

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. The typical outline for a latent print report is as follows:

Laboratory Case Number
Submitting Agency and Address
Agency Case Number
Date of Request
Date of Report
Report To
Evidence Submitted
Submission Itemization
Examination/Processing Method(s)

Approved by Director: Dr. Guy Vallaro

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. 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.

- 9.0 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.

- 10.0 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.