

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.
5. The current latent print examination report should adhere 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. The typical outline for a latent print report is as follows:

Laboratory Case #:

Submitting Agency and Address:

Agency Case #:

Date of Request:

Date of Report:

Report To:

Evidence Submitted:

Submission Itemization:

Examination/Processing Method(s):

Known Impressions Obtained For Comparison:

Results Of Item/Impression(s) Of Value Documented, Searched & Compared:

Analyst Comments:

Analyst's Signature

Approved by Director: Dr. Guy Vallaro

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. Revised Reports

- 7.1 A report which has been re-issued due to a clarification or correction will be clearly marked as "Revised Report". A cover letter may be added to indicate the reason for the revision.

8.0 Completed Reports – Upload

Once the final report has been signed, the final report will be scanned and uploaded into Justice Trax as a PDF document.