
Technical Procedure for CODIS Fingerprint Verification

- 1.0 Purpose** – This procedure outlines the procedure for completing CODIS Fingerprint Verifications.
- 2.0 Scope** – This procedure applies to the proper method to conduct and report CODIS Fingerprint Verifications.
- 2.1** CODIS fingerprint verifications take place when a database hit occurs. This is an inked print to inked print verification. This verification provides an additional level of certainty when a database hit occurs and probable cause is needed to obtain a known DNA standard from the person in question.
- 2.2** CODIS fingerprint verifications are not considered a laboratory case as defined in the current ASCLD/LAB Manual. Therefore, the known inked thumbprints and the known inked exemplars (known inked impressions) used to conduct the CODIS fingerprint verification are not treated as evidence.
- 2.3** Forensic Advantage (FA) will be used to automate and to account for the total number of CODIS fingerprint verifications conducted by the Digital/Latent Evidence Section. CODIS fingerprint verifications completed in FA will use the terms evidence, case record and report; however, these terms do not apply in the sense of a Laboratory Case Record as defined in the current ASCLD/LAB manual.
- 3.0 Definitions**
- **FA** – Forensic Advantage. Laboratory information management system.
 - **Comparator** – Equipment utilized by latent print examiners to magnify latent fingerprints.
 - **Magnifier** – Equipment utilized by latent print examiners to magnify latent fingerprints. Magnifying glass, loop, or dome.
 - **CODIS** – Combined DNA Indexing System.
 - **CODIS Database Card** – Card submitted to the Forensic Biology Section for entry into the CODIS Database.
- 4.0 Equipment, Materials and Reagents**
- 4.1 Equipment and Materials**
- Digital copy of CODIS Database Card
 - Fingerprint card (retrieved from the SAFIS Database or CIIS)
 - Comparator or magnifier
 - FA access
- 4.2 Reagents** – N/A
- 5.0 Procedure**
- 5.1 General Procedure**
- 5.1.1** Receive CODIS assignment in FA.

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- 5.1.2** Print copy of latent prints. Digital copies of the latent thumbs (tiff file) will be scanned into the Forensic Biology Case Record Object Repository by the assigned Forensic Biologist. Thumbs may be printed as follows:
- Open Forensic Biology Case Record Object Repository.
 - Highlight “thumbs” file.
 - Open using Photoshop.
 - Print copy of thumbs (tiff file) for comparison.
- 5.1.3** Retrieve fingerprint exemplars via the SAFIS Database or by contacting CIIS.
- 5.1.4** Create and assign an item number for fingerprint exemplars using the following method:
- Go to CASE DETAILS tab.
 - Click on EVIDENCE tab.
 - Go to EVIDENCE.
 - Choose NEW EVIDENCE SEPARATED/CREATED IN LAB.
 - Enter in the next sequential item number available and type in the appropriate item description (ex: KII or KIFI).
 - Check the VERIFIED check box.
 - Click SAVE AND CLOSE.
- 5.1.5** Assign item of evidence to Latent CODIS case record:
- Go to EVIDENCE tab in the CASE DETAILS box.
 - Click ASSIGN EVIDENCE button
 - Check the appropriate box to assign item to Latent CODIS case record
- 5.1.6** Conduct CODIS fingerprint verification.
- 5.1.7** Complete an FA CODIS Verification worksheet.
- 5.1.8** Schedule a Verification review
- 5.1.9** Upon completion of Verification review generate memo
- 5.1.10** Insert analyst CV into Latent Case Record Object Repository.
- 5.1.11** Retain copies of identified, marked, and verified thumb.tiff images and known exemplars in the Latent Case Record Object Repository. This should be done by scanning in the items and saving under one (1) file (ex: R2010-1234 Doc.pdf). Shred paper copies of exemplars and thumb.tiff images.
- 5.1.12** Schedule the technical/administrative review as well as the clerical review. The same person will conduct all three (3) reviews for CODIS cases only to ensure that an additional examiner looks at the entire case record before it is returned to the Forensic Biology Section.
- 5.1.13** Notify the CODIS Administrator or designee that the case is complete.
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5.1.14 CODIS Administrator, or designee, will notify assigned Latent Evidence Forensic Scientist via FA messenger that the Latent Evidence Case Record may be released.

5.1.15 Transfer exemplars out of FA by choosing the DESTROYED option. Document in FA (in the DETAILS box in transfer window) that copies of the known exemplars were retained in the Latent Case Record Object Repository.

5.1.16 The Latent Evidence Forensic Scientist shall then release the report.

5.2 Standards and Controls – N/A

5.3 Calibration – N/A

5.4 Sampling – N/A

5.5 Calculations – N/A

5.6 Uncertainty of Measurement - N/A

6.0 Limitations – In some cases, the thumbs images are insufficient for comparison purposes. In these cases, a memo will be generated stating that additional copies of the thumbs will be required to conduct a conclusive comparison.

7.0 Safety – N/A

8.0 References -This technical procedure was extracted from the 2009 Latent Evidence Section Policy and Procedures Manual.

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
12/07/2012	2	5.1.12 - edited wording for clarity
02/01/2013	3	Revised definitions
07/31/2013	4	5.1.8 – deleted report 5.1.13 – 5.1.16 - revised procedure to reflect new chain of events prior to publishing reports
10/31/2013	5	Added issuing authority to header
04/18/2014	6	Corrected subsets of 5.0 to reflect most up to date review scheduling procedure.
08/29/2014	7	5.1.13 – Removed DNA Database; 5.1.13 - changed “Forensic Scientist” to “CODIS Administrator or designee”