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REVISION HISTORY

Effective Date	Brief Description of Change(s)
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01 FUNDAMENTALS UNIT

AF-TM-01-01 OVERVIEW OF THE AFIS TRAINING PROGRAM

1 Introduction

This program is designed to train personnel employed by the Texas Department of Public Safety Crime Laboratory as AFIS Forensic Scientists. The training program will prepare individuals to properly execute their job duties, which include general laboratory functions, performing comparisons of friction ridge impressions, performing AFIS searches, and performing CODIS examinations.

2 Requirements

AFIS Forensic Scientists employed by the Texas Department of Public Safety Crime Laboratory in the AFIS Section must meet specific requirements as outlined in the job description. Trainees must successfully complete competency tests before beginning supervised work.

3 Purpose

The AFIS Training Program is designed to provide the trainee with sufficient background, education, competency, and supervised hands-on experience to adequately perform independent work with minimal supervision.

4 Program Format

- A. The Texas DPS training time is approximately one year. A trainee having prior experience in friction ridge comparison and/or AFIS entry procedures may be evaluated to modify his/her training time and program according to his/her skills and knowledge. Trainees will undergo competency testing of the designated modules before obtaining approval to perform supervised work in AFIS entry and friction ridge comparison.
- B. The training program is divided into four units: one within the AFIS Training Manual (AF TM), two within the Friction Ridge Training Manual (FR TM), and a Fundamentals Unit combining portions of both. Each unit consists of one or more modules. The modules consist of discussions and demonstrations with the trainer, independent exercises, practical exams, and written exercises. The modules may be dependent on or independent of other modules. In addition, every trainee must complete General Laboratory Training.
 1. **General Laboratory Training** – Introduces the trainee to general laboratory practices, forensic science, quality assurance, general laboratory safety, legal issues, and department and laboratory policy.
 2. **Fundamentals Unit (AF TM and FR TM)** – Introduces the trainee to the history of fingerprints, the biological principles behind friction ridge comparisons, court testimony, report writing, and case review.
 3. **Comparison Unit (FR TM)** – Introduces the trainee to pattern interpretation, recording exemplars, classification systems, and the Analysis, Comparison, Evaluation and Verification (ACE-V) methodology.
 4. **Digital Image Processing Unit (FR TM)** – Introduces the trainee to the methods of digital imaging and preservation of friction ridge impressions.
 5. **AFIS Unit (AF TM)** – Introduces the trainee to searching prints in the NEC Automated Fingerprint Identification System and the Universal Latent Workstation software.



- C. Appropriate modules and tasks within each module will be completed based on the job duties assigned to each trainee. The training checklists indicate the required elements from the units to be completed by CODIS trainees (LAB-AF-TM-04) and AFIS trainees (LAB-AF-TM-01).
- D. Case review training may be completed separately after supervised work authorization. All case review exercises and assessments listed on the training checklist will be completed at that time.

5 Safety

Evidence contaminated with blood or other potentially infectious materials (OPIM) will be treated as biological hazards. Use appropriate laboratory safety precautions and observe Universal Bloodborne Pathogens precautions, as outlined in the Safety Manual.

6 Responsibilities

6.1 Trainer Responsibilities

- A. Meetings between the trainee, the trainer, and the supervisor should be held periodically in order to evaluate the trainee's progress, plan future study and practical assignments, and discuss any deficiencies that require additional training.
- B. The trainer will document the trainee's progress.

6.2 Trainee Responsibilities

- A. The training program requires the trainee to keep up with assignments on a self-study basis. The trainee is responsible for informing his/her trainer or supervisor when problems arise at any time during the training period.
- B. The trainee will maintain detailed records of training in a training notebook that is updated on an ongoing basis. The notebook must be available for review at any time during the training period by the trainer, quality assurance, or management.
- C. The AFIS Training Manual will list required and optional reading material. The trainee should thoroughly research the selected topics for a complete understanding of the material presented. The trainee is expected to actively seek pertinent optional reading material in addition to those readings listed. Supplemental articles and handouts not listed in the Training Manual may be provided to the trainee for additional reading.

6.3 Training Notebook

Note: No case numbers will be used in a training notebook, with the exception of cases listed on the Supervised Work Log (LAB-307).

- A. During the training program, the trainee is responsible for keeping records in a notebook of his/her training, practice testing, and progress. Completion of modules and/or practical exercises will be recorded and dated by the trainee and approved by the trainer on the respective training checklist.
- B. The following is a list of items maintained in the training notebook:
 - 1. Applicable training checklists: AFIS Training Checklist (LAB-AF-TM-01), IBW-L Checklist (LAB-AF-TM-02), ULW Checklist (LAB-AF-TM-03), and/or CODIS Examination Training Checklist (LAB-AF-TM-04)
 - 2. Results, documentation, and/or other products of Observed/Supervised Performance and Independent Exercise activities, as outlined in training modules



3. Competency test(s) and results
4. Written examination(s)
5. Training Record Log (LAB-303), used to record the following
 - a) *Supplementary training activities*
 - i. *Research, if performed (summary of participation)*
 - ii. *Special projects, if performed (summary of participation)*
 - b) *List of supplemental reading (books, articles, etc.) completed*
 - c) *List of supplemental in-house training videos viewed*
 - d) *List of lectures, schools, and/or conferences attended (include copy of certificates, if provided)*
6. List or memo from trainer documenting type and number of cases worked by other Forensic Scientists that were observed by trainee. This can include
 - a) *Laboratory processes observed (LAB-303)*
 - b) *Consults with other disciplines observed, if applicable (LAB-303)*
7. List of courtroom testimony attended and observations/evaluations (LAB-306)
8. AFIS Access Password Policy
9. *Code of Ethics for Latent Print Examiners*, signed by trainee

7 Review and Authorization

7.1 Independent Exercises

Independent exercises and evaluations, when indicated, will cover aspects of the friction ridge training material provided within the module(s). Exercises will be assigned as:

A. Independent Exercises

Trainee will complete assigned exercises. The trainer will review the exercises for completeness and accuracy, and indicate **Complete** on the exercise.

B. Independent ACE-V Exercises

The trainee will successfully complete practical ACE-V exercises as determined by the trainer and/or supervisor. The results will be documented as instructed in each exercise by the trainee and provided to the trainer for evaluation. Independent ACE-V exercises will be graded **Pass** or **Fail**, and if no errors are present, the trainer will also indicate **All Correct** on the exercise. If errors are made, the trainer will document the type of error as listed below:

1. **Clerical errors** do not indicate test failure. The trainer will mark the error on the documentation and the trainee will strikethrough the error, handwrite in the correction, initial and date.
2. **Missed Identification** may or may not indicate test failure. The trainer will return a missed identification to the trainee for a second attempt to independently search for the corresponding print. If the identification is made, the trainer will indicate **All Correct-Second Attempt** on the exercise.



- a) *The trainer and the trainee will discuss the missed identification in an attempt to determine the root cause of the missed identification and identify strategies to prevent similar missed identifications in the future.*
 - b) *If the trainee is unable to make the identification, the trainer will consult with the trainee in an effort to guide the trainee to a thorough analysis of the print that should allow the trainee to make the identification. If the identification is made after the consult, the trainer will indicate Third Attempt on the exercise.*
 - c) *If the trainee is still unable to make the identification, the trainer will provide the trainee composites of the print with the corresponding exemplar. The trainee and trainer will work through the comparison and attempt to determine the root cause of the missed identification and identify strategies to prevent similar missed identifications in the future. The trainer will indicate All Correct-Consult on the exercise.*
3. **Erroneous Identification** will indicate test failure. The trainer will indicate result as **Fail** on the exercise. The supervisor, trainer and trainee will consult to determine the root cause of the error. Additional training in the comparison and identification of friction ridge detail shall occur and additional practical comparison exercises will be assigned.

7.2 Qualifying Examinations

- A. Qualifying Examinations will cover aspects of the training material provided within the corresponding module or unit. Questions on the written examination will deal with knowledge of the theory, understanding of the subject matter, scientific application, critical thinking, and synthesis of the knowledge in its application.
- B. Qualifying Examinations will be graded. Any incorrect answers will be returned to the trainee in order to make appropriate corrections. The trainer will document result as **Pass/Fail** on the exam.
 1. The passing score for all Written Examinations is $\geq 75\%$. The trainer and trainee will discuss any incorrect answers. The trainer will document result as **Pass** on the exam.
 2. A score of $< 75\%$ will require evaluation of deficiency, root cause identified and documented, additional training, and another test will be provided to the trainee. The trainer will document $\geq 75\%$ result as **Pass-Second Attempt**.
 3. If the retest grade is $< 75\%$, an HR process begins in accordance with Department policy.

7.3 Competency Tests

- A. Comparison Unit
 1. Trainee will document analyses and comparison decisions utilizing the AFIS Comparison Worksheet (LAB-AF-04).
 2. At the completion of the Comparison Unit, the trainee will complete a competency comparison test. This test will not be administered until the trainee has successfully completed progressively more challenging practical comparison exercises with conclusions that are scientifically supported by the evidence, as determined by the trainer and/or the supervisor.



3. The competency comparison test will be graded. The trainer will document **Pass/Fail** on the competency test. If there are no errors, the trainer will indicate **All Correct**. If errors are made, the trainer will document the type of error as listed below:
 - a) **Clerical errors do not indicate test failure. The trainer will mark the error on the documentation and the trainee will strikethrough the error, handwrite in the correct answer, initial and date.**
 - b) **Missed identification may or may not indicate test failure. The trainer will return a missed identification to the trainee for a second attempt to independently search for the corresponding print.**
 - i. **If the identification is made, the trainer will indicate **All Correct-Second Attempt** on the competency test. The trainer and the trainee will discuss the missed identification in an attempt to determine the root cause of the missed identification and identify strategies to prevent similar missed identifications in the future.**
 - ii. **If the trainee is unable to make the identification, the trainer will indicate **Fail** on the competency test.**
 - c) **Erroneous identification will indicate test failure. The trainer will indicate result as **Fail** on the competency test.**
- B. Digital Image Processing Unit
1. Content from AF-TM-02-01 and AF-TM-02-02 will be covered in the mock case.
 2. The CODIS verifications performed as part of the independent exercises in AF-TM-02-03 will serve as the competency for AFIS trainees.
- C. Trainee will complete a mock AFIS case at the end of the training program as a comprehensive competency test.
- D. Report Writing
- Trainee will write a report based on the results of the mock AFIS case. The report will demonstrate the trainee's ability to properly convey results and conclusions and will be the basis of the trainee's mock trial.
- E. Mock Trial
- Note:** Testimony competency is not required for CODIS trainees who will not be required to provide testimony.
1. The trainee will provide testimony in a mock trial based on the mock AFIS case.
 2. The Testimony Technical Review form (LAB-313) is used to document performance regarding the technical aspects of the testimony. All results must be Yes or N/A to be considered passing.
 3. The Testimony Survey Form (LAB-314) is used to document performance regarding the examiner's behavior, demeanor, manner, etiquette, delivery, and professionalism. All ratings must be average or above to be considered passing.
- F. CODIS trainees will complete a comprehensive competency test to consist of at least 20 comparisons; a mixture of finger to finger and tenprint to tenprint. The trainer may assign additional comparisons as needed based on the trainee's knowledge and experience.



7.4 Work Authorization

- A. Upon completion of the training, the trainee may begin performing supervised work with the approval of the Laboratory Director using the Work Authorization form (LAB-309).
- B. Supervised Work
 - 1. The trainee will complete assigned supervised work. The trainer will observe the trainee perform casework, perform complete suitability reviews, and perform verifications. Due to the varied nature and complexity of the assigned supervised cases, the number of cases completed and the time required to complete supervised work may vary.
 - 2. The trainee must complete at least 20 cases that involve comparisons. Additional supervised cases may be assigned at the discretion of the trainer and/or supervisor.
 - 3. The trainee will be approved by the Quality Manager to perform independent work after demonstrating the ability to execute AFIS searches correctly and form accurate comparison conclusions during their supervised work period.

7.5 Training Program Evaluation

- A. The trainee and trainer will complete the applicable checklist upon completion of each module.
- B. The trainee will provide feedback on the training material for each unit completed using the Laboratory Training Program Evaluation Form (LAB-304).



AF-TM-01-02 INTRODUCTION TO THE AFIS SECTION

Duration 1 month

Purpose The trainee will become familiar with the basic operation of the AFIS Section and its function within the Crime Laboratory Service.

Prerequisite None

1 Objectives

1.1 Theoretical

The AFIS Section is responsible for performing analyses, comparisons, and evaluations of prints submitted to the laboratory, primarily in cases with no suspects, and performing AFIS searches of the Texas Department of Public Safety's fingerprint/palm print database, the Federal Bureau of Investigation's fingerprint/palm print database (NGI), the Department of Homeland Security's fingerprint database (IDENT), and the Department of Defense's fingerprint database (DoD ABIS). Upon completion of a full examination, a report is issued on the findings in a case and court testimony may be provided, if needed. The AFIS Section is also responsible for training other Texas law enforcement agencies in the use of the NEC AFIS, as well as the Universal Latent Workstation (ULW) software, and assisting with the comparison and administration of CODIS fingerprint cards.

1.2 Practical

Following the completion of this module the trainee will have an understanding of the operation of the AFIS Section, to include:

- A. The mission, organization, operation, and services provided by the Crime Laboratory Service.
- B. The Standard Operating Procedures of the AFIS Section.
- C. The reference material available.
- D. The equipment used by the AFIS Section.
- E. The records and forms used by the Crime Laboratory Service and the AFIS Section.

2 Training Outline

2.1 Lesson Plan

- A. Crime Laboratory Service orientation to the capabilities, services offered, and laboratory analysis performed by all of the disciplines.
- B. AFIS Section orientation
 1. Physical layout of the AFIS and Friction Ridge Sections
 - a) *Work area assignment*
 - b) *Equipment assignment*
 2. Location and procedures for evidence storage
- C. Orientation of below listed equipment
 1. NEC AFIS terminals
 2. Foray ADAMS Digital Workstations



- D. Personal Safety
 - 1. Personal Protective Equipment
 - 2. Safety Data Sheets
- E. Forms
 - 1. DPS Crime Laboratory Service forms
 - 2. AFIS Section forms

2.2 Required Readings

- A. Texas Department of Public Safety Crime Laboratory. Crime Laboratory Service Manual.
- B. Texas Department of Public Safety Crime Laboratory. Safety Manual.
- C. Texas Department of Public Safety Crime Laboratory. AFIS Standard Operating Procedures.
- D. Code of Ethics for Latent Print Examiners

3 Practice

3.1 Safety

Standard laboratory precautions.

3.2 Standards, Controls, Reagent Preparation

None

3.3 Equipment

- NEC IBW-L Workstation (Software, CPU, Monitor, Camera, Scanner, Printer)
- ULW Workstation (Software, CPU, Monitor, Printer)
- Foray ADAMS Workstation (Software, Adobe Photoshop, Adobe Bridge, CPU, Monitor, Server, Backup, Scanner, Printers)
- SPEX CrimeScope
- Laser

3.4 Observed Performance

The trainer will discuss findings, interpretations, limitations, documentation, and safety issues with the trainee.

3.5 Independent Exercise

The trainee will read and sign the *Code of Ethics for Latent Print Examiners* and retain it in the training notebook.

4 Assessment

The trainer and trainee will complete the AFIS Training Checklist (LAB-AF-TM-01) upon completion of the module.



02 AFIS UNIT

AF-TM-02-01 AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM – NEC

Duration 1-2 months

Purpose Familiarize the trainee with AFIS terminology and functions.

Prerequisite Basic Friction Ridge Comparison (FR-TM-03-04)

1 Objectives

1.1 Theoretical

The Automated Fingerprint Identification System (AFIS) is a tool for reducing the number of potential matches to a print of unknown origin, thus allowing the AFIS operator to potentially identify the unknown print(s) in a case. In this section, the trainee will learn how to fully utilize all the capabilities of the NEC AFIS to create the best possible search in order to maximize the system's effectiveness.

1.2 Practical

Following the completion of training the trainee will gain an understanding of:

- A. The AFIS capture and image enhancement features.
- B. The AFIS editing features.
- C. The AFIS comparison functions.
- D. The various AFIS screens and toolbars.

2 Training Outline

2.1 Lesson Plan

- A. Latent entry
 1. Logging on to AFIS, including MBIS Access Password Policy
 2. Latent Inquiry
 - a) *Enhancement features*
 - b) *Editing features*
 - c) *Functions*
 - i. *LI, LI-P*
 - ii. *Remote LI, Remote LI-P*
 - iii. *LR, LR-P*
 - iv. *L/LI, L/LI-P*
 - v. *IRQ*
 - vi. *Other functions, as applicable*
 3. Latent Comparison
 - a) *Job Queue*
 - b) *Opening responses for comparison*



- c) *Comparison Screen Elements*
 - i. *Toolbar*
 - ii. *Tabs*
 - iii. *Candidate list*
 - iv. *Contrast/Brightness/Zoom slider bar*

2.2 Required Readings

- A. Busey, et al. “The relation between sensitivity, similar non-matches and database size in fingerprint database searches.” *Law, Probability and Risk* (2014) 13, 151–168
- B. Dror, et al. *Quantified Assessment of AFIS Contextual Information on Accuracy and Reliability of Subsequent Examiner Conclusions*. National Institute of Justice. 2011
- C. Dror, et al. “The Impact of Human-Technology Cooperation and Distributed Cognition in Forensic Sciences – Biasing Effects of AFIS Contextual Information on Human Experts.” *J For Sci*, 2012, 57(2), 343-352
- D. Dror and Mnookin. “The use of technology in human expert domains – challenges and risks arising from the use of automated fingerprint identification systems in forensic science.” *Law, Probability and Risk* (2010) 9, 47–67
- E. Lee and Gaensslen. *Advances in Fingerprint Technology*. 1st Edition. CRC Press; 1992: Chapter 6 – Automated Fingerprint Identification Systems.
- F. Lee and Gaensslen. *Advances in Fingerprint Technology*. 2nd Edition. CRC Press; 2001: Chapter 8 – Automated Fingerprint Identification and Imaging Systems.
- G. NEC. Integra-ID IBW: Latent User Guide.
- H. US DOJ. National Institute of Justice. *The Fingerprint Sourcebook*. 2011: Chapter 6 – Automated Fingerprint Identification System (AFIS).

2.3 Suggested Readings

- A. Jongh and Rodriguez. “Performance Evaluation of Automated Fingerprint Identification Systems for Specific Conditions Observed in Casework Using Simulated Fingermarks.” *J For Sci*, 2012, 57(4), 1075-1081
- B. Lee and Gaensslen. *Advances in Fingerprint Technology*. 1st Edition. CRC Press; 1992:
 - 1. Chapter 8 – Automated Fingerprint Identification Systems I. North American Morpho System
 - 2. Chapter 9 – Automated Fingerprint Identification Systems II. De La Rue Printrak System

3 Practice

3.1 Safety

In the event latent cards or deceased fingerprint cards are contaminated with blood, place the card in a plastic sleeve or wear gloves. Decontaminate all surfaces that come into contact with the contaminated cards as described in the Safety Manual.

3.2 Standards, Controls, Reagent Preparation

None



3.3 Equipment

- Magnifier
- NEC AFIS terminal

3.4 Observed Performance

The trainee will observe AFIS operation.

3.5 Supervised Performance

The trainee will demonstrate correct AFIS operation to the trainer using the IBW-L Checklist (LAB-AF-TM-02).

4 Assessment

Note: The trainer will supervise all AFIS entries during the training phase.

4.1 Competency and Qualifying Examination

The trainer will administer a written examination. The types of questions on the written examination will deal with the operation, terminology and functions of the NEC Automated Fingerprint Identification System.

4.2 Evaluation of Training

The trainee and trainer will complete the AFIS Training Checklist (LAB-AF-TM-01) upon completion of the module.



AF-TM-02-02 UNIVERSAL LATENT WORKSTATION (ULW)

Duration 3 - 4 weeks

Purpose Familiarize the trainee with terminology and functions in order to operate the Universal Latent Workstation (ULW).

Prerequisite Automated Fingerprint Identification System – NEC (AF-TM-02-01)

1 Objectives

1.1 Theoretical

The Universal Latent Workstation (ULW) is software used to search and store prints of unknown origin in the FBI Next Generation Identification (NGI) database, the DHS Automated Biometric Identification System (IDENT) database, and the DoD Automated Biometric Identification System (ABIS) database. The trainee will become familiar with ULW terminology and functions.

1.2 Practical

Following the completion of training the trainee will be able to:

- A. Prepare a search using the ULW
- B. Encrypt and send a search
- C. Receive and decrypt a response
- D. Retrieve candidate prints for comparison
- E. Compare the search print to the candidate prints on the computer screen
- F. Use Other New Transactions

2 Training Outline

2.1 Lesson Plan

- A. Latent Fingerprint Feature Search (LFFS)
 - 1. Using the flatbed scanner
 - 2. Using a flash drive
 - 3. Feature Markup
 - 4. Text Fields
 - 5. Encrypting a search using the DPS Encryption program
 - 6. Sending a latent search
- B. Retrieval and comparison of candidate prints
 - 1. Receiving a latent response
 - 2. Decrypting a response using the DPS Encryption program
 - 3. Comparing candidates from the response to the search print
- C. Other New Transactions
 - 1. Latent Fingerprint Image Search (LFIS)
 - 2. Image Request (IRQ)



3. Unsolved Latent Delete Request (ULD)

- D. Miscellaneous: Transferring a file from the NEC terminal to the ULW.

2.2 Required Readings

- A. Texas Department of Public Safety Crime Laboratory. "ULW Instructions for NEC users." Internal document (current version)
- B. United States Department of Justice: Federal Bureau of Investigation (FBI). Next Generation Identification (NGI) Latent Best Practices.
- C. United States Department of Justice: Federal Bureau of Investigation. ULW/NGI Power Tips.
- D. United States Department of Justice: Federal Bureau of Investigation. Universal Latent Workstation (ULW) User Manual, Version 6.6.3 (May 2016) or current version.

2.3 Suggested Readings

- A. Indovina, M, et al. ELFT-EFS Evaluation of Latent Fingerprint Technologies - Extended Feature Sets [Evaluation #2]. National Institute of Standards and Technologies: 2012
- B. Jain, A. Automatic Fingerprint Matching Using Extended Feature Set. United States Department of Justice NCJRS: 2011
- C. Texas Department of Public Safety. "DPS Cryptography/Mail Encryption Setup and User Guide," current version. Internal document.

3 Practice

3.1 Safety

In the event latent cards or deceased fingerprint cards are contaminated with blood, place the card in a plastic sleeve or wear gloves. Decontaminate all surfaces that come into contact with the contaminated cards as described in the Safety Manual.

3.2 Standards, Controls, Reagent Preparation

None

3.3 Equipment

- Computer with ULW software, DPS Cryptography Program, and FTP installed
- Magnifier
- Scanner
- Flash drive

3.4 Observed Performance

- A. The trainer and trainee will discuss topics to ensure that the trainee has a solid understanding of the operation of the ULW software.
- B. The trainee will observe the operation of the ULW software by the trainer.

3.5 Supervised Performance

The trainee will demonstrate the correct operation of all functions of the ULW software to the trainer using the ULW Checklist (LAB-AF-TM-03)



4 Assessment

4.1 Competency and Qualifying Examination

The trainer will administer a written examination to the trainee which includes questions about the terminology and functions of the NGI system.

4.2 Evaluation of Training

The trainee and trainer will complete the AFIS Training Checklist (LAB-AF-TM-01) upon completion of the module.



AF-TM-02-03 CODIS EXAMINATION

Duration 1-2 months

Purpose Familiarize the trainee with terminology and proper procedures for verifying CODIS cards

Prerequisite Basic Friction Ridge Comparison (FR-TM-03-04)

1 Objectives

1.1 Theoretical

The thumbprints/fingerprints on the CODIS cards must be compared utilizing exemplars stored in AFIS, exemplars stored in the image archive system, or through the automated search process.

1.2 Practical

Following the completion of training the trainee will be able to:

- A. Retrieve and print the Identification screen from the Computerized Criminal History (CCH) files
- B. Retrieve exemplars in AFIS
- C. Retrieve exemplars from the image archive system
- D. Follow proper procedures for comparing CODIS prints

2 Training Outline

2.1 Lesson Plan

- A. Computerized Criminal History (CCH)
 1. Retrieving information in CCH by SID number
 2. Retrieving information in CCH by Name, Race, Sex, DOB, FBI number, Social Security number, Driver's license number
 3. Printing out the identification page from CCH
 4. Attaching the CCH printout to the CODIS card
- B. Thumbprint/Fingerprint Comparison
 1. Retrieving exemplars from Document Manager and verifying images on screen
 2. Retrieving exemplars from CCH Archive WebViewer and printing exemplars to enlarge and compare
- C. Modification of CODIS cards
 1. The scanned DNA cards that have been manually compared are viewed and modified through Document Manager.
- D. Incoming/Outgoing CODIS cards: receiving/returning procedures
 1. CODIS barcode numbers
 2. Counting CODIS cards received
 3. Returning cards



E. Miscellaneous

1. All information is correct on CODIS card
2. SID number is correct, but name and DOB are different
3. Incorrect or missing SID number
4. No record found in CCH
5. No record found by SID number or AFIS search
6. Same descriptive information, prints do not match
7. Rejects

2.2 Required Readings

Texas DPS Crime Laboratory Service, AFIS Manual: *CODIS Examination*

3 Practice

3.1 Safety

In the event fingerprint cards are contaminated with blood, place the card in a plastic sleeve or wear gloves. Decontaminate all surfaces that come into contact with the cards as described in the Safety Manual.

3.2 Standards, Controls, Reagent Preparation

None

3.3 Equipment

- Magnifier
- Ridge counter
- Digital Workstation
- CCH Archive WebViewer
- Document Manager

3.4 Observed Performance

- A. The trainee will observe CODIS procedures.
- B. The trainer and trainee will discuss topics to ensure the trainee has a solid understanding of CODIS Examination.

3.5 Supervised Performance

The trainee will demonstrate correct CODIS procedures.

3.6 Independent Exercises

The trainer will provide fingerprints and/or tenprints to be compared by the trainee.

4 Assessment

4.1 Competency and Qualifying Examination

- A. CODIS trainees: CODIS trainees will complete a comprehensive competency test to consist of at least 20 comparisons, a mixture of finger to finger and tenprint to tenprint. The trainer may assign additional comparisons as needed based on the trainee's knowledge and experience.



- B. AFIS trainees: The CODIS verifications performed as part of the independent exercises will serve as the competency for AFIS trainees. Comparison competency will be tested after the comparison unit of the AFIS Training Program.

4.2 Evaluation of Training

The trainee and trainer will complete the AFIS Training Checklist (LAB-AF-TM-01) or CODIS Examination Training Checklist (LAB-AF-TM-04) upon completion of the module.



03 FORMS

TRAINING FORMS

	Document Name	FRN
1	AFIS Training Checklist	LAB-AF-TM-01
2	IBW-L Checklist	LAB-AF-TM-02
3	ULW Checklist	LAB-AF-TM-03
4	CODIS Examination Training Checklist	LAB-AF-TM-04
5		
6		
7		