A. Purpose:

The purpose of this document is to provide guidance on the creation and deletion of closed search records.

B. Responsibility:

Latent Print Examiners

C. Procedure:

<u>IDEMIA Closed Search Associating a Database Record</u>

1. Open your case in IDEMIA Latent Expert.

2. Under your DSSFL Case Number double click on the "Knowns" folder then click the appropriate "Associate" button.
   a. Associate Suspect: to associate a criminal or civil record in the system.
   b. Associate Elimination: to associate an elimination record already in the system.
   The "Find Elimination Records" window will open after you make your selection.

3. Go to "Person Management and search the SID number or name of individual you want to associate to your search. Copy the card number (aka Incident ID and Transaction Number).

4. Go to the "Find Elimination Records" window and enter the card number (aka Incident ID and Transaction Number) in the ID field. When using the "Associate Suspect" button make sure the appropriate Record Type is selected before you click Search otherwise your record will not display.

5. The card number (aka Incident ID and Transaction Number) will appear in the lower Id window. Select the check box and click OK to add the record to your elimination list.

6. With your "Knowns" folder open, you will see the Person ID and Incident Number for the record you associated for your search.

7. Double click your Submissions folder and click your Elimination search tab. The PIN (aka SID) of your new association will be listed.
   a. Click Search to launch the search.
   b. Review your results on the homepage.

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IDEMIA Closed Search
Instructions for Acquiring - Importing a Record

1. Scan cards for acquisition at 1000ppi and save as JPEG images.

2. Open your case in IDEMIA Latent Expert.

3. Under your DSSFL Case Number double click on the "Knowns" folder

4. Click the "Capture" button on the top of your window bar… a new window will open

5. Click "Elimination Prints"… a new window will open

6. Enter mandatory Demographics Fields (yellow).
    A. Controlling Agency Identifier and Unknown Codes
        a. Lab# CTCSP3502
        b. DOB Unknown Enter 01/01/1900
        c. Weight: if unknown enter 000
        d. All other fields if unknown use drop box selection for unknown.
    B. Acquisition Parameters:
        a. Under Source select "Import an Image From a Scanned Card" or Ctrl + C
        b. Under Cards tab for prints – select what you will be importing i.e. "Fingers Only"
        c. Under Parameters, select the resolution of the card you will be importing i.e. 500ppi or 1000ppi
        d. Click "Start Acquisition" on left side of your screen… a new window will open, click "Add"… select your image file. When done acquiring images click "OK"

7. File Import Window Opens
    a. Import Ten Print Card
    b. Palm Print Cards: Import the Right Palm as the front.
    c. Palm Print Cards: Import the Left Palm as the back.
    d. Click OK when done.

8. Under Demographics/right bottom screen click "Next", the editing/crop window will open.

9. Under the Group Control Tab
    a. Check off "Select Row" Position the finger/crop boxes over the appropriate fingers…
        i. Un-Check "Select Row" to make adjust each individual finger.
        ii. Repeat above for Palm Cards
    b. Illustration shows proper placement of finger crop boxes
    c. Illustration shows proper placement of palm crop boxes
    d. When done click "Next" yellow boxes will appear inside the crop boxes see 10.

10. If needed correct angles or positions of yellow borders for all cards. When done click "Next" a

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new window will open.

11.   Click "Submit"

12.   You are now brought back to the Acquisition window, click "Return to Latent Expert". Your case window should open.

13.   You should now see a Person ID and the name of individual you scanned into the system. Double click "Submission" to go to your latent list.

14.   To conduct a closed search against the card you acquired:
   a. Add a check mark to the box of the latent you want to search.
   b. Select the "Elimination" search tab", you should see the ID number of the card you acquired under the PIN column.

15.   Click "Search" and check your results on the home page.

16.   To delete an imported record, in Latent Expert double click the "Knowns" folder. Place a check mark next to the record you wish to delete then click the "Delete" button on the upper right-hand corner of the page.

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