

A. Purpose:

Guidelines for preparing reports of findings and case reviews by the latent print examiners.

B. Responsibility:

Latent Print Examiners

C. Procedure:

1. All latent print comparisons, regardless of the findings, will be verified by another competent latent print examiner, who will also technically review and countersign the report.
2. All items examined will be listed.
3. Latent prints and known prints will be indexed or listed in the examiner's report, in such a way, that there is no confusion as to what is being represented in the examiner's findings.
4. The result of all comparisons and or conclusions, regardless of the findings, should be clearly explained in the examiner's report. These conclusions will be based on the information contained on the case jacket worksheets, which may include examination activity conducted, sequence of the activities, development techniques, photography/digital imaging used, AFIS/NGI searches conducted, known exemplars used, comparisons conducted and the conclusion of such searches and/or comparisons.

The results of all comparisons and processing shall be provided in a report in a manner that is accurate, clear, unambiguous and objective. The report shall include all the information as requested by the Request for Analysis. The report will include all information necessary for the interpretation of the results and the methodology used to obtain the results. Refer to LP SOP-18 (Friction Ridge Skin Comparison Methodology) for conclusions that may be provided in a report.

5. The current latent print examination report should adhere to the following outline. However, if the form or outline does not clearly or adequately reflect the examiner's findings, the report may be modified to a more appropriate format or style, which must include all pertinent information. Where dropdown menus are available for report field entry, the appropriate abbreviation(s) or phrase contained therein will be used for that specific field. This may require manually entry or editing in the field. When a description is included with an abbreviation, only the abbreviation(s) will be entered in the field. When the dropdown menu does not contain the required field information, then the examiner has the discretion to enter the appropriate information. The typical outline for a latent print report is as follows:

Laboratory Case Number
Submitting Agency and Address
Agency Case Number
Date of Request

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Date of Report
Report To
Evidence Submitted
Submission Itemization
Examination/Processing Method(s)
Known Impressions Obtained For Comparison (if applicable)
Results Of Item/Impression(s) Of Value Documented, Searched & Compared
Analyst Comments (if applicable)
Disposition of the evidence
Analyst's Signature
Technical Reviewer's Signature
Abbreviation/Definition Key

6. Supplemental Reports

- 6.1 Reports which are amended to add additional information due to additional work being performed on the case, will be clearly marked as "Supplemental Reports".

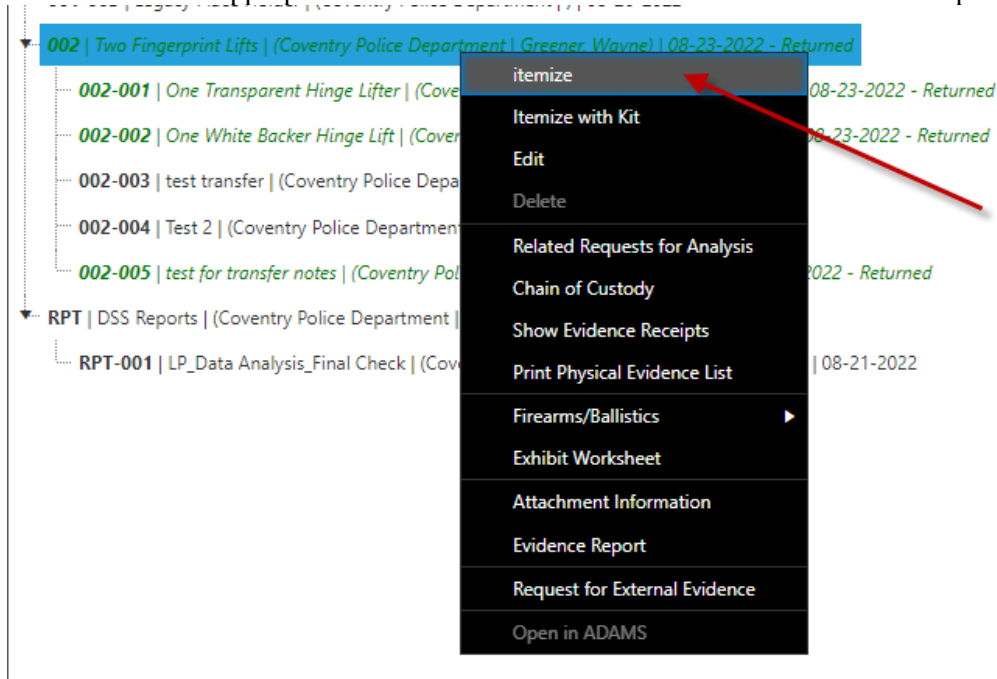
7. Amended Reports

- 7.1 A report which has been re-issued due to a clarification or correction will be clearly marked as "Amended Report". The header of the report will give a brief description of the need for amendment. The report that is being amended will need to be uploaded to JusticeTrax as described in the guidance contained in GL4.
- 8.0 When an identification is made, the report may be emailed to the requesting investigator. A copy of the email sent will be kept in the case jacket. This is considered an administrative document and will need the case examiner's initials and case number on the printed document in the case jacket.
- 9.0 In some cases, a preliminary result may be necessary for an ongoing investigation. In these circumstances, the Latent Print Unit Supervisor and Deputy Director will approve the release of a preliminary report. The result of analysis (identification, exclusion or other result) may be issued following the format and reporting language as outlined in LP SOP-26, Section 5.
- ## 10. Reporting Results in JusticeTrax 3.8 (or greater)
- 10.1 In August of 2022, DSS updated its JusticeTrax LIMS system to version 3.8. As part of this update, the Latent Print Unit began using crystal reports for generating its report. In order to produce a report, a sub-item must be present in the Submission to attach a result for the latent

print. As older cases need to have additional analysis or ULD hits are generated, this method will be used as needed for reporting items that were not previously itemized.

10.2 If a result needs to be reported for an item not previously sub-itemized, the analyst will need to create a sub-item using the following guidance:

- a. The analyst will select the item that needs the sub-item created. The analyst will create the sub-item name and use the appropriate item number to reflect the result that needs to be reported.



LP SOP-06 Report of Findings

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Req # Service Due Date Reason

1 records to display.

From: Greener, Wayne

Time: Via: Note: Edit transfer

To: Via: Note: Initial Transfer

Then To: Lock

Lock Via and Note Lock Apply

- b. The analyst will click on the “edit icon” in the bottom transfer area and then complete the transfer from the outside representative to themselves and in the Notes area of the first transfer, they will type “Virtual Transfer”. This notation will appear in the Chain of Custody report to indicate that the item of evidence was not physically submitted to the laboratory for this itemization creation.

Initial Transfer - 002-006 | Latent Print lift

From: Greener, Wayne (032)

Time: 09-01-2022 12:22:11 PM Via: Note: Virtual Transfer

To: Lopes-Phelan, Lucinda A.

Time: 09-01-2022 12:22:13 PM Via: Note:

Then To: SCAN BARCODE for the final person/place (if any)

Lock Via and Note OK Cancel

- c. After the sub-item has been created and the transfer saved, the analyst will then open the transfer window and return the sub-item and the parent submission back to the agency representative. The Analyst will again add in the Notes area that this is a “Virtual Transfer”.
- d. At the completion of this step, the analyst will need to go into the print receipt area of JusticeTrax and locate their transfer receipt back to the agency representative.
- i. The analyst will uncheck everything and then select their transfers only and then select “Print Receipt”.

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- ii. By selecting print receipt, this will open up a PDF of the Evidence Return Receipt. The analyst will then close the PDF and this will remove the return receipt for the print queue.

The screenshot displays the 'Print Inbound Receipts (max 500 records)' interface. A table lists various evidence return receipts with columns for Date, Received By, Relinquished By, Submitting Agency Rep, Submitting Agency, Case, Evidence No No, Other ID, and Primary Local Case #. A red box highlights the 'Uncheck All' button, with a red arrow pointing to it. Below the table, there are buttons for 'Select all Un-Canceled', 'Select all Canceled', and 'Print Selected'. A red box highlights the 'Print Selected' button, with a red arrow pointing to it. The interface also includes a 'Clear Filters' button and a 'Count: 292' indicator.

Date	Received By	Relinquished By	Submitting Agency Rep	Submitting Agency	Case	Evidence No No	Other ID	Primary Local Case #
09-02-2022 10:26:25 AM	Echard, Jillian	Cooney, David	David Cooney	Danbury Police Department	DSS-19-005056	RPT-DNA		1900054476
09-02-2022 10:24:57 AM	Echard, Jillian	Lopez, Stephen	Stephen Lopez	Stamford Police Department	DSS-21-002521	RPT-DNA		2104180016
09-01-2022 02:37:03 PM	Zerillo, Jessica	Sills, Jonathan	Sills, Jonathan	Sills Law Firm	DR-ARBD-0130	002		ARBD-0130
09-01-2022 01:12:21 PM	Wang, Ph.D., Zhibo	Murphy, Ben	Murphy, Ben	Middletown Police Department	DSS-22-004764	001		2200036738
09-01-2022 12:22:11 PM	Lopes-Phelan, Lucinda A.	Greener, Wayne	Greener, Wayne	Coventry Police Department	MOCK-3-8822	002-006		219999
09-01-2022 11:13:33 AM	Ridley, Jane	Greener, Wayne	Greener, Wayne	Coventry Police Department	MOCK-3-8822	002-005		219999
09-01-2022 08:45:51 AM	Villanueva, Anthony	Anderson, Scott	Scott Anderson	Norwalk Police Department	DSS-19-001938	001-013		1900009521
09-01-2022 08:44:29 AM	Villanueva, Anthony	Anderson, Scott	Scott Anderson	Department	DSS-19-001938	001-015		1900009521
09-01-2022 08:42:55 AM	Villanueva, Anthony	Anderson, Scott	Scott Anderson	Department	DSS-19-001938	001-014		1900009521
09-01-2022 08:42:23 AM	Villanueva, Anthony	Anderson, Scott	Scott Anderson	Department	DSS-19-001938	001-003		1900009521
09-01-2022 08:42:23 AM	Villanueva, Anthony	Anderson, Scott	Scott Anderson	Department	DSS-19-001938	001-002		1900009521
09-01-2022 01:30:28 PM	Russell, Melanie	Jones, Jack	Jones, Jack	Department	MGR-22-081222	007		123456789
09-01-2022 01:30:28 PM	Russell, Melanie	Jones, Jack	Jones, Jack	Department	MGR-22-081222	008		123456789
09-01-2022 01:29:36 PM	Russell, Melanie	Jones, Jack	Jones, Jack	Department	MGR-22-081222	006		123456789
09-01-2022 12:48:53 PM	Wang, Ph.D., Zhibo	Martinez, Jose	Martinez, Jose	Department	DSS-22-004724	001		2200015303
09-01-2022 07:24:26 AM	Russell, Melanie	Jones, Jack	Jones, Jack	YourCityPD	MGR-22-083122	002		0004
09-01-2022 07:24:26 AM	Russell, Melanie	Jones, Jack	Jones, Jack	YourCityPD	MGR-22-083122	003		0004
09-01-2022 07:23:38 AM	Russell, Melanie	Jones, Jack	Jones, Jack	YourCityPD	MGR-22-083122	001		0004
09-30-2022 04:54:11 PM	Wang, Ph.D., Zhibo	Grey, Jessica	Grey, Jessica	Sills Law Firm	DR-ARBD-0066	007		ARBD-0066
09-30-2022 03:12:42 PM	Best, Jessica L.	Smith, Will	Jones, Jill	z - My Test Agency	MOCK-ER	003		13

1st. Click the Uncheck All box.
2nd. Check Off the box next to your name for the case you are working on.
3rd. Click Print Selected

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- e. Once these steps have been completed, the analyst can then add results to the report for this sub-item.