
Technical Procedure for Obtaining Known Exemplars via CIIS/AFIT

1.0 Purpose – This procedure outlines the steps to ensure proper documentation of known exemplars used in Latent Evidence casework.

2.0 Scope – This procedure applies to copies of known exemplars (known inked fingerprints cards) from various sources to include the Criminal Information and Identification Section (CIIS) and/or the Advanced Fingerprint Identification Technology (AFIT).

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Computer with Forensic Advantage (FA) application
- Scanner
- Photoshop CS
- SAFIS Latent Search Station

4.2 Reagents - N/A

5.0 Procedure

5.1 Steps for receiving copies of known exemplars from the CIIS and/or AFIT

- 5.1.1** Copies of known exemplars may be obtained through the SAFIS system, via communication with the Criminal Information and Identification Section (CIIS), and/or via the most current method available for requesting fingerprint cards from the Federal Bureau of Investigation. All communication regarding the request of known exemplars and/or State Identification Numbers (SID) must be documented in the case record in FA.
- 5.1.2** When the copy of the known exemplars is received, enter the fingerprint card as an item of evidence in FA. Adhere to the State Crime Laboratory Procedure for Evidence Management for marking and identifying evidence.
- 5.1.3** Compare applicable identifiable latent impressions to the known exemplar images as necessary and prepare the required notes and reports.
- 5.1.4** Enter the known exemplars with all markings by the Forensic Scientist into the Case Record Object Repository (see Digital/Latent Evidence Section Technical Procedure for Recording of All Analytical Data).
- 5.1.5** Package the known exemplars in an envelope, mark the envelope with the appropriate identifiers and return to the submitting agency with all other evidence.
- 5.1.6** When the Forensic Scientist receives known exemplars for CODIS verifications, the known exemplars shall be destroyed after they are entered into the Case Record Object Repository (see Digital/Latent Evidence Section Technical Procedure for CODIS Fingerprint Verification).

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 – N/A

7.0 Safety – N/A

8.0 References

“Proper Procedures for Taking Major Case Prints.” *FBI Law Enforcement Bulletin* (July 1976).

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
08/29/2014	3	Added additional paragraph to 5.1 regarding the documentation of communications used to obtain fingerprint cards and/or SID numbers