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	<i>Document Manager: Tracee McIntosh</i>	<i>Approved By: Ryan Larrison</i>

7.0 Examination Documentation

7.1 Examination activities

Another competent examiner should be able to determine from the examiner's notations each examination activity conducted, the sequence of those activities and the results of the activities. The activities can include the development techniques applied, comparisons conducted and conclusions reached.

7.2 Examination Documentation

It is not required that the examination documentation provide a detailed description of the thought process involved in the analysis, comparison or evaluation. However, examination documentation must include which prints were analyzed, compared, evaluated and conclusions reached.

Examination documentation must acknowledge the existence and disposition of any captured latent prints which are not analyzed, compared or evaluated.

When an identification is made, the original image(s) or reproductions suitable for comparison to the known exemplar shall be retained as part of the case record.

7.3 Annotations on original evidence or on photographs/digital images that correlate to written or electronic notes

When annotations are made on latent print lifts and/or negatives/photographs/digital images of latent prints, the lifts and/or negatives/photographs/digital images with the annotations or a copy thereof must be retained as examination documentation (see section 2.4.1.3).

Duplicate latent prints, either duplicate lifts or duplicated in photographs, need only be annotated one time with the duplicate copies being clearly labeled as duplicates on the latent lift, photograph, negative or digital image. If the duplicate digital photograph is submitted on a CD-R or other storage media, the duplicate notation shall be made in the worksheet and may also be made on printed copies and/or electronic copies of the original image. The latent print of the highest quality and quantity shall be the latent print annotated with the others labeled as duplicates.

Annotations shall include, but are not limited to, designations of latent prints of no value, designations of latent prints of comparison value, anatomical orientation if known, and designations of those latent prints entered into AFIS and NGI.

7.3.1

Each latent print of value for comparison within a latent lift, photograph, negative or digital image shall be marked separately.

Latent prints of value submitted as digital photographs on a CD-R or other storage media shall be entered into the ADAMS system and correctly annotated. All copies of latent prints, including duplicates, shall be available and reviewed during Technical Review.

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7.3.1.1

Latent impressions determined to be of comparison value shall be indicated as described below. The orientation annotation indicates both comparison value and orientation. Latent prints annotated as comparison value also indicate the presence of both level I and level II detail.

7.3.2

Anatomical orientation (distal direction) shall be indicated if known. Orientation annotations will include a single parens arching toward the distal phalange. The addition of an arrow to mark the orientation is optional. A bracket is used to mark a latent palm impression. The bracket will open towards the distal palmar area. Second and third finger joints will be annotated with straight parallel lines connected to the finger or palm annotation. If the latent print is the lower finger joints only, an arrow will be added to the straight parallel lines to indicate the orientation. If the orientation cannot be determined, the friction ridge impression will be circled and shall be labeled with "FP" if it's a fingerprint, "PP" if it's a palm print, or a question mark "?" if the type of impression is unknown.

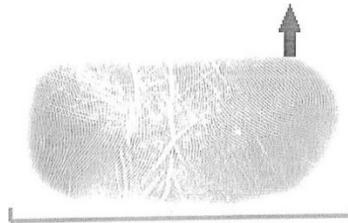
7.3.2.1 Annotating Latent Images

Images from SWGFAST Standard for Simultaneous Examination

7.3.2.1.1 Annotating Latent Images indicating "comparison value" and Orientation



The parens or series of parens used to designate comparison value will arch toward the distal phalange. This may also be marked with an arrow.



Palm Impressions that are designated comparison value shall be marked with a bracket opening toward the distal palmar Area. An arrow may be used.

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Friction ridge impressions that are designated comparison value with unknown orientation are encircled to include a question mark regarding anatomical orientation.



A fingertip of comparison value marked toward the distal phalange.

7.3.2.1.2 Annotating Simultaneous Latent Print images

These annotations include the parens and bracket markings to denote "comparison value" and orientation.



The parens indicating comparison value and orientation are connected to also indicate that the latent prints are simultaneous.

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The parens indicates simultaneity and orientation and "comparison value" with an added note that one finger, while simultaneous, is not considered suitable for identification, even in aggregate. Though it may offer orientation and information relevant to the determination of which finger the other latent prints are, and so is included.



Simultaneous multiple or second joints include the parens on the top indicating comparison value and orientation and are connected to indicate simultaneous laydown to include a straight line enclosing the length and joint that are all analyzed as the single touch.

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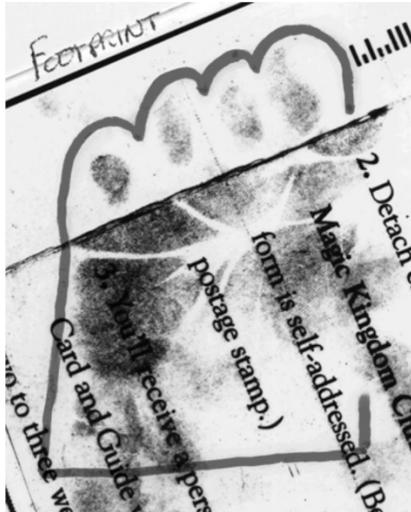


A full handprint will be indicated by both the parens over the fingers and the bracket under the palm which will be connected with the straight lines to include the joints. The annotation will entirely enclose the impression.



Partial palm impressions with joints incorporate the bracket to indicate the palm and connect it to the straight lines and parens to include the finger and joints.

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Footprints and partial footprints will be annotated using the same models as fingers and palms to indicate the distal orientation, toes, and sole of the foot.

7.3.3

Each latent print of no value for comparison within a latent lift, photograph, negative or digital image shall be marked separately. Designations of latent prints of no comparison value shall be indicated by an "X". Areas of multiple overlapping latent prints of no comparison value may be enclosed in a square or rectangle and marked with a single "x".

If there are no latent prints observed (i.e. no friction ridges) within a latent lift, photograph, negative or digital image, a single "X" shall be placed on the latent lift, photograph, negative or digital image.

7.3.4

Designations of latent prints entered into AFIS shall be indicated by "A1","A2"... and will correspond with the sequential numbering of the AFIS Key Numbers. Designations of latent prints entered into both AFIS and NGI shall be indicated by "AN1","AN2"... and will correspond with the sequential numbering of the AFIS Key Numbers.

7.3.4.1

An image of the latent print searched in AFIS/NGI and the required printed data from AFIS will be maintained in the case record object repository in Forensic Advantage.

7.3.5

Digital processing data from ADAMS and hand-written notes shall be stored and maintained in the case record object repository in Forensic Advantage. All other original examination documentation (i.e. annotations on lifts and photographs, known impressions) shall be maintained in the case record.

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7.4 Required Information for Identified and Excluded Latent Prints

7.4.1

The following information shall be included on the physical medium (lift, printed photograph,...) upon which the identified latent print has been recorded or documented;

- Laboratory case number
- Name of person identified
- Digit name(s) and/or digit #(s) of person identified
- Initials of the examiner making the identification
- Initials of the examiner verifying the identification

7.4.1.2

The following information shall be included on the FS-95 form for identification of a latent print in instances where the latent print is an electronic digital image with no physical hard copy.

- Laboratory case number
- Name of person identified
- Unique identifier of the latent print
- Digit name(s) and/or digit #(s) of person identified
- Initials of the examiner making the identification
- Initials of the examiner verifying the identification

7.4.2

The following information shall be included on the FS-95 form upon which the excluded latent print has been documented;

- Laboratory case number
- Name of person excluded
- Unique identifier of the latent print
- Initials of the examiner making the exclusion
- Initials of the examiner verifying the exclusion
- The specific latent print unique identifier and which specific individual is being excluded.

7.4.2.1

The FS-95 shall be maintained in the case record object repository in Forensic Advantage.

7.4.3

The following information shall be included on or in the known impressions used in the comparison of an identified or excluded latent print;

- Laboratory case number
- Initials of the examiner making the identification and/or exclusion
- Date the identification was made
- Initials and date of the second examiner verifying the identification and/or exclusion