



LPU – 9

AFIS

9-1 Access to System

9-2 Records & Logs

9-3 AFIS Area Maintenance

9-4 AFIS Electronic ten print cards

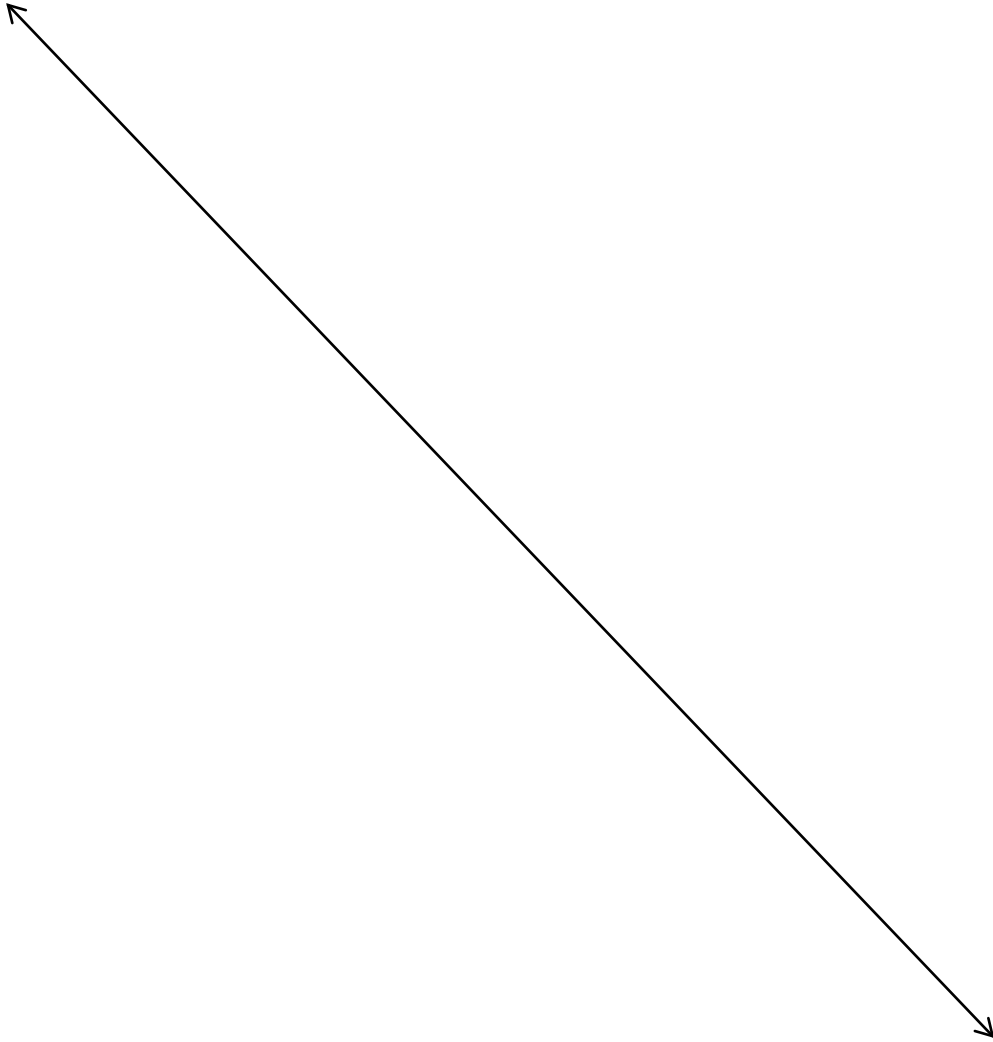
9-5 System Calibration & validity check

9-6 Camera Calibration & System Operation

Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 9-1	Subject: Access to Systems
Approved: David C. Schultz	Matthew Mathis

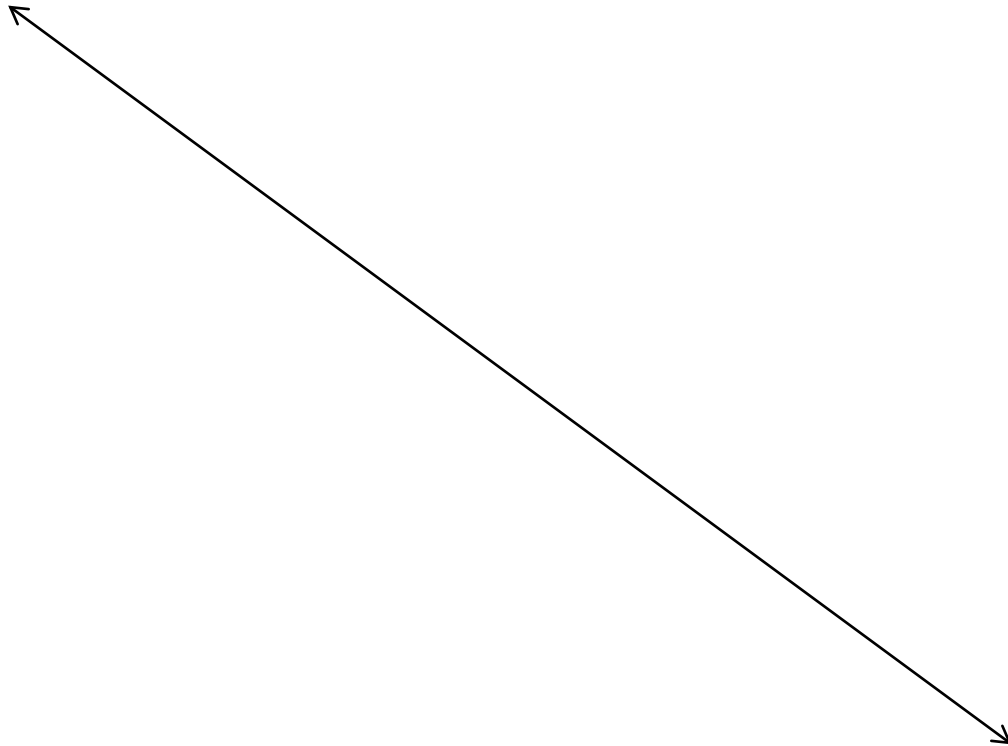
1. The AFIS and IAFIS shall be accessed by only authorized personnel assigned to the Latent Print Unit. All staff shall be assigned passwords by the State and are to keep their passwords confidential.
2. Technicians employed by the equipment vendor or the State Bureau of Investigation shall have access to the systems and equipment as needed for maintenance, repairs, and general system and software updates as needed.



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Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 9-2	Subject: Records & Logs
Approved: David C. Schultz	Matthew Mathis

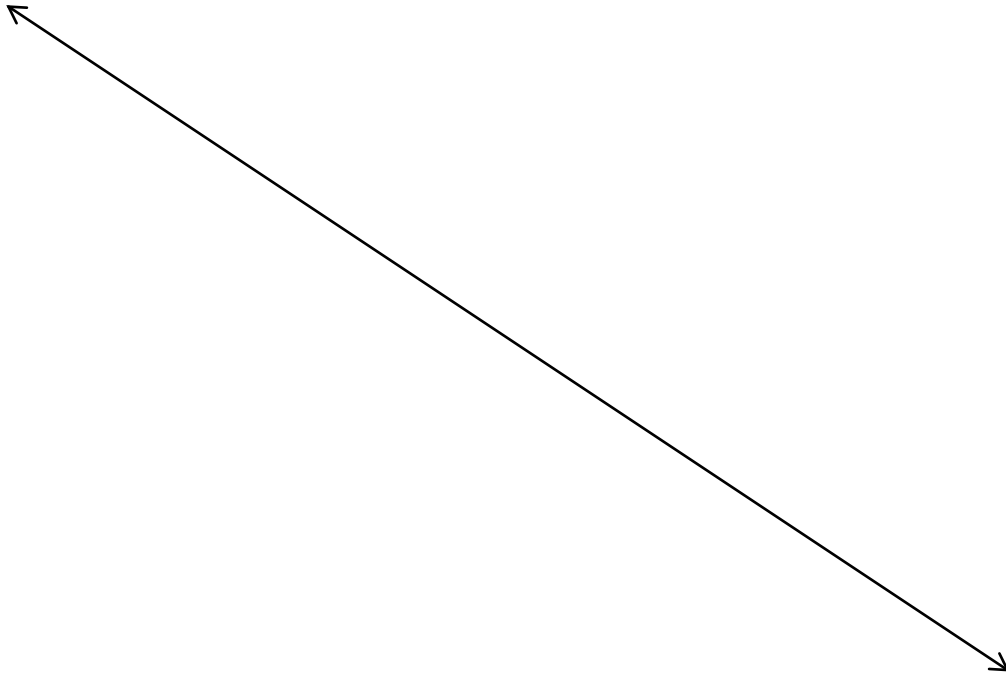
1. All submissions to the AFIS/IAFIS system shall be documented within the entry log. At a minimum, the documentation will include the date of entry, case number and operator.
2. It shall be the operator's responsibility to record their cases on a regular basis.
3. These logs shall remain in the AFIS lab and be immediately available for review or audit.
4. Logs shall be maintained for at least 2 years.
5. The SPEX system shall be utilized for archival digital storage of palm print cards prior to 2008 and utilized for reference documentation. A record of all submissions shall be maintained documenting the standards stored in the system.



Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 9-3	Subject: AFIS Area Maintenance
Approved: David C. Schultz	Matthew Mathis

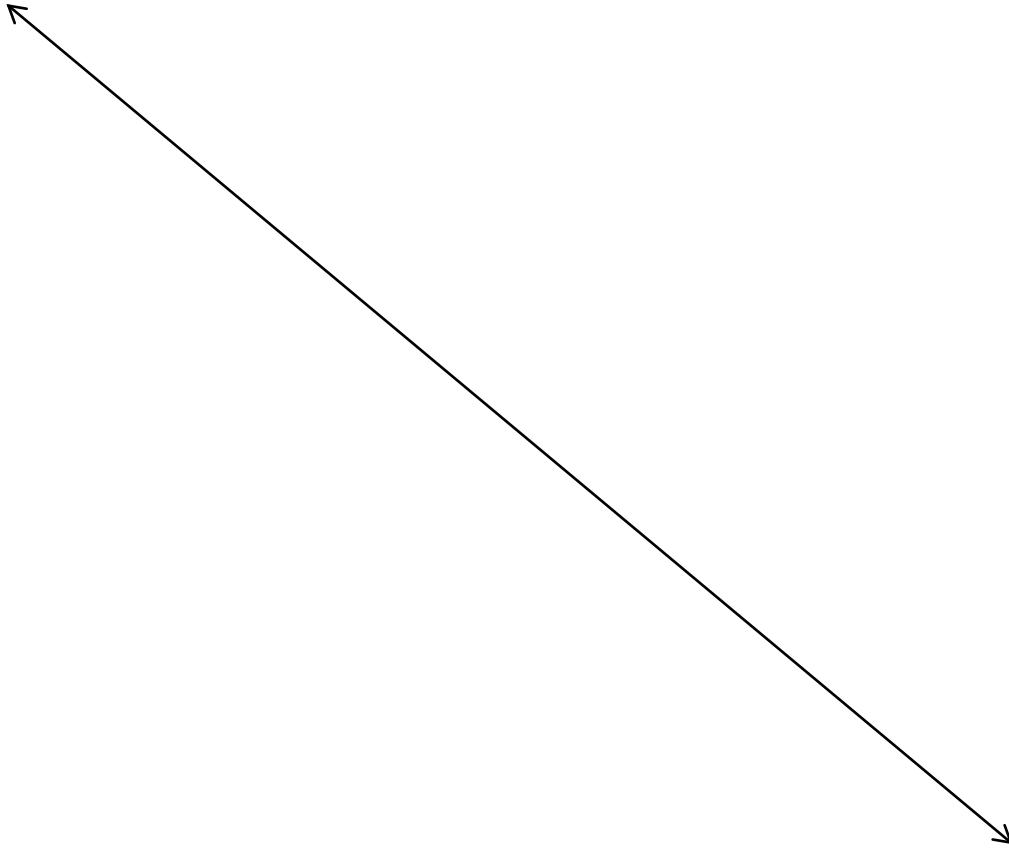
1. The AFIS lab shall be kept free from obstructions or other hazards that could potentially harm the systems, damage hardware or peripherals or otherwise damage equipment.
2. There shall be no eating or drinking at any of the AFIS/IAFIS/APIS workstations.
3. Repair or system maintenance shall be performed only by contract maintenance personnel excluding camera calibration and general consumables maintenance such as paper and toner.
4. At the end of every shift the AFIS lab door shall be closed and locked.
5. In the event of a system malfunction or failure the Section Administrator or **his designee** shall be immediately notified of the problem. In the event the Section Administrator or **designee** is unavailable the Senior Analyst on duty at the time shall contact the State Bureau of Investigation AFIS Section for guidance or the agencies Morpho-Printrak Representative.



Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 9-4	Subject: AFIS Electronic Ten Print Cards
Approved: David C. Schultz	Matthew Mathis

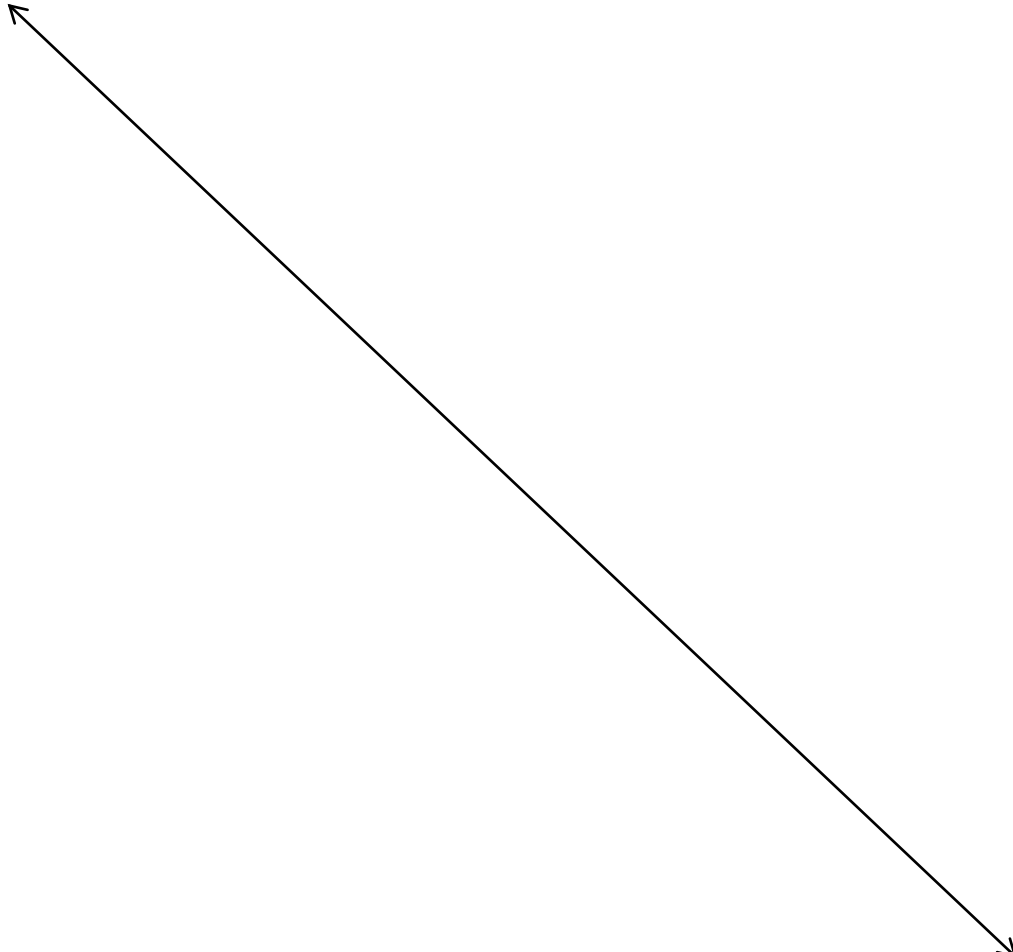
1. AFIS/IAFIS is a search tool that enhances our identification capability by electronically searching fingerprint records contained in remote off site servers. The systems do not identify fingerprints; they search for **potential candidates** based on the information contained within the search print and file print. Under no circumstances will any latent fingerprint be identified based solely on an AFIS candidate return without further direct analysis and application of ACE-V.
2. When a search image and file image potentially agree, the candidate card shall be printed from NC State AFIS or IAFIS for analysis and confirmation of the hit.
3. **The candidate list will not be released or retained.**



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Standard Operating Procedure Manual	
SOP # 9-5	Subject: System Calibration & Validity Check
Approved: David C. Schultz	Matthew Mathis

1. On a monthly basis the AFIS system shall be checked for calibration/validation including a cursory inspection of the peripherals. Any obvious maintenance issues shall be brought to the attention of the Section Administrator.
2. The camera shall be checked for calibration monthly utilizing the supplied manufacturer's scales and calibrated as needed.
3. The results shall be documented in the calibration log by the Analyst performing the check.



Charlotte-Mecklenburg Police Department

Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 9-6	Subject: Camera Calibration & System Operation
Approved: David C. Schultz	Matthew Mathis

1. For camera calibration and system operational procedures and instructions the Analyst shall refer to the manufacturers supplied guides listed under Section 2 and 3 of this policy, as required.
2. Proper procedures for camera calibration are contained in the Printrak Omnitrak AutoClass and Minutiae Encoding Training Guide Appendix "A" Camera Calibration.
3. Proper AFIS system operational procedures are contained in the Printrak Latent Station Users Guide Version 9.9.

