



Charlotte-Mecklenburg Police Department

Crime Laboratory Division Latent Fingerprint Unit

Standard Operating Procedures

**Original Issue
August 9, 2006**

Complete Revision April 2015

Table of Contents

LPU – 0

COVER SECTION

Table of Contents

Attachments

Modifications & Updates

LPU – 1

PREFACE

1-1 Manual

1-2 Glossary & Definitions

1-3 Abbreviations

1-4 Scope of Services

LPU – 2

INTRODUCTION TO LATENT PRINTS

2-1 Scientific Basis for Identification

2-2 ACE-V Methodology

LPU – 3

TRAINING TO COMPETENCY

3-1 Training Sequence

3-2 Training Outline Requirements

3-3 Comparative Analysis **Competency** Test Requirements

3-4 Evidence Processing **Competency** Test Requirements

3-5 Photography-Imaging **Competency** Test Requirements

LPU – 4

EVIDENCE

4-1 Evidence Receipt General Requirements

4-2 Documentation

4-3 Routing, Sequence of Processing

4-4 Storage & Security

4-5 Drugs

4-6 Firearms

4-7 Biohazards

4-8 Currency

4-9 Latent Print Cards

4-10 Rejection of Evidence

4-11 Requests for Service

LPU – 5

CASE FILES AND RECORDS

- 5-1 General Requirements
- 5-2 Analytical Reports
- 5-3 Case Record/File Contents
- 5-4 Technical/Administrative Review
- 5-5 Release of Files and Records

LPU – 6

EVIDENCE PROCESSING

- 6-1 Sequence of Submission
- 6-2 Sequential Processing Techniques
- 6-3 Porous Surfaces
- 6-4 Non – Porous Surfaces
- 6-5 Bio-Blood Contaminated Surfaces
- 6-6 Cyanoacrylate Fuming Chamber
- 6-7 ALS – Crime Scope
- 6-8 Chemical Stock & Working Solutions
- 6-9 Processing Log
- 6-10 Calibration Weights and Equipment Maintenance
- 6-11 Process Validation - Testing
- 6-12 Crime Scene Protocol
- 6-13 Purchasing of Critical Supplies, Service
- 6-14 Peer Review – Processing & Development

LPU – 7

PROCESSING TECHNIQUES

- 7-1 Visual Examination
- 7-2 Conventional Powders
- 7-3 Magnetic Powder
- 7-4 DFO
- 7-5 Ninhydrin
- 7-6 Cyanoacrylate Fuming
- 7-7 Amido Black
- 7-8 Gentian Violet
- 7-9 Sticky Side Powder
- 7-10 Alternate Black Powder
- 7-11 Liqui-Drox
- 7-12 Gun Blue
- 7-13 MBD (Fluorescent Dye)

LPU – 8

LATENT PRINT STANDARDS

- 8-1 Evaluation Documentation
- 8-2 Individualization Documentation
- 8-3 Quality Assignments and Abbreviations
- 8-4 Case Priority
- 8-5 Hard Card Requirement
- 8-6 Peer Review & Verification
- 8-7 Major Case Notifications/CIB
- 8-8 Minimum Acceptable Latent Lift Card Documentation
- 8-9 Minimum Point Standard
- 8-10 Charted Enlargements
- 8-11 Latent Print Storage & Access
- 8-12 Ten Print Analysis
- 8-13 Discrepancies
- 8-14 Major Case Exemplars, Collection, Juveniles
- 8-15 Consultations

LPU – 9

AFIS – AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM

- 9-1 Access to System
- 9-2 Records & Logs
- 9-3 AFIS Area Maintenance
- 9-4 AFIS Electronic Ten Print Cards
- 9-5 System Calibration & Validity Check
- 9-6 Camera Calibration & System Operation

LPU – 10

FORENSIC IMAGING

- 10-1 General
- 10-2 Digital Evidence Glossary
- 10-3 Latent Print Digital Image Documentation
- 10-4 Latent Print Digital Image Quality
- 10-5 Latent Print Digital Image Integrity
- 10-6 Casework Documentation
- 10-7 Retention of Images/Image Deletion
- 10-8 Storage/Backup
- 10-9 Storage Medium

Attachments

- Consent for Non Testimonial Identification
- Evidence Processing Log
- APIS Palm Standard Entry Log
- AFIS Calibration Check Log
- AFIS Entry Search Record

LPU Modifications and Updates

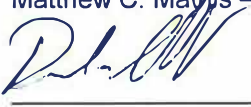
| Issue Date | Modification |
|---------------------------------|--|
| August 9, 2006 | Original Issue of Complete Revision |
| January 29, 2007 | Added section: LPU-6-12, updated TOC |
| May 15, 2007 | Revised LPU-6-6, LPU-6-11, LPU-8-2, LPU-8-11 and LPU-9-2 |
| October 22, 2007 | Revised LPU-6-7, moved revision history to front section |
| April 10, 2008 | Revised LPU-6-6, LPU-6-7, LPU-7-1 and LPU-7-5 |
| September 30, 2008 | Revised LPU-4, LPU-6, LPU-7, LPU-9, LPU-10 & LPU-11 |
| March 10, 2009 | Revised LPU-7 |
| May 5, 2009 | Revised LPU-7 and LPU-9 |
| September 14, 2009 | Revised LPU-9 |
| July 17 th 2011 | Original Issue of Complete Revision |
| August 30, 2011 | #'s 8 – 15 added to LPU SOP #4-7 |
| September 8 th 2011 | Revised LPU-6-10 Equipment and Calibration |
| October 12 th , 2011 | Modified LPU-8.16 |
| March 1 st 2012 | Modified LPU-8.11 |
| March 22 th 2012 | Added LPU-6.14 and Modified LPU-8.7 |
| June 1st, 2012 | Modified LPU-8-10 Minimum point standards |
| June 1st, 2012 | Modified LPU-8-7 and 8-15 Peer review |
| June 1st, 2012 | Modified LPU-8-6 Hard card requirement |
| June 1st, 2012 | Modified LPU-4-10 Internal tracking |
| June 1st, 2012 | Modified LPU-8-13 sealing and storage |
| June 1st, 2012 | Modified LPU-11 added 1.2.5 legal requirements |
| August 22 nd , 2012 | Removed PM 9.2 from LPU-8-13. |
| October 12, 2012 | Modified LPU-4 .11 & 10 |
| October 18, 2013 | Modified LPU-3 and 8 Updated the SWGFAST Versions' |
| January 10, 2014 | Added weight set handling and transportation to LPU 6-10 |
| April 6, 2014 | Modified LPU-4,LPU-5, LPU-6, LPU-8, LPU-10 and LPU-9.Footer All |
| April 14, 2014 | Modified LPU-10-7 image storage. |
| May 20, 2014 | Modified LPU-8.16 |
| Oct 6, 2014 | Modified LPU-4.11 & 12 |
| November 4 th 2014 | Modified LPU-6.7 added SS 11. All footers changed to reflect the proper title for the document. |
| February 10 th 2015 | Modify LPU-4-10 No value card submissions PLIMS entry. |
| April 7 th 2015 | Complete Revision, Remove LPU-3 SWGFAST and replace with Training to Competency. Move LPU-11 to LPU-3. Modify and reformat LPU-1, LPU-2, LPU-3, LPU-4, LPU-5, LPU-6, LPU-7, LPU- 8, LPU-9, LPU-10. |
| June 1 st 2015 | Update LPU-10-9 storage media. |
| August 25 th 2015 | Update LPU-4-11 Request for service. |
| November 9 th 2015 | Update to LPU-4-5 drug acceptance. |

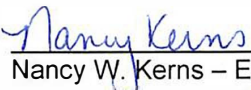
February 15, 2016
March 23, 2016
April 5th 2016

Update to LPU-4-4 Latent Print Archiving.
Update to LPU-8-6 Peer Review and Verification
Update to LPU-8-8 Lift Card Documentation, LPU-4-9 Latent Lift
Cards and LPU 4-10 Rejection of Evidence
Update LPU - 3 with correct terminology
Update LPU-8-6 peer review, LPU-8-3 Quality assignments,
LPU-8-1 evaluation documentation and LPU-5-2 reports

May 2nd 2016
July 5th 2016



Matthew C. Mathis – Director Date: 6/30/16


David C. Schultz – Supervisor Date: 6/30/16


Nancy W. Kerns – Examiner Date: 6/30/16


Todd J. Roberts – Examiner Date: 6/30/16


William D. Trantham – Examiner Date: 6/30/16


Teela Hopkins – Technician Date: 6/30/16