

LP SOP-26 Electronic Submission of Friction Ridge Impressions

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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 and the emailed images, a virtual folder will be created and the images will be transferred to that folder. Prior to opening the images, a virus scan will be conducted. If there are no threats identified, the images will be burned to digital media (CD/DVD). The submitting agency's name and case number will be written on the media along with the initials of the person who created the media and date the media was created. The case will be entered into Justice Trax and a DSS laboratory number will be generated (see LP-SOP-26.1 - Appendix1 for Justice Trax Entry). The DSS case number and item number will be written on the disc.

If a threat is detected, a Supervisor is to be notified so that the threat can be assessed and if the system is compromised.

4. The images may now be reviewed and analyzed as a typical case.
5. If an identification occurs, a Tentative ID Preliminary Report may be released via email providing that a technical and administrative review has been completed. Charts by the examiner and the verifier(s) must be prepared prior to the Preliminary Report being sent. The requirements as to when a second verifier is delineated in LP SOP-18. The first verifying

examiner shall be both the technical and administrative reviewer for emailed Preliminary Reports. The email shall include the following:

- a. Laboratory Number
- b. Name of Requesting Agency and Requesting Agency Case Number
- c. Type of Case
- d. That a tentative identification has been made to a friction ridge impression(s) depicted in submitted digital image file with the name of the file included.
- 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 will be added to the email:

“NOTICE: This email notification is not an official report, but considered a preliminary report. 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 processes.”

- h. The name of the examiner and technical/administrative reviewer.
 - i. The examiner and technical/administrative reviewer will both review the email prior to it being sent. A printed copy of the email along with the initials of the examiner and technical/administrative reviewer will be placed in the case file.
6. 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.