

<b>Section G</b>	<b>Automated Fingerprint ID System (AFIS)</b>	<b>Subsection 1</b>
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**Name of Procedure:**

Automated Fingerprint Identification System (AFIS)

**Suggested Uses:**

The Automated Fingerprint Identification System is designed to search unidentified latent fingerprints which may be left on items of evidence or recovered at crime scenes. The AFIS is also designed to search unknown deceased fingerprints as well as known inked ten prints.

**Equipment Needed to Perform Procedures:**

A - AFIS Equipment

B - AFIS printer

**Chemicals Needed For Preparation of Chemical Solution(s):**

Not Applicable

**Formula/Directions for Preparation of Chemical Solution(s):**

Not Applicable

**Processing Procedures for Application to Item(s) of Evidence:**

The Automated Fingerprint Identification System (AFIS) has the capability to search latent fingerprints from arresting agencies throughout North Carolina. This database is maintained by The Division Of Criminal Information (DCI) and updated as necessary.

The system is designed in a windows format and time efficient in respect to entries and receiving verification packets. There are additional specialized capabilities which are available with the AFIS and for further instructions refer to the operations manuals.

**Sign-On/Sign Off Procedures:**

1. Sign on to system using the assigned four digit identifier.

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2. Select the second box and enter your confidential password.
3. The main menu screen will appear and the latent information may be entered.
4. To sign off the system, simply click the "EXIT" box and the system will return to the initial status.

**Latent Fingerprint Entries:**

1. Assign a case number. Refer to Appendix D for correct case number formats.
2. Scan latent the fingerprint image.
3. Capture the latent fingerprint onto monitor.
4. Assign the fingerprint pattern type, finger digit number, and any references necessary available.
5. Plot the appropriate minutiae.
6. Assign search parameters and search descriptors.
7. Submit the search.

**Verification of AFIS Searches:**

1. Select case number from verification packet.
2. Manually verify the eighteen (18) or more respondents from the packet.
  - a. If results are negative, disposition the case as a no hit.
  - b. If results are positive, disposition the case as a hit with the corresponding State Identifying Number (SID).

**Ten Print Retrieval:**

1. Go to the Maintenance screen on the AFIS.

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2. Make sure the LCF block is checked.
3. Type in the SID information and press "ENTER".
4. The AFIS will retrieve the images of all ten (10) fingers with further instructions.

**AFIS Copying Procedures:**

1. From the selected screen from which the information is desired, select the print button at the top right hand corner.
2. Three (3) beeps will indicate the printer has been activated and the copier will initiate after a few minutes.

**Steps to Preserve Developed Impressions:**

AFIS hits or identifications may be recorded with the AFIS video printer to be included in the case notes or on the Image Processing System (See Image Processing).

**Safety Concerns:**

Not Applicable

**Storage and Location of Chemicals and Solutions:**

Not Applicable

**Shelf Life:**

Not Applicable

**Other Information:**

The AFIS has numerous capabilities in respect to latent fingerprint searches and the owners manual should be consulted for further information.

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