

Title: Examination Process

Purpose: To perform a comparison of a questioned impression to a known item of evidence.

Responsibility: Imprint Examiners

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

Procedure:**A. Comparison of Questioned Impression with Known Item of Evidence**

NOTE: The following is the recommended procedure for comparing questioned impressions with known evidence. However, each case is different and some may require a different approach.

1. Comparisons can be performed by several methods:

- Side-by-side
- Overlays
- Like-to-like
- Via the Internet/computer

2. The method in which the comparison is performed remains at the discretion of the imprint examiner.

3. The examiner will take proper and detailed notes at every stage of the examination process. Any discussions with the requesting agency will be documented in the notes.

4. The examiner shall follow ACE-V methodology in all comparative examinations. The ACE-V methodology is the application of the scientific method to identification sciences. The terms ACE-V stands for:

- Analysis
- Comparison
- Evaluation
- Verification

Approved by Director: Dr. Guy Vallaro

5. All shoe/tire cases shall be reviewed prior to a formal report being issued by the laboratory. Two types of reviews will be conducted for each case, the technical review and the administrative review.

a. Technical Review

1. The technical review shall be performed by second imprint examiner. It will consist of reviewing all case documentation and evidence to determine whether or not the examiner of record has drawn the proper scientific conclusion(s). Both the initials of the technical reviewer and the date of the review will be documented in the case file.
2. An examiner shall not perform the technical review on any case where he/she is the examiner of record.

b. Administrative Review

1. The administrative review may be performed by another Forensic Science Examiner in the laboratory. It will consist of reviewing the report for correct grammar, spelling, etc. Both the initials of the administrative reviewer and the date of the review will be documented in the case file.

Sources of Error: N/A

Quality Assurance: N/A

References: See bibliography.