



TABLE OF CONTENTS

Table of Contents 1

Revision History..... 2

01 Quality Assurance 3

 AF-01-01 Overview 3

 AF-01-02 Standard Abbreviations and Definitions..... 5

 AF-01-03 Report Writing Guidelines 11

 AF-01-04 Report Appendix 16

 AF-01-05 AFIS Exam Counting 18

 AF-01-06 AFIS Comparison Worksheet Instructions..... 20

 AF-01-07 Equipment..... 22

 AF-01-08 Case Review..... 25

02 Examination 28

 AF-02-01 AFIS Examination 28

 AF-02-02 AFIS/Friction Ridge Case Workflow 39

 AF-02-03 Evidence/Case Documentation 43

03 Comparison..... 45

 AF-03-01 CODIS Examination..... 45

04 Forms 48

 Directory of Forms 48

 AFIS Layout Sheet..... 48

 AFIS Activity Report..... 48

 AFIS/Friction Ridge Case Worksheet 48

 AFIS Comparison Worksheet..... 48



REVISION HISTORY

Effective Date	Brief Description of Change(s)
6/10/2020	Original Issue Previous revision history for individual chapters included in archived documents
7/06/2020	Administrative revision: AF-02-01



01 QUALITY ASSURANCE

AF-01-01 OVERVIEW

1 Objective

The Texas Department of Public Safety Crime Laboratory System's protocol for AFIS examinations typically focuses on the identification of latent prints that have been developed or prints that have been observed on submitted items of evidence. These prints may be submitted from the customer or forwarded from a DPS Friction Ridge Section.

2 Related Documents

CLS Manual:

- Case Acceptance and Analysis Policies
- AFIS
- Monitoring the Validity of Results

3 Scope of Services

3.1 AFIS Examination

An AFIS request is typically made for the searching of a print in the available biometric databases. This process includes:

- A. Analysis of prints to determine their suitability for an AFIS search.
- B. Entry of prints with sufficient clarity and a sufficient number of ridge characteristics in the proper location on the print into AFIS.
- C. Comparison of candidate prints returned by AFIS to the search print in an attempt to make an identification.
- D. Storage of prints, if they are not identified, in the available biometric databases to be searched against incoming exemplars generated by new arrests or applications.
- E. Production of a report regarding the results of the examination.

3.2 Friction Ridge Comparison

Comparison examination includes side-by-side comparisons of latent, patent, or plastic prints to exemplars, exemplars to exemplars, and latent, patent, or plastic prints to latent, patent, or plastic prints.

3.3 CODIS Examination

CODIS examination includes the comparison of inked prints on CODIS DNA sample packaging to exemplars on file with DPS.

4 Examiner Approval

Demonstration of competency in the use of AFIS procedures is required prior to approval to perform work. The following areas require Laboratory Director approval for an examiner to be able to perform casework:

- A. Friction Ridge Comparison
- B. AFIS Examination
- C. CODIS Examination



5 Examiner Assessment

- A. Forensic scientists conducting friction ridge comparisons and AFIS examinations will complete at least one proficiency test for friction ridge comparison annually.
- B. Examiners conducting only CODIS examinations will complete at least one proficiency, interlaboratory comparison test, or intralaboratory comparison test (e.g. re-examination) annually.



AF-01-02 STANDARD ABBREVIATIONS AND DEFINITIONS

1 Scope

Abbreviations listed in the *Standard Abbreviations List* chapter of the Friction Ridge Manual are also approved for use in AFIS documentation.

2 Abbreviations

A – Arch: A plain arch is a pattern type in which the friction ridges enter on one side of the impression and flow, or tend to flow, out the other side with a rise or wave in the center. A tented arch is a pattern type that possesses an angle, an upthrust, or two of the three basic characteristics of the loop. Also a pattern type selected in AFIS.

ABIS – Automated Biometric Identification System: The Department of Defense database used to process and store biometrics modalities (i.e. fingerprints, palm prints, iris scans, and facial recognition data) from collection assets across the globe.

Abort: The status of a job or transaction terminated by the system.

ACE-V – Analysis, Comparison, Evaluation, and Verification: A method used to compare friction ridge impressions.

AFIS – Automated Fingerprint Identification System: A computer-based system for matching, storing, and retrieving fingerprint and palm print images. May be used to refer specifically to the State of Texas AFIS database, maintained by DPS.

AFIS examination documentation: Includes AFIS Activity Report, AFIS work, and composites/lifts. **AFIS work:** Includes AFIS Layout Sheets, a screen shot of latent print entered, a screen shot of description page, candidate lists, FBI description page. If there is a hit, may also include a screen shot of side by side comparison of latent print entered and candidate print, a screen shot of the FBI file print image, and the L/LI candidate list.

Archive: A repository for fingerprint and palm print records.

AS – Anatomical source: The source of a print, either a fingerprint or a palm print.

Auto No Hit: A decision automatically assigned by the system when a candidate's matching score does not meet the designated threshold.

Biometric: Unique physical characteristics, such as fingerprints, that can be used for automated recognition.

CCH – Computerized Criminal History: The statewide repository of criminal history data reported to DPS by local criminal justice agencies in Texas. It is one component of the Texas CJIS.

CEF – Certified Encryption File: File created when an .lff file is encrypted using the DPS Cryptography software.

CJIS – Criminal Justice Information System: A system that provides state, local, and federal law enforcement and criminal justice agencies with access to information such as fingerprint records, criminal histories, and sex offender registrations.

CODIS – Combined DNA Index System

CT – Comparison Tool: A part of the ULW software suite which enables an examiner to compare a search print to candidate prints generated by the NGI database.

DB – Database: A storage system for fingerprint and palm print records.



DOB – Date of Birth

DoD – Department of Defense: This may refer to the Department of Defense or its ABIS database, known as Automated Biometric Identification System.

DHS – Department of Homeland Security: This may refer to the Department of Homeland Security or its ABIS database, known as Automated Biometric Identification System (IDENT).

DPS – Texas Department of Public Safety: This may be used to refer to the Texas Department of Public Safety or the State of Texas AFIS database.

EFTS – Electronic Fingerprint Transmission Specification: A specification that defines the interface between NGI and other agencies' systems. EFTS contains operational concepts, descriptors, field edit specifications, image quality specifications, and other information related to NGI services.

EID – Encounter ID number: A unique number used to identify individual events in which a person was fingerprinted in the Department of Homeland Security IDENT database. One FIN may contain multiple EIDs.

ERRL – Latent Transaction Error: A transaction returned by the FBI/CJIS in response to a transaction that contained errors, missing or inadequate quality fingerprints, missing mandatory information, or invalid contents.

Exec – Execute: A status indicating the job or transaction is being processed.

FBI – Federal Bureau of Investigation: This may refer to the Federal Bureau of Investigation or its AFIS database, also known as Next Generation Identification (NGI).

FBI UCN: A unique number used to identify records in the FBI criminal or civil repositories.

FIN – Fingerprint Identification Number: A unique number used to identify records in the Department of Homeland Security IDENT database. One FIN may contain multiple EIDs.

FNU – FBI Number: A unique number used to identify records in the FBI criminal, civil, ULF and other repositories.

FP – Fingerprint: An impression of the friction ridges of all or any part of the finger.

FPC – Fingerprint Card: A card which typically contains ten rolled fingerprint impressions and ten plain fingerprint impressions recorded in a controlled environment.

FTP – File Transfer Protocol, a standard Internet protocol that is used primarily for exchanging files between one computer and another.

Hit – A decision that indicates a candidate file print matches the search print.

IAFIS – Integrated Automated Fingerprint Identification System: A national fingerprint and criminal history system that previously provided automated fingerprint search capabilities, latent search capability, electronic image storage, and electronic exchange of fingerprints and responses. It has been replaced by Next Generation Identification (NGI).

IBW – Integrated Biometric Workstation: An application used to scan and edit fingerprint and palm print images, enter demographic information, perform latent and tenprint searches, and verify search results.

ID – Identified or Identification



IDENT – Automated Biometric Identification System: The central DHS-wide system for storage and processing of biometric and associated biographic information for national security, law enforcement, immigration, border management, intelligence, background investigations for national security positions and certain positions of public trust, and associated testing, training, management reporting, planning and analysis, or other administrative uses.

IRQ – Biometric Image/Feature Retrieval Request: A transaction that enables users to retrieve images from the FBI/CJIS databases so a comparison can be made by the requester.

IRR – Image Request Response: A transaction returned by FBI/CJIS to provide requested images on file at the FBI/CJIS to the requester. The response includes the subject record identifier number and the requested image set in the format in which they were enrolled.

ISR – Image Summary Response: A transaction returned by the FBI/CJIS to summarize the results of the IRQ request processing. This transaction contains the listing of each subject identifier number whose imagery was successfully returned in the FBI Number/UCN field.

Kill: A function that terminates an active job, or the status of a manually terminated job.

L – Left Slant Loop: A pattern type in which one or more friction ridges enter upon the left side of the print, recurve, touch or pass an imaginary line between delta and core and flow out, or tend to flow out, on the same side the friction ridges entered. Also a pattern type selected in AFIS.

L1D – Level 1 Detail: Friction ridge flow, pattern type, and general morphological information.

L2D – Level 2 Detail: Individual friction ridge paths and associated events, including minutiae.

L3D – Level 3 Detail: Friction ridge dimensional attributes such as width, edge shapes, and pores.

LCMG – Latent Candidate Merge: A function that merges candidates from different latent searches into one comprehensive list, placing a common candidate on top of the merged list regardless of score.

LE – Latent Editor: A part of the ULW software suite which enables an examiner to create a file which can be submitted to the FBI in order to search a print against the prints in the NGI database.

LFFS – Latent Friction Ridge Features Search: A search transaction in which the latent friction ridge features are extracted by the originator and transmitted with the search criteria.

LFIS – Latent Friction Ridge Image Search: A search transaction in which the latent friction ridge features are automatically extracted from the images with no human intervention.

LI – Latent Inquiry: A function that searches a fingerprint against the exemplar fingerprints in the database.

LI-P – Latent Inquiry – Palm: A function that searches a palm print against the exemplar palm prints in the database.

L/LI – Latent-to-Latent Inquiry: A function that searches a fingerprint against the Unsolved Latent Database.

LOC – Limitation of Candidates: The maximum number of candidates included on the candidate list.

LP – Left Palm: A pattern type selected in NEC.

LR – Latent Registration: A function that registers a fingerprint to the Unsolved Latent Database.



LR-P – Latent Registration – Palm: A function that registers a palm print to the Unsolved Latent Database.

LWP – Left Writer’s Palm: A pattern type selected in NEC.

MBIS – Multimodal Biometric Identification System: A computer based system for reading, cataloging, and matching multi-biometric (e.g. fingerprint, palm print, and facial) images.

NEC: The vendor for the State of Texas AFIS.

Negative Results: A decision reached when comparisons of a search print to file prints on a candidate list generated by AFIS do not result in an identification. It indicates that the comparisons performed for a candidate list all resulted in some combination of exclusion and/or inconclusive decisions. See **No Hit**.

NGI – Next Generation Identification: An FBI system offering biometric identification services and providing a flexible framework of core capabilities that serve as a platform for multimodal functionality. It includes, among other things, Advanced Fingerprint Identification Technology, an enhanced biometric repository, and a national palm print system.

NIST – National Institute of Standards and Technologies: The federal agency that establishes the standards for electronically encoding and transmitting fingerprint and palm print image, identification, and arrest data.

NIST Type 1: Transaction information contained in a NIST record.

NIST Type 2: Demographic and arrest data contained in a NIST record.

NIST Type 4: Fingerprint image data contained in a NIST record.

NIST Type 7: Miscellaneous image data contained in a NIST record.

NIST Type 9: Minutia data contained in a NIST record

NIST Type 14: Fingerprint image data including plain impressions contained in a NIST record.

NIST Type 15: Palm print and writer’s palm print image data contained in a NIST record.

NOCI – Number of Candidate Images: The number of candidate images requested for comparison.

No Hit: A decision reached when comparisons of a search print to file prints on a candidate list generated by AFIS do not result in an identification. It indicates that the comparisons performed for a candidate list all resulted in some combination of exclusion and/or inconclusive decisions. See **Negative Results**.

No-P: A decision automatically assigned by the system when a candidate’s matching score does not meet the designated threshold.

NS – Not suitable: The determination that there is not sufficiency in an impression to be of value for further analysis or comparison.

NS/AF – Not suitable for AFIS: An annotation made on lift cards or composites submitted to the AFIS Section by the Friction Ridge Section when an AFIS Forensic Scientist determines that a print does not meet the criteria for an AFIS search.

ORI – Originating Agency Identifier: The alphanumeric identifier of the administration or organization originating a transaction.

Orient – Orientation: A field in the ULW’s Latent Editor that allows an operator to designate the orientation of a latent print.



PP – Palm print: An impression of the friction ridges of all or any part of the palmar surface of the hand.

PT – Pattern Type: Fundamental pattern of the ridge flow: arch, loop, whorl. Arches are subdivided into plain and tented arches; loops are subdivided into radial and ulnar loops; whorls are subdivided into plain whorls, double loops, pocket loops, and accidental whorls.

Print: May refer to an exemplar (known) print, a latent print, a patent print, or a plastic print produced by any area of friction ridge skin.

Purge: A function used to permanently delete jobs or transactions from the queue.

R – Right Slant Loop: A pattern type in which one or more friction ridges enter upon the right side of the print, recurve, touch or pass an imaginary line between delta and core and flow out, or tend to flow out, on the same side the friction ridges entered. Also a pattern type selected in AFIS.

RDB-T – Rolled Database – Tenprint: Rolled fingerprint database containing two or more fingers and a maximum of 63 minutiae per print, used for tenprint inquiries.

RP – Right Palm: A pattern type selected in NEC.

RWP – Right Writer’s Palm: A pattern type selected in NEC.

S – Scar: Pattern type selected in NEC when it is possible that a latent print could be three or more pattern types. May also mean “suitable”, the determination that there is sufficiency in an impression to be of value for further analysis or comparison.

SID – State Identification Number: A unique number used to identify records in the Computerized Criminal History system.

SRL – Search Results – Latent: The response to a Latent Friction Ridge Investigation Submission which includes up to three ranked Candidate Investigative Lists - one for each friction ridge type (fingerprints, lower palm, upper palm) searched - and the friction ridge images of the highest scoring candidates who potentially match the submitted latent prints, up to the number specified in the Number of Images Requested field.

Suitability Review: A review of a forensic scientist’s analysis of a print to determine if it is suitable for identification or meets the criteria for an AFIS search. **TCN – Transaction Control Number:** A unique number assigned to each job or transaction. May also refer to a unique number used to identify records in the Department of Defense ABIS database.

T/LI – Tenprint-to-Latent Inquiry: A function that searches a tenprint card against the Unsolved Latent Database.

T/LI-P – Tenprint-to-Latent Inquiry – Palm: A function that searches a palm print card against the Unsolved Latent Database.

Tolerance: The degree of positional variance of a print in an AFIS search.

UC – Unable to Class: Pattern type selected in ULW when it is possible that a latent print could be three or more pattern types.

UCN – Universal Control Number: A unique number used to identify records in the FBI’s criminal, civil, ULF and other repositories.

ULD – Unsolved Latent Record Delete Request: A transaction used to request that unsolved latent file records be removed from the FBI/CJIS ULF.

ULDB – Unsolved Latent Database: An NEC database containing unsolved registered latent prints.



ULDR – Unsolved Latent Record Delete Response: A transaction used to indicate that a record has been deleted from the NGI ULF in response to a ULD message.

ULF – Unsolved Latent File: An FBI database containing unsolved registered latent prints.

ULF # – Unsolved Latent File Number: A unique number used to identify unsolved registered latent prints in the FBI's Unsolved Latent File. Also known as the AFIS Segment Control Number.

ULM – Unsolved Latent Match Notification: A notification sent to the owner of an unsolved latent record when newly submitted criminal, civil, or latent friction ridge searches match the unsolved latent case image.

ULW – Universal Latent Workstation: An interoperable and interactive software for latent print examiners. The software allows the exchange and search of latent friction ridge images involving various Automated Fingerprint Identification Systems and the FBI's Next Generation Identification (NGI) system with a single encoding.

UNK – Unknown: A selection available in the Orientation field of the ULW's Latent Editor used when the orientation of a latent print is unknown.

VC – Verification Criteria: The quantity of level two friction ridge characteristics in agreement between two prints.

W – Whorl: A fingerprint pattern type in which at least two deltas are present with a recurve in front of each. Also a pattern type selected in AFIS.

Wait: A status indicating a job or transaction requires editing or verification.



AF-01-03 REPORT WRITING GUIDELINES

1 Scope

These are report writing guidelines for AFIS reports, including sample statements. A wide variety of circumstances may occur requiring variations in report writing language, including grammatical accuracy; however, these guidelines should be followed as closely as possible.

2 Related Documents

FR Manual: Report Writing Guidelines

FR Manual: Report Appendix

CLS Manual: Laboratory Reports, Letters, and Certificates

3 Practice

3.1 Requested Analyses

A. Cases originating in other labs

“The DPS [**location**] Crime Laboratory has transferred the prints in this case to the AFIS Section.”

B. Cases that have been previously reported on

“This is a Supplemental AFIS Laboratory Report to the [**type of report**] issued [**date**].”

1. In the event that a case has been reported on more than once by the AFIS Section, all previous reports will be referenced in the same manner.

C. Cases in which exemplars have been submitted with the evidence

“Compare any suitable [**latent**] prints to the submitted exemplars bearing the name [**subject name**]. If there is no match, perform an AFIS search.”

D. Cases involving comparison of Texas DL or ID thumbprints

“Compare the exemplars from DPS files for [**TX DL xxxxxxxx (image date xx-xx-xxxx), TX ID xxxxxxxx (image date xx-xx-xxxx)**] bearing the name [**subject name**] to the [**submitted**] exemplars from [**DPS, FBI**] files for [**TX DL xxxxxxxx (image date xx-xx-xxxx), TX ID xxxxxxxx (image date xx-xx-xxxx), SID, FBI UCN, DHS EID and FIN, DoD TCN**] xxxxxxxx bearing the name [**subject name**].”

1. If an AFIS search is requested, add “then perform an AFIS search.”
2. The image date for a DL or ID number may not be listed on the Laboratory Submission Form (LAB-201). If it is not, omit any reference to it.

3.2 Conclusions

A. After an individual’s SID (or other unique identifying number) and full name have been used once in a report, it is acceptable to use only that individual’s last name when mentioning him/her subsequently, provided that the last name is unique to the case.

B. If the last name is not unique to the case, the persons’ first and last names must be used at a minimum. If the persons’ first and last names are the same and the middle name also does not differentiate between the two, the SID, FBI UCN, DHS EID and FIN, or DoD TCN must be used.



1. If an identification is made as the result of an FBI search and the person who was identified has prints on file with the State of Texas, the SID number will be reported unless the prints on file are of too poor a quality to be used to make the identification, with two exceptions:
 - a) *If the requesting agency is a federal agency, the FBI UCN, DHS EID and FIN, or DoD TCN should be reported whenever possible.*
 - b) *The FBI UCN should be reported in all DL Fraud/Identity Theft cases.*
- C. Cases with no identifications
1. Database searches

“A/An **[database]** search has been performed with negative results. The **[print(s), thumbprint(s), latent print(s)]** has been stored in the **[Unsolved Latent Database, FBI Unsolved Latent File, DHS IDENT Unsolved Latent File, and DoD Unsolved Latent File].**”
 2. Cases involving comparison of Texas DL or ID thumbprints

“The **[right, left]** thumbprint on the exemplars from DPS files for **[TX DL xxxxxxxx (image date xx-xx-xxxx), TX ID xxxxxxxx (image date xx-xx-xxxx)]** bearing the name **[subject name]** is not the same as the **[print designation]** on the **[submitted]** exemplars from **[DPS, FBI]** files for **[TX DL xxxxxxxx (image date xx-xx-xxxx), TX ID xxxxxxxx (image date xx-xx-xxxx), SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx** bearing the name **[subject name].**”
- D. Cases with identifications
- If the evidence is labeled with numbers, identifications should be reported in numerical order if possible, regardless of which piece of evidence contained the print that actually hit in AFIS. If the evidence is not labeled, identifications should be reported in the order of their LIMS item number.
1. Cases in which exemplars have been submitted with the evidence

“**[Quantity] [latent]** print(s) on **[type of evidence]** marked **[location]** and further marked **[LIMS number]** has been identified as the **[print designation]** on the submitted exemplars bearing the name **[name].**”

 - a) *If all suitable prints are identified, “There are no remaining suitable **[latent]** prints” will be added as a new paragraph after the above listed paragraph.*
 - b) *If the evidence is not marked with a location, the source listed on the submission form may be used in the report.*
 2. Database searches (all prints identified)

“As the result of a/an **[database]** search, **[number of prints] [print(s), thumbprint(s), latent print(s)]** on **[type of evidence]** marked **[location]** and further marked **[LIMS number]** has been identified as the **[print designation]** on the exemplars from **[database]** files for **[SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx** bearing the name **[subject name].**”

 - a) *If all remaining suitable prints are identified, “There are no remaining suitable **[latent]** prints” will be added as a new paragraph after the above listed paragraph.*



- b) *If the evidence is not marked with a location, the source listed on the submission form may be used in the report.*
- 3. Database searches (one or more prints unidentified)
 - a) *The initial identification statement will be the same as in the previous section.*
 - b) *If the evidence is not marked with a location, the source listed on the submission form may be used in the report.*
- E. Exclusions:

“[Quantity] [print(s), latent print(s)] on [type of evidence] marked [location] and further marked [LIMS number] [was, were] compared to the exemplars from [database] files for [SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx bearing the name [subject name]. [Subject name] was excluded as the source of the [print(s), latent print(s)].”
- F. Inconclusive due to insufficient exemplars:

“A comparison of [quantity] [print(s), latent print(s)] on [type of evidence] marked [location] and further marked [LIMS number] to the exemplars from [database] files for [SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx bearing the name [subject name] is inconclusive due to insufficient exemplars.”
- G. Inconclusive due to the quality of the unknown print:

“A comparison of [quantity] [print(s), latent print(s)] on [type of evidence] marked [location] and further marked [LIMS number] to the exemplars from [database] files for [SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx bearing the name [subject name] is inconclusive due to insufficient detail in the [print(s), latent print(s)]”
- H. Not compared due to a lack of exemplars:

“[Quantity] [print(s), latent print(s)] on [type of evidence] marked [location] and further marked [LIMS number] was not compared due to a lack of [fingerprint, palm print] exemplars in [database] files for [SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx bearing the name [subject name].”
- I. Remaining unidentified prints searched but not hit in AFIS:

“A/An [database] search has been performed on the remaining unidentified [print(s), latent print(s)] with negative results. The [print(s), latent print(s)] has been stored in the [Unsolved Latent Database, FBI Unsolved Latent File, DHS IDENT Unsolved Latent File, DoD Unsolved Latent File].”
- J. Cases involving comparison of Texas DL or ID thumbprints to suspects

“The [right or left] thumbprint on the exemplars from DPS files for [TX DLxxxxxxx (image date xx-xx-xxxx), TX ID xxxxxxxx (image date xx-xx-xxxx)] bearing the name [subject name] is the same as the [print designation] on the [submitted] exemplars from [database] files for [TX DL xxxxxxxx (image date xx-xx-xxxx), TX ID] xxxxxxxx (image date xx-xx-xxxx), SID, FBI UCN, DHS EID and FIN, DoD TCN] xxxxxxxx bearing the name [subject name].”



K. Cases with T/LI or ULM identifications

If any prints that were previously searched in one of the databases remain unidentified, the following statement will be added to the Conclusion:

“The **[latent]** print will continue to be stored in the **[Unsolved Latent Database, FBI Unsolved Latent File, DHS IDENT Unsolved Latent File, DoD Unsolved Latent File]**.”

L. Cases previously reported

If any prints in cases that were previously reported are searched due to advances in technology, include the following statement prior to the conclusion:

“Due to advances in technology...”

M. Cases with no suitable prints

“The **[print(s), thumbprint(s), latent print(s)]** does not meet the criteria for an AFIS search.”

N. Cases being returned due to lack of agency response

“No examination was performed on [agency item #] due to a lack of case information. Per the DPS Customer Handbook found at <http://www.dps.texas.gov/CrimeLaboratory/Pubs.htm>, the Laboratory reserves the right to withdraw a service request after five business days with no customer response. Should the relevant case information be submitted in the future, this case may be suitable for resubmission. Please contact this laboratory for further instructions.”

3.3 Investigative Leads

A. Cases with ‘inconclusive due to insufficient exemplars’ or ‘not compared due to exemplars’

“If further comparisons are required, please submit a complete set of **[fingerprint, palm print]** exemplars for **[subject name]**.”

1. If a specific area of a fingerprint or palm print is needed to perform a complete comparison, include a statement explaining which area is needed.

B. Cases with suitable prints not searched due to reaching limit

“Per DPS AFIS policy, **[number]** prints were searched. Additional suitable prints were not searched at this time. If additional searches are required, please contact the reporting examiner.”

3.4 Disposition

A. Retaining evidence

“The submitted evidence will be retained in our files for future reference.

Once the statute of limitations has expired, the print(s) will be deleted from any unsolved database in which it is registered. If your agency needs the print(s) to remain in the database(s) indefinitely, please contact the reporting examiner.”

B. Returning evidence

“The submitted evidence will be returned under separate cover.



C. Cases in which evidence has been preserved

“The submitted evidence has been preserved and will be returned under separate cover. The preserved evidence will be retained in our files for future reference.”

D. Cases involving DL or ID thumbprints

“A copy of the **[DL, ID]** thumbprints will be retained in our files for future reference.

“Once the statute of limitations has expired, the print(s) will be deleted from any unsolved database in which it is registered. If your agency needs the print(s) to remain in the database(s) indefinitely, please contact the reporting examiner.”

4 Records

Laboratory Submission Form (LAB-201)



AF-01-04 REPORT APPENDIX

1 Scope

The following appendix is attached to AFIS reports to provide information to customers regarding AFIS search requirements and context to the opinions reached and reported by the Texas DPS AFIS Forensic Scientist.

AFIS Report Appendix

Texas Department of Public Safety – AFIS Examination

Criteria for an AFIS search:

Fingerprints – Contain at least eight minutiae for a fingerprint or finger joint print with no voids or distortions of ridge detail between them.

Note: A fingerprint may not meet the criteria for an AFIS search, even if it has eight or more minutiae, if the minutiae are located on the sides or on the tip of the finger. A core, delta(s), and a visible pattern type may also be necessary.

Palm prints – Contain at least twelve minutiae within a square inch on a palm with no voids or distortions of ridge detail between them.

Note: A palm print may not be searched, even if it has twelve or more minutiae, if the general area from which it was produced (interdigital, thenar, or hypothenar) is unknown, or if the orientation is unknown.

Prints containing fewer than two deltas with an unknown anatomical source and/or unknown orientation may not be searched in AFIS regardless of the number of minutiae contained therein.

A conclusion is an interpretation of observations made by the AFIS Forensic Scientist that is expressed as an expert opinion.

NEGATIVE RESULTS – A decision reached when comparisons of a search print to file prints on a candidate list generated by AFIS do not result in an identification. It indicates that the comparisons performed for a candidate list all resulted in some combination of exclusion and/or inconclusive decisions.

IDENTIFICATION – The conclusion that there are sufficient features in agreement between two areas of friction ridge impressions to conclude the two impressions originated from the same source.

EXCLUSION – The conclusion that there are sufficient features in disagreement between two areas of friction ridge impressions to conclude the two impressions did not originate from the same source.

INCONCLUSIVE DUE TO INSUFFICIENT EXEMPLARS – When a print cannot be identified or excluded due to an absence of complete and legible exemplars. In this situation, the exemplars available for comparison may exhibit poor quality prints or lack specific comparable areas required for a complete examination.

INCONCLUSIVE DUE TO INSUFFICIENT DETAIL IN THE [LATENT, PATENT, PLASTIC] PRINT –

- 1) When corresponding features are observed but are not sufficient to identify and dissimilar features are observed but are not sufficient to exclude. In this situation, submission of additional exemplars will not assist in determining Identification or Exclusion.

OR



- 2) When the print does not meet the established Exclusion Criteria and no corresponding features are observed. In this situation, all relevant exemplars are present in order to perform a thorough comparison and all comparison efforts have been exhausted. This Inconclusive conclusion means that a reliable and repeatable Exclusion conclusion is unable to be established with the quantity and clarity of friction ridge detail present.

INCONCLUSIVE DUE TO LACK OF EXAMINER CONSENSUS – When the reporting examiner and all verifying examiners cannot reach a unanimous consensus for the final interpretation/opinion.



AF-01-05 AFIS EXAM COUNTING

1 Scope

These practices will provide uniform exam counting guidelines in AFIS examinations. The AFIS examination information will be stored in LIMS upon completion of the report and on the AFIS Activity Report (LAB-AF-02).

2 Practice

2.1 AFIS Activity Report (LAB-AF-02)

- A. **Evidence Submitted:** A description of the type(s) and quantity of evidence received in the case.
- B. **Suitability Review:** Dated and initialed by the examiner who verifies the suitability decisions of the reporting examiner.
- C. **Statistical Categories:**
 1. **Prints Analyzed for ID Suitability:** The number of prints that are analyzed for identification suitability. These may be latent prints or exemplar prints of questionable origin that have been submitted to the AFIS Section for identification.
 2. **Prints Suitable for ID:** The number of prints that are determined to be suitable for identification.
 3. **Persons Compared:** The number of persons compared to any latent prints or other submitted prints prior to an AFIS search. In Driver License Fraud/Identity Theft cases involving the comparison of multiple driver license thumbprints to one another, the total number of driver licenses will be entered here. If the comparisons involve different image dates from the same DL, each different image date will be counted as one person compared.
 4. **Prints Identified:** The number of prints identified as the result of comparisons performed prior to an AFIS search. In Driver License Fraud/Identity Theft cases involving the comparison of multiple driver license thumbprints to one another, the total number of driver license thumbprints identified will be entered here.
 5. **Persons Identified:** The number of persons identified. In Driver License Fraud/Identity Theft cases involving the comparison of multiple driver license thumbprints to one another, the total number of actual persons will be entered here. For example, if two DLs are compared to each other and are found to be the same person, the number entered will be 1.
 6. **Prints Analyzed for AFIS Suitability:** The number of prints analyzed for suitability for an AFIS search.
 7. **Prints Suitable for AFIS:** The number of prints that are determined to meet the criteria for an AFIS search.
 8. **AFIS Entries:** The number of AFIS entries in a case. If one or more prints in a case are entered in AFIS more than once, this number will be larger than the number in the **Prints Suitable for AFIS** field.
 9. **Additional LIs Performed:** The number of times a latent re-inquiry was launched with different search information.



10. **Prints Identified:** The number of prints identified directly through an AFIS search.
11. **Additional IDs from FPCs:** The number of additional prints that were identified in the case as the result of an AFIS identification, excluding the prints identified directly through an AFIS search. The sum of the numbers in the **Prints Identified** field and the **Additional IDs from FPCs** field is the total number of prints identified as the result of an AFIS search.
12. **Persons Identified:** The number of persons identified in the case as the result of an AFIS search.
13. **Prints Compared:** The number of comparisons performed by comparing the search print(s) to any candidate prints generated by an AFIS search.
14. **Prints Identified:** The number of identifications made in AFIS as the result of any reverse hit comparisons.
15. **Additional IDs from FPCs:** The number of additional identifications made as the result of a reverse hit, but not identified directly through AFIS.
16. **Persons Identified:** The number of persons identified in the case as the result of a reverse hit.
17. **Totals Entered in LIMS:** The examiner will initial here to indicate that the totals have been entered in LIMS.
18. **Totals Reviewed in LIMS:** The reviewer will initial here to indicate that the totals entered in LIMS have been reviewed.

3 Records

AFIS Activity Report (LAB-AF-02)



AF-01-06 AFIS COMPARISON WORKSHEET INSTRUCTIONS

1 Scope

The AFIS Comparison Worksheet is used to document the results of comparisons performed either prior, or subsequent to, an AFIS search. Additional notes can be made on Laboratory Information Sheets (LAB-403, LAB-404), if necessary.

2 Practice

2.1 Case Information

- A. **Lab Case #:** The case number.
- B. **Examiner:** The initials of the AFIS Forensic Scientist.
- C. **Page:** Automatically populates and updates when worksheet is printed.
- D. **Dates:** This field will reflect the date the case was started and the date the worksheet was opened and/or printed. Indicate the [date started] (the date the evidence was opened in the case) by either selecting the date from electronic calendar or manually entering the date. The second date automatically populates when the worksheet is open. The range of dates will be the same if opened and completed on the same day.
- E. **Verification:** To be completed by the examiners who verify that the comparison decisions (not including comparisons performed in AFIS) performed by the reporting examiner are correct. The examiner's initials and the date the verification was performed are recorded.
- F. **Database Hits**
 1. **DPS Hit:** Mark the box if any of the comparisons listed on the worksheet were performed as the result of an identification made in the DPS AFIS database.
 2. **FBI Hit:** Mark the box if any of the comparisons listed on the worksheet were performed as the result of an identification made in the FBI NGI database.
 3. **DHS Hit:** Mark the box if any of the comparisons listed on the worksheet were performed as the result of an identification made in the DHS IDENT database.
 4. **DoD Hit:** Mark the box if any of the comparisons listed on the worksheet were performed as the result of an identification made in the DoD ABIS database.

2.2 Examination Information

- A. **Notes:** List the names and SID numbers, FBI UCN numbers, DHS FIN and EID numbers, DoD TCN numbers, DL numbers, and/or ID numbers of any persons whose prints were compared to the prints on the evidence submitted in the case, as well as the origin of the exemplars that were used in the comparison(s). Other miscellaneous information may be added at the examiner's discretion.
 1. If DL or ID thumbprints are used in any comparisons in the case, the image date of the thumbprint exemplars is also listed.
 2. If exemplars were submitted along with the evidence, they will be listed here even if they were not used for comparison.
- B. **LIMS #:** The item number assigned to each piece of evidence in LIMS.

This field may remain blank if the comparisons performed were the result of information provided on the Laboratory Submission Form (LAB-201) (e.g. DL or ID comparisons).



- C. **Description:** A description of the evidence from which the prints compared originated.
1. If comparisons of DL or ID thumbprints was requested, the name, DL or ID number, and image date on the exemplars is listed.
 2. Submitted exemplars used for comparison are not required to be listed here.
 3. If a case contains a CD or DVD as evidence, all files on the CD or DVD must be listed.
- D. **Analysis**
1. **S:** List the number of suitable prints observed on the evidence.
 2. **AS:** The anatomical source of the suitable prints observed on the evidence. Typically listed as FP or PP, however, joint and/or delta are also acceptable.
 - a) *This field will remain blank if there are no suitable prints on the evidence.*
 3. **NS:** Indicate the presence or absence of non-suitable prints on the evidence with a Y or N.
- E. **Comparison Results:** The results of any comparisons performed using the prints on a piece of evidence.
1. For identification decisions, the anatomical source of the identified print(s), the name listed on the exemplars, and the number of verification criteria observed in common between the search print and the exemplar print is listed.
Ex. [ID anatomical source – name on exemplars – number of VC]
 2. For exclusion or inconclusive decisions, the decision is listed. If one or more suitable prints are not compared, it will be noted here.
 - a) *If there are exemplars for more than one person in the case, the name of the person to which the decision applies is also listed.*
 - b) *In the event that there is more than one set of exemplars with the same name, other information such as a SID, FBI UCN, DHS EID and FIN, DoD TCN, TX DL, or TX ID number should be added to differentiate between them.*
 - c) *For inconclusive decisions, the reason for the decision is listed.*
 3. The verifier will initial next to all conclusions.
 4. Other information may be added at the examiner's discretion.

3 Records

AFIS Comparison Worksheet (LAB-AF-04)
Laboratory Submission Form (LAB-201)
Laboratory Information Sheets (LAB-403, LAB-404)



AF-01-07 EQUIPMENT

1 Scope

This document lists the significant equipment used by the AFIS Section.

2 Related Documents

FR Manual:

- Digital Imaging of Friction Ridge Impressions
- Coherent TracER
- SPEX CrimeScope

CLS Manual:

- Laboratory Equipment
- Validations and Performance Verifications

3 General Requirements

- A. All maintenance, repair, performance checks, and performance verifications for significant equipment will be documented on an Equipment Log (LAB-405).
- B. A performance check will be completed if a piece of equipment is moved.
- C. If a piece of equipment fails a calibration or performance check, or if a problem is detected and acceptable performance cannot be obtained after troubleshooting and appropriate corrections, it must be removed from service and clearly labeled as such. The supervisor will be notified and the out of service event will be documented as required in the *Laboratory Equipment* chapter of the CLS Manual.
- D. Repair the equipment and complete a performance verification to ensure it is working properly before the equipment is returned to service.
- E. The supervisor and/or TPOC will determine if the equipment is ready to return to service, and the approval will be documented on the Validation / Verification Form (LAB-408).
- F. IBW-L and ULW software provides instructional prompts during use, and therefore does not require formal instructions.

4 Significant Equipment

4.1 NEC IBW-L Workstation (IBW-L Software, CPU, Monitor, Camera, Scanner, Printer)

- A. Follow instructional prompts provided by the software during use.
- B. Calibration: Print size is calibrated in each case as a part of the routine workflow.
- C. Maintenance
 1. Maintenance of the Integra-ID IBW is performed by NEC.
 2. AFIS Forensic Scientists using the Integra-ID IBW who encounter an error or problem that they are unable to resolve will notify NEC.
- D. Performance Check
 1. In order to determine that the Integra-ID IBW is functioning properly, a fingerprint or palm print that is known to be on file in the database may be searched. Provided



that both the search print and the file print are of good quality, a positive result is indicated by the search returning the correct candidate.

2. In the event that the search does not return the correct candidate, at least one additional search should be performed in order to verify that a problem exists.

4.2 Universal Latent Workstation (ULW Software, CPU, Monitor, Printer)

- A. Follow instructional prompts provided by the software during use.
- B. Calibration: None required.
- C. Maintenance
 1. Hardware maintenance is performed by DPS IT.
 2. AFIS Forensic Scientists using the ULW who encounter an error or problem that they are unable to resolve will notify the FBI.
 3. Either the AFIS Forensic Scientists or DPS IT will execute the steps necessary to resolve the problem, depending on the particular problem encountered.
- D. Performance Check
 1. In order to determine that the ULW is functioning properly, a fingerprint or palm print that is known to be on file in the database may be searched. Provided that both the search print and the file print are of good quality, a positive result is indicated by the search returning the correct candidate.
 2. In the event that the search does not return the correct candidate, at least one additional search should be performed in order to verify that a problem exists.

4.3 Foray ADAMS Workstation (Foray ADAMS Software, Adobe Photoshop, Adobe Bridge, CPU, Monitor, Server, Backup, Scanner, Printers)

- A. Work instructions: *Digital Imaging of Friction Ridge Impressions* chapter of the Friction Ridge Manual.
- B. Calibration: None required.
- C. Maintenance
 1. AFIS Forensic Scientists using Foray ADAMS who encounter an error or problem that they are unable to resolve will notify a Foray ADAMS Administrator.
 2. Failed backups and resolution will be documented on the Equipment Log (LAB-405) by the Foray ADAMS Administrator.

4.4 SPEX CrimeScope CS-15-500-15F

- A. Work Instructions: *SPEX CrimeScope* chapter of the Friction Ridge Manual
- B. Maintenance: Normal maintenance includes keeping the equipment clean as needed.
- C. Performance Check: Refer to the *SPEX CrimeScope* chapter of the Friction Ridge Manual

4.5 Laser

- A. Work Instructions: *Coherent TracER* chapter of the Friction Ridge Manual
- B. Maintenance: Normal maintenance includes keeping the equipment clean as needed.
- C. Performance Check: Approximate conditions for the laser are monitored during its use.



5 Records

Equipment Log (LAB-405)

Laboratory Software List, or electronic equivalent (LAB-406)

Validation / Verification Form (LAB-408)

6 Literature References and Supporting Documentation

Integra-ID IBW Latent User Guide

Universal Latent Workstation (Version 6.6.7) Help Document



AF-01-08 CASE REVIEW

1 Scope

In addition to the technical and administrative review processes outlined in the CLS Manual, the following processes shall be performed as specified. Additional reviews may be performed at the discretion of the reporting forensic scientist, reviewer, and/or supervisor.

2 Related Chapters/Documents

Report Writing Guidelines

AFIS Examination

AFIS/Friction Ridge Case Workflow

Evidence/Case Documentation

FR Manual: Friction Ridge Comparison

CLS Manual: Review of Laboratory Records

3 Safety

In the event that submitted evidence has been processed with a porous processing chemical such as ninhydrin, or has been contaminated with blood or other hazardous material, gloves should be worn. Any biological evidence being retained should be placed in a plastic sleeve and labeled as a biohazard.

4 Equipment and Materials

None

5 Standards, Controls, and Calibration

None

6 Practice

6.1 Case Reviews

All cases will be reviewed for technical and administrative accuracy. All identifications will be verified prior to the case being submitted for review. The technical reviewer will:

A. Evidence

1. Verify that all evidence containers have the case number, initials of the reporting examiner, and date.
 - a) *If the case is being worked as the result of a reverse hit, verify that all containers have been re-initialed and re-dated.*
2. Verify that all the evidence (both sides, if applicable) has the case number, LIMS item number, initials of the reporting examiner, and date.
 - a) *If the case is being worked as the result of a reverse hit, verify that all evidence has been re-initialed and re-dated.*
3. If evidence included a CD or DVD:
 - a) *Verify that a contact sheet of the files on the CD or DVD has been created.*



4. If evidence is being returned:
 - a) *Verify that a copy of the evidence has been uploaded into Foray ADAMS and a contact sheet has been printed, initialed, and dated.*
 - b) *Verify that a Transfer Slip has been filled out as applicable.*
 5. For identification conclusions, verify that the identifications have been properly marked on the evidence and include: finger or palm identified, candidate's name as it appears on the exemplar, reporting examiner's initials and date, and verifier(s) initials and date.
- B. If the case included an AFIS search:
1. Verify that all AFIS suitable prints were searched.
 2. Verify that the prints were searched with the correct pattern type (fingerprint searches) and/or correct hand designation (palm searches, if both hands were not searched simultaneously).
 3. Verify that the prints were stored, if applicable.
 4. Verify that every page of the AFIS work has the case number, date, and the initials of the examiner who performed the searches.
- C. Cases generated by the Friction Ridge section
1. Verify that an AFIS/Friction Ridge Case Worksheet (LAB-AF-03) is included and that the asset number(s) matches the AFIS Layout Sheet (LAB-AF-01).
 2. Verify that all suitable assets have been entered into the appropriate database(s).
 3. Verify that verification of hit is documented in the case activities.
 4. Verify that the requestor notes are accurate and complete in LIMS.
- D. If any comparisons (other than comparisons on an AFIS terminal) were made in the case:
1. Verify that the composites include all necessary information: case number, item number or asset number, AFIS entry number, adjustments made in Photoshop, examiner's initials and date, and verifier(s) initials and date.
 - a) *The verifier(s) may not have initialed and dated the composites if they chose to do their own markup.*
 2. Verify that the exemplars have been stamped "For Official Use Only" and are labeled with case number, examiner's initials and date, and verifier(s) initials and date.
 - a) *The verifier(s) may not have initialed and dated the composites if they chose to do their own markup.*
 3. Verify that an AFIS Comparison Worksheet (LAB-AF-04) has been completed as required in the *AFIS Comparison Worksheet Instructions* chapter.
 4. Verify that the verifier(s) has initialed next to each conclusion listed on the AFIS Comparison Worksheet (LAB-AF-04) and has dated and initialed the Verification lines as applicable.



- E. If a Friction Ridge Envelope has been created in the case:
1. Verify that all the case information matches what is on the Laboratory Submission Form (LAB-201).
 2. Verify that the names and unique identifying numbers of any individuals whose prints were compared in the case are listed, if applicable.
 3. Verify that the appropriate box(es) has been checked.
 4. Verify that the AFIS Activity Report (LAB-AF-02) has been completed correctly.
- F. On the report:
1. Verify that all the case information matches what is on the Laboratory Submission Form (LAB-201).
 2. Verify that the correct evidence appears and that the conclusion is appropriately related to the evidence.
 3. Verify that the report is written correctly, using approved Report Writing Guidelines in the AFIS Manual, and does not contain any errors in spelling or grammar.
- G. In LIMS:
1. Verify that the evidence has been itemized correctly and that the agency exhibit number has been entered, if applicable.
 - a) *In the event that multiple cards are used for one lift, each individual card in that lift will be itemized.*
 2. Verify that the contents of the AFIS Folder and Friction Ridge Envelope are correctly described and that “[initials]/AUS” has been added to every entry.
 3. Verify that the information from the AFIS Activity Report (LAB-AF-02) has been entered.
 4. If the case is an AFIS/Friction Ridge Workflow case, verify that the “Latent Prints Case?” box has been checked.

7 Records

AFIS Layout Sheet (LAB-AF-01)

AFIS Activity Report (LAB-AF-02)

AFIS/Friction Ridge Case Worksheet (LAB-AF-03)

AFIS Comparison Worksheet (LAB-AF-04)

Laboratory Submission Form (LAB-201)

8 Literature References and Supporting Documentation

None



02 EXAMINATION

AF-02-01 AFIS EXAMINATION

1 Scope

To identify the source(s) of prints by conducting an automated search of the databases of exemplars on file with DPS, FBI, DHS, and DoD.

2 Related Chapters/Documents

AFIS Comparison Worksheet Instructions

FR Manual:

- Digital Imaging of Friction Ridge Impressions
- Friction Ridge Comparison
- Coherent TracER
- SPEX CrimeScope

3 Safety

In the event that submitted evidence has been processed with a porous processing chemical, such as ninhydrin, or has been contaminated with blood or other hazardous material, gloves should be worn. Any biological evidence being retained should be placed in a plastic sleeve and labeled as a biohazard.

4 Equipment and Materials

- IBW-L Workstation
- Universal Latent Workstation
- CJIS Web Viewer
- Foray Workstation
- Fingerprint/Palm Magnifier
- SPEX CrimeScope CS-15-500-15F
- Coherent TracER

5 Standards, Controls, and Calibration

None

6 Procedure

6.1 Evidence Examination

- A. For all cases received, perform the following:
 1. Verify that the provided case information is complete and accurate.
 2. Mark the external wrapping/packages with the case number (if needed) and examiner initials.
 3. Open the container, making sure not to break previous seals if possible.
 4. Examine the evidence with gloved hands, if applicable.



5. Label the submitted evidence with case number, LIMS item number, date, and examiner initials. In the event that there is case information on both sides of a piece of evidence, each side must include the case number, LIMS item number, date, and the handwritten initials of the examiner.
 6. Proceed with screening/entry.
- B. If the submitted evidence has prints which need to be preserved, proceed to the *Digital Imaging of Friction Ridge Impressions* chapter of the Friction Ridge Manual to preserve the prints as applicable.
- C. Typically, digitally preserved prints, submitted lifts and/or photographs, and exemplars are placed into a Friction Ridge Envelope labeled with the case number, LIMS item number, and related information. Upon completion of the case, it must be tape sealed, labeled with the date and the examiner's initials, and barcoded to the appropriate location.

6.2 Analysis Prior to an AFIS Search

- A. Whether or not a print will be searched in AFIS is based on the print's clarity, as well as the quantity and position of the minutiae within it.
- B. To determine if a print will be searched in AFIS, prints should meet the following criteria:
1. Fingerprints
 - a) *Contain at least eight minutiae for a fingerprint or finger joint print with no voids or distortions of ridge detail between them.*
 - b) **Note:** *A fingerprint may not meet the criteria for an AFIS search, even if it has eight or more minutiae, if the minutiae are located on the sides or on the tip of the finger. A core, delta(s), and a visible pattern type may also be necessary.*
 2. Palm prints
 - a) *Contain at least twelve minutiae within a square inch on a palm with no voids or distortions of ridge detail between them.*
 - b) **Note:** *A palm print may not be searched, even if it has twelve or more minutiae, if the general area from which it was produced (interdigital, thenar, or hypothenar) is unknown, or if the orientation is unknown.*
- C. Prints containing fewer than two deltas with an unknown anatomical source and/or unknown orientation may not be searched in AFIS regardless of the number of minutiae contained therein.
- D. After analyzing all prints for AFIS suitability, the prints will be transferred to another examiner for a review of the reporting examiner's suitability decisions
1. If the reporting examiner and the reviewer disagree on the suitability of a print, the Technical Point of Contact may be consulted to make the final decision.
- E. If none of the observed prints meet the criteria for an AFIS search, the evidence may be returned to the submitting agency.
- F. Proceed to the *Friction Ridge Comparison* in the Friction Ridge Manual for comparison if:
1. Exemplars have been submitted with the evidence.



2. A copy of a person's prints has been obtained as the result of a name search in CCH.
 - a) *Name searches in CCH may only be performed if exemplars have been submitted by an agency and their quality is insufficient to use for identification purposes.*
- G. Any prints that meet the criteria for an AFIS search that are not identified to the submitted exemplars or the exemplars generated by a CCH search will be searched in AFIS.
- H. When requested, DL/ID thumbprints will be compared to all prints on the tenprint card.
- I. All suitable prints will be searched in homicide, sexual assault, kidnapping, human trafficking, and child pornography cases. A maximum of ten prints may be searched in burglary of a vehicle and criminal mischief cases unless otherwise requested. Up to twenty prints may be searched in other cases.

6.3 DPS Search Guidelines

AFIS searches are conducted with parameters set at an applicable number of fingers/palm areas and potential pattern types/directions. Depending on the circumstances and at the discretion of the AFIS Forensic Scientist, multiple searches may be conducted. If there is no identification made, the search may be stored in the Unsolved Latent Database (ULDB) so that Tenprint/Latent Inquiries (T/LIs) may be received if a fingerprint or palm print record with a potential match is subsequently processed by DPS.

A. Fingerprint Searches

1. The fingerprint must be entered with one pattern type per search and should be entered with the selection of all ten fingers. If the fingerprint possesses characteristics such that the possibility of additional pattern types exists, subsequent searches may be conducted.
2. The rules for referencing searches are as follows:
 - a) *All loops with a ridge count of more than five from the delta to the core will also be searched as whorls.*
 - b) *All loops with a ridge count of five or less from the delta to the core, as well as arches (plain or tented), should be searched as scars.*
 - c) *All central pocket loop whorls with a ridge count of five or less from the inside delta to the core should also be searched as loops*
 - d) *If the possibility exists that a print may be three or more different pattern types, it may be searched as a scar.*
 - e) *Other reference searches may be performed at the discretion of the reporting AFIS Forensic Scientist. The examiner performing the review should be consulted prior to performing any searches if the pattern type is in question.*
3. For unknown deceased cases, missing person cases, or any other case in which exemplars are submitted for search, only the two highest quality fingerprints on the card will be searched in AFIS. If all the fingerprints on the submitted card are of similar quality, the two thumbprints should be searched in AFIS.
4. For cases involving a search of Drivers License or Identification card thumbprints, both thumbprints will be searched in AFIS unless one is identified on the first search.



5. If one or both of the thumbprints on the DL or ID card do not meet the criteria for an AFIS search, every image on the person's record should be examined so that, if possible, one right thumbprint and one left thumbprint from the person can be searched in AFIS.
 - a) *This may not be possible if the individual that submitted the case requests that a search be performed on the thumbprints from a specific image date on a person's DL or ID record.*
 6. If at least one print is identified in a case but the remaining comparisons are inconclusive due to insufficient exemplars or inconclusive due to poor quality prints, additional AFIS searches may not be performed in that case until good quality exemplars are submitted for the individual and that individual is excluded as the source of the print(s).
 7. Twenty candidates will be compared for every search unless an identification is made.
- B. Palm Print Searches
1. When a palm print search is conducted and the area of the palm print is unknown, the examiner may perform a search of the entire palm on both hands.
 2. Instances where multiple searches would be necessary in order to search the entire palm print, it is at the discretion of the examiner to choose the area of highest quality to be searched.
 3. If, in the opinion of the examiner, the direction of the palm print is undeterminable, a 360 degree search may be performed.
 4. When all fingerprints are identified to someone other than the victim or an officer in the case through the process of an AFIS search and unidentified palm prints still exist, a search of the palm print(s) may not be conducted.
 5. The examiner will request exemplar palm prints in the report for the individual(s) that was identified. If exemplar palm prints are subsequently submitted by the agency and the individual(s) is excluded as the source of the palm print(s) in question, the remaining unidentified palm prints will be searched.
 - a) *If at least one fingerprint in the case is excluded to the identified individual, the palm prints in that case will be searched in AFIS.*
 - b) *All suitable palm prints will be searched in homicide, sexual assault, kidnapping, human trafficking, and child pornography cases regardless of fingers identified.*
 6. If at least one print is identified in a case but the remaining comparisons are inconclusive due to insufficient exemplars or inconclusive due to poor quality prints, additional AFIS searches may not be performed in that case until good quality exemplars are submitted for the individual and that individual is excluded as the source of the print(s).
 7. If a palm print is determined to be part of a simultaneous impression that includes at least one fingerprint that has been searched in AFIS, then the palm print may not be searched in AFIS.
 - a) *Determinations of simultaneity must be agreed upon by the reporting examiner and the reviewer in the case.*



8. Ten candidates will be compared for every search unless an identification is made. More candidates may be compared at the examiner's discretion.

C. Finger Joint Print Searches

Searches of finger joint prints may be conducted if there are no identified fingerprints or palm prints in a case.

1. Medial and proximal finger joint prints may not be searched if they were simultaneously deposited with a distal finger joint print or a palm print that has been searched in AFIS.
2. Determinations of simultaneity must be agreed upon by the reporting examiner and the reviewer in the case.

D. Storing Prints in the ULDB

All prints searched in the DPS database will be stored in the ULDB, with the exception of prints taken directly from unknown deceased persons.

1. Prints in unknown deceased cases will be stored.
2. In some cases, agencies may request that any prints searched not be stored in the ULDB; examiners will comply with agency requests.

6.4 Conducting a DPS Search

1. Label each print searched in AFIS with an AFIS entry number.
2. Once the editing process is complete, print a copy of the Editing screen with the minutiae, zoning, and core/axis displayed.
3. Select the search parameters on the Inquiry screen.
4. Document the case information and the search parameters on the AFIS Layout Sheet (LAB-AF-01).
5. Launch the search.
6. After AFIS returns candidate prints for comparison, review the candidates on the list.
7. Document the number of comparisons performed and whether or not an identification was made on the AFIS Layout Sheet (LAB-AF-01).
8. If no identification is made:
 - a) *Print a copy of the candidate list(s) generated by the search.*
 - b) *Register the print in the ULDB and document that the print was registered on the AFIS Layout Sheet (LAB-AF-01).*
9. If a print on the candidate list is a potential match to the search print, print a copy of the exemplars and proceed to *Friction Ridge Comparison* in the Friction Ridge Manual.
 - a) *The examiner who verifies the comparison will initial the evidence in the same manner as the reporting examiner. The verifying examiner will also initial and date the exemplars and composites.*
 - b) *No personally identifiable information from an identification will be released until the identification has been verified and technically reviewed.*



10. If a search print is identified to a print on the candidate list and the identification is verified by a second examiner:
 - a) *Print a copy of the candidate list generated by the search.*
 - b) *When possible, conduct an L/LI search with the pattern type set to scar (S) and print the candidate list.*
 - c) *Document the identification(s) on an AFIS Comparison Worksheet (LAB-AF-04).*

6.5 FBI Search Guidelines

In addition to a DPS search, a search of the FBI database may also be necessary depending on the offense listed on the Lab Submission Form. Depending on the circumstances and at the discretion of the examiner, multiple searches may be conducted under applicable conditions. If there is no identification made, the search may be stored in the Unsolved Latent File (ULF) so that Unsolved Latent Match (ULM) notifications may be received if a fingerprint or palm print record with a potential match is processed by the FBI subsequently.

A. Fingerprint Searches

1. The search will be conducted using the same parameters as the DPS search.
2. If the possibility of three or more pattern types exists, the fingerprint may be searched as Unable to Class (UC).
3. Prints in criminal mischief or vandalism cases may not be searched unless a dollar amount is listed along with the offense.
4. Twenty candidates will be compared for every search unless an identification is made.

B. Palm Print Searches

1. The search will be conducted using the same parameters as the DPS search.
2. If, in the opinion of the examiner, the direction of the palm print is undeterminable, the Orientation may be set to Unknown.
3. When all fingerprints are identified through the process of an AFIS search and unidentified palm prints exist, a search of the palm print(s) may not be conducted.
4. The examiner will request palm print exemplars in the report for the individual(s) that was identified. If palm print exemplars are subsequently submitted by the agency and the individual(s) is excluded as the source of the palm print(s) in question, the remaining unidentified palm prints will be searched.
5. Prints in criminal mischief or vandalism cases may not be searched unless a dollar amount is listed along with the offense.
6. Ten candidates will be compared for every search unless an identification is made. More candidates may be compared at the examiner's discretion.

C. Finger Joint Print Searches

1. Searches of finger joint prints may be conducted if there are no identified fingerprints or palm prints in a case.
 - a) *Medial and proximal finger joint prints may not be searched if they were simultaneously deposited with a distal finger joint print or a palm print that has been searched in AFIS.*



- D. If a search print is identified to a print on the candidate list and the identification is verified by a second examiner:
 - 1. Print a copy of the candidate print.
 - 2. When possible, conduct an L/LI search with the pattern type set to scar (S) and print the candidate list.
 - 3. Document the identification(s) on an AFIS Comparison Worksheet (LAB-AF-04).

6.7 DHS Search Guidelines

- A. In addition to DPS and FBI searches, a search of the DHS database may also be necessary for fingerprints depending on the offense listed on the Lab Submission Form. All DHS searches will be stored.
- B. A DHS search is necessary in all offenses except burglary, criminal mischief, trespassing, theft (excluding theft of a firearm), harassment, and prohibited item in a correctional facility unless by special request.

6.8 DoD Search Guidelines

In addition to DPS, FBI, and DHS searches, a search of the DoD database may also be necessary depending on the offense listed on the Lab Submission Form. Search parameters will be the same as those used in the FBI search. All DoD searches will be stored.

6.9 T/LIs

Prints that are stored in the ULDB may be identified at a later time when new fingerprint/palm print cards processed by AFIS send potential matches to the T/LI queue. Each AFIS Forensic Scientist has his/her own T/LI queue, consisting of potential matches to prints that he/she has stored in the ULDB. This queue should be accessed on a regular basis so that any matches generated can be reported on as promptly as possible.

- A. If a *candidate* print is a potential match to the stored print, print a copy of the exemplars and proceed to *Friction Ridge Comparison* in the Friction Ridge Manual.
 - 1. All evidence, composites, and submission envelope in the case must be re-initialed and dated.
 - 2. Ensure that each side of the evidence includes the case number, LIMS item number, date, and the handwritten initials of the examiner. Use a different color ink than was used previously when possible.
- B. If a stored print is identified and the identification is verified:
 - 1. When possible, conduct an L/LI search with the pattern type set to scar (S) and print the candidate list.
 - 2. Delete the identified print(s) from any database in which it is stored.
 - 3. Document the identification(s) on a AFIS Comparison Worksheet (LAB-AF-04).
- C. All evidence must be reexamined to determine if there are any prints that meet the criteria for an AFIS search which were not searched previously. Searches must be performed on any previously unsearched prints which meet the criteria for an AFIS search.



6.10 ULM Notifications

Each AFIS Forensic Scientist is responsible for comparing the ULMs for the prints he/she has stored in the ULF. The examiner will know if a ULM belongs to him/her if the file attached to the email contains his/her initials.

- A. If a candidate print is a potential match to a stored print:
 1. Print a copy of the exemplars and proceed to *Friction Ridge Comparison* in the Friction Ridge Manual.
 2. If the exemplars that generated the ULM were not retained by the FBI and are unavailable to the AFIS Forensic Scientist, it is permissible to use screenshots of exemplar prints in order to make a comparison and verification.
- B. If a stored print is identified and the identification is verified:
 1. Print a copy of the candidate print.
 2. When possible, conduct an L/LI search with the pattern type set to scar (S) and print the candidate list.
 3. Delete the print from any database in which it is stored.
 4. Document the identification(s) on an AFIS Comparison Worksheet (LAB-AF-04).

6.11 Special Cases

- A. **Cases involving CDs or DVDs:** Refer to instructions regarding prints submitted in a digital format for comparison in the Physical Evidence Examination chapter of the Friction Ridge Manual.
- B. **Cases involving evidence processed with a porous processing chemical:** Periodically the AFIS Section will receive requests to search prints that have been developed using a porous processing chemical, such as ninhydrin. Examiners should wear gloves at all times when handling this type of evidence. All steps outlined in Sections 6.1 through 6.8 of this document will be followed. In addition, the following steps will be performed.
 1. Any suitable prints observed on the submitted evidence will be marked with a semi-circle.
 2. If suitable prints are present on any item, every piece of evidence will be scanned or photographed and preserved using the Foray ADAMS software. Proceed to *Digital Imaging of Friction Ridge Impressions* in the Friction Ridge Manual.
 3. Composites will be made for each print suitable for identification. All further annotations will be made on these composites rather than on the evidence.
 4. After the case is completed, the evidence will be returned to the submitting agency.
- C. **Cases involving checks as evidence:** Periodically the AFIS Section will receive requests to search inked prints on checks. Evidence should be examined prior to handling to determine if it was processed with a porous processing chemical. If this is the case, examiners should wear gloves at all times when handling the check(s), and the steps listed in Section B above should be followed.
 1. No annotations will be made on the check other than the case number, LIMS item number, date, and the initials of the examiner.



2. If suitable prints are present on any item, every piece of evidence will be scanned or photographed and preserved using the Foray ADAMS software. Proceed to *Digital Imaging of Friction Ridge Impressions* in the Friction Ridge Manual.
 3. Composites will be made for each suitable print. All further annotations will be made on these composites rather than on the evidence.
 4. After the case is completed, the evidence will be returned to the submitting agency.
- D. **Cases involving casting materials or gel lifters:** Prints obtained from casting materials or gel lifters must be position reversed either in Photoshop or in AFIS prior to being searched.

7 Interpretation

- A. If the same types of ridge characteristics in the same relative position are found in sufficient agreement in both the search print and the exemplar print with no unexplainable discrepancies, the examiner will proceed to *Friction Ridge Comparison* in the Friction Ridge Manual.
- B. The results of an AFIS search will be reported to the submitting agency regardless of the outcome.
- C. Prints in the Unsolved Latent Database may be removed through an automated or manual process if the statute of limitations has expired or if a print has been identified.

8 Limitations

- A. Prints that do not meet the criteria for an AFIS search may be suitable for identification purposes.
- B. A print searched through AFIS will have the possibility of being identified only if there is a matching print of good quality in the AFIS database.
- C. Prints that appear to have come from a young child should not be searched. The examiner performing the review must be consulted.
- D. Not all prints that meet the criteria for an AFIS search are searched in every case submitted.
 1. The AFIS Section, at the discretion of the AFIS Forensic Scientist, may not enter more than twenty prints except in homicide, sexual assault, kidnapping, human trafficking, and child pornography cases or if there is a specific request to do so by the submitting agency.
 2. The AFIS Forensic Scientist may not enter more than ten prints in burglary of a vehicle, trespassing, or criminal mischief cases.
 3. Duplicate lifts and prints that appear to be the same print of equal or lesser quality may not be searched.
 4. Other circumstances may occur that result in limiting the number of searches that are performed.

9 Records

AFIS Layout Sheet (LAB-AF-01)

AFIS Activity Report (LAB-AF-02)



AFIS/Friction Ridge Case Worksheet (LAB-AF-03)

AFIS Comparison Worksheet (LAB-AF-04)

Friction Ridge Worksheet (LAB-FR-01)

Laboratory Submission Form (LAB-201)

10 Literature References and Supporting Documentation

Integra-ID IBW Latent User Guide

Universal Latent Workstation (Version 6.4.1) Help Document



AF-02-02 AFIS/FRICTION RIDGE CASE WORKFLOW

1 Scope

Establish uniform workflow instructions for cases submitted by the Friction Ridge Section for AFIS searches.

2 Related Chapters/Documents

Report Writing Guidelines

AFIS Examination

FR Manual:

- Digital Imaging of Friction Ridge Impressions
- Friction Ridge Comparison
- AFIS Database Searches

3 Safety

- A. In the event that submitted evidence has been processed with a porous processing chemical, such as ninhydrin, or has been contaminated with blood or other hazardous material, gloves should be worn.
- B. Any biological evidence being retained should be placed in a plastic sleeve and labeled as a biohazard.

4 Equipment and Materials

- IBW-L Workstation
- Universal Latent Workstation
- CJIS Web Viewer
- Foray Workstation
- Fingerprint/Palm Magnifier
- SPEX CrimeScope CS-15-500-15F
- Coherent TracER

5 Standards, Controls, and Calibration

None

6 Procedure

6.1 Prints submitted for AFIS searches

- A. Consultations:
 1. The suitability review will be documented in LIMS and technically reviewed. An AFIS Activity Report (LAB-AF-02) will not be filled out if all prints are NS/AF.
 2. The Friction Ridge Forensic Scientist will document the AFIS suitability determination on the appropriate worksheet.
- B. For prints submitted as image files via file transfer:
 1. Prints are accessed on AFIS terminals by opening Windows Explorer, navigating to the T: drive, and clicking on the folder that corresponds with the lab where the case



- originated. The image files are contained within the subfolders which are named with their corresponding case number.
2. Image files will be imported into AFIS as 'New Evidence' using the Import function. In the event that the Import function is not working as expected, composites will be submitted by the Friction Ridge Forensic Scientist.
 3. The asset number of the print will be included on the AFIS Layout Sheet (LAB-AF-01) upon entry into AFIS.
- C. For prints submitted as composites:
1. Submitted composites must be properly labeled and represent prints to be searched in the AFIS database. Composites must contain a 1:1 image and, at a minimum, a 4:1 enlargement (5:1 is preferred).
 2. Composites are considered examination documentation (work product/depiction/representation of the evidence image or lift).
 3. All composites will be dated and initialed by the AFIS Forensic Scientist.
 4. The AFIS Forensic Scientist will analyze the submitted prints for AFIS suitability. Any AFIS suitable prints should be indicated with a dot.
- D. A suitability review will be performed by a second AFIS Forensic Scientist.
- E. The decision to search a print in AFIS will be made by the AFIS Forensic Scientist.
- F. Any print(s) that has been compared by a Friction Ridge Forensic Scientist where a conclusion of **Inconclusive – Due to Latent/Patent/Plastic Print (Unable to Identify or Exclude)** has been rendered will not be searched in AFIS. Those with a conclusion of **Inconclusive – Due to Latent/Patent/Plastic Print (Unable to Exclude)** may be searched in AFIS.
- G. Any print(s) that has been compared by a Friction Ridge Forensic Scientist where the conclusion of **Inconclusive – Due to Exemplars (Incomplete)** has been rendered may not be searched until additional exemplars are available and a conclusion of **Excluded** has been reached by the forensic scientist.
- H. The initial AFIS search and comparison to candidate prints is performed by the AFIS Forensic Scientist according to AFIS Policy.

6.2 AFIS searches

- A. Austin Laboratory
1. If there are no prints meeting the criteria for an AFIS search or if all searched prints have negative results, the case will be technically reviewed. The case folder will then be returned to the Friction Ridge Forensic Scientist.
 2. If an AFIS search results in a hit, the case folder will be transferred to the assigned Friction Ridge Forensic Scientist for comparisons to the candidate.
 3. The Friction Ridge Forensic Scientist will compare all AFIS suitable prints to the candidate and return the case folder to the AFIS Forensic Scientist.
 4. Steps 2 and 3 may be repeated for additional AFIS candidates.
 5. Once AFIS examinations are complete and technically reviewed, the case folder will be transferred to the Friction Ridge Forensic Scientist.



B. Garland/Lubbock/Weslaco Laboratory

1. If there are no prints meeting the criteria for an AFIS search or if all searched prints have negative results, the case will be technically reviewed. The AFIS Forensic Scientist will then email the Friction Ridge Forensic Scientist to inform them that AFIS examinations are complete.
2. Search results will be placed in the Requester Notes of the Friction Ridge request in LIMS. The following information will be included in the Requester Notes:
 - a) *Asset or composite numbers of prints and resulting conclusions.*
 - b) *Which database(s) was searched and whether any unidentified prints were stored for future reverse searches.*
3. If an AFIS search results in a hit, the AFIS Forensic Scientist will communicate the candidate information and asset number or composite number of the print to the Friction Ridge Forensic Scientist after verification has been completed.
4. The Friction Ridge Forensic Scientist will compare all AFIS suitable prints to the candidate and communicate the results to the AFIS Forensic Scientist.
5. These steps may be repeated for additional AFIS candidates.
6. Once AFIS examinations are complete and technically reviewed, the AFIS Forensic Scientist will email the Friction Ridge Forensic Scientist to inform them that AFIS examinations are complete.
7. Search results will be placed in the Requester Notes of the Friction Ridge request in LIMS. The following information will be included in the Requester Notes:
 - a) *Asset or composite numbers of prints and resulting conclusions.*
 - b) *Name and unique number of the candidate(s) as they appear on the fingerprint/palm print record(s).*
 - c) *Which database(s) was searched and whether any unidentified prints were stored for future reverse searches.*

7 Interpretation

- A. Each print is analyzed to determine if it has:
 1. Sufficient clarity for an AFIS search.
 2. A sufficient number of ridge characteristics for an AFIS search.
- B. Proceed to *Friction Ridge Comparison* in the Friction Ridge Manual for independent analysis, comparison, evaluation, and verification when required.
- C. AFIS requests meeting both criteria below should be sent directly to the Texas DPS Austin Crime Laboratory AFIS Section, regardless of the origin of the request. These cases should not be accepted at other Texas DPS laboratories.
 1. No suspect
 2. Does not require processing techniques for development of the print
- D. The Friction Ridge Forensic Scientist will be responsible for reporting the results of all searches performed.



8 Limitations

- A. Prints provided for AFIS database searches may not meet the criteria for an AFIS search. The AFIS Forensic Scientist may request additional forms of the image(s); for example, an image on digital media, an additional enhancement request, or original evidence.
- B. Images submitted by the Friction Ridge Section may be calibrated in inches or centimeters. The case record should be consulted to determine which unit of measure was used.
- C. Prints stored in any unsolved databases may be removed either manually or through an automated process if the statutes of limitations expire, if they have been identified, or due to database size limitations.

9 Records

AFIS Layout Sheet (LAB-AF-01)

AFIS Activity Report (LAB-AF-02)

AFIS/Friction Ridge Case Worksheet (LAB-AF-03)

AFIS Comparison Worksheet (LAB-AF-04)

Friction Ridge Worksheet (LAB-FR-01)

Friction Ridge Comparison Worksheet (LAB-FR-04)



AF-02-03 EVIDENCE/CASE DOCUMENTATION

1 Scope

To establish policy concerning the elements of friction ridge evidence and examination records and their subsequent relationship.

2 Related Documents

CLS Manual: Evidence and Database Sample Integrity

CLS Manual: Return of Evidence

3 Friction Ridge Envelope

3.1 Contents

- A. Lifts
- B. Original or designated representation of photographed prints (can be retained in printed and/or negative format)
- C. Finalized digital media recorded by the laboratory containing original and working images of prints
- D. Submitted images of prints (printed or digital media)
- E. Exemplars received as evidence (includes State DL and State ID images) or printed from Archive
- F. AFIS work

3.2 Conditions of Storage

- A. Friction Ridge envelopes should be arranged numerically beginning with Austin cases. Garland/Lubbock/Weslaco cases will follow. The Friction Ridge envelopes shall be filed in a secure storage location.
- B. The laboratory shall define the secure storage location for Friction Ridge envelopes.

3.3 Retention

- A. The Friction Ridge envelope may be retained along with AFIS work, original lifts, composites of prints, exemplars, and any other material typically created and stored in the Friction Ridge envelope.
- B. If the submitting agency requests that the original prints and exemplars associated with the case be returned, then those items being returned must be preserved in Foray ADAMS.
- C. Casting materials, evidence processed with a porous processing chemical, gel lifters, and checks are considered physical evidence. Any suitable prints observed on these types of evidence will be digitally preserved and, upon preservation, returned to the submitting agency.
- D. A copy of friction ridge evidence that is entered into State's evidence should be maintained in the Friction Ridge envelope to document the transfer.
- E. Any composites created in a case with no suitable prints will be retained in the case record on a Laboratory Information Sheet (LAB-403, LAB-404).



4 Case Documentation

4.1 Administrative Documentation

- A. Laboratory report
- B. Laboratory Submission Form (LAB-201)
- C. Case-related correspondence

4.2 Examination Records

- A. AFIS examination documentation
- B. AFIS Comparison Worksheet(s) and other case notes
- C. The Friction Ridge envelope and its contents, which may include lifts, photographs, composites, copies of evidence or exemplars, and other documentation of observations.

5 Records

Laboratory Submission Form (LAB-201)

Laboratory Information Sheet (LAB-403, LAB-404)



03 COMPARISON

AF-03-01 CODIS EXAMINATION

1 Scope

The AFIS Section is responsible for comparing the inked prints present on CODIS cards that do not automatically return a hit by AFIS. Exemplars are retrieved from AFIS, image archive, or from the Crime Records Service and a comparison is conducted. The comparison results/interpretation will be documented on the CODIS cards.

2 Safety

In the event CODIS cards are contaminated with blood, the Fingerprint Technician or AFIS Forensic Scientist shall wear gloves. Small areas of blood can be covered with tape, and the card can be placed in a plastic sleeve and labeled as a biohazard.

3 Equipment and Materials

- Computer with access to CCH, CCH Archive WebViewer, and Document Manager
- CCH Archive WebViewer
- Document Manager
- Fingerprint Magnifier
- Foray Workstation
- IBW-L Workstation

4 Standards, Controls, and Calibration

None

5 Procedure

- A. When CODIS cards are submitted, the cards are divided into stacks of 100 and each card is scanned. If a tenprint card is included with the CODIS card, the thumbprints from the tenprint card will be placed over the CODIS card before scanning.
- B. The Zero List: A list (the Zero List) is generated indicating which cards were identified by AFIS.
 1. For cards that were automatically identified, a SID will appear on the list. It must be verified that the SID on the card is the same as the SID on the list.
 2. If zeros appear on the list instead of a SID (indicating the card did not hit in AFIS), a CCH search will be performed.
 - a) *Comparison and verification will be performed on cards when a SID is found in CCH.*
 3. Cards requiring comparison and verification will be stamped "Verified," dated, initialed, and a CCH printout will be attached to these cards.
 - a) *All CCH printouts must be initialed and stamped "For Official Use Only."*
- C. Discrepancy Report
 1. A discrepancy report is generated indicating the name, DOB, sex, and race from the scanned cards.



2. If the name and SID on the card and the corresponding list match, "AFIS" will be stamped on the card. All "AFIS" stamps must be dated and initialed.
 - a) *If the information on the card and the list do not match, a CCH printout will be attached to the card and comparison will be performed. All CCH printouts must be initialed and stamped "For Official Use Only."*
 3. If the SID is correct but the name is different, check the alias page in CCH.
 - a) *If the name appears on the CCH alias page a check mark will be placed by the name on the card.*
 - b) *If the name does not appear on the alias page, or if the date of birth is different by more than two years, a CCH printout will be attached to the card and a comparison will be performed.*
- D. No Match
1. If the name and date of birth are different from what is listed for a SID in CCH and the name is not listed as an alias, the card will be stamped "No Match," dated, and initialed.
 2. If a record is found with the same descriptive information (name, race, sex, DOB) but the prints do not match, the card will be stamped "No match", dated, and initialed. Verification is required.
 3. The supervisor or designated AFIS Forensic Scientist will check all "No Match" records before they are stamped and returned to CODIS.
 4. An AFIS search may be performed on a card that has been determined to be a "No Match".
- E. No Record
1. If no record can be found by SID or name search, the card will be stamped "No Record", then dated and initialed.
 - a) *An AFIS Forensic Scientist may perform an LI in AFIS.*
 - b) *The supervisor or designated AFIS Forensic Scientist will check all "No Records" before they are stamped and returned to CODIS.*
 2. An AFIS search may be performed on a card with no associated record.
- F. Rejects
1. If the prints on the card are not suitable for identification, the card may be rejected. A second opinion must be obtained from the supervisor or a designated AFIS Forensic Scientist for all rejects.
 - a) *If a card is determined to be a reject, it will be stamped "Card Rejected Due to quality of print", dated, and initialed. If a CCH printout was attached, it should be removed.*
 2. If the exemplars from AFIS, image archive, and/or Crime Records are insufficient, the card is stamped "AFIS Reject," dated, and initialed. If a CCH printout was attached, it should be removed.



G. Modification in Document Manager

All cards with any stamp other than "AFIS" or any other alteration must be modified in Document Manager such that the scanned image reflects the stamps and annotations on the card.

H. For all CODIS cards that are manually verified, the DNA flag in CCH will be updated to "Y" and the current date will be added.

I. A count of activities performed each day will be documented.

J. The cards are placed back in order by barcode number and returned to the CODIS Section.

6 Limitations

Prints with poor clarity and/or an insufficient number of ridge characteristics may not be suitable for identification.



04 FORMS

DIRECTORY OF FORMS

	Document Name	FRN
1	AFIS Layout Sheet	LAB-AF-01
2	AFIS Activity Report	LAB-AF-02
3	AFIS/Friction Ridge Case Worksheet	LAB-AF-03
4	AFIS Comparison Worksheet	LAB-AF-04