A. Purpose:

To establish a procedure for the electronic submission of friction ridge impressions.

B. Responsibility:

Latent Print Examiners

C. Procedure:

In cases where an expedited examination is requested on a friction ridge impression(s) collected as part of an official investigation, the digital image(s) may be electronically submitted to the laboratory. The following procedure will be followed.

1. The agency requesting to submit digital images of friction ridge impressions will first contact the latent print unit by phone to initiate the request.

2. If the request is accepted, the submitting agency will be notified to email an electronically completed DSS Request for Analysis Form (SOP-ER-02:1) along with attached digital images of the friction ridge impressions that they wish to submit. The DPSLATENT email account will be utilized for receiving electronic submissions.

3. Upon receipt of the completed request form, the case will be entered into Justice Trax and a DSS laboratory number will be generated. (see Appendix1 for Justice Trax Entry)

4. The attached email images will be scanned for virus and then burned to CD or DVD media. The disc will be entered into LIMS as the evidence to be examined. The DSS case number and item number will be written on the disc along with the examiner's initials and date.

5. The images may now be reviewed and analyzed as a typical case.

6. If an identification occurs, a Tentative ID Preliminary Report may be released via email providing that a technical and administrative review has been completed. The verifying examiner shall be both the technical and administrative reviewer in this instance. The email shall include the following:

   a. Lab and Requesting Agency Case Numbers

b. Name of Requesting Agency

c. Type of Case

d. That a tentative identification has been made to a friction ridge impression(s) depicted in submitted digital image file: (name of file).

e. The name of the individual identified (do not release the anatomical source)

f. The SID or UCN of the individual identified.

g. The following notice:

   i. NOTICE: This email notification is not an official report, but considered a preliminary report. In these cases, the verifying examiner acts as both the technical reviewer and administrative reviewer. The official report will be generated upon case completion and will follow the Latent Print Unit's standard technical and administrative review process.

h. The name of the examiner and verifier.

i. The examiner and verifier will both review the email prior to it being sent. A printed copy of the email along with the initials of the examiner and verifier will be placed in the case file.

7. Upon completion of the case, the generated disc will be turned over to the submitting agency along with a printed copy of the examiner's report.

APPENDIX 1

The following steps will be followed to create a case in Justice Trax:

1) In Justice Trax, using the Search – Agency Information tabs, enter in the local case number provided (make sure contain box is checked off) and search to see if this case was already opened at the Laboratory. If not opened previously, continue to step 2. If the case has been previously submitted, go to step 4 and then proceed to step 8-9.

2) Select "create a new case" and choose the submitting agency name and enter in the case number with no spaces or dashes. Please include any "0" that are place holders. The results should indicate not case was submitted and allows a choice of "new case".

3) After selecting "New Case" the main case window will open and use the tabs located on the top of the window for the next steps.

4) In the Case Info tab's Synopsis section – enter in "Electronic latent print submission"

5) In the Agency tab – verify that the submitting agency and the case number are correct.

6) In the Offense tab – right click and choose "add offense". Fill in the Offense and Date fields.

7) In the Individual's tab – right click and add related individuals in this case. The fields of Last Name, First Name, type of individual, race of individual, gender and DOB.

8) In the "Evidence" tab - right click mouse and select "add evidence". Fill in the agency representative (the agent who electronically submitted the email). Add the description of the evidence with the container; i.e.: CD with electronic image file.

   Under the initial transfer location, select "Agency & Representative". In this dropdown field, select "Electronic Submission". The "To" line should be populated with your name.

9) In the "Requests" tab, right click and select "Add Request". If the Badge Rep is not populated, add the name of the representative sending you the email.

   Select Fingerprints in the Section box and then proceed to add the appropriate requests. Once the requests are completed, click OK. A second window will open to pick the evidence to be added to the request. Click on the evidence to add and then select the down arrow. Click OK and this tab is completed.

10) When all the fields have been completed, click Apply and select "System Generated". This function will select the next available case number in Justice Trax to apply to this case.

The generated paperwork (Request for Analysis, copies of warrant/consent, intake receipt) in this case will be provided to the Evidence Receiving Unit.