

Guidelines for Latent Print Processing**Definitions:**

Limited Processing – processing of specific types of materials that are non-porous in nature using the following workflow:

Visual Examination – Cyanoacrylate Fuming – Powder Process

Full Processing – processing of porous and non-porous types of materials using all approved chemicals/reagents and methods as indicated in SOP-04.

Friction Ridge – reproduction of ridges of the palm side of the hand/sole side of the foot to a surface.

Level 2 details – friction ridges that have the following characteristics: ridge endings, dots, bifurcations.

Limited Processing Procedure (FB Triage Unit):

1. In cases that are being processed by the FB Triage Unit, the cases will have a LP Limited Processing request assigned. This Limited Processing request will be released at findings entered.
2. All evidence processed will be documented on both the authorized Latent Evidence Submission Worksheet (QR-LP1a or QR-LP-12) and Processing Log (QR-LP-1f). This paperwork is to be placed in the case folder when completed.
3. Document evidence upon opening with photographs (overall images).
4. Use the following workflow that has been narrowed from the outline in LP-SOP-04 for processing non-porous evidence.
 - a. Visual Examination (Photo documentation - overall)
 - b. Cyanoacrylate Fuming (Photo documentation - overall)
 - c. Powder Process (Photo documentation – overall))

Further instructions or guidance may be provided by the FSE2 or FSE3 as to specific sequential processing techniques to be used on a case-by-case basis.

5. A friction ridge impression of potential value for further review shall consist of five (5) or more Level 2 details. Impressions with less than five (5) level 2 details shall not be documented.
 - i. If all impressions in a case have less than five (5) level 2 details, these impressions will not be photographed, and the paperwork associated with this case will remain in the FB/DNA case jacket. This negative processing result will be reported by the DNA Unit. The FB Triage Unit analyst will close out the LP Limited Processing request at findings entered.
 - b. If impressions in a case have five or more Level 2 details, the analyst will need to do the following:

Documentation of potential friction ridge impressions for further review, this shall be conducted as follows when using a digital camera:

- 1) Overall photo - Image of evidence with scale placed next to impression being documented.
- 2) Medium range photo (if needed) - Image will be captured halfway between overall and close-up camera position, with impression being documented in center of photo and scale next to impression.
- 3) Close-up photo - Image of impression being documented with scale included. Impression being documented should fill as much of the photo as possible but still include the hatch marks of the scale.
 - a. If the photographs are not sufficient to capture the impression, a lift will be obtained.
 - b. After obtaining the lift, it will be sub-itemized in Justice Trax and packaged separately from the parent item. This lift will be transferred to the FSE2/FSE3 when the case jacket is provided.
- c. At completion of photo documentation, create a virtual case folder with the following title format (DSS-YY-NNNNNN-FB *i.e.* DSS-24-001234-FB) download all digital images into the virtual folder.
- d. Itemize the virtual case folder in LIMS.
- e. Upload the virtual folder to the Latent Print Case Files Folder and provide the worksheets along with the Request for Analysis form to the Latent Print FSE2 or FSE3.

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- i. The FSE2/FSE3 of Latent Prints will assign this case to a Latent Print Analyst using the LP Comparison request.
 - ii. The FB Triage Unit analyst will close out the LP Limited Processing request at findings entered.
- f. Transfer the evidence to the next section or appropriate person if further laboratory analysis is to be conducted. If no other analysis is to be conducted, transfer the evidence to Evidence Receiving to be returned to the submitting agency.

Full Processing Procedure (Individuals Not Authorized for Comparison Analysis):

1. All evidence processed will be documented on both the authorized Latent Evidence Submission Worksheet (QR-LP1a or QR-LP-12) and Processing Log (QR-LP-1c). This paperwork is to be placed in the Latent Print case folder when completed.
2. Document evidence upon opening with photographs.
3. Use approved methods as outlined in LP-SOP-04 when processing evidence. Further instructions or guidance may be provided by the FSE2 or FSE3 as to specific sequential processing techniques to be used on a case-by-case basis.
4. A friction ridge impression of potential value for further review shall consist of 5 or more level two details.
 - a. After a visual examination, any impressions with less than 5 level two characteristics shall not be documented.
 - 1) The analyst will repackage the evidence, complete all appropriate worksheets and create a virtual case folder as indicated in LP-SOP-02.
 - 2) The analyst in this circumstance will issue a report indicating in the section titled "Impressions of Value" as "None" and will add a comment to the report stating that "Processing did not result in the documentation of impressions requiring further review".
 - b. Impressions after a visual examination were determined to contain 5 or more level 2 details will be recorded in the following manner with a digital camera or flatbed scanner.

- Document potential friction ridge impressions for further review using a digital camera as follows:
- 1) Overall photo – Image of evidence with scale place next to impression being documented.
 - 2) Medium range photo (if needed) – Image will be captured halfway between overall and close-up camera position, with impression being documented in center of photo and scale next to impression.
 - 3) Close-up photo – Image of impression being documented with scale included. Impression being documented should fill as much of the photo as possible but still include the hatch marks of the scale.
5. Document impressions of potential value for further review using a flatbed scanner as follows:
- a. The scanner resolution shall be set to 1000ppi.
 - b. The item will be scanned and saved as a JPEG or TIFF image.
 - c. Print out the scanned image containing the impressions of value for further review.
 - d. Circle the impressions that contain 5 or more level two characteristics.
 - e. Initial/Date the printout and place in the case jacket.
6. At the completion of the documentation of the impressions containing 5 or more Level 2 details, create a virtual case folder and download all digital images into the virtual folder.
7. Itemize the virtual case folder in LIMS.
8. Upload the virtual case folder to the Latent Print Case Files Folder.
9. Place all worksheets and case paperwork into the Latent Print Case folder and complete the milestone sticker.
10. Provide the case folder over to the FSE2 of Latent Prints or if not available to the FSE3 for assignment to an examiner to determine sufficiency/comparisons necessary.
11. The FSE2/FSE3 will reassign the LP Processing request to the latent print analyst adopting the case.

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12. Transfer the evidence to the next section or appropriate person if further laboratory analysis is to be conducted. If no other analysis is to be conducted, transfer the evidence to the E.R. / ID Storage Outgoing.