A. Purpose:

To establish guidelines for the examination of latent print evidence.

B. Responsibility:

Latent Print Examiners

C. Procedure:

1. When processing latent print evidence, lab coats, masks and gloves will be worn. Other items such as sleeves or splash protectors will be worn as needed based on case and/or personal protection requirements.
2. Eye protection will be worn whenever there is a possibility of injury to the eyes.
3. Fume Hoods and Down Flow Workstations will be utilized whenever possible during the application of various chemical and powdering techniques.
4. For evidence that has both Latent Print and DNA requests, all equipment which will be handled during the examination process will be wiped down with an appropriate decontamination solution (refer to GL-2). This equipment includes writing instruments, cameras, tweezers and magnifying glasses. The examiner will be mindful of contamination.
5. The examination process will be documented on the appropriate worksheet (i.e. QR-LP-1a, QR-LP-1c, QR-LP-1d, QR-LP-10, QR-LP11, QR-LP12, QR-LP-14). Worksheets will be completed on every case which involves an examination. In instances where a submission is received and not examined, the acronym "NEATT" may be written on a photocopy or photograph containing the evidence labeling of such item to indicate "No Examination At This Time". The NEATT document will be kept in the case file.

   a. When using QR-LP-1c, there is an area to designate if two different processing sequences are used. These locations are titled "A-Sequence" and "B-Sequence". If the item consists of a single item with no difference in substrate that would not require a separate processing sequence, the examiner will write the item number on the "A-Sequence" line. If the item consists of evidence that will need two different processing sequences, the examiner will indicate the item description that is being processed for that particular processing sequence (e.g. Firearm processed by A-Sequence and tape from handle processed by B-Sequence).
6. A virtual case folder will be created to store digital files used for analysis. The virtual case folder will incorporate the laboratory case number for identification. This folder is used as the working file and will also be used by the technical reviewer.
7. All examinations will start with a thorough visual examination of the submitted evidence. After the initial visual examination, the examiner will determine the appropriate sequential method(s) of processing to be utilized based on the item surface type. Each processing step will be documented on the appropriate worksheet (i.e. QR-LP1c), including the use of alternate light sources and lasers. Friction ridge skin impressions of value will also be documented on the worksheet.

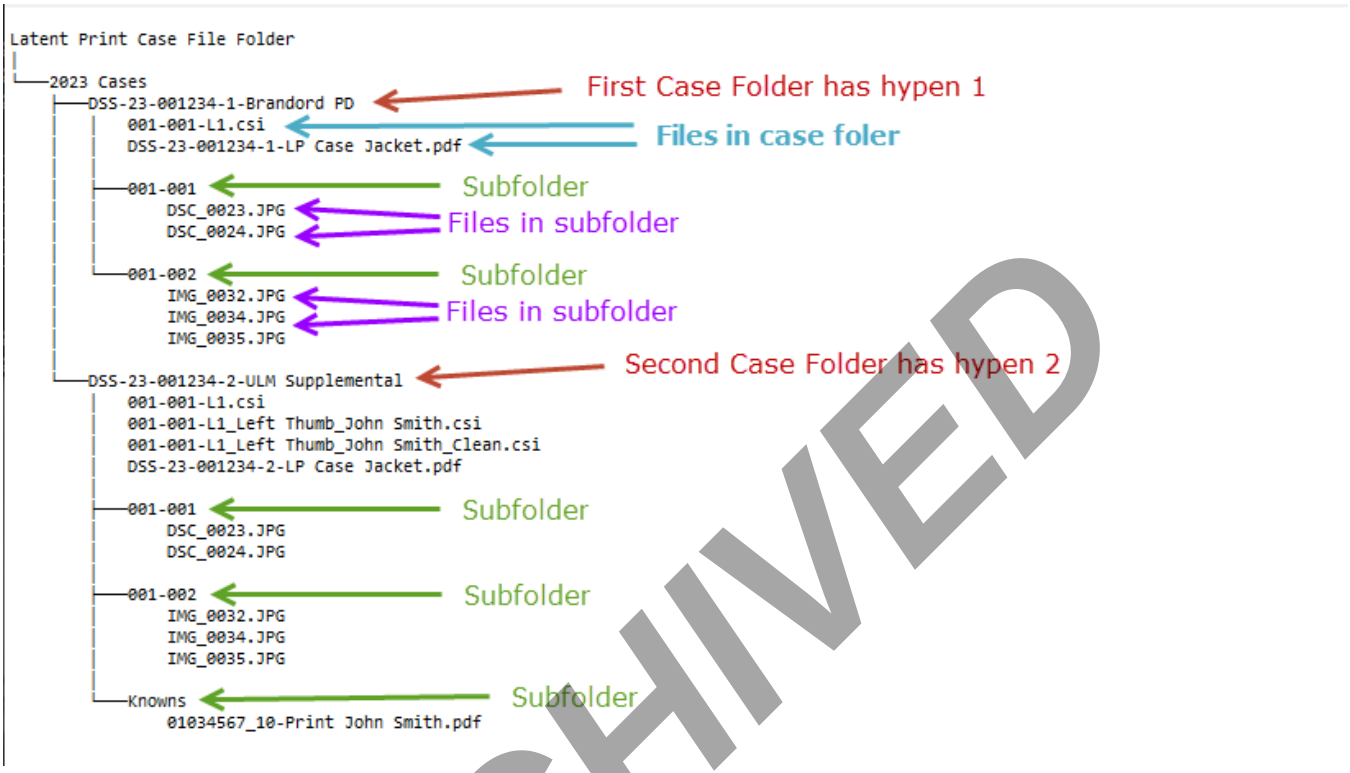
8. Any friction ridge skin impressions of value must be captured in a manner that makes them suitable for future analysis, meaning they must be captured in a manner that protects them from being compromised. Developed impressions may fade or be otherwise compromised through other testing techniques (i.e. DNA). Impressions of value may be lifted, digitally photographed, or scanned.

8.1 The determination to obtain lifts after processing is at the option of the examiner. The lifting of a latent impression will only be executed after adequate photographs have been taken. All generated lifts shall contain the laboratory case number, item number and the examiner's initials. Laboratory generated lifts will be itemized in LIMS and will be treated as evidence, including tracking all transfers in LIMS. Laboratory generated lifts should be transferred to the submitting agency after they are no longer needed for examiner review. If the lifts are being retained in-house, they will be treated as evidence and transferred into a secure storage location.

8.2. Latent impressions of value may be captured using digital imaging, which may include scanning. It is recommended that the images be both in JPEG and RAW format when using a digital camera. If using a scanner, RAW format might not be available, refer to LP SOP-12 for other available formats.

8.3. Digital files received by or created by the latent examiner will be placed in a virtual folder within the examiner's computer. The folder structure will be the laboratory case number as generated in LIMS, followed by a hyphen and a sequential number starting with the number 1 for the first generated folder. An example of the first created folder for case work is: DSS-23-001234-1. If additional work is done after the request has been completed, the next folder in the above example will be titled: DSS-23-001234-2. If the examiner wishes to add further information to the folder title, a hyphen will be added after the sequential number followed by the additional information as in this example: DSS-23-001234-1-Stamford PD

9. For Technical Review a copy of the folder will be placed in the AA Folder under the examiner's case folder for the technical reviewer's access. After the completion of the technical review, the virtual case folder and its contents will be transferred to an approved secure network folder based on year which is in parent folder titled "Latent Print Case Files". The LIMS case number will determine the appropriate year folder. See folder structure example below; subfolders are created at the discretion of the examiner:



10. After being placed in the appropriate year folder, the examiner will create an index sheet of the digital files located in the virtual case folder. A printed copy of the index sheet will be placed into the case jacket for the administrative review. The administrative reviewer will check the printed index sheet to verify that the virtual case folder and any folder/files that were contained therein were transferred to the approved secure network folder. Upon completion of the administrative review all paper documents in the case jacket will be scanned as a pdf and placed in the virtual case folder. The PDF will be titled the laboratory case number and folder number followed by a hyphen and "LP Case Jacket" as in the following example: DSS-23-001234-1-LP Case Jacket
11. The virtual case folder will be itemized in LIMS with the description: "Virtual Case Folder" followed by a hyphen and the sequential number that was assigned to the virtual case folder. The Virtual Case Folder will be transferred to "Latent Print Virtual File Storage". Description example is: Virtual Case Folder-1
12. In cases in which the submitting agency submits lifts and the examiner documents the lifts with a digital image, these images are considered as working/examination files/records. Refer to LP SOP-12 for further guidance on digital image management.
13. When the examination is completed, all evidence should be marked by the examiner for identification at a later time. There will be times when marking evidence is neither realistic or appropriate. This may be more common with some types of evidence than others. When evidence is not marked the examiner will make every effort to assure that it is properly documented for

identification at a later time. The examiner will also mark the outer packaging that the evidence is contained in with his/her initials.

14. If further analysis is needed at a later date to images previously saved from the initial examination, the examiner may work on the images contained in the virtual folder located on the secure server or on any previously archived Latent Print Case File disk. In LIMS, the virtual case folder(s) or archive disk(s) will be transferred into the examiners name who is conducting the additional work.
    a. The examiner will clearly indicated on QR-LP-11 the source of the displayed image as being from either a virtual folder or archive disc.
15. The Idemia System is used to a conduct closed search in casework and proficiency tests for any latent comparisons. Refer to LP SOP-07 (General Procedures Flow-Chart) and LP SOP-39 (Idemia Closed Search Instructions) for guidance. A closed search will encompass uploaded cards to the system. In a proficiency test, the exemplar cards provided will be manually uploaded into the Idemia System. A closed search is the selection of specific individual cards (manually uploaded or currently in the system) against a specific latent impression. It should be noted that in a proficiency test, the submitted latent will not be searched against the CT- AFIS and NGI database, but will search against the cards submitted with the proficiency test that were uploaded to Idemia.
    a. This closed search when used in proficiency tests will satisfy the ANAB requirement for use of a database and will not need an observation. For proficiency tests, at a minimum all negative or inconclusive results for a specific latent will have a closed search conducted to all candidates supplied by the manufacturer prior to the examiner rendering their final conclusion.