
	<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: 2020/01/15</p>	<p>Ver: 3</p>
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Technical Procedure for the SAFIS/IAFIS

- 1.0 Purpose** - This procedure describes how to operate the State Automated Fingerprint Identification System/Advanced Fingerprint Identification Technology (SAFIS/IAFIS).
- 2.0 Scope** - This procedure applies to latent finger and palm prints that are to be searched through the SAFIS. The (SAFIS) is designed to search unidentified latent fingerprints and palm prints which may be left on items of evidence or recovered at crime scenes. The SAFIS is also designed to search unknown deceased fingerprints as well as known inked ten prints.
- 3.0 Definitions** – N/A
- 4.0 Equipment, Materials, and Reagents**
 - 4.1 Equipment and Materials**
 - SAFIS Computer Station
 - SAFIS Printers
 - 4.2 Reagents** – N/A
- 5.0 Procedure**
 - 5.1 Sign On/Sign Off SAFIS Computer Terminal**
 - 5.1.1** Sign on to the system using assigned user name and password.
 - 5.1.2** Sign into Idemia. Then sign into LATENT EXPERT located on the right side drop box..
 - 5.1.3** The main menu screen will appear. Click ADD A NEW CASE located at the top of this window. A case ID submission box will appear. At this point add the latent/case number information and click OK
 - 5.1.4** To sign off the system, simply click the X at the top right to exit the application.
 - 5.2 Latent fingerprint/palmprint SAFIS entries**
 - 5.2.1** Assign a case ID in the SUBMISSION ID BOX (case ID is the laboratory case number assigned) and click OK.
 - 5.2.2** Scan, photograph or select latent image file to be encoded.
 - 5.2.3** Capture the latent fingerprint/palmprint on the computer monitor.

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5.2.4 Assign the appropriate descriptors (fingerprint/palmprint, pattern type, finger/palm, location).

5.2.5 To plot minutiae using auto plotting and manual plotting techniques. Click ADD LATENT then extract the latent after positioning in correct orientation. Next double click box which contains the latent. This will advance you to the encoding screen for plotting.

5.2.6 Assign search parameters and descriptors, if necessary.

5.2.7 Click SUBMIT, to launch a single search into SAFIS.

5.3 Verification of SAFIS searches

5.3.1 Select appropriate search from the HOMEPAGE, tab.

5.3.2 Manually verify the respondents from the packet.

- If results are negative, disposition the case as a non-Ident.
- If results are positive, disposition the case as an Ident.

5.4 Ten Print Card Retrieval

5.4.1 Go to FIND, FIND TEN PRINT screen on the SAFIS.

5.4.2 Type in the search information (SID, incident number, or name) and click on search.

5.4.3 Select the correct candidate.

5.4.4 Select PRINT TEN PRINT. Choose SBI PALM as type of card and PITT Co. as location to print.


5.5 Printing SAFIS Match Reports

5.5.1 To display the Match Report on the SAFIS Verification Screen simply click the match report icon on the top of the window located next to respondent.

5.5.2 Click on PRINT button.

5.5.3 Choose "PRINT TO PDF" or select a designated SAFIS printer from the printer drop-down box.

5.6 IAFIS Procedure

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5.6.1 In cases that require submission to the Federal Bureau of Investigation for search in their national database examiners shall follow directions on the SAFIS terminal for submittal under ULW procedure.

5.7 Standards and Controls – N/A

5.8 Calibration – SAFIS is maintained by the SBI Criminal Information and Identification Section (CIIS).

5.9 Sampling – N/A

5.10 Calculations – N/A

5.11 Uncertainty of Measurement – N/A

6.0 Limitations – The State Automated Fingerprint Identification System (SAFIS) has the capability to search latent fingerprints and palmprints from arresting agencies throughout North Carolina. This database is maintained, and updated as necessary, by the Criminal Information and Identification Section (CIIS).

6.1 The system is designed in a Microsoft Windows format and is efficient with respect to entries and verification packets. For further instructions, please refer to the operations manuals.

6.2 SAFIS hits or identifications shall be recorded with the SAFIS printer to be included in the case file. (Refer to the section Image Processing procedure and the recording of all analytical data)

7.0 Safety – N/A

8.0 References

Brown, J.P. "A Latent Print Examiner's Guide to IAFIS." *Journal of Forensic Identification*. Vol. 57, 4: 539–549 (2007).

Cooper, G.K. "Automated Fingerprint Storage, Retrieval and Sharing in California." *International Forensic Symposium on Latent Prints*. (July 1987): 77-81.

King, B.W. "Automated Fingerprint Identification System Operation in Canada." *International Symposium on the Forensic Aspects of Latent Prints*. (May 1993): 69-76.

Stock, R.M. "An Historical Overview of Automated Fingerprint Identification Systems." *International Forensic Symposium on Latent Prints*. (July 1987): 51-60.

Williams, N. "Canada Moves toward a Nationwide Automated Fingerprint I.D. System." *Advanced Imaging*. (April 1989): 54-59; 75.

Idemia quick reference tutorial located on SAFIS desktop.

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9.0 Records – N/A

10.0 Attachments – N/A

REVISION HISTORY		
CURRENT VERSION	EFFECTIVE DATE	SUMMARY OF CHANGES
1	2016/07/01	Original Version
2	2018/04/01	Clerical corrections, Remove instructions on ULW and reference tutorial on the SAFIS terminal. Change Revision History table, change issue date to effective date, Rev# to Ver#
3	2020/01/15	Updated the procedure to reflect software update.

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