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Document Structure

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Introduction

This document supplements the Alaska State Crime Laboratory Quality Assurance Manual. The guidelines and procedures in this manual are additional, Latent Print Discipline specific information.

The numbering scheme in this document follows that of the Alaska State Crime Laboratory Quality Assurance Manual. Discipline specific requirements in Sections 4 and 5 are listed by the Quality Assurance Manual criteria point they address. In Sections 4 and 5, the phrase "*Nothing additional*" means there is nothing additional to the requirements listed in the Laboratory Quality Assurance Manual.

Abbreviations

1°	First Level Detail
2°	Second Level Detail
3°	Third Level Detail
10P	Ten Prints or Ten Print Card
=	Control Negative
+	Control Positive
#	Number
ø	Identification
AB	Amido Black
ACE-V	Analysis, Comparison, Evaluation, Verification
ABIS	Automated Biometric ID System
ALS	Alternate Light Source
APIS	Alaska Palm Identification System
APSIN	Alaska Public Safety Information Network
ACE-V	Analysis, Comparison, Evaluation, Verification
B	Blue
BP	Black Powder
BTN	Bearing the Name
CA	Cyanoacrylate Ester (Superglue)
Cal	Caliber
CON	Control
CON=	Control Negative
CON+	Control Positive
CV	Crystal Violet
DAB	Diaminobenzidine
DET	Detected
DEV	Developed
DFO	Diazafluoren-9-One
DOB	Date of Birth
DL	Driver's License
ELIM	Elimination
ENV	Envelope
EVID	Evidence
ET	Evidence Tape
FLS	Forensic Light Source
FP	Finger Print
G	Green
GWL/OF	Green Wavelength Light with Orange Filter
HC	Hard Copy
IABIS	Integrated Automated Fingerprint Identification System (FBI system)
ID	Identification
IMP	Impression
IN	Insufficient
INC	Inconclusive
IND	1,2-Indanedione
JTRAX	Justice Trax Laboratory Information Management System

L#	Lot Number
LCV	Leucocrystal Violet
LI	Left Index Finger - Number 7
LL	Left Little Finger - Number 10
LM	Left Middle Finger - Number 8
LOV	Latents of Value
LP	Latent Print
LP/NV	Latents Present/No Value
LR	Left Ring Finger - Number 9
LT	Left Thumb Finger - Number 6
M:	Marked
MBD	7-pMethoxybenzylamino-4-nitrobenz-2oxa-1,3diazole
MENV	Manila Envelope
MP	Magnetic Powder
NA	Nothing Additional
NAQ	Not ABIS Quality
NEG	Negative
NFE	No Further Enhancement
NFRDD	No Further Ridge Detail Developed
NID	No Identified / No Identification
NRD	No Ridge Detail
NSRDD	No Suitable Ridge Detail Developed
NSRDP	No Suitable Ridge Detail Present
NV	No Value
NVRDD	No Visible Ridge Detail Developed
NVRDP	No Visible Ridge Detail Present
O	Orange
PD	Physical Developer
POW	Powder
PREV	Previous
PROC	Processed, processing
Pu	Purple
R	Red
R6G	Rhodamine 6-G
RAM	Rhodamine, Ardrox and MBD
RD	Ridge Detail
RET	Retained
REV	Reversed
RI	Right Index Finger - Number 2
RL	Right Little Finger - Number 5
RM	Right Middle Finger - Number 3
RR	Right Ring Finger - Number 4
RT	Right Thumb Finger - Number 1
RXN	Reaction
S/N	Serial Number
SRDD	Suitable Ridge Detail Developed
SRDP	Suitable Ridge Detail Present
SSN	Social Security Number
STDS	Standards

SUFF	Sufficient
T	Teal
T/S	Tape Sealed
UNS	Unsuitable
UV	Ultraviolet Light
V	Value
VIS	Visual Examination
VRDD	Visible Ridge Detail Developed
VRDP	Visible Ridge Detail Present
W	White
w/	With
WIN	Western Identification Network
WMP	Magnetic Powder - White
WP	White Powder
WWb	Wetwop - Black
WWw	Wetwop - White
Y	Yellow
ZC	Zinc Chloride

4 Management requirements

4.1 Organization

Nothing additional

4.2 Management System

Nothing additional

4.3 Document Control

Nothing additional

4.4 Review of requests, tenders and contracts

Nothing additional

4.5 Subcontracting of tests and calibrations

Nothing additional

4.6 Purchasing services and supplies

4.6.1 *Nothing additional*

4.6.2 Initial control testing of Rhodamine, Ninhydrin and other chemicals mixed at the laboratory is noted in the CHEM INV Excel Spreadsheet in the I drive for each batch.

4.6.3 Purchasing documents will be saved by the administrative section.

4.6.4 The Latent Discipline does not have any critical consumables.

4.7 Service to the Customer

Nothing additional

4.8 Complaints

Nothing additional

4.9 Control of nonconforming testing and/or calibration work

Nothing additional

4.10 Improvement

Nothing additional

4.11 Corrective Action

Nothing additional

4.12 Preventive Action

Nothing additional

4.13 Control of Records

4.13.1.1 Latent print notes are printed to the JTRAX printer and then imported into JTRAX as a tif file.

4.13.1.2 Digital photos and/or scans for Latent Print casework are stored online in the Digital Workplace repository.

4.13.1.3 Access to the Digital Workplace repository is limited. The Latent Discipline Supervisor and Latent Discipline Analysts have Digital Workplace access.

4.13.1.4 *Nothing additional*

4.13.2.1 *Nothing additional*

4.13.2.2 *Nothing additional*

4.13.2.2.1 *Nothing additional*

4.13.2.3 *Nothing additional*

4.13.2.3.1 *Nothing additional*

4.13.2.3.2 *Nothing additional*

4.13.2.4 *Nothing additional*

4.13.2.5 *Nothing additional*

4.13.2.5.1 Technical records in the Latent Print Discipline will meet the criteria as described in Appendix C Latent Print Examination Records of ASCLD/LAB-*International* Supplement Standards.

Start Dates – End Dates – Casework Activities

The start date for casework is listed at the top of the first page of the case notes.
The end date for casework is the date listed under “Conclusions” in the case notes. Dates for each process are noted next to the process. Processes occurring on the same date are noted in sequence from top to bottom or from left to right in an analyst’s notes.

Controls

Any Positive or Negative control results for ninhydrin, DFO, IND, Cyanoacrylate or dyestain are documented next to the process in the analyst’s notes.

Analysis, Comparison, Evaluation, Verification

The following methodology is a structured and systematic guide for comparing friction ridge detail. There are four parts to friction ridge identification methodology that includes: Analysis, Comparison, Evaluation, and Verification. This process, which is referred to as ACE-V, is repeated for each latent print developed.

The primary purpose of these procedures is to establish unifying documentation for the methodology used in the comparison of friction ridge detail in the Latent Print Discipline.

The procedures presented are intended to assist the examiner in the comparison of friction ridge detail. They are to be used in conjunction with all applicable laboratory policies and proper scientific methodology.

For the following ACE-V procedure, a latent print is defined as friction ridge detail from an unidentified individual and a known exemplar is defined as friction ridge detail taken in a controlled manner from a known source, i.e. a “known” individual.

Analysis

The suitability of latent prints is determined by analyzing three levels of friction ridge detail. This analysis considers the quality and quantity of the three levels of friction ridge detail.

Level 1 Detail (ridge flow) is not sufficient for individualization or exclusion. This level may include: general ridge flow, pattern configuration, core and delta location, distinction of finger versus palm, and other information enabling orientation.

Level 2 Detail (individual ridge path) enables individualization. This level may include ridge endings, bifurcations, dots, or combinations thereof.

Level 3 Detail (ridge shape) may enable individualization. This level may include: ridge width and shape, pores, edge contour, incipient ridges, breaks, creases, scars, etc.

If friction ridge characteristics are insufficient, the latent print is not suitable for identification purposes. Analysis is complete for that latent print.

If there are sufficient friction ridge characteristics, the latent print is determined to be suitable for identification purposes. The Analyst moves on to Comparison.

Comparison

The first step in the comparison process is to ascertain if the appropriate known prints are available for comparison. If, for example, a print is obviously a palm because of its size and/or anatomical features, and an individual has fingerprints on file but no palm impressions on file, no comparison is necessary. The analyst will request appropriate known prints from the submitting agency for the individual. This is also the case if the only known prints on file for an individual are of very low quality. No comparison is necessary, and the analyst will request better quality known prints for the individual.

If appropriate known prints are available, the analyst will conduct a comparison of the latent print to a known exemplar to determine if the ridge formations are in agreement. (Note: Comparisons can also be made between two latent prints or two known exemplars to determine if the prints came from the same source, i.e. individual. In these cases, one of the known exemplars or latent prints is chosen for the initial analysis and the process is identical to a latent print to known exemplar comparison).

If the friction ridge characteristics are not in agreement, the exemplar print is excluded as a source of the latent print, and the comparison process proceeds to other known exemplars for the case.

Evaluation

One of the following conclusions will be reported for a latent comparison.

1. Match or Identification – The latent print is identified as matching the known prints of an individual. If the prints have been determined to be in agreement and identified, the identification is documented on a composite of the latent print and the known exemplar. The friction ridge detail observed in agreement that support identification is marked on this composite. This composite is stored online in the Digital Workplace repository. An unmarked composite for verification is also stored in the Digital Workplace repository At this point a "Latent Verification" request is created in JTRAX and assigned to another analyst.

2. No Match – No Match is the decision by an analyst that there are sufficient features in disagreement to conclude that two areas of friction ridge impressions did not originate from the same source. Source refers to the area of friction skin. A No Match decision refers only to exclusion to the source.

3. Inconclusive – No conclusion could be reached regarding the latent print and the available known prints because portions of the known prints are of low quality or not completely recorded. The analyst will request appropriate known prints for the individual from the submitting agency to complete the comparison and evaluation of the latent print.

4. Exclusion – Exclusion, like No Match, is the decision by an analyst that there are sufficient features in disagreement to conclude that two areas of friction ridge impressions did not originate from the same source. Source refers to the area of friction skin. However, an Exclusion decision refers to an exclusion of an individual/subject and has two additional requirements.

   Two things are needed to exclude an individual/subject.

   1. An "anchor point" must be present which allows the analyst to exactly determine the anatomical location of the latent print. An anchor point may include the following:

      - Delta
      - Core
      - Anatomical aspect allowing exact determination of origin location (i.e. outline of hand or finger, characteristic ridge flow or pattern)
      - Large field of ridge detail which may not have the above (i.e. hypothenar area of palm)

   2. Clear known exemplar(s) from an individual that record ALL ridge detail that includes the "anchor point" present in the latent print. Exclusion of an individual can only be reached if all relevant comparable anatomical areas are represented and legible in the known print records.

   All exclusions of individuals must be verified by a second analyst. All exemplars for an exclusion of an individual must be included in the Digital Workplace repository with the latent print(s) excluded to an individual. A verification request is created for the exclusion of an individual.

Verification

For identified latent prints, the assigned verifying analyst performs Analysis, Comparison, and Evaluation using the unmarked composite previously saved in the Digital Workplace repository. The verifying analyst marks the friction ridge detail observed in agreement that support identification. This marked verification composite is stored online in the Digital Workplace repository.

For exclusions of individuals, the verifying analyst reviews the exemplars used by the original analyst to exclude the individual and performs Analysis, Comparison, and Evaluation to determine if they agree with the exclusion of the individual.

If the verifying analyst does not agree with an identification or exclusion of an individual, then the Latent Print Supervisor is notified for resolution. The Latent Print Supervisor may designate another analyst to review the latent in question.

Additional reviews are performed until such a time as the identification or exclusion is confirmed or refuted.

If identification is refuted, appropriate corrective actions are initiated by the Latent Discipline Supervisor.

Image Security

Access to the Digital Workplace is limited as noted previously in this manual under 4.13.1.3

4.13.2.5.2 There are no instrumental analyses in the Latent Print Discipline.

4.13.2.6 *Nothing additional*

4.13.2.7 Typical casework reporting should follow the recommended reporting statements as appropriate. Not every situation can be represented by the listed report examples, so report statements may include but are not limited to the examples given.

Latent Processing Report Guidelines

1. List description of all items on which processing was performed.
2. Indicate if areas of ridge detail were developed and documented.
3. Indicate disposition of retained items, submitted exemplars, and any preserved latent prints (e.g. digital images, lifts, etc.).
4. When indicating latent print areas or subdividing latent prints within an impression, use dots (e.g. 2.1.1) instead of dashes (e.g. 2-1-1).

General wording

The above digital images were analyzed for latent print evidence of value for comparisons and possible identification purposes.

The digital images associated with areas XX through XX were analyzed for latent print evidence of value for comparisons and possible identification purposes.

Item 1 was examined and processed for latent prints. Areas of potential value were observed, developed, and labeled as 1.1 through 1.5.

The digital images associated with areas 1.1 through 1.5 were analyzed for latent print evidence of value for comparisons and possible identification purposes.

The areas of potential value were analyzed for latent print evidence of value for comparisons and possible identification purposes.

Latent prints 1.1, 1.2, 1.3 were determined to be of value and were compared to known fingerprint records for **[subject name]**.

Latent Print Comparison (Identification/Exclusion/Inconclusive) Report Guidelines

Match/ID: Latent print ZZ was identified as matching the right index of **[subject name]**.

No Match: Latent print ZZ did not match the fingerprint records of **[subject name]**.

Inconclusive: No conclusion could be made regarding latent print ZZ and the fingerprint records of **[subject name]**. Portions of **[subject name]**'s fingerprint record were insufficient for identification purposes. For complete comparison results, a set of fully rolled and clear fingerprints from **[subject name]** will need to be submitted to the laboratory.

Exclusion (anatomical anchor): Latent print ZZ is a (delta area, hypothenar, palm, finger joint, etc.) impression. **[subject name]** has been excluded as the source for Latent print ZZ.

ABIS Database Searches Report Guidelines

Examples of ABIS Statements:

"An ABIS search on the remaining unidentified latent prints has been performed with negative results. The latent prints have been registered in the WIN/AABIS database. In the event that a hit is generated at a later date, an additional report will follow."

"The suitable latent prints that (were not suitable for entry into ABIS/did not meet the criteria for an ABIS search) were not identified to known exemplars bearing the name of **[subject name]**."

4.13.2.8 *Nothing additional*
4.13.2.9 *Nothing additional*
4.13.2.10 *Nothing additional*
4.13.2.11 *Nothing additional*

4.13.2.12 All identifications and exclusions must be verified.

4.13.2.13 Latent Print Discipline abbreviations are listed in the Abbreviations Section of this manual.

4.14 Internal Audits

Nothing additional

4.15 Management Reviews

Nothing additional

5 Technical requirements

5.1 General

5.1.1 New Analysts in the Latent Discipline and are competent to process latent print evidence after successfully completing Section 1 of the Latent Print Training Manual. New Analysts are competent to process latent print evidence and compare latent prints after successfully completing Section 1 and Section 2 of the Latent Print Training Manual.

5.1.2 There are no measurements of uncertainty in the Latent Print Discipline

5.1.3 Controls (positive/negative) are utilized to test the efficacy of latent print development chemicals.

In general, a latent print development chemical is applied to established (literature, et al.) reactionary substance(s) with an expected result. The reactionary substance may not necessarily be fingerprint residue (ex: blood, albumin, various fluids of similar constituents as latent print residue, etc.).

An analyst performing a control test should limit chemically misleading variables (ex: lack of humidity, insufficient latent print residue, etc.). Fluorescent reactions should be run under appropriate excitation (ALS/Laser wavelength) conditions (utilization of filters, goggles, etc.).In the case of a negative result, a second controls test should be run under similar conditions with the same lot. If a second negative result occurs, a new lot of the chemical should be prepared, logged, and control tested accordingly.

The Cyanoacrylate/Dyestain process is control tested each time it is used. A fingerprint is placed on a clear piece of glass or plastic and processed with evidence items.

Ninhydrin, DFO and 1,2 IND processes are control tested each time they are used. A fingerprint is place on a clean, white sheet of paper and processed with evidence items. Any Positive or Negative control results for casework are recorded in the Analyst's case notes.

Specific information for controls such as reactionary substance or expected results are found in the Latent Processing Work Instructions Manual.

A control sample "Color change" listed in the Latent Processing Work Instructions Manual is a transformation from the initial substrate hue. Example – from white paper (initial) to purple color for ninhydrin (positive result).

5.1.3.1 Initial control testing of Rhodamine, Ninhydrin and other chemicals mixed at the laboratory is noted in the CHEM INV Excel Spreadsheet for each batch.

5.2 Personnel

5.2.1 All training documented in the Latent Print Training Manual is supervised by competent, experienced Forensic Scientist III or Forensic Scientist IV analysts

5.2.1.1 All training documented in the Latent Print Training Manual is signed off by competent, experienced Forensic Scientist III or Forensic Scientist IV analysts

5.2.1.2 The Latent Print Training Manual includes a section on court testimony. A moot court is required before an analyst is released for independent casework.

5.2.1.3 The Latent Print Training Manual includes sections on other forensic disciplines, court procedures and ethics.

5.2.2 *Nothing additional*

5.2.3 *Nothing additional*

5.2.4 *Nothing additional*

5.2.5 *Nothing additional*

5.2.6 *Nothing additional*

5.2.7 Latent Discipline literature review will be documented in LIMS. In a PHYSDIS folder in LIMS are the articles from the newest Journal. When someone has read the journal, they open the articles up in LIMS to show their name in the review history.

5.3 Accommodation and environmental conditions

5.3.1 *Nothing Additional*

5.3.2 *Nothing Additional*

5.3.3 *Nothing Additional*

5.3.4.1 Each analyst is assigned the evidence locker in their work area. Any unassigned work areas' evidence locker can be used as needed. The key from each locker within the latent print laboratory is locked in a key box in the latent case file archive and evidence storage room. Access to the latent case file archive and evidence storage room is limited to discipline analysts, the discipline supervisor and top management. The key box can only be opened by the discipline supervisor or designee who can then transfer possession of the key to an analyst.

If an evidence locker key is lost, the discipline supervisor must be notified immediately.

5.3.5 *Nothing Additional*

5.3.6 *Nothing Additional*

5.4 Test and calibration methods and method validation

5.4.1 The accepted processing methods used in the Latent Discipline are:

Amido Black

Cyanoacrylate

DFO

IND

Ninhydrin

Physical Developer

Powders - Plain (All colors and fluorescent powders from approved providers)

Powders - Magnetic (All colors)

Rhodamine

Wetwop (white and black)

Mixing instructions for reagents made at the laboratory are in the CHEM INV Excel Spreadsheet.

Purchased reagents such as Cyanoacrylate, Physical Developer, Powders, Wetwop, are purchased from an approved vendor.

5.4.2 Processing used for a case evidence is left to analyst discretion. Processing guidelines are listed in the Latent Processing Work Instructions Manual.

5.4.3 *Nothing Additional*

5.4.4 *Nothing Additional*

5.4.5 Validation of Methods

5.4.5.1 *Nothing Additional*

5.4.5.2 *Validation records are stored in the Validations folder in the Latents Share folder.*

5.4.5.3 *Nothing Additional*

5.4.5.4 Performance Check records are stored in the Performance Checks folder in the Latents Share folder.

5.4.6 Estimation of uncertainty of measurement

5.4.6.1 *Nothing Additional*

5.4.6.2 Measurement of uncertainty does not apply to the Latent Print Discipline.

5.4.6.3 *Nothing Additional*

5.4.7 Control of data

5.4.7.1 *Nothing Additional*

5.4.7.2 *Nothing Additional*

5.4.7.2.1 Access to the Digital Workplace repository is limited. The Latent Discipline Supervisor and Latent Discipline Analysts have Digital Workplace access.

5.5 Equipment

5.5.1 Equipment used in the Latent Discipline consists of:

Ninhydrin Humidity Chamber

Cyanoacrylate Chamber

DFO Oven

532 nm Light Source

Digital Cameras

Balance

RUVIS (Reflected Ultra-Violet Imaging System)

5.5.2 Performance check guidelines for humidity chambers and cyanoacrylate chambers are similar. The chamber is set per the manufacturer's guidelines. The proper control test, reactionary substance (see Latent Print Processing Work Instructions) is used to test the chamber's function. It is acceptable to adjust variables such as humidity, temperature, fume time, etc. to optimize the response of the reactionary substance. The performance check should include recommended operational settings for each chamber type. A "Performance Check" glass slide will be created for each superglue chamber using the operational settings. This slide will remain on or near the chamber for future control test comparisons.

The Ninhydrin Humidity Chamber, Cyanoacrylate Chamber, 532 nm Light Source and DFO oven are control tested when evidence items are processed to ensure proper function.

5.5.3 Equipment manuals are stored in the Latents Share folder.

5.5.4 *Nothing Additional*

5.5.5 Spread sheets with equipment records are stored in the Latents Share folder.

5.5.6 Balances used for chemical preparation in the Latent Print Discipline are checked/calibrated yearly by an approved outside vendor. Normal maintenance includes keeping the balance clean and leveled.

5.5.7 *Nothing Additional*

5.5.8 The vendor that checks the chemical preparation balance attaches a sticker verifying the balance was checked.

5.5.9 *Nothing Additional*

5.5.10 *Nothing Additional*

5.5.11 *Nothing Additional*

5.5.12 *Nothing Additional*

5.6 Measurement traceability

5.6.1 General

5.6.1.1 *Nothing Additional*

5.6.2 *Nothing Additional*

5.6.3 Reference Standards and Reference Materials

5.6.3.1 *Nothing Additional*

5.6.3.2 *Nothing Additional*

5.6.3.2.1 The laboratory has a known palm reference collection. It consists of palm cards submitted for casework. Palm cards are identified by laboratory case number and name and filed alphabetically by last name. The palm collection is stored in WIN/ABIS room which can only be accessed by Latent Discipline personnel and Top Management

5.6.3.3 *Nothing Additional*

5.6.3.4 *Nothing Additional*

5.7 Sampling

5.7.1 The question being asked in the Latent Print Discipline is “Did an individual leave a latent print on an item of evidence?” An analyst can select samples by quality and/or quantity. An analyst can select the evidence that has the best chance of retaining latent prints or an analyst can select and process a portion of the evidence until the individuals of interest are identified. An analyst trained in latent print processing can employ sample selection if they consult with an analyst trained in latent print examination. Once the latent examination analyst identifies the individual(s) of interest on an item, processing and comparison can cease.

5.7.2 Unusual sample selection situations must be approved by the latent discipline supervisor.

5.7.3 When sample selection is employed, an analyst must document sample selection in their notes. The selected items must be identifiable at a later date. An analyst must initial the sample selection items in a case at a minimum. If this is not possible, the sampled selection items may be repackaged and the analyst must, at a minimum, initial the packaging.

5.8 Handling of test and calibration items

5.8.1 *Nothing Additional*

5.8.1.1 *Nothing Additional*

5.8.1.1.1 *Nothing Additional*

5.8.1.1.2 *Nothing Additional*

5.8.2 *Nothing Additional*

5.8.3 *Nothing Additional*

5.8.4 *Nothing Additional*

5.8.4.1 *Nothing Additional*

5.8.4.2 Evidence not in the process of examination is stored in a locked tote or evidence cabinet. Larger evidence may be stored in the latent case archive room.

5.8.4.3 Prior to opening an item of evidence, a Latent Discipline analyst must compare the item number listed on the RLS to the item number written on the evidence packaging by the officer. The analyst will write the evidence item number on the evidence outer packaging to document that this check was performed. If there is an error on the RLS or the evidence item, the analyst will notify the latent discipline supervisor. The supervisor will forward the information to the Evidence Section supervisor for correction.

5.8.4.4 All friction ridge detail observed or developed on an item of evidence will be examined to determine if the ridge detail is suitable for comparison. All latent prints which are determined to be suitable for comparison will be preserved by digital imaging and stored in the Digital Workplace Repository .

5.8.4.5 *Nothing Additional*

5.8.4.6 Analysts using the WIN/AABIS system will use ABIS Latent Fingerprint Best Practices, Western Identification Network, Inc., October 2008 as a reference. A copy of this guide is located in the WIN-AABIS Folder in the Latent_Share Folder.

5.8.4.6.1 PALM FILES are treated as Reference Material

5.8.4.6.1.a *Nothing Additional*

5.8.4.6.1.b *Nothing Additional*

5.8.4.6.2 PALM FILE contents are identified by laboratory case number and name

5.8.4.6.3 PALM FILES are stored in the Latent Case File room.

5.8.4.6.4 The WIN/ABIS computer can only be accessed with a user name and password.

5.9 Assuring the quality of test and calibration results

5.9.1 *Nothing Additional*

5.9.1.1 Control testing is covered under criteria point 5.1.3 in this manual.

5.9.2 If a control test is negative, the Latent Discipline supervisor will be notified. The Latent Discipline supervisor or a designee will take any necessary corrective action.

5.9.3 Each Latent Print analyst will take the CTS proficiency test yearly.

5.9.3.1 *Nothing Additional*

5.9.3.2 *Nothing Additional*

5.9.3.3 Each Latent Print analyst will take the CTS proficiency test yearly.

5.9.3.3.1 *Nothing Additional*

5.9.3.3.2 *Nothing Additional*

5.9.3.4 Each Latent Print analyst will take the CTS proficiency test yearly.

5.9.3.5 *Nothing Additional*

5.9.3.6 *Nothing Additional*

5.9.4 *Nothing Additional*

5.9.4.1 In addition to the guidelines listed in the Laboratory Quality Assurance Manual, a Latent Print Discipline technical review will include:

Appropriateness of processes used based on substrate and possible latent composition (e.g. visible blood impressions could indicate a blood reagent as a processing choice).

Proper process sequence

5.9.4.2 *Nothing Additional*

5.9.4.3 *Nothing Additional*

5.9.5 *Nothing Additional*

5.9.5.1 *Nothing Additional*

5.9.6 *Nothing Additional*

5.9.7 *Nothing Additional*

5.10 Reporting the results

5.10.1 *Nothing Additional*

5.10.2 *Nothing Additional*

5.10.3 Test Results

5.10.3.1 *Nothing Additional*

5.10.3.2 *Nothing Additional*

5.10.3.3 *Nothing Additional*

5.10.3.4 *Nothing Additional*

5.10.3.5 Results and report wordings are covered under criteria point 4.13.2.7 in this manual.

5.10.3.6 Exclusions and report wordings are covered under criteria point 4.13.2.7 in this manual.

5.10.3.7 Inconclusive results and report wordings are covered under criteria point 4.13.2.7 in this manual.

5.10.4 *Nothing Additional*

5.10.5 The basis upon which opinions and interpretations are made is documented in the Identification and Verification composites stored in Digital Workplace Repository and in the Latent Discipline analyst's notes for the case.

5.10.6 *Nothing Additional*

5.10.7 *Nothing Additional*

5.10.8 *Nothing Additional*

5.10.9 *Nothing Additional*

REVISION HISTORY

Changes from LP2015 R1 to LP2016 R0
Removed reference to technicians from manual – entire manual Changed AFIS to ABIS – entire manual
Removed: AAFIS and AFIS from Abbreviations Added: Automated Biometric ID System (ABIS)
Cleaned up **Introduction**
4.13.2.1 ~~See 4.13.2.5.1 in this manual~~ *Nothing additional* 4.13.2.2 ~~See 4.13.2.5.1 in this manual~~ *Nothing additional* 4.13.2.2.1 ~~See 4.13.2.5.1 in this manual~~ *Nothing additional* 4.13.2.4 ~~See 4.13.2.5.1 in this manual~~ *Nothing additional*
4.13.2.7 Removed 3. Latent Discipline Analysts…..
5.2.7 ~~The Laboratory shall~~ ~~maintain~~ Latent Discipline literature review will be documented in LIMS. In a PHYSDIS folder in LIMS are the articles from the newest Journal. When someone has read the journal, they open the articles up in LIMS to show their name in the review history.
5.3.4.1 Cleaned up locker key control.
5.8.4.6.2 ~~Palm cards~~ PALM FILE contents are identified by laboratory case number and name 5.8.4.6.3 ~~The palm collection is stored in WIN/ABIS room.~~ PALM FILES are stored in the Latent Case File room.
5.8.4.3 ~~*Nothing Additional*~~ Prior to opening an item of evidence, a Latent Discipline analyst must compare the item number listed on the RLS to the item number written on the evidence packaging by the officer. The analyst will write the evidence item number on the evidence outer packaging to document that this check was performed. If there is an error on the RLS or the evidence item, the analyst will notify the latent discipline supervisor. The supervisor will forward the information to the Evidence Section supervisor for correction.
5.8.4.4 ~~*Nothing Additional*~~ All friction ridge detail observed or developed on an item of evidence will be examined to determine if the ridge detail is suitable for comparison. All latent prints which are determined to be suitable for comparison will be preserved by digital imaging and stored in the Digital Workplace Repository.
5.9.3.3.2 ~~There is no external~~ Nothing Additional