



# LPU – 8

## Latent Print Standards

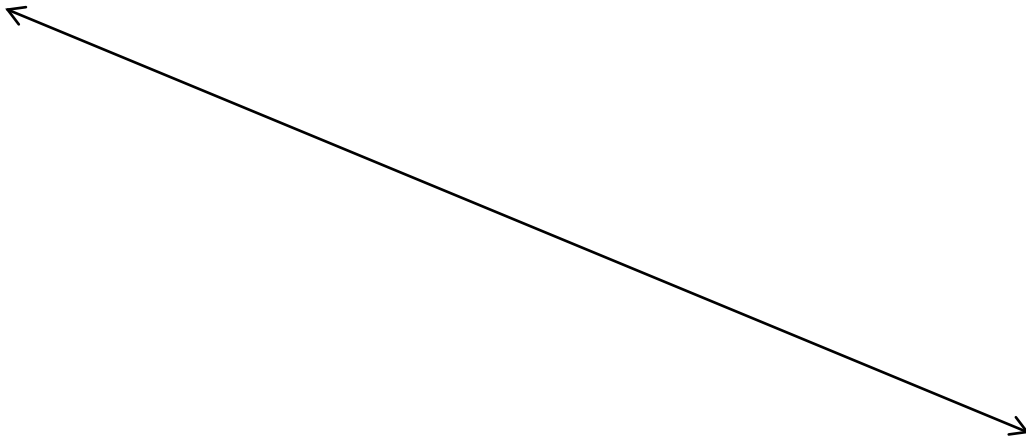
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# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-1	Subject: Evaluation Documentation
Approved: David C. Schultz	Matthew Mathis

Latent fingerprints are submitted to the CMPD Crime Lab on a daily basis and are not maintained within the Property Control Bureau. Upon their receipt all latent prints shall be subject to an initial inventory and quality evaluation. This shall be documented within the PLIMS. Latent cards will be scanned into PLIMS as attachments with applicable child and grandchild items created and numbered. Card file attachments will be attached to corresponding property item number. .

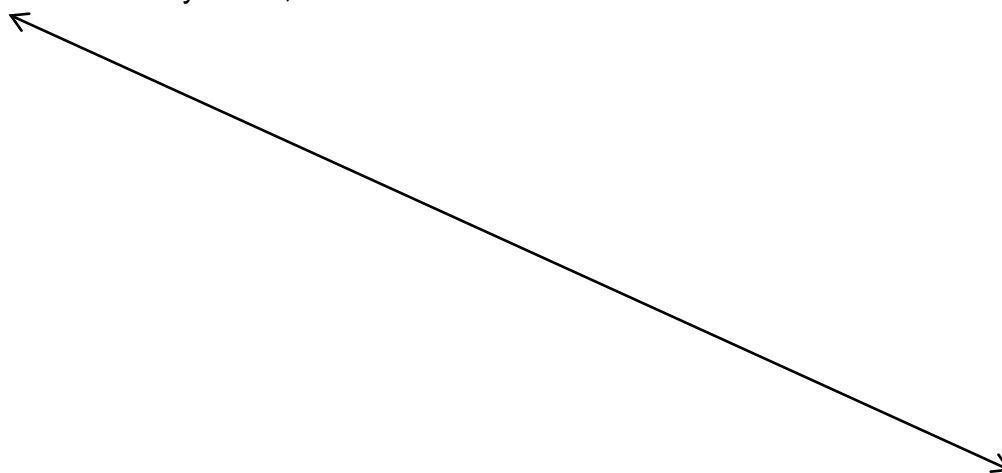
1. All latent fingerprint cards submitted to this unit shall be evaluated as to their quantity and quality as per SOP 8-3 and entered into PLIMS. Latent cards will be documented separately from the parent submission as child items. Individual latent impressions will be documented separately as grandchild items. Generally, each latent impression will be evaluated individually. When a latent card is received that has a large number of clustered and overlain prints making individual documentation problematic, the individual lift card may be assigned a value.
2. Total number of cards, latents of value and AFIS quality latents shall be written on the lower front section of the submission envelope in ink.
3. Each latent print of value and lift card shall be assigned a unique identifier that will be generated by PLIMS. Items will be marked and scanned at this time. Impressions of no value will be scanned into PLIMS but not assigned item numbers.



## Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-2	Subject: Individualization Documentation
Approved: David C. Schultz	Matthew C. Mathis

1. All latent prints that have been individualized will be recorded and documented at the time of individualization and verification on the lift card in ink.
2. If not done during the evaluation, latent prints that are individualized shall be designated by placing parenthesis ( ) around the latent. Palm prints shall be underlined.
3. The individualized finger number shall be placed on the lift card next to the latent in ink.
4. The analyst shall initial, date and write the contributors name and/or SID number in an unobstructed location on the card. The latent shall also be marked with the identification symbol Ø.
5. The verifying analyst shall date and initial the latent print in the same approximate area indicating verification with a capital "V" in ink.
6. Multiple identifications on the same lift card shall all be marked individually in ink.
7. No latent impressions shall be directly marked in any way that would obliterate any detail, to include latents of no value.

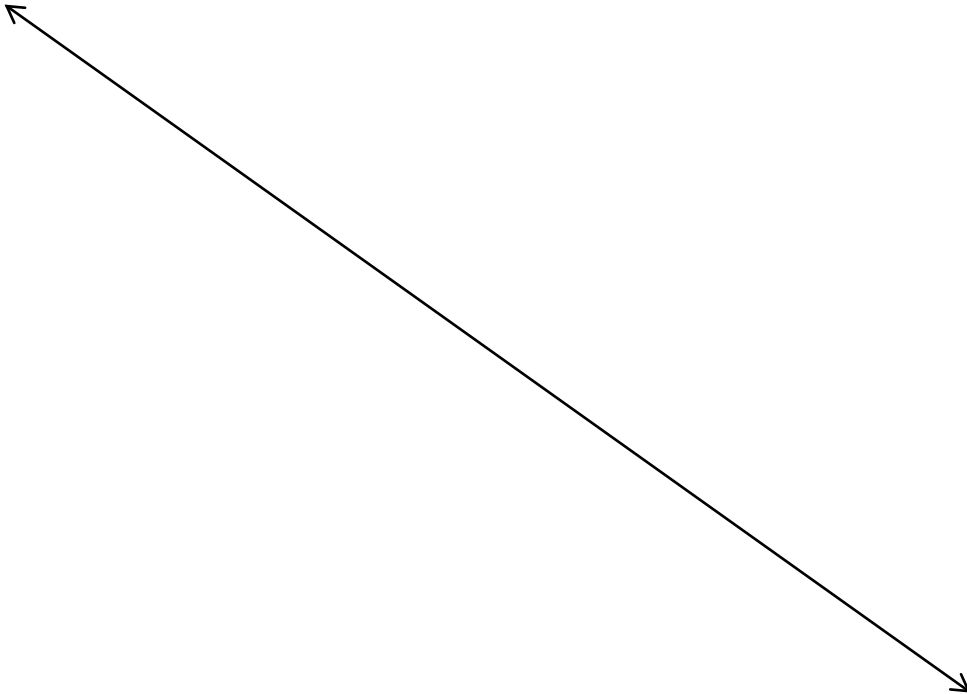


# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-3	Subject: Quality Assignments & Abbreviations
Approved: David C. Schultz	Matthew C. Mathis

All **latent impressions or individual lift cards** shall be assigned one of three quality values as listed below. The values shall be abbreviated on the cards in the area of the **individual impression, or in a clean area of the card if evaluating the lift card.** Evaluations are not a complete analysis and may be revised based on any conclusions reached during any subsequent ACE-V process or further complete comparative analysis. Impressions determined to be of no value shall not be entered into PLIMS but shall be marked on the card acknowledging their existence and initial evaluation. Evaluation markings may be done in pencil. If all of the impressions on the card are of no value then the card may be marked once as a whole with a single NV.

- a. **NV** - No Value      Insufficient detail for analysis, no technical value.
- b. **V** - Value      Sufficient value for individualization, exclusion.
- c. **AV**- AFIS Value      AFIS-IAFIS search quality.



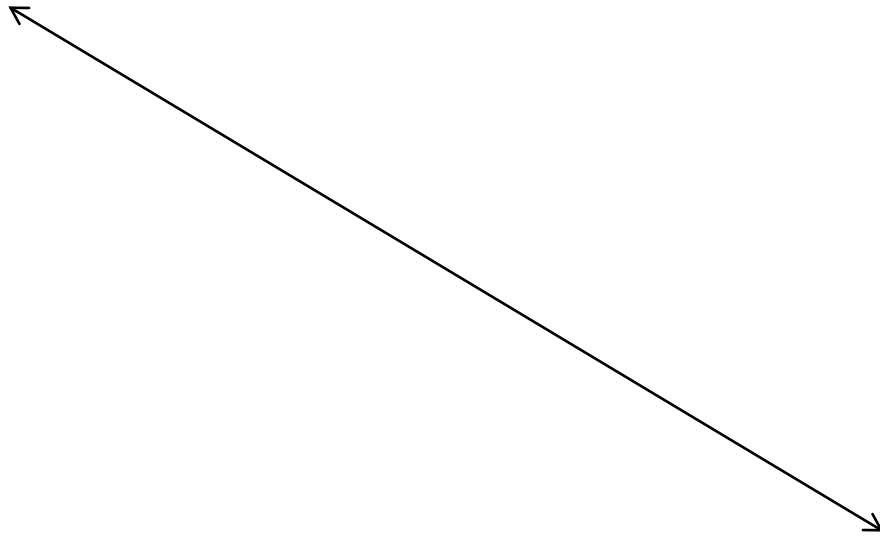
# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-4	Subject: Case Priority
Approved: David C. Schultz	Matthew C. Mathis

All cases submitted to the Latent Print Unit shall be assigned according to the type of crime and not by the date received. Cases shall be worked in the following priority. This applies to both submitted evidence for processing and request for latent fingerprint analysis.

1. Homicide / Death investigation
2. Assault with a deadly weapon / aggravated assault when death is likely
3. Rape / sexual assault / kidnapping
4. Assault with a deadly weapon / aggravated assault when death is not likely
5. Armed robbery
6. CCW / Non-violent weapons cases
7. Burglary
8. Auto theft / larcenies / miscellaneous property crimes
9. Drug cases at the request of the district / US attorneys
10. Any cases deemed an investigative priority by CMPD Command staff.

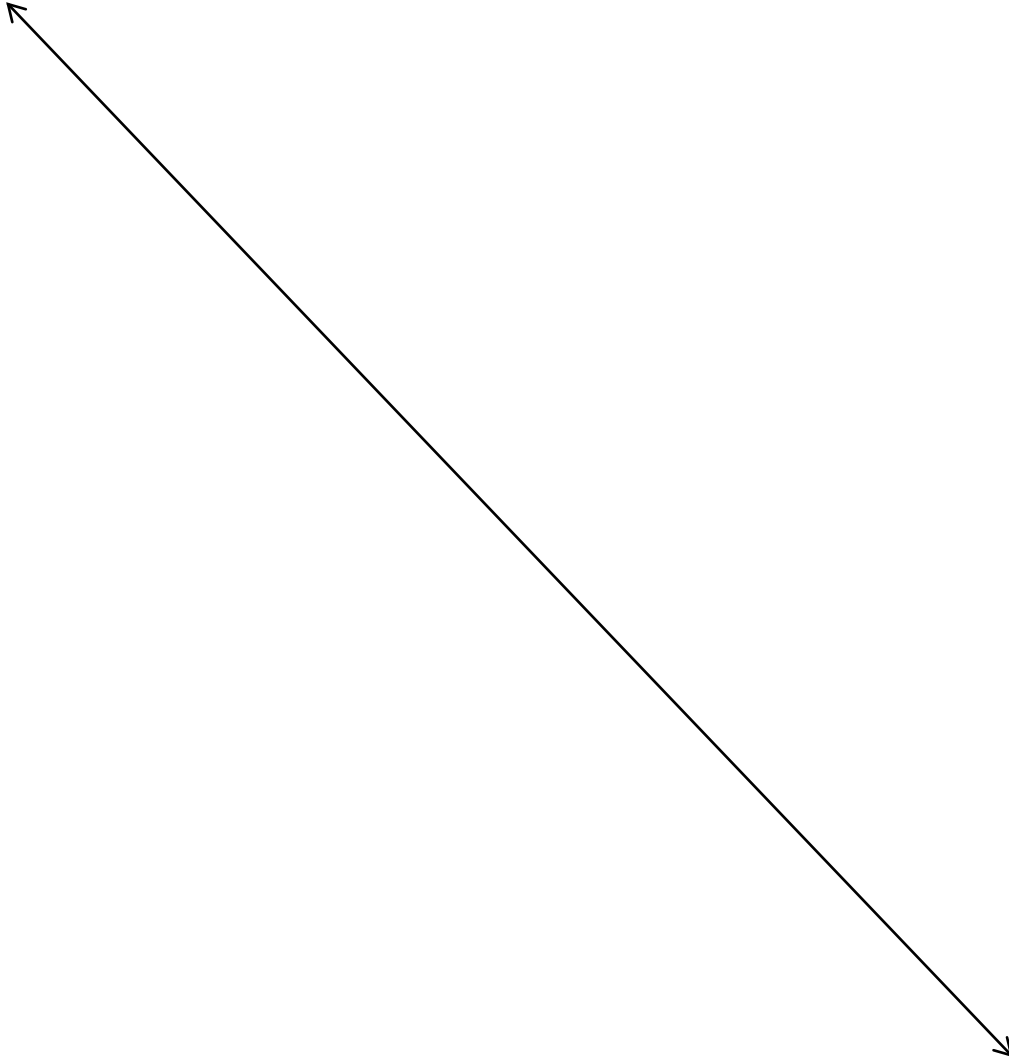
**NOTE:** *The Chief of Police or Lab Management, regardless of the offense may supersede this section and change case priority under direct order. Any deviance from this policy shall be noted on the notes section of the analytical PLIMS matrix.*



*Charlotte-Mecklenburg Police Department*

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-5	Subject: Hard Card Requirement
Approved: David C. Schultz	Matthew C. Mathis

1. Identifications / individualizations shall only be compared with valid friction ridge impression exemplars recovered from the NC State AFIS, IAFIS, and inked hard card agency files, cards submitted as evidence, or collected directly from the contributor/donor on acceptable media.
2. All AFIS hits shall be analyzed/peer reviewed to valid exemplars only.
3. This section shall not apply to pawn tickets, checks or other inked type impressions such as certified copies.

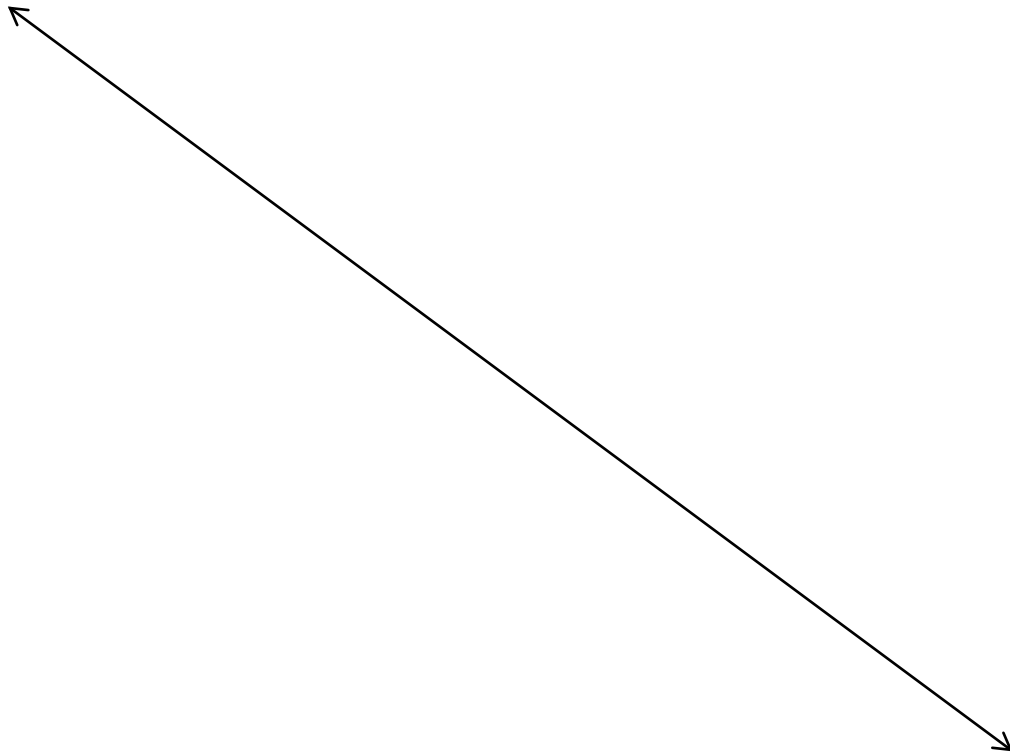


# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-6	Subject: Peer Review and Verification
Approved: David C. Schultz	Matthew C. Mathis

Verification is the independent examination by another qualified examiner and the final phase of the ACE-V methodology.

1. All latent print and ten print individualizations shall be verified (peer reviewed) by another qualified analyst authorized for independent casework.
2. Ten print validations for court trial purposes do not need to be verified or subject to peer review when no report is issued.
3. Crimes against person's cases such as murder, rape, and robbery, shall have all conclusions reviewed by another qualified analyst and documented in the case notes prior to final peer review **if there have been no previous identifications.**
4. Processing and development cases shall be peer reviewed as per the requirements contained in section LPU- 6.14.
5. Conflicts in conclusions shall be handled as per LPU-8-14.

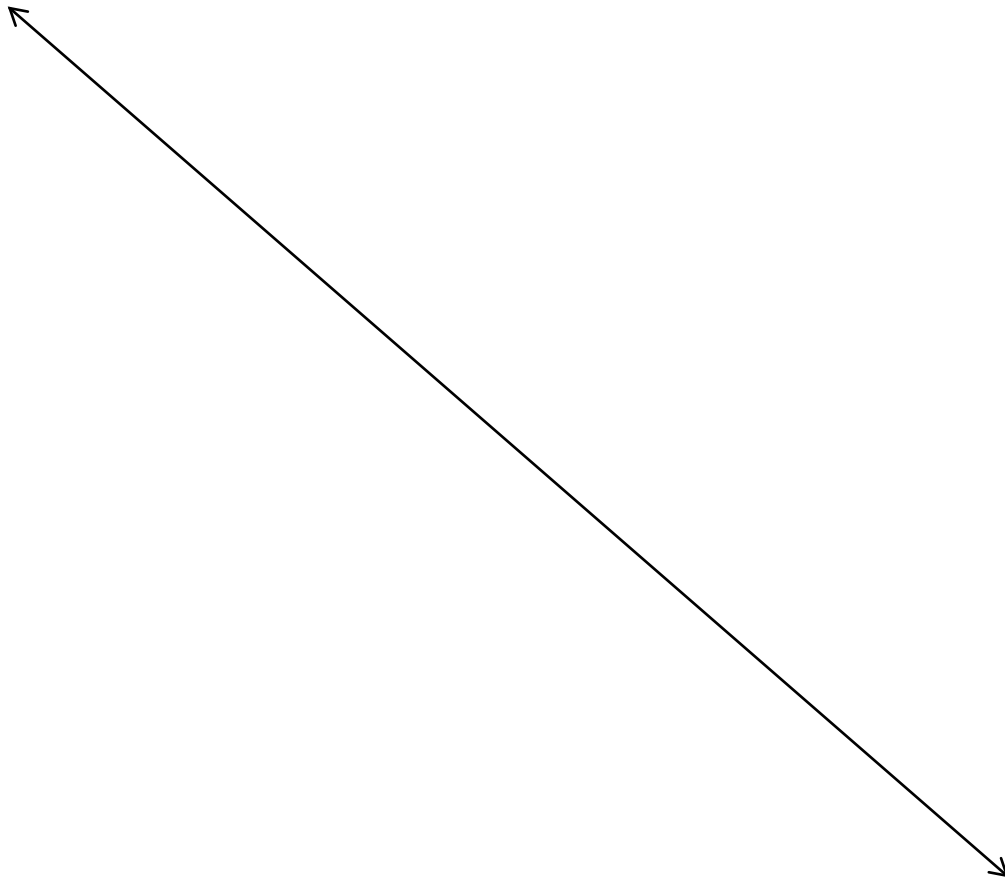


# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-7	Subject: Major Case Notification / CIB
Approved: David C. Schultz	Matthew C. Mathis

The following notification shall apply when fingerprint identifications are made on homicide, rape or other high profile cases. This will apply only after the identification has been peer reviewed.

1. Contact the submitting Detective via land line for notification. If unable to contact leave voice mail requesting an immediate call back.
2. Contact submitting Officer via agency read receipt E-mail advising of the case findings.
3. If negative contact on either 1 or 2 above is made, contact the Detective's Supervisor.
4. Document contact details in the case record.





## Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-8	Subject: Minimum Acceptable Latent Lift Card Documentation
Approved: David C. Schultz	Matthew C. Mathis

The following shall apply to all latent fingerprint card submissions and identifications.

1. Latent fingerprint submissions will be rejected if they do not contain at a minimum the following documentation when received from the Property Control Bureau.
  - a. Initials of submitting Technician recovering lift across tape edge.
  - b. Specific location of lift clearly documented, in writing and drawing, such as interior, exterior etc.
  - c. Item/surface recovered from.
  - d. Date of recovery.
  - e. Orientation markings/ arrow indicating direction if applicable.
  - f. Correct case number.
  - g. Lift cards sequentially numbered on back of cards consistent with item number.

2. Latent fingerprint cards accepted and received by this unit shall be marked as follows.

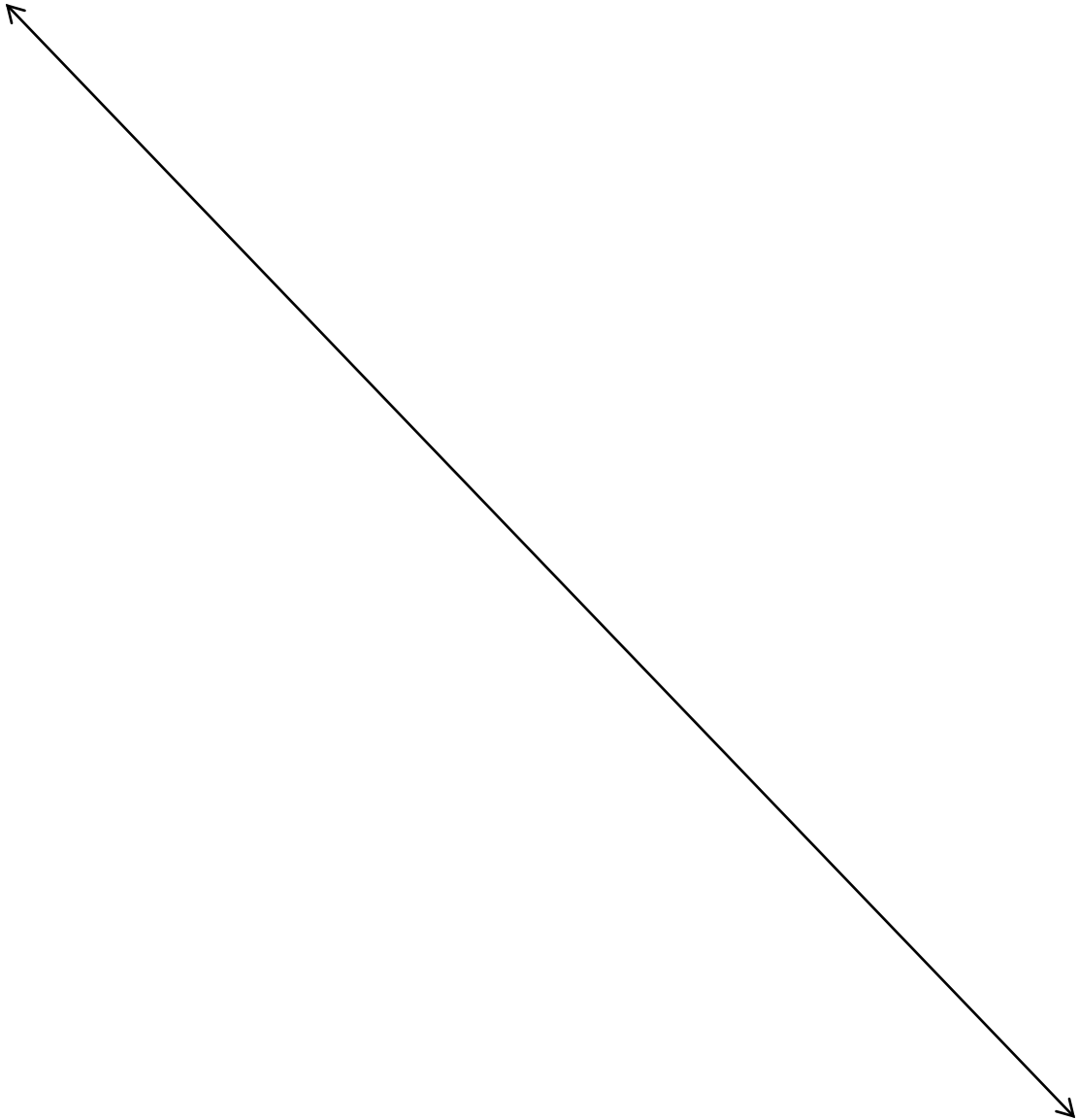
During inventory and evaluation all latent fingerprints containing ridge detail shall be marked with a unique identifier and assigned a quality mark as per Section 8-3 of this SOP.

3. Upon individualization and verification the latent card shall be marked with the following minimum information and as per section 8-2 of this SOP.
  - a. The name of the contributor.
  - b. The finger number.
  - c. The date of individualization.
  - d. The initials of the identifying analyst.
  - e. The initials and date of the verifying analyst.
  - f. Ø indicating identification.
  - g. V indicating verification.

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Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-9	Subject: Minimum Point Standard
Approved: David C. Schultz	Matthew C. Mathis

There is no scientific basis for requiring that a predetermined number of corresponding friction ridge details be present in two impressions in order to effect individualization. Individualization is supported by the theories of biological uniqueness, permanence, and the observation of the three levels of detail present within the impression.



## Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-10	Subject: Charted Enlargements
Approved: David C. Schultz	Matthew C. Mathis

1. Charted enlargements will be produced at the request of the prosecuting attorney and only with the prior approval of the section administrator.
2. Only latent prints of high quality and clarity will be approved for charting.
3. The section administrator will have final approval for any latent prints presented in a chart exhibit and will initial and date the back of all approved chart exhibits.
4. Power Point displays will not be used for court purposes unless it is a homicide or rape trial and the case is presented in courtroom 5370. Power Points are not authorized in any other courtroom.
5. Charted enlargements shall display both the latent print and the known standard.
6. Charted enlargements shall be a minimum of 8x10 inch images.
7. Both latent and known should be clearly marked above the image so as to be seen clearly by the jury.
8. All case information shall be documented on the back of the chart to include case number, offense, contributor/donor, signature of chart analyst.
9. Impression images shall be printed in black and white or variant gray scales.
10. Lines and numbers indicating matching individual characteristics shall be in a high contrasting color.
11. Both latent and inked known standards shall be the same size and resolution.
12. The inked known standard shall be cropped to the area displayed in the latent impression.
13. All of the characteristics shall not be marked and the total number shall be determined by the quality and clarity of the impressions.
14. Charted enlargements will be attached to the electronic case record as an image file.

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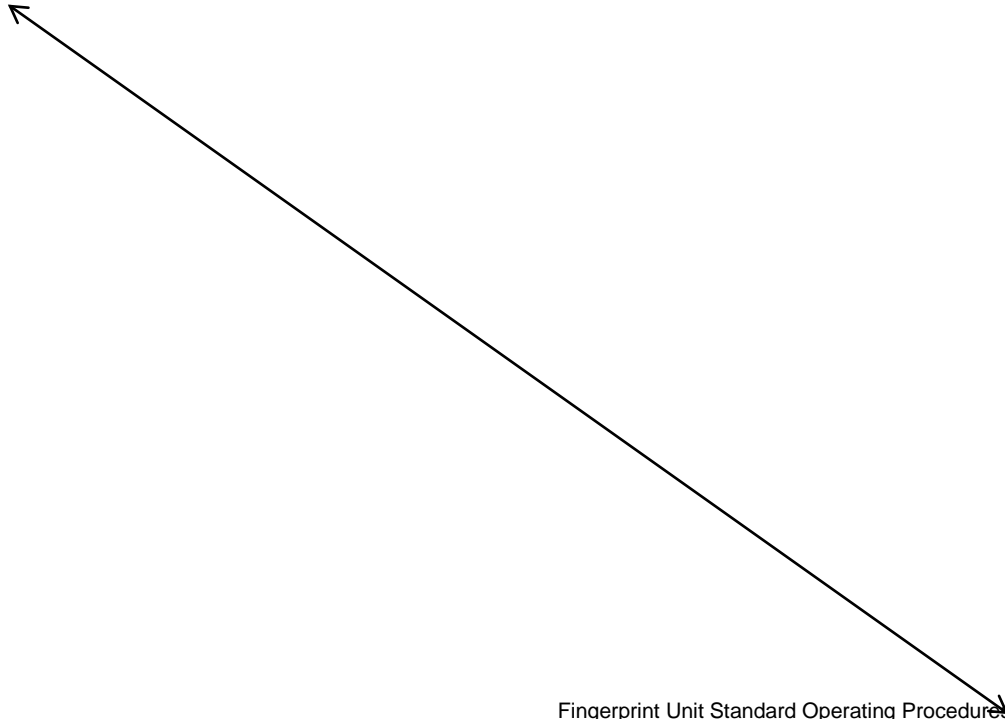
Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-11	Subject: Latent Print Storage and Access
Approved: David C. Schultz	Matthew C. Mathis

1. Latent prints shall be stored in the provided security cabinets maintained in the AFIS lab or personal storage areas.
2. Latents shall meet sealing requirements as per QM 5.8.1 and shall be sealed and stored when not in process.
3. Latent prints shall be accessed only by the staff of the Latent Print Unit for official duties.
4. All latent prints must be stored with a copy of the original property sheet if applicable. If no property sheet is present latents shall be barcoded.
5. After hours the latent prints must be secured behind the locked door of the AFIS lab unless currently in active status, under analysis or review, and in possession of an analyst.
6. Latent prints will be archived after two (2) years, except for homicides and rapes.
7. Latent photographs / digital images shall be stored as above.
8. If the original latent prints are signed out by the recovering Officer for court purposes a barcode shall be created if not done previously. Custody of latent prints and all child cards and grandchild impressions will be transferred together.

# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-12	Subject: Ten Print Analysis
Approved: David C. Schultz	Matthew C. Mathis

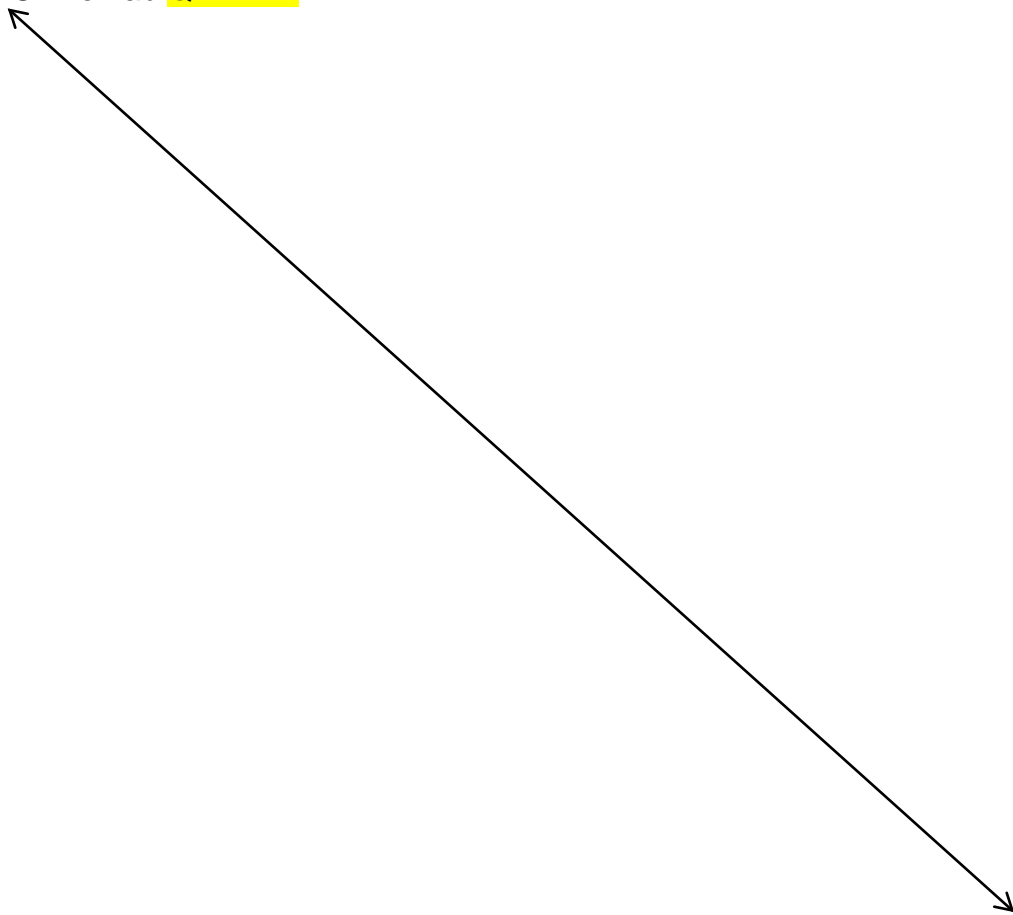
1. Ten print comparisons shall follow the same methodology as latent print analysis with the exception of ten print validations for court trial purposes.
2. Ten print analysis submissions from external agencies shall follow the same submission criteria as outlined in Section 5 of this SOP.
3. Ten print validations for court trial, as a result of a latent print identification, shall be documented on the inked hard card recovered directly from the contributor and on the original ten print used in during the latent analysis. A copy of the email indicating the cards originated from the same individual will become part of the case records and scanned into PLIMS. A new analytical report will not be issued unless there is a discrepancy with the origin of the impressions. Peer review of validations will not be required.
4. Ten prints shall be exempt from section 8-5 of this SOP.



# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-13	Subject: Discrepancies
Approved: David C. Schultz	Matthew C. Mathis

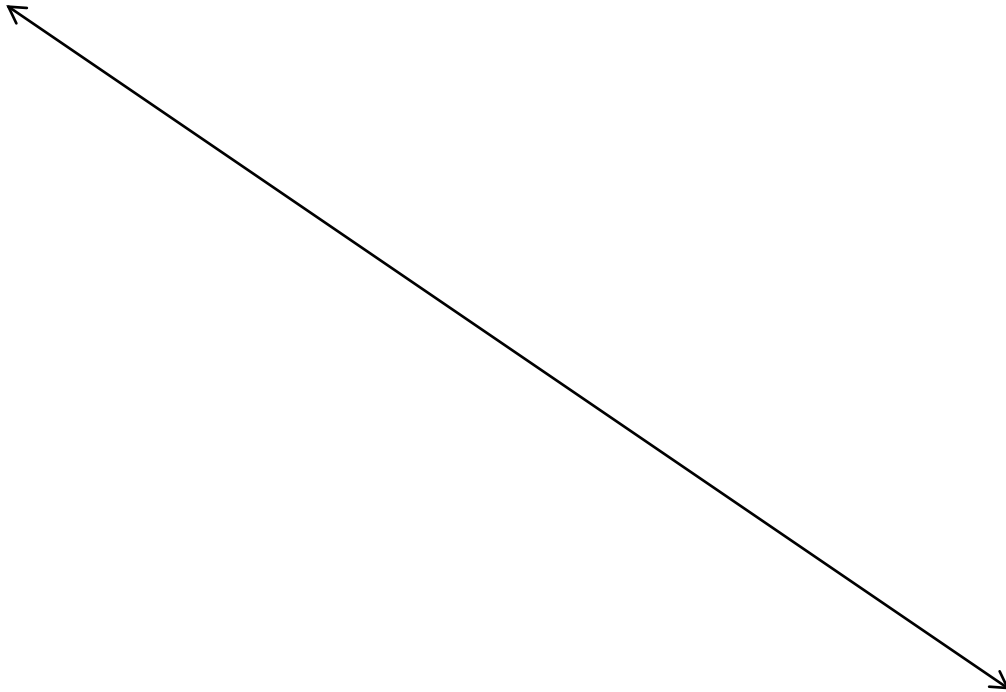
1. In the event that there is a conflict between the identifying analyst and the verifying analyst, the case shall be brought to the Section Administrator.
2. If the Section Administrator is the verifying analyst then the case in conflict shall be reviewed by another Certified Latent Print Examiner with an external accredited laboratory. In the event that the conflict is not resolved with the external agency the impressions will be sent to the Federal Bureau of Investigation FBI Latent Print Unit for a final determination.
3. Any errors in casework shall be handled in accordance with the CMPD Crime Lab **QM 4.11**.



# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-14	Subject: Major Case Prints / Exemplars, Juveniles
Approved: David C. Schultz	Matthew C. Mathis

1. Major case prints shall consist of standard ten prints, medial impressions, complete palms and all side friction ridge surfaces.
2. Major case prints shall be recovered at the request of the Case Investigator or the assigned Latent Fingerprint Analyst.
3. Individuals subject to collection of major case prints shall be brought to the Latent Print Unit for collection of impressions.
4. No Juvenile shall be fingerprinted less than 16 years of age without a court order. Juveniles above 16 must sign consent for non-testimonial identification before ten print or major case print impressions are recovered.
5. All elimination prints collected for victim elimination shall be submitted to Property Control as a separate item of evidence by the individual that collected them and not submitted with the latent impressions.



# Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 8-15	Subject: Consultations
Approved: David C. Schultz	Matthew C. Mathis

1. Analysts are encouraged to consult other analysts during casework. If the analyst requires a significant consultation to reach a conclusion (i.e. in the evaluation phase), the consultation must be documented in the case notes matrix. Significant consultations typically occur in two situations; when an analyst finds a region of similarity and needs assistance interpreting the information in the latent print or exemplar print in order to render a conclusion or the analyst cannot locate the latent print in the exemplars and needs assistance reaching threshold for an exclusion. The case notes matrix must reflect who was consulted, the latent prints involved, the date of the consultation and the result of the consultation. If the consultation results in identification, the consulting analyst will not be used as the verifier for that particular identification unless it is absolutely necessary due to such factors as staffing, technical skills with software or analytical skills. . Consultations during the analysis or comparison phase do not need to be documented. Examples of consultations that may occur during the analysis or comparison include: suitability for comparison, anatomical region, orientation, target group selection, variability in appearance, search parameters, and distortion interpretation.

