	<p 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: 2018/10/23</p>	<p>Ver: 4</p>
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Technical Procedure for Recording of All Analytical Data

1.0 Purpose – This procedure establishes the proper recording of all analytical data for latent impression cases.

2.0 Scope – This procedure applies to the information contained in the case master file of latent impression cases submitted to the latent evidence section for analysis.

3.0 Definitions

Master Case File – All-encompassing documentation stored in RMS, image/data drives and hard case file for case documents, images, charts and supportive data cross referenced by master case number.

I- Drive (Image Drive) - County server location that is secure to prevent modification of data once downloaded to that location.

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Computer with RMS
- ACE-V Notes Sheet
- Latent Processing Notes Sheet
- Latent Additional Notes Sheet
- FAR(Forensic Analysis Report)
- Scanner
- Camera's
- Photoshop
- UIS spex
- Imaquest
- Cpix Software
- SAFIS Latent Search Station
- Recording Media(CD/DVD-r)


4.2 Reagents - N/A

5.0 Procedure

5.1 Information required in the Master Case File.

5.1.1 Documentation of all examination activities.

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5.1.2 Activities include the development techniques applied, control or reagent checks used in development techniques, photography/digital imaging used, image processing history logs, any SAFIS searches conducted, known exemplar capture and/or retrieval, comparisons conducted and conclusions reached.

5.1.3 Examination documentation shall also document the existence and disposition of any captured latent prints which are not analyzed, compared or evaluated.

5.1.4 When an identification or exclusion is made, a legible copy of the latent print and the known exemplar used shall be retained in the hard case file. Images shall remain on the hard drive, downloaded media in master file, and on departmental server. If the image is of an analyzed item then it shall be retained in the master case file (image drives, server and hard case file).

5.2 When a comparison is conducted, known exemplars shall be retained by doing one of the following:

5.2.1 If the known exemplar is retrieved from the SAFIS Latent Station, then it is considered a certified copy. It shall be labelled as a copy and retained in the hard case file.

5.2.2 If the known exemplar was submitted as evidence, then it shall retain the unique evidence/test item number and a legible copy be held in the hard case file. Any exemplars that are retrieved from agency repository and used during examination must be copied and the exemplar returned to the agency repository. Digital or hard copies from other entities or databases shall be labelled as a copy and maintained in the master case file. The copy must be of comparison quality.


5.3 Latent print lifts, photographs/digital images, or legible copies of the latent prints:

5.3.1 All photographs, digital images and legible copies of all latent prints that are analyzed shall be retained in the master case file.

5.3.2 All original/ primary images shall be documented with case information, including a laboratory file number; test item number captured from, assigned new or sub-item number and photo name.

5.3.3 Secondary or processed images shall be documented fully in accordance with section 5.3.2, and additional naming to identify that it was enhancement.

5.3.4 All latent evidence Images generated or developed in lab process work, including latent prints of value used to support any conclusion, shall be saved in secured I: image drive designated for storage of this type of file. These images (charts etc.) shall be recorded on the I: image drive on the county server infrastructure- Sheriff, burned to CD/DVD and placed into master case file. The storage media used to hold this data shall be marked with unique case identifier, analyst initials and date recorded.

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5.3.5 All latent cards/lifts shall be legibly copied and maintained in hard case file upon completion of analysis and before returning to general evidence.

5.3.6 Legible copies of any annotations made on sub-item evidence, such as latent print lifts or photographs/digital images of latent prints, shall be retained as examination documentation in the master case file.

5.4 Database materials. Databases which generate lists that are reference materials include the following: State Automated Fingerprint Identification System (SAFIS); Integrated automated Fingerprint Identification System (IAFIS); For SAFIS and IAFIS: if a search results in identification, the physical fingerprint card shall be printed and maintained in the master case file.

5.5 SAFIS match reports shall be recorded/maintained in the master case file.

5.6 The master case file for latent evidence cases shall include a copy of all documentation of evidence receipt and chain of custody from RMS, forensic analysis report, technical/administrative review sheet, forensic services request form, SAFIS match reports ,case notes sheets, images, charts and supportive data cross referenced by master case number and any relevant case communication. The images shall remain on the hard drive, county server infrastructure and downloaded media (CD/DVD).

5.7 Technical and administrative reviews shall be conducted in accordance with the procedure for Technical and administrative review and shall be documented in the master case file. See Pitt County Sheriff forensic services procedure for Reviewing Laboratory Reports and latent evidence section technical procedure for Conducting Reviews.

5.8 Standards and Controls – N/A

5.9 Calibration – N/A

5.10 Sampling - N/A

5.11 Calculations – N/A

5.12 Uncertainty of Measurement – N/A


6.0 Limitations – N/A

7.0 Safety – N/A

8.0 References – N/A

9.0 Records – N/A

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10.0 Attachments – N/A



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REVISION HISTORY

CURRENT VERSION	EFFECTIVE DATE	SUMMARY OF CHANGES
1	2016/07/01	Original Version
2	2018/04/01	Added Master Case file, Added comprehensive required information on data and nomenclature to have saved, Added additional reference to software , hardware and recordable media, Changed Revision History Table , Issue Date to Effective Date, Rev# to Version Number.
3	2018/08/15	Remove Digital copy from 5.1.4
4	2018/10/23	Define what I Drive is. Clarify documentation requirement for exemplars and latent Evidence

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