AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES

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CHAPTER 1 LATENT PRINT SECTION OVERVIEW

1.1 LATENT SECTION OVERVIEW

No Supplemental Requirements

1.2 HISTORY OF THE LATENT PRINT SECTION

No Supplemental Requirements

1.3 LATENT SECTION MISSION STATEMENT

No Supplemental Requirements

1.4 LATENT SECTION GOALS AND OBJECTIVES

No Supplemental Requirements

1.5 CODE OF ETHICS

Ethics Related to the Latent Print Discipline
To maintain certification by the International Association for Identification (IAI), the Latent Print Section (LP Section) has adopted the Code of Ethics for latent print examiners as published by the IAI. This code is intended as a guide to the ethical conduct of latent print examiners.

1.6 ORGANIZATION AND STAFFING

No Supplemental Requirements

1.7 LIST OF LOCATIONS AND PHONE NUMBERS

No Supplemental Requirements

1.8 ORGANIZATION CHART

No Supplemental Requirements

1.9 SECTION DESCRIPTION AND RESPONSIBILITIES

No Supplemental Requirements

1.10 HOURS OF OPERATION

- The LP Section does not utilize a callback roster.
- The supervisor approves all call back requests.
- For urgent situations in which latent print work is needed, an analyst assigned to the LP Section will be called back to the office to perform the work.

1.11 MANUALS

No Supplemental Requirements

1.12 CUSTOMER SERVICE

No Supplemental Requirements

1.13 MANAGEMENT SYSTEM

No Supplemental Requirements

1.14 PLANNING AND DEVELOPMENT

As per Department of Public Safety (DPS) guidelines the State Automated Fingerprint Identification System (AFIS) monthly report is faxed or e-mailed to the Department of Public Safety (DPS) / Latent AFIS Section no later than the tenth day of each month.

1.15 PURCHASING SUPPLIES AND SERVICES

No critical supplies or services exist in the LP section.

1.16 MANAGEMENT REVIEW SYSTEM

No Supplemental Requirements

1.17 EQUIPMENT AND SUPPLY INVENTORY

No Supplemental Requirements

CHAPTER 2 FACILITY DESIGN AND SECURITY

2.1 LATENT SECTION PHYSICAL PLANT/SPACE AND DESIGN

No Supplemental Requirements

2.2 LATENT PRINT SECTION SECURITY

Practices
The LP Section and Crime Scene Section share controlled restricted access to each of their respective work areas only during normal working hours (ASCLD/LAB 5.3.4.1c). When the LP Section is unoccupied, the door separating the LP Section and Crime Scene Section will remain closed and locked.

- **Evidence Storage Areas**
  - Bulk storage must be sealed and stored in lockable filing cabinets within the LP Section (ASCLD/LAB 5.8.1.1.2).
    - Bulk storage locations include:
      a. Death related
      b. Prints submitted through evidence
      c. Person crimes
      d. Property crimes
  - In process evidence may be stored unsealed until the request is completed; not to exceed a period of 24 months (ASCLD/LAB 5.8.4.2.).
    - In process storage locations include:
      a. Lockable desk storage
      b. Open case file drawer
      c. AFIS file
      d. Case review drawer

CHAPTER 3 QUALITY ASSURANCE

3.1 PROFICIENCY TESTING

The Technical Leader will ensure that AFIS Technicians successfully complete an internal proficiency test once per year.

3.2 COURT TESTIMONY MONITORING

No Supplemental Requirements

3.3 CASE REVIEWS

Responsibilities

- AFIS Notification reports, as with all other reports, must be administratively reviewed prior to release. The reviewer will ensure the following has been done prior to approving the report:
  - Report signed
  - Number of searches entered in the stats panel.
  - Report reflects the correct inquiry results.
- Any required corrections will be made before the report is approved
- The following are the criteria for conducting a technical review of casework:
  - <u>Exemplars properly marked & in LIMS</u> - exemplars are marked with unique case number, initials, date, individual identifiers, and when applicable with the verifier's initials, date and check mark (ISO 5.6.3.2.1).

- Latent lifts/photos marked - lifts and photos are marked with item numbers, and initials. When appropriate sufficiency letters, AFIS markings as well as markings for identification.
- Comparison work sheet completed & in LIMS - the latent print work sheet has been completed with all case information, subject information, items, information dealing with location, suitability, and the results examination.
- Examination documents in LIMS - Digital images from enlargements, photos, and print-outs used in the determination of suitability, or in the comparison of different impression.
- AFIS documents in LIMS - the AFIS Information and Image printouts from a viable candidate are in LIMS
- Case notes in LIMS - any e-mails, case events, documented phone calls that have administrative information on a current examination in LIMS by Narrative or Documents when appropriate
- The conclusions are acceptable to the reviewer.

- Not all criteria listed above is required for every technical review.
- Any required corrections will be made before the report is approved.
- Technical reviews will be performed on case assignments designated by the Latent Print Supervisor

3.4 LABORATORY AUDITS

No Supplemental Requirements

3.5 VALIDATION OF METHODS

No Supplemental Requirements

3.6 INSTRUMENTS AND EQUIPMENT

No Supplemental Requirements

3.7 REAGENTS

No critical reagents are used in the LP Section.

3.8 DOCUMENT MANAGEMENT

No Supplemental Requirements

3.9 DEVIATION FROM DOCUMENTED PROCEDURES

No Supplemental Requirements

3.10 PREVENTATIVE AND CORRECTIVE ACTIONS

No Supplemental Requirements

3.11 SUGGESTIONS/COMPLAINTS

No Supplemental Requirements

3.12 CUSTOMER SURVEY

No Supplemental Requirements

3.13 REFERENCE STANDARDS AND REFERENCE MATERIALS

No Supplemental Requirements

3.14 REFERENCE COLLECTIONS AND DATABASES

No Supplemental Requirements

3.15 EXAMINATION VERIFICATION

- All latent print identifications will be verified by a second examiner by independent examination. The verifier will be selected by the primary analyst beforehand, and will not have previously consulted with the analyst regarding a conclusion.
- The verifier will complete a verification form signifying the identification has been checked and agreed to, with the verifier's name and the date the verification was completed. The form will be placed in the case record prior to case review.

3.16 DNA CONTAMINATION DETECTION AND PREVENTION

No Supplemental Requirements

CHAPTER 4 LABORATORY RECORDS

4.1 CASE RECORD

Responsibility

- Conducting and Documenting the Comparison
  - In all cases where a latent print examination is performed, a worksheet will be completed. The names of those identified, along with their identifying numbers, analyst's initials, and date will be placed on the lower front of the latent envelope. When no identification is made, a blue star will be placed on the lower right corner of the envelope.
  - A work sheet will be generated when the analysis is started and will be considered the start date of the examination.
  - Every lift card or photograph captured for analysis shall be given a number regardless of whether it is of value for examination.
  - Finger and palm exemplars used in an examination will be marked with the unique case number, initials of the examiner, and the date of the examination. Verifiers will

initial the exemplar, write 'check ID' and employee number, and the date the verification was performed. All exemplars will be scanned into the case record.

- Pointers, such as arrows or lines, can be used in tandem with other notes or abbreviations to indicate the item affected by the note or abbreviation, or to indicate directionality or orientation.
- The following are approved for use in documenting information in reports, forms, notes, drawings, images, envelopes, or wherever appropriate in the course of casework. Other abbreviations or marks the meanings of which are generally understood can also be used (etc. for 'etcetera', Mr. for 'mister'). Abbreviations or symbols which are defined or indicated on the worksheet in which they are to be used need not be defined here.

NS	Not Suitable
NC	Not Compared
EXCL	Exclusion
ID	Identification (Not used for verification)
PP, FP	Palm print or Fingerprint
INC	Inconclusive
A, B, (etc.)	Single letters used for designating individual latent prints on lift cards, photos, etc. (Upper case only, surrounded by a circle)
1, 2, (etc.)	Used for numbering of lift cards or photos in connection with LIMS item number
01, 02 (etc.)	Reserved for AFIS-suitable latents that are searched
#1, #2, (etc.)	Indicates which finger was identified to the latent print, according to the finger number as represented on a standard FBI fingerprint card and can be used in tandem with 'RT, RI', etc.
-L, -S, -F	Tags to be used individually or in combination to indicate the AFIS system used in a latent inquiry (Local, State, or Federal).
RT, LT, RI, LI, RM, LM, RR, LR, RL, LL, RP, LP	Right Thumb, Left Thumb, Right Index, Left Index, Right Middle, Left Middle, Right Ring, Left Ring, Right Little, Left Little, Right Palm, Left Palm (respectively).
✓ ID	Indicates agreement with the identification represented.
-R	With an AFIS inquiry to indicate the latent print was registered in a ULDB.
IMP	Impression (could be from a finger or palm)
+	Indicates more than one orientation

- The LP storage locations are subdivided as follows: (ASCLD/LAB 5.8.4.1)
  - AFIS File (pending AFIS Inquiry) (LIMS code: AFIS)
  - Agencies Outside A.P.D. (LIMS code: OSA)
  - Case Review Drawer (LIMS code: REV)
  - Death Related Crime Drawer (LIMS code: DEATH)
  - Prints Submitted Through Evidence (LIMS code: PSEVD)
  - Latent Print Office (LIMS code: LPOFF)

- Open Case File (temporary storage) (LIMS code: OPEN)
- Person Crimes File (LIMS code: PERS)
- Property Crimes File (LIMS code: PROP)

4.2 LABORATORY REPORTS

Practices

- The request will appear as "LP" under the assignment tab in LIMS.
- The latent print supervisor is responsible for assigning all casework.

Reporting Format

- All report headings will be used in the following order, excluding "notes", which may be placed between any of the headings:
  - Item(s) Submitted
  - Analysis Requested
  - Opinions and Interpretations
  - AFIS Inquiry (when performed by the Examiner doing the inquiry at the time of analysis)
  - Disposition (includes documents and materials, not notifying the detective)
  - Note (information that provides extra explanations).

Report Practices

- All Direct Entry inquiries of AFIS systems will require an AFIS notification report, except in the instance where an Examiner is conducting an inquiry as part of an LP Assignment involving analyses.
- Whenever AFIS technicians make an association, a new LP assignment will be created in LIMS, and the AFIS documents will be forwarded to the latent print examiners for examination.
- All latent print examination reports involving analyses performed will include the following elements:
  - The number of lift cards, photographs, copies, or other latent bearing items used in the examination and description of the item or surface from which the latent print was recovered.
  - The name(s), date(s) of birth, sex, race and a unique identifying number of the individual(s) who the requestor asked to be compared.
  - Status of all latent prints on all enumerated items, whether previously compared, identified, suitable for comparison, etc.
  - If an identification is made, the name of the person identified, which finger, palm, or foot to which the latent was identified, the item number, and the surface from which the latent was recovered.
  - The name of the requestor. If the request was generated as the result of an AFIS association, whether from direct entry or through a ten-print-to-latent inquiry (TLI) , the report will indicate the AFIS system, and the name of the person who made the association.

- All conclusions will be clearly stated and, if necessary, explained so as to avoid ambiguity. When an inconclusive or incomplete conclusion is used, a reason will be provided in the report.

- The following conclusions are approved for reporting the results of an examination of friction ridge detail.
  - Not Suitable for Comparison: The print does not have sufficient quality or quantity of detail to compare.
  - Identification or ID: Two prints were determined to have been made by the same area of friction ridge skin.
  - Exclusion: Two prints were not made by the same person.
  - Inconclusive: The examiner is unable to determine whether two prints were made by the same person, due to the quality of the latent print.
  - Incomplete: The exemplars of the person compared with a latent print are not fully recorded or are insufficient to determine identity or exclusion with the latent print.
- When a subject's known finger and/or palm exemplars are not available, the report will indicate these were missing and that certain (or all) latent prints were not compared with this person.

Report Types

- **Information Only Reports**
  - Information-only reports can be issued when vital information has been discovered that should be reported, and there has been no examination of latent prints. Worksheets will not be created for Information-only reports.
- **Limited Examinations**
  - Limited examinations are comparison assignments where there is at least one latent print identification to each individual named in the request, and the results are reported without all of the remaining latent prints having been compared. Limited examinations may be conducted in the following cases:
    - Property crime requests, whether from a detective or through an AFIS association, where at least one latent print has been identified with each individual named in the request.
    - Any case in which a detective directs that only latent prints from certain surfaces be compared with the individual(s) named in the request.
    - Other situations which have been approved by the section supervisor. This approval must be documented in the case record for each request worked.

- The report must clearly state that this assignment was conducted as a limited examination, and that some latent prints have not been compared with the individual(s) named in the request.
- Limited examinations will not be technically reviewed.

4.3 RELEASE OF RECORDS INFORMATION

No Supplemental Requirements

4.3.1 RELEASE OF INORMATION

No Supplemental Requirements

4.3.2 RELEASE OF INFORMATION TO THE NEWS MEDIA

No Supplemental Requirements

4.3.3 OPEN RECORDS REQUEST

No Supplemental Requirements

4.3.4 DISCOVERY ORDER

No Supplemental Requirements

4.3.5 REQUESTS FOR REPORTS

No Supplemental Requirements

4.4 REMOVAL OF RECORDS FOR COURT

No Supplemental Requirements

4.5 ARCHIVING LABORATORY CASE FILES

No Supplemental Requirements

4.6 EXPUNCTIONS

No Supplemental Requirements

4.7 CONTROL OF LABORATORY RECORDS

No Supplemental Requirements

5 EVIDENCE PROCEDURES

5.1 General Practices

Responsibilities

- The Latent Print Section maintains custody of the latent prints.
- Only Latent Print Personnel are to file or remove latent packets from file cabinets.
- Except for periodic purging, the latent print examiners will place color-coded out cards in the long term storage file in place of each latent packet removed. The out cards will contain the case number and the date the packet was removed from the drawer.
- In process evidence must be secured at the end of the workday.

Practices

- Known fingerprint and palm print records are considered examination records. Known fingerprint and palm print records submitted directly to the LP Section are not entered into Versadex or LIMS are not assigned a LIMS item number.
- Known fingerprint and palm print records submitted through the Evidence Control Section are assigned a LIMS item number, but need not be listed in the "items submitted" portion of the report.

Release of Evidence

- All latent print evidence will be transferred to evidence control when being released with the exception of in-court release.
- Steps taken when releasing evidence:
  - Confirm the number of lift cards or photographs
  - Scan all front and back of the lift cards and envelope into LIMS
  - Update the Chain-of-Custody to reflect the transfer

Transfers Within the Section

Evidence will be securely maintained by placing all latent print envelopes and case documentation in a container when transferring custody between Examiners (ISO 5.8.1).

- The entire CD or latent packet must be transferred. Individual lift cards will not be transferred apart from the packet.
- Each employee taking possession of a CD or latent packet for the first time will initial the outer packaging for identification. The initials will be placed just above the dotted line on the front of the packet.

5.2 OBSERVATION BY OUTSIDE EXPERTS

No Supplemental Requirements

5.3 EVIDENCE DISPOSAL

Responsibility

- **Purging Latent Files**
  - The latent files will be purged in accordance with the current listing for the state statute of limitations guidelines
  - The purged latent packets will be transferred to the Evidence Control Section for disposal
  - All examination documentation contained on the evidence will be captured in LIMS before disposal of the evidence.

5.4 DESTRUCTION OF HAZARDOUS SUBSTANCES

No Supplemental Requirements

5.5 OUTSOURCING

No Supplemental Requirements

6 LABORATORY SAFETY

The handling of latent lifts, photographs, casts or post-mortem exemplars is not normally hazardous; however in some situations those items could contain blood, body fluids, or development chemicals, refer to Safety Manual for the handling of these items.

7 PERSONNEL

7.1 DOCUMENTS

No Supplemental Requirements

7.2 SUBPOENAS

No Supplemental Requirements

7.3 PRIVATE CASE CONSULTATIONS

No Supplemental Requirements

7.4 TESTIMONY FOR PREVIOUS EMPLOYEES

No Supplemental Requirements

7.5 ATTENDANCE

No Supplemental Requirements

7.6 CERTIFICATION OF ANALYSTS

No Supplemental Requirements

7.7 EMPLOYEE TRAINING PROGRAM

No Supplemental Requirements

7.8 EMPLOYEE APPROVAL FOR CASEWORK

No Supplemental Requirements

7.9 EMPLOYEE CAREER DEVELOPMENT

No Supplemental Requirements

7.10 CONTINUING EDUCATION

No Supplemental Requirements

7.11 INTERNSHIP PROGRAM

No Supplemental Requirements

7.12 VOLUNTEER PROGRAM

No Supplemental Requirements

7.13 RIDER PROGRAM

No Supplemental Requirements

8 COMPUTER RESOURCE MANAGEMENT

Scope

The LP Section utilizes several electronic databases for retrieving, searching, and storing known finger and palm prints used in latent comparison work.

Responsibility

- Unidentified latent prints submitted to the LP Section can be searched through known finger and palm print databases to determine if there is a viable candidate for further examination. Currently there are three database systems available for searching.

Practices

- All equipment is self-calibrating or is calibrated by the vendor under contract.
- Quality, quantity and area (tip of finger) of the latent friction ridge detail can limit the effectiveness of an AFIS inquiry.
- Quality and quantity of the exemplary friction ridge detail in the databases can limit the effectiveness of an AFIS inquiry.

Maintenance

- The Austin Police Department owns and operates the Local ten-print and palm print database AFIS (Cogent® AFIS).
- The hardware is maintained by the City of Austin IT Section personnel who have administrative access which only allows for troubleshooting the system and correcting technological issues.
- User access is granted to those personnel who have been issued a personal sign-on password by the Assistant Forensic Division Manager (ASCLD/LAB 5.8.4.6.4).
- The software is maintained by Cogent of California. Cogent Systems, Inc. has remote access accessibility to allow for troubleshooting and is contractually obligated to obtain prior approval from the APD systems administrator prior to accessing the system.
- Known prints are entered by crime records section personnel located downtown at the main Police Station.
- Personnel from connected external agencies must assign a unique identifier to their entered records to differentiate it from an APD record.
- The LP Section utilizes the state ten-print and palm print database maintained by the Texas DPS in Austin, Texas.
- The State Archive is a web based viewer that provides online access to the fingerprint records for the State of Texas and is maintained by the Texas DPS.
- IAFIS is a national ten-print database maintained by the Federal Bureau of Investigation in West Virginia. It houses the fingerprint records for the FBI.
- IAFIS access is granted by the state, utilizing the Universal Latent Work (ULW) Station.