

## Appendix I: Minimum Standards & Controls

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### I. IDENTIFICATION OF HANDWRITING AND HANDPRINTING

#### A. Standards

1. Adequate known writing must be available for a handwriting comparison of specific authorship.
2. Examination must consist of a visual comparison of questioned and known samples – unaided and with magnification.
3. Other possible examinations include:
  - a. Ultraviolet
  - b. Infrared
  - c. Infrared luminescence
  - d. ESDA
4. Photographs, photocopies, facsimiles, and carbon copies are only acceptable if their sharpness, contrast, and accurate reproduction of detail permit an adequate comparison. (Smear carbon copies and out-of-focus or out-of-scale photographs are examples that are inadequate.)

#### B. Controls

1. Known handwriting standards must be checked for internal consistency. If it is suspected that the known samples are not all by one person, the suspect samples should not be used as known. The suspect samples will be noted in the report.
2. Handwriting of the true payee (victim) should be examined in forgery cases, but this cannot be required because it is beyond the examiners power to obtain the samples. Handwriting of the true payee (victim) must be examined for a definite finding of simulated forgery.
3. The examiners internal control should be to examine a case on more than one day (or at more than one sitting in one day) to resolve any doubts.

### II. TYPEWRITERS AND OTHER MACHINE IMPRESSIONS

#### A. Standards

1. A file system such as the Interpol system is required for Make and Model determinations based upon class characteristics. CMPD Crime Laboratory has no such system so it would be necessary to work with an external agency to accomplish such an examination.
2. Standards are internal so known samples are not necessarily required for identification. (i.e. Questioned to questioned comparisons are possible if the samples are sufficient.)
3. Typewriter measuring plates must be available for use in typewriter identifications.

### III. PHOTOCOPIERS AND OTHER OFFICE MACHINE SYSTEMS

#### A. Standards

1. Visual/microscopic examination required.

#### **IV. ALTERED AND OBLITERATED DOCUMENTS**

##### **A. Standards**

Any and all of the following techniques may be employed:

1. Visual/microscopic examination required.
2. Image enhancing software
3. Oblique light
4. Transmitted light
5. Ultraviolet
6. Infrared
7. Infrared Luminescence
8. High contrast photography

All of the above that are applicable must be attempted before negative results can be reported. All of the above should be attempted before any destructive testing. Destructive tests may include physical abrasion and use of solvents.

##### **B. Controls**

1. Known standard inks must be run prior to the examination of questioned documents with alternate light sources to ensure the instrument is functioning properly. Results of the testing of the known standard shall be recorded in the case notes.

#### **V. RECOVERING INDENTED WRITING**

##### **A. Standards**

1. ESDA processing is the standard.
2. Oblique light and photography techniques are optional.

##### **B. Controls**

1. A known control standard will be run along with questioned documents to verify results. The control standard will be a small strip of paper that contains indented writing that will include at a minimum the complaint number, date and examiners initials. The control standard will be prepared by writing the necessary information on a sheet of paper that overlaps the control standard. An initially negative control standard can usually be corrected by adding additional toner to the developing beads or humidifying the control standard and the document it is being run with. Results of the control standard test shall be recorded in the case notes.
2. All ESDA lifts will be treated as evidence. The lifts will be stored with the associated evidence and noted on the corresponding property sheet.

#### **VI. COUNTERFEIT DOCUMENTS**

##### **A. Standards**

1. A genuine document should be available for comparison or a reference source giving

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detailed description must be used.

### VII. INKS

#### A. Standards

Due to their non-destructive nature, only non-chemical examinations will be considered routine in the Document Section:

1. Infrared
2. Infrared luminescence
3. Ultraviolet
4. Visible examinations

#### B. Controls

1. Known standards must be run prior to the examination of questioned documents with alternate light sources to verify results.

### VIII. PAPER

#### A. Standards

Any and all of the following techniques may be employed:

1. Visual/microscopic examination required.
2. Oblique light
3. Transmitted light
4. Ultraviolet
5. Measurements and watermark examinations on paper
6. Ultraviolet examination required in class characteristics examination
7. Paper thickness measurements **for comparative purposes only**

#### B. Controls

1. Known standards must be run prior to the examination of questioned documents with alternate light sources to verify results.
2. Known standards must be measured prior to the examination of questioned documents with micrometer to determine paper thickness.

### IX. DOCUMENTATION

#### A. Standards

1. A worksheet will be completed for all cases worked.
2. The examiner will maintain any notes, records, photos, etc. which were generated while working the case and which were used in deriving or as a basis for any conclusions reached. In cases where no such notes, records, photos, etc. were generated while working the case, then sufficient materials will be generated at the completion of the case to satisfy administrative and peer review.
3. During the examination process all questioned and known exhibits must be marked with the examiners initials, date, control number of the evidence and the item number if

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necessary.

### B. Controls

1. If the laboratory request/evidence receipt includes all required evidence description data, duplication of this information on worksheets is not mandatory.
2. The examiner will ensure that the internal chain is complete, the exhibits have been properly labeled, the file documentation has been properly labeled, the tests conducted and conclusions have been recorded, and that any exhibit renumbering is reported.
3. At least ten percent of the cases worked in the Document Section will be peer reviewed. Where necessary, a qualified outside agency will be utilized (i.e. Handwriting Examinations) for the review process. At the end of each quarter completed handwriting cases will be randomly selected based on obtaining a variety of opinions, photocopied and sent certified mail to the reviewing agency along with a worksheet for the reviewer to complete. Results of the peer review will be examined for consistency and placed back into case files upon return. Any discrepancies with the reviewing agency will be brought to the director's attention.
4. Photocopies or photographs will be kept in the case file to support all opinions rendered. These will include all the writing in average cases or a representative sample in voluminous cases; as well as a representative sample of the known writing used
5. Upon case completion the report and other supporting documentation will be administratively reviewed by another Criminalist in the laboratory.

<u>History</u>	<u>Issue Date</u>	<u>Section(s) Revised</u>
Original Issue	11/18/99	N/A
1 <sup>st</sup> Revision	10/16/00	VI B 2, X B 3
2 <sup>nd</sup> Revision	7/19/02	V A 8, IX B 2
3 <sup>rd</sup> Revision	4/15/11	IA1, IB1 and IIA1
4 <sup>th</sup> Revision	6/2/11	Added Division to Header and Issuing Authority to Footer
5 <sup>th</sup> Revision	10/13/11	Added "Known" to I.IX.A.3
6 <sup>th</sup> Revision	2/6/11	Added control standards to Iv.B and V.B.1
7 <sup>th</sup> Revision	11/29/12	Added "for comparative purposes only" to VIII.7

### Approval

Director

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Matthew C. Mathis

Date:

### Issuance

Criminalist

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Jeffrey S. Taylor

Date: