	<p style="text-align: center;"><i>Latent Procedure</i></p> <p>Pitt County Sheriff's Office Forensics Services Unit <i>Issued by Technical Leader</i></p>	<p>Effective Date: 2018/04/01</p>	<p>Ver: 2</p>
<p>Procedure for SAFIS Searches and Property Crimes</p>			<p>Page #: 1 of 3</p>

Technical Procedure for SAFIS Searches and Property Crimes

1.0 Purpose - This procedure outlines the guidelines set forth by the latent evidence section with regard to searching latent prints submitted or developed.

2.0 Scope - This procedure applies to cases where latent finger and palmprints are requested to be searched through the SAFIS.

2.1 Latent Evidence casework will include requests for a SAFIS search for a property crime where there is no suspect and no elimination prints submitted. There will also be occasions in which the case will be a property crime with a suspect listed and no elimination prints submitted and/or no SAFIS request made. The guidelines listed below suggest a method for addressing these types of requests.

3.0 Definitions – N/A

4.0 Equipment, Materials, and Reagents

4.1 Equipment and Materials

- SAFIS printers
- SAFIS computer station

4.2 Reagents – N/A

5.0 Procedure

6.0 Property Crimes with no suspect and no elimination prints submitted or available

6.1.1 Evaluate latent prints and, if of value, search through SAFIS.

6.1.2 Do not retain prints in the SAFIS database.


6.1.3 All unsolved latent prints shall be transferred to the unsolved latent file located in the Afis Room. These prints may be searched periodically at the analyst discretion.

6.2 Property Crimes with a subject and no elimination prints submitted and no SAFIS request

6.2.1 Evaluate latent prints.

6.2.2 Compare to subject(s).

6.2.3 Search latent print(s) in SAFIS.

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<p>Procedure for SAFIS Searches and Property Crimes</p>			<p>Page #: 2 of 3</p>

6.3 Property Crimes involving a business

6.3.1 The requirement of elimination prints from businesses shall be evaluated on a case by case basis, with consideration being given to the number of employees and the logistics of obtaining these prints.

6.4 Standards and Controls – N/A

6.5 Calibration – SAFIS is maintained by the SBI's criminal information and identification section (CIIS).

6.6 Sampling – N/A

6.7 Calculations – N/A

6.8 Uncertainty of Measurement – N/A

7.0 Limitations – N/A

8.0 Safety – N/A

9.0 References – N/A

10.0 Records – N/A

11.0 Attachments – N/A



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Effective Date:

2018/04/01

Ver:

2

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Page #:

3 of 3

REVISION HISTORY

CURRENT VERSION	EFFECTIVE DATE	SUMMARY OF CHANGES
1	2016/07/01	Original Version
2	2018/04/01	Changed Rev# to Ver# and changed Revision History

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