

Purpose: The following is a list of specialized instrumentation, tools, equipment and materials maintained at the Division of Scientific Services which are commonly used by the examiner(s) conducting routine imprint examinations.

A. Optical Enhancement Devices

1. Hand-held magnifiers (various magnification powers)
2. Stand [fingerprint] magnifiers (various magnification powers)
3. Microscopes (variable magnification powers)

B. Alternate Light and Filtering Equipment/Devices

1. Video Spectral Comparator (VSC-4 and VSC-8000)
 - a. Ultraviolet light source with various filters
 - b. Infra-red light source with various filters
 - c. Transmitted light source
 - d. Side light source

SPECIAL NOTE: Calibration(s) and/or repairs to the VSC-4 and VSC-8000 will be performed by the manufacturer/factory representative(s). Proper documentation referencing the calibration(s) and/or repairs will be maintained by the Imprints/Questioned Documents Unit.

C. Photographic/Duplication Equipment

1. Digital camera(s) and accessories
2. Tripod(s)
3. Photographic Copy Stand
4. Scanner(s)
5. Color/black and white printers

6. Color/black and white photocopiers

D. Electrostatic Dust Print Lifter

E. Electrostatic Detection Apparatus (ESDA)

F. Miscellaneous Tools

1. Protractors

2. Calipers

3. Scales/rulers

4. Angle finder

G. Miscellaneous Materials

1. Casting material

2. BIO-FOAM™

3. Fingerprint powders

4. Fingerprint ink

5. Inkless imprint kit

6. Display board/butcher paper

7. Adhesive lifters

8. Electrostatic lift film

9. Gelatin lifters (white, black, and transparent)

10. Transparencies

11. Spray paint/snow print wax

12. Fixative spray/hair spray

NOTE: Operation manuals for instrumentation, equipment and tools maintained by the Imprint Unit will be kept on file within the Unit.

Responsibility: Forensic Science Examiners assigned to the Imprint Unit are responsible to follow the guidance of this procedure.

Safety: All proper personal protection equipment will be used as appropriate.

Procedure:

A. Purchasing of Supplies

1. Supplies will be purchased from approved vendors through section supervisory personnel and administrative personnel.
2. Upon receipt of the item, a visual inspection of the packaging will be performed to ensure that the integrity of the product is intact and the correct item has been received.
3. Prior to the use of a supply item or consumable, a visual inspection will be performed.
4. The examiner will use their discretion based on their training and experience to determine if a product is suitable to use. A control test will be performed on all reagents prior to use in casework. A record of the control test will be maintained in the case notes or in other documentation within the case file.
5. If a product is unsuitable for use, the product will be discarded and another product unit will be used.
6. Supplies and consumables will be stored in a clean, dry environment or an environment suggested by the manufacturer.
7. All records of purchases are maintained in the purchasing files located in the Administration area. Packing lists are initialed and dated upon receiving items and returned to Administration.

Sources of Error: N/A

Quality Assurance: N/A

References: See bibliography.