is no identification, no further documentation is required other than the normal indication in the notes.

3) If there is an identification, document the exemplar(s) with "K to K", date and initials. The verifier will document the identification in red near the primary examiner's documentation.

3.4 IDENTIFICATION IN DEATH CASES

A. Policy

When requested by a medical examiner, the Latent Print Unit will assist in the identification of unknown deceased persons. This usually occurs when advanced decomposition hinders the routine identification process or when other circumstances require expertise from a latent print examiner.

The examiner will record:

1) Finger and palm prints from the unknown decedent for identity purposes.

2) All friction ridge skin from the hand for elimination purposes.

3) Plantar impressions when warranted.

Only by request and Chief's approval will latent print examiners assist in the identification of deceased in major disasters.

Choices for recording friction ridge skin areas follows, and may not be limited to just one technique. Decide which procedure is best or required before starting with a recovery method:

1) Inked and morgue spoon method.

2) Powder "Kinderprint" method.

3) Tissue Builder Method.

4) Removing fingers, palms, feet, or friction ridge skin.

5) Silicone ("Mikrosil" or "Accutrans") casting material.

6) Re-hydration Technique.

7) Refer to the techniques guide for recording friction ridge detail from deceased persons located in the Latent Print Unit.

3.5 ALPS/AFIS

A. Policy

All ALPS quality impressions will be searched through the local database. The examiner will follow the ALPS criteria as a guide to determine which impressions are ALPS quality. If an impression meets the ALPS search criteria and does not result in a hit, the impression must be enrolled. A hit is defined as…..

Examiners, at their discretion, can search any impression that does not meet the ALPS criteria and determine if such impression should be enrolled in the unsolved database.

For person crimes, a local and FBI search is required. Currently, palm impressions can only be searched through the local database. An examiner can use their discretion for searching additional databases including datasets (a search of a latent impression to a person or person).

If the search results in a "Hit", an identification can only be made if the original evidence was compared to the exemplar(s). If the comparison results in an identification, the exemplar(s) used will be retained with the case notes.

If elimination prints were received on a case being worked proactively, they may be compared to the ALPS-quality impressions at the discretion of the examiner. If a request (PD-299) is received for an ALPS search and an elimination comparison, the Supervisor/OCA may contact the detective to check if the elim comparison is needed at the time of the search.

B. Procedure

Suitability for ALPS Search and Enrollment:

The following criteria are quality assurance standards adopted to provide a minimum standard with which to evaluate the case examiner's determination of suitability for ALPS search and enrollment.

1) FINGERS:

A latent finger print will be determined to be suitable for ALPS search and enrollment if it contains at least eight clear minutiae that are easily discernible, form a cluster and are not scattered throughout the print. These minutiae are located during the analysis. In addition, the latent print must meet one or more of the following criteria:

a) Discernible orientation
b) An approximate core location

Due to repeatability factors, if the following areas are searched, then the

latent print must include at least twelve clear minutiae that are easily discernible, form a cluster, and are not scattered throughout the print:

a) Only the delta
b) Only the area below the pattern area
c) Only the area above the pattern area

2) PALMS:

A latent palm print will be determined to be suitable for ALPS search and enrollment if it contains at least twelve clear minutiae that are easily discernible, form a cluster and are not scattered throughout the print. These minutiae are located during the analysis. If you have a large palm print with an abundance of data, it is highly recommended that multiple searches in different areas of the palm print are performed.

- Each finger impression to be searched will be annotated correctly with a red pen with an arc (circle, line, etc.), a letter and a "P" number.)
- Each palm impression to be searched will be annotated correctly with a red pen line at, a letter and a "PP" number. If the orientation is unknown, circle the impression.
- Searched impressions will be annotated correctly. Refer to page 14, Chapter 3.2, Section B.3. Each finger impression will be designated with a "P" (i.e., print) and be sequentially numbered, P1, P2, P3, etc. Each palm impression will be designated with a "PP" (i.e., palm print) and be sequentially numbered, PP1, PP2, PP3, etc.
- If an impression has been labeled with a "P" or "PP" number, and for any reason an examiner decides not to search it, the "P/"PP" number must be crossed out.

Ten print to Latent Inquiry (TLI) Hits on cases previously worked.

A. Policy

1.) There are two (2) possible scenarios for TLI hits:

a. If there is a TLI ALPS hit on a subject that has never been identified in the case, the examiner will work the case and generate a new note packet and report.

b. If there is a TLI ALPS hit on a subject that had previously been identified in the case, the Supervisor will first case-manage. The Supervisor will contact the Detective, notifying them of the unconfirmed TLI hit. If no other work is

required per the Detective, the examiner will add the TLI notification template and the TLI print out(s) to their original note packet. ONLY these added note pages will go through technical review. It is recommended that the latent print examiner use the same technical reviewer who did the first TR in the original case. The additional note pages, and any cross-outs on the original notes (first page and original last page), will go through administrative review.

3.6 AFIX TRACKER/COMPARATOR

A. Policy

The use of AFIX Tracker is optional.

If AFIX Tracker is on a computer system, the system must be part of a quality control check documented in Latent Print Policy Document 6.2.

The AFIX Tracker, an analyst must complete a competency test at the end of AFIX Tracker training.

Access to the database is gained with a controlled hard lock key.

The database is maintained on the Department local area network. For casework purposes, only Latent Print Unit personnel will access the database.

The examiner must complete comparisons on all friction ridge areas of the exemplars and not rely on the computerized candidate list.

If an examiner experiences technical problems while using the AFIX Tracker/Comparator program, contact the software vendor below:

AFIX TECHNOLOGIES, INC.
205 NORTH WALNUT • PITTSBURG, KS 66762
(877) 438-2349
WWW.AFIX.NET

B. General

The AFIX Tracker software is designed to search individual crime cases or the entire database.

Tracker can perform searches on knowns-to-knowns, knowns-to-latents, latents-to-knowns, and latents-to-latents.

Evidence is scanned and displayed in high resolution (600 or better) for side-by-side comparisons. A latent print examiner can, in addition to Tracker searches, use Comparator to perform manual comparisons similar in use to other computer program aids such as Adobe Photoshop software.

The procedures for entering/searching latent and known prints into the system are located under the “HELP” tab, which is built into the AFIX Tracker / Comparator program. Instructions for the use of the tracker system can be found in the "AFIX Tracker Maintenance and Quality Control" book located in the Latent Print Unit.

3.7 REWORKING CASES PREVIOUSLY EXAMINED

Policy

Additional work may be requested on cases previously worked by examiners no longer with the department. The supervisor will determine what work will be performed prior to assignment.

If the new examiner does not agree with the conclusion of the previous examiner, they may consult with another examiner and notation(s) must be made in the notes. The supervisor and QA manager must be notified of any discrepancy, disagreement, or clerical error with the previous work.

The numbering and/or lettering system used at the time of the original request will be continued with the exception of the known exemplars. The name of the subject will be used instead of the "K#" (K refers to known exemplars). In one system, Q#s were used. The "Q" stands for Questioned. The cards were documented as Q1-5, meaning envelope #1, card #5. In another system, the envelopes were numbered sequentially. For example, if more than one envelope was received on a case, the first envelope would be labeled #1 (1-7), the next envelope would be #2 (8-20), etc.

The examiner only needs to complete the internal chain of custody form for the envelopes used for the new exam. All latent print cards, photos and known exemplars need to be dated and initialed.

Refer to 4.3 Latent Print Case Notes.

All reports issued by the new examiner will follow current reporting procedures. If Q#s were used in the original report, refer to Q#s in the current report.

If a verification/technical review was not performed on the previous exclusions, the results of those exclusions must be verified by the new examiner.

3.8 REPORTS

A. Policy

All comparisons, computer searches, and identifications require a Unit report to be written after completion of the work and results obtained. One report may be issued to report the results of all individuals compared in a case or one report may be issued for each subject in a case.

All reports must comply with the general format presented in the Laboratory Quality Assurance Manual. The unit supervisor must review all reports prior to issuance. All reports must have an original signature.

The examiner who examines the evidence or the computer search results in the case will sign the report.

Under no circumstances will any suspect identification information be released without verification. If a Verifier is not available, the unit supervisor will be notified.

If elimination prints were received, the report must reflect that they were received and whether or not they were compared. It is at the discretion of the examiner to compare them or not.

B. Procedure

1) Complete a report based on the elements involved in the case:

   a. Manual and ALPS comparisons - use general lab format report.

   b. Elimination identifications are reported on any report that meets the circumstances of the case.

2) PD-299 Form

   a. Upon completion of the case, the 299 will be kept as an Admin Doc

3) Correction to a report

   a. Refer to Quality Assurance Manual – Issuing Corrections policy.

3.9 EVIDENCE DISPOSITION

A. Policy

Envelopes will be sealed and initialed before being returned to the Property Room. Cases retrieved from the Property Room will be checked out and returned by unit personnel.

Document any evidence released to the court in FileOnQ or with a Court Evidence Receipt (PD-233) which will be returned to the Property Room.

An examiner may keep a case (such as homicides or a series cases related by suspect) in their possession for up to one year. If the examiner requests to retain the case longer, then both the supervisor and crime laboratory manager must approve the request.

B. Procedure

1) Seal and initial envelopes and place in the bin for return to the Property Room.

2) Retain electronic copies of known exemplars in the case notes.

3) Barcoded known exemplars will be returned to the Property Room.

4) Evidence obtained from the Property Room (latent prints, pawn slips, ect.) will be returned to the Property Room.

3.10 LATENT PRINT CASE NOTES

A. Policy

For all latent prints that are annotated, the case examiner must document their analysis on a photograph/image and include a copy in the case notes.

Notes must be taken to record the features used for comparison in the latent and known prints. The reason the conclusion was made must be included for each comparison.

The latent print internal chain of custody form will be used to document the evidence transfers between the examiner, verifier, and the technical reviewer.

All lift cards in which an analysis is performed must be copied and retained in the case notes. When working cases that include old worksheets or matrix/lift tables, a new set of case notes must be completed. Refer to section 3.7 for more information regarding cases previously worked.

The first page of all notes will be initialed and dated by the examiner performing the technical review.

The examination date (exam date) is the date that work begins on a case, and must be noted on the first page of the note packet.

The completed date is the date of the report. The completed date does not have to appear on any of the note pages.

The verifier will indicate their verification of identifications on a side-by-side screenshot. The screen shot produced by the verifier must have the word "verification" appear on that note page along with their initials and the date. If the verifier feels a need for additional information, a note page can be added.

For exclusions, handwrite in "I agree with all exclusions" on the matrix, or where the examiner has stated the conclusion. All statements of agreement need to be initialed.

B. Procedure

1) The note packet must contain the following information if applicable depending on the case circumstances (also refer to QA manual 2.6):

   a. latent print exhibits received.

   b. known print exhibits received including elimination prints.

   c. from where the evidence was received.

d. whether or not the evidence was sealed.

e. exam date.

f. barcode #.

g. copies of all latent print cards or photos (photocopy or scan, front and back).

h. results of analysis and comparison.

i. screenshot of identified latent and known print, side by side must be initialed by examiner.

j. supporting data for exclusions (i.e. screenshot, card annotation etc.).

k. ALPS information (impressions and databases searched, search results).

l. techniques used.

m. disposition of evidence: the report and notes must accurately reflect where the evidence is going.

n. chain of custody form.

2) Complete Worksheet 2 (WS2) reflecting any communications with persons associated with the case.

3) Examiner must write the case number on photographs or papers that are not standard letter size and attach them to a standard letter size (8½" x 11") blan piece of paper documented with the appropriate data.

4) Electronic copies of known exemplars will be documented with the appropriate data.

5) Each page of the case notes will contain the following information:

a. case or incident number.

b. page number.

c. Date.

d. Examiner's handwrittien initials.

6) The Latent Print Unit request form (PD-299) will be placed at the end of the note packet as an "ADMIN DOC."

ALPS COMPUTER TERMINAL

Use: For accessing data base(s) to search latent and/or known prints..

AFIX TRACKER SYSTEM

Use: To assist in the comparison of latent prints to known prints. Latent prints are entered into the system and compared to the known prints in the database. The system can be used to aid in the comparison of cases that have a large volume of latent print evidence against known subjects.

STEREOSCOPE

Use: To assist in examining fingerprint images for comparison purposes.

5.1 REVIEW PROCESS FOR LATENT PRINT CASEWORK

A. Policy

All cases (100%) will be technically reviewed.

The technical reviewer/verifier will determine if the conclusions reached were reasonable. All identifications and exclusions will be recompared and verified. All non identified/excluded latent print evidence will be technically evaluated to assure the original conclusions are reasonable. The technical reviewer will review all reports, notes, and evidence for errors and inconsistencies, and will ensure that the documentation of the evidence has been done properly and that unit policy and procedures were followed.

When discrepancies in the analysis or conclusion are discovered, the technical reviewer/verifier must address corrections or suggestions for change directly with the primary examiner. The technical reviewer cannot initial any paperwork until all corrections/changes have been made.

The examiner who performs the technical review does not have to be the verifier on the case.

Each examiner will maintain a log book showing the name of the examiner who performed the technical review.

B. Procedure

1) Technical Review

a. Refer to section 4.3A for requirements on documenting the review.

b. In the event of a disagreement between the primary examiner and reviewer, refer to laboratory QA policy 2.8 (Casework Review).

c. If an examiner changes an opinion based on the review, keep all original documentation and make the appropriate notations to document the new opinion.

6.1 AFIX TRACKER PERIODIC QUALITY CONTROL CHECK

A. Policy

A periodic quality control check will be performed during the every six months whether or not casework is entered and searched.

The supervisor will maintain possession of the QC log.

Documentation of the Periodic Quality Control Check must be listed on the AFIX Tracker Maintenance Log and Quality Control sheet.

If the AFIX Tracker program is re-installed a Quality Control Check will be done at that time.

If the AFIX Tracker QC check does not perform to expectations, no casework will be processed through the Tracker until the problem is resolved.

B. Procedure

The Periodic Quality Control Check is accomplished by searching known prints called Quality Control Check (QCC) prints against the Biographical database.

Typically, searches are made either against the fingerprint database or the palm print database or both that make up the Biographical database. In order to verify that searches are done correctly it will be necessary to enter and search the Quality Control Check (QCC) prints.

You will find the Quality Control Check fingerprint and partial palm prints mounted on 3x5 cards located in a sleeve in the AFIX Tracker maintenance log. These are the prints that you should enter and search. These items are not evidence but only reference material.

Standard control prints (stored in the Biographical database) consist of a ten-print card and a set of palm print cards. Standard control prints have been previously entered so there is no need to re-enter them. These items are not evidence but only reference material.

A Periodic Quality Control Check verifies that an accurate search was done and that the AFIX Tracker System is functioning properly.

If the results obtained from searching the QCC prints are non-ident, re-run the search again.

7.1 PROFICIENCY TEST PROGRAM

A. Policy

Latent Print Examiners who have completed training and are independently working cases will be required to participate in annual proficiency testing.

B. Procedure

Proficiency tests are to be worked like normal case work, following all unit policies and procedures.

If an examiner is unable to complete the proficiency test or part of the proficiency test due to poor quality photos, the examiner will confer with the supervisor to determine course of action.

If there are any other proficiency-related questions, refer to the Laboratory's proficiency test policies in the QA manual on the G drive, and to the ASCLD-LAB - Proficiency Review Program document located on the:

G-Drive/Latent Prints/ASCLD-LAB - Proficiency Review Program

7.2 LATENT PRINT UNIT TRAINING PROGRAM

A. Policy

The unit supervisor is responsible for the administration of the training program.

The Latent Print Examiner training programs are approximately one year in duration.

Training outlines for each position are available in 7.2 and will be used to document the training process.

The trainer is responsible for the completion of the training and associated paperwork.

B. Procedure

Obtain the training documents from the supervisor.

Document start dates.

Have trainee initial the subject module.

Both the trainer and trainee will initial and date of completion.

Refer to QA policy 7.6 for additional information on training and testing requirements.

Module Training for Latent Print Examiner I

Module A

Part 1 – Discuss and Understand the History and Background of Friction Skin Identification

Part 2 – Discuss and Understand the Importance of Inked Print Exemplars

Part 3 – Discuss and Understand Friction Skin Fundamentals and Formation

Part 4 - Discuss and Understand Palmar Surfaces and the Major Creases

Module B

Discuss and Understand Analysis, Comparison and Philosophy of Friction Skin Identification

Module C

Discuss and Understand Documentation, Notes and Reports

Module D

Discuss and Understand Knowledge of the Cogent system and the Comparison of Elimination Prints

Module E

Part 1 – Discuss and Understand Latent Print Unit Function and File

Part 2 – Discuss and Understand Procedures for Receiving Latent Print Evidence. Part 3 – Discuss and Understand Procedures for Releasing Latent Print Evidence

Part 4 – Discuss Priorities for Service

Part 5 – Discuss and demonstrate Data Entry

Part 6 - Discuss and demonstrate Case Preparation

Module F

Part 1 - Discuss and Demonstrate the Use of AFIX Tracker/Comparator

Part 2 - Discuss and demonstrate the Use of Digital Imaging

Module G

Study and Discuss Deceased Identifications and Processing Human Skin for Latent Prints

Module H

Discuss and Understand Forgery and Fabrication

Module I

Discuss and Understand Quality Assurance and Accreditation

Module J

Part 1 – Demonstrate the use of Modules A-I in Casework

Part 2 – Discuss Preparation and History of Court Testimony

Part 3 – Discuss Negative Testimony

Part 4 – Discuss and Prepare Court Charts

Part 5 – Prepare Questions and Answers for Expert Testimony

Part 6 – Discuss and Demonstrate Expert Witness Testimony

Module Training for Latent Print Examiner II

Module A

Part 1 – Discuss and Understand Latent Print Unit Function and Files

Part 2 – Discuss and Understand Procedures for Receiving Latent Print Evidence

Part 3 - Discuss and Understand Procedures for Releasing Latent Print Evidence

Part 4 – Discuss Priorities for Service

Part 5 – Discuss and demonstrate Data Entry

Part 6 – Discuss and Demonstrate Case Preparation

Part 7 – Evaluation of Latent Print Cards (Info-Checks)

Module B

Discuss and Understand Quality Assurance and Accreditation

Module C

Part 1 - Discuss and Demonstrate the Use of AFIX Tracker/Comparator

Part 2 - Discuss and demonstrate the Use of Digital Imaging

Module D

Discuss and Understand Knowledge of COGENT and the Comparison of Elimination Prints

Module E

Part 1 – Demonstrate the use of Modules A-F in Casework

Part 2 - Discuss and Understand Documentation, Notes and Reports

Module F

Part 1 – Discuss and Prepare Court Charts

Part 2 – Prepare Questions and Answers for Expert Testimony

Part 3 – Discuss and Demonstrate Expert Witness Testimony

Module Training for Latent Print Examiner Aide

Module A

Discuss and understand quality assurance and accreditation:

( ) Location quality assurance manual on-line (G-Drive)

( ) Understand and discuss the unit and laboratory operations manuals.

( ) Administrative review.

( ) Technical review.

( ) Conflict resolution.

( ) Quality assurance manual.

( ) M.S.D.S. location and use.

Module B

Understand and demonstrate latent print unit files and organization:

( ) Discuss and demonstrate latent print unit function and organization.

( ) Review location of property crime, sexual assault, identification and homicide file envelopes and jackets.

( ) Review of Lab sequence file.

( ) Review and understand latent print unit clerical manual.

( ) Review of police officer known print file.

Module C

Discuss and demonstrate procedures for receiving and releasing evidence:

( ) Understand Chain of custody for latent print evidence.

( ) Understand opening and sealing of evidence.

( ) Understand and discuss purpose of feedback form.

( ) Understand temporary storage of request and evidence.

Module D

Discuss priorities for service:

( ) In custody cases

( ) Court date cases.

( ) Person crimes.

( ) Property crimes.

( ) Archive cases.

( ) Expedite cases.

( ) Backlog cases.

( ) Cases not assigned (XYZ / NAY)

Module E

Discuss and understand the history and background of friction ridge identification:

( ) An understanding of the earliest recorded awareness of fingerprints.

( ) An understanding of early anatomical observations.

( ) An understanding of the scientific observations and uses leading to modern fingerprint identification.

-Ashbaugh, Ridgeology (Chapter 11)

-Midlow and Cummins, (Part 1)

-Moensons, Fingerprint Techniques (Chapter 1)

Module F

Discuss and understand the importance of inked fingerprint exemplars:

( ) An understanding of the proper methods for recording inked fingerprints for criminal history and personal identification.

( ) An understanding of the proper method for using ink an roller to record fingerprints.

( ) An understanding of the proper method for recording major case prints.

( ) An understanding of the importance for elimination prints.

Pat Wertheim, JFI 49-5

FBI, The Science of Fingerprints (Chapter IX)

Cowger, Friction Ridge Skin (Chapter 11)

Moensons, Fingerprint Techniques (Chapter 5, pages 137-145)

FBI, Major Case Prints

Module G

Discuss and understand friction ridge fundamentals and formation:

( ) An understanding of the biological significance of friction ridge skin patterns and their formation.

( ) An understanding of the nature of individual ridge characteristics and the varying definitions assigned to those ridge characteristics.

( ) An understanding of the uniqueness of various individual ridge characteristics.

( ) An understanding of the uniqueness of various unit relationships in groups of individual ridge characteristics.

( ) An understanding of basic pattern types.

-Cowger, Friction Ridge Skin (Chapter 2)

-Ashbaugh, Qualitative and Quantitative Analysis, JFI 44-5, 42-6

-Olsen, JFI 41-3

-Saviers, Friction Ridge Characteristics

-Kasey Wertheim, Friction Ridge and Pattern Formation

-FBI, The Science of Fingerprints (Chapter 11)

-Pat Wertheim, JFI 46-2

Module H

Understand and discuss friction ridge identification, analysis, comparison and philosophy:

( ) An understanding of analysis, comparison, and evaluation of friction ridge detail.

( ) An understanding of quantitative and qualitative analysis.

( ) An understanding of the identification value of cumulative ridge characteristics in simultaneous latent fingerprints.

( ) An understanding of what is a valid identification and why no minimum number of matching ridge characteristics can be defined to effect an identification.

( ) An understanding of the evaluation criteria for determining the identification value of fragmentary latent prints.

( ) An understanding of the value of ridge flow configuration including scars, creases and

poroscopic ridge characteristics in latent print comparisons,

( ) An understanding of the value of incipient (nascent) ridge characteristics for use in latent print identification.

( ) An understanding of and ability to recognize, the appearance of latent fingerprints, palm prints and fragmentary impressions of value for identification.

( ) An understanding of the nature of tonal and lateral reversals in latent print comparisons.

( ) An understanding of the effects of pressure distortion, slippage, overlays, substrate artifacts and the ability to recognize and explain such distortions.

( ) An understanding of the difference between distortion and dissimilarity.

-Ashbaugh, Ridgeology (Chapters 4-5 and JFI 42-2)

-Cowger, Friction Ridge Skin (Chapter 7)

-Scotts, Fingerprint Mechanics (Sections 26-34)

-Vanderkolk, (JFI 49-3)

-W. Leo, (JFI 48-2)

-McRoberts, The Print, "What They Can and Can't Do"

-Wertheim, Scientific Comparison and Identification of Fingerprint Evidence (Fingerprint Whorld (Vol. 26 no 101)

-Stoney and Thornton (JFS 31-4)

Module I

Discuss and understand documentation of evidence:

( ) Understand and demonstrate the proper documentation of latent print lifts, photographs.

( ) Understand and discuss the purpose of master CD's/working copy CD's and the proper documentation of them.

( ) Understand and demonstrate the proper receipt/examination documentation of latent print evidence/envelopes and known prints.

Module J

Discuss and understand notes, reports and award notifications:

( ) Understand, discuss and demonstrate the use of PD-299 request/report.

( ) Understand and demonstrate the use of the case management coversheet.

( ) Understand and demonstrate the use of worksheets 1 and 2.

( ) Understand the numbering of note pages.

( ) Understand and demonstrate the use of latent print unit identification and homicide envelopes.

( ) Understand AFIS award notification.

Module K

( ) **Evaluation (info-checks) of latent print cards:** An understanding of the evaluation criteria for determining the comparison/identification value/worth of fragmentary latent prints.

Module L

( ) **Comparison of elimination prints:** An understanding of the criteria for determining the identification of Automated Latent Print (ALPS) quality fingerprints to elimination print exemplars by a qualitative - quantitative analysis.

Module M

Automated Fingerprint Identification System (AFIS 21/ALPS): An understanding and working knowledge of the Automated Latent Print System (ALPS) for entering, searching and registering latent prints.

( ) Understand and discuss the ALPS log book.

( ) Demonstrate log-on procedures.

( ) Understand and demonstrate direct entry of prints into the system.

( ) Demonstrate knowledge of core and axis placement.

( ) Understand and discuss information on the candidates list.

( ) Demonstrate an ability to recognize matching print pairs or eliminate prints by comparison to candidate prints.

( ) Demonstrate an ability to use related NEC photographic equipment.

( ) Understand, discuss and demonstrate the criteria for retrieving and reviewing Tenprint/Latent Inquiry (TLI's)

-Score

-Red*

-Key Number

Module N

Discuss and understand preparation and history:

( ) Wertheim (JFI 40-2)

( ) Olsen, Scott's Fingerprint Mechanics

( ) J.L.Redlich, Bye, Bye, Frye

( ) Daubert, U.S. vs. Mitchell

( ) Illsley/FBI, Juror Attitudes

Module O

( ) Discuss and demonstrate negative testimony

( ) Transfer conditions and substrates

-Review article

( ) Prepare questions and answers for expert court testimony

-Wertheim, Qualifying as an Expert Fingerprint Witness

( ) Demonstrate expert testimony:

-Communication with prosecutors and defense attorneys.

-Court room etiquette.

( ) Audio/video recording of testimony / Discuss and review testimony.

( ) Moot court