
Technical Procedure for Recording of All Analytical Data

1.0 Purpose – This procedure establishes the proper recording of all analytical data for latent impression cases.

2.0 Scope – This procedure applies to the information contained in the case record file of every latent impression case submitted to the Digital/Latent Evidence Section for analysis.

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 Information required in the case record file for every case submitted

5.1.1 All examination activities.

5.1.2 Activities include the development techniques applied, control or reagent checks used in development techniques, photography/digital imaging used, Image Processing history logs, any SAFIS/AFIT searches conducted, known exemplar capture and/or retrieval, comparisons conducted and conclusions reached.

5.1.3 Examination documentation shall also acknowledge the existence and disposition of any captured latent prints which are not analyzed, compared or evaluated.

5.1.4 When an individualization or identification is made, a legible digital copy of the latent print and the known exemplar used must be retained on the Image Processing System. The images shall remain on the hard drive until archived by the key operator. If the Image Processing System is not in service for an extended period of time, the images shall be retained in the case record object repository with the stipulation that the images are of comparison quality (identifiable for comparison purposes).

5.2 When a comparison is conducted, known exemplars shall be retained by doing one of the following:

5.2.1 If the known exemplar is retrieved from the Criminal Information and Identification Section (CIIS) Fingerprint Repository, then the Comparison Log shall be annotated with the State Identification Number (SID), the date of arrest of the known exemplar used (if indicated) and the date the known exemplar was retrieved or printed. A copy of the known exemplar shall be scanned into the Case Record Object Repository. The copy must be comparison quality.

- 5.2.2 If the known exemplar was submitted as evidence, then a copy shall be scanned into the Case Record Object Repository. The copy must be comparison quality.

5.3 Latent print lifts, photographs/digital images, or legible copies of the latent prints:

- 5.3.1 All photographs, digital images or legible copies of all latent prints shall be retained in the case record object repository or the digital imaging processing system. The case record includes the section digital imaging processing system.
- 5.3.2 Legible copies of any annotations made on sub-item evidence, such as latent print lifts or photographs/digital images of latent prints, shall be retained as examination documentation in the Case Record Object Repository.

- 5.4 Database materials. Databases which generate lists that are reference materials include the following: State Automated Fingerprint Identification System (SAFIS); Advanced Fingerprint Identification Technology (AFIT); Shoeprint Image, Capture, and Retrieval (SICAR) system; and Tread Assistance (tire tread database). For SAFIS and AFIT: if a search results in identification, the physical fingerprint card shall be printed and Digital/Latent Evidence Section Technical Procedure for Known Exemplars shall be followed.

- 5.5 SAFIS Match Reports shall be entered into the Case Record Object Repository.

- 5.6 A full case review shall be conducted on all cases involving deaths (see Digital/Latent Evidence Section Technical Procedure for Conducting Reviews). The completed Full Case Review form must be imported into the Case Record Object Repository.

- 5.7 The Case Record Object Repository for impression evidence cases (footwear, tire track, glove impressions) shall include a copy of all evidence submitted and anything used to conduct the examination. This includes notes, photographs, copies of the standards, negatives, overlays, contact sheets, etc. Images may be retained on the Image Processing System. The images shall remain on the hard drive until archived by the key operator. If the Image Processing System is not used, the images may be recorded in the Case Record Object Repository. The method used, and date that the footwear images or tire track images were retained, shall be recorded in the case record.

- 5.8 Technical and administrative reviews shall be a combined review. The technical and administrative review shall be documented in the Review Details of the Case Record within the FA System. See State Crime Laboratory Procedure for Reviewing Laboratory Reports and Digital/Latent Evidence Section Technical Procedure for Conducting Reviews.

- 5.9 Clerical Reviews shall be documented in the Review Details of the Case Record within the FA System. See Digital/Latent Evidence Section Technical Procedure for Conducting Reviews.

- 5.10 Standards and Controls – N/A**

- 5.11 Calibration – N/A**

- 5.12 Sampling - N/A**

- 5.13 Calculations – N/A**

- 5.14 Uncertainty of Measurement – N/A**

6.0 Limitations – N/A

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
10/31/2013	2	Added issuing authority to header
04/18/2014	3	5.3.2 – Removed original and added sub-item; 5.2.2,5.5,5.6 - Capitalized CROR; 5.7 - removed period