

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

TABLE OF CONTENTS

1. SCOPE OF OPERATIONS

- 1.1. Latent Print Section Overview
- 1.2. History of the Latent Print Section
- 1.3. Mission Statement
- 1.4. Goals and Objectives
- 1.5. Code of Ethics
- 1.6. Organization and Staffing
- 1.7. List of Locations, Addresses and Phone Numbers
- 1.8. Organizations Chart
- 1.9. Section Descriptions and Responsibilities
- 1.10. Hours of Operation
- 1.11. Manuals
- 1.12. Customer Service
- 1.13. Management System
- 1.14. Planning and Development
- 1.15. Purchasing Supplies And Services
- 1.16. Management Review
- 1.17. Equipment and Supply Inventory

2. Facility Design And Security

- 2.1 Physical Plant/Space and Design
- 2.2 Security

3. Quality Assurance

- 3.1 Proficiency Testing
- 3.2 Court Testimony Monitoring
- 3.3 Case Review
- 3.4 Laboratory Audits
- 3.5 Validation
- 3.6 Instruments and Equipment
- 3.7 Reagents
- 3.8 Document Management
- 3.9 Deviation from Documented Procedures
- 3.10 Prevention and Corrective Actions
- 3.11 Suggestions/Complaints
- 3.12 Customer Survey
- 3.13 Reference Standards/Materials
- 3.14 Reference Collections and Databases
- 3.15 Examination Verification
- 3.16 Contamination Detection and Prevention

4. Laboratory Records

- 4.1 Case Record
- 4.2 Laboratory Reports
- 4.3 Requests of Record Information

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- 4.3.1 Release of Information
- 4.3.2 Release of Information to the News Media
- 4.3.3 Open Records Request
- 4.3.4 Discovery Orders
- 4.3.5 Requests for Reports
- 4.5 Removal of Records for Court
- 4.6 Archiving Laboratory Case Files
- 4.7 Expunctions
- 4.8 Control of Laboratory Records

5. Evidence Procedures

- 5.1 General Practices
- 5.2 Observation by Outside Experts
- 5.3 Evidence Disposal
- 5.4 Destruction of Hazardous Substances
- 5.5 Outsourcing

6. Laboratory Safety

7. Personnel

- 7.1 Documents
- 7.2 Subpoenas
- 7.3 Private Case Consultations
- 7.4 Testimony for Previous Employers
- 7.5 Attendance
- 7.6 Certification of Analysts
- 7.7 Employee Training Program
- 7.8 Employee Approval for Casework
- 7.9 Employee Career Development
- 7.10 Continuing Education
- 7.11 Internship Program
- 7.12 Volunteer Program
- 7.13 Rider Program

8. Computer Resource Management

9. Forms

- LP 001 - Latent Comparison Worksheet
- LP 002 - Latent Verification Worksheet
- LP 003 - Case Log Notes

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

CHAPTER 1 LATENT PRINT SECTION OVERVIEW

1.1 LATENT SECTION OVERVIEW

No Supplemental Requirements

1.2 HISTORY OF THE LATENT PRINT SECTION

No Supplemental Requirements

1.3 LATENT SECTION MISSION STATEMENT

No Supplemental Requirements

1.4 LATENT SECTION GOALS AND OBJECTIVES

No Supplemental Requirements

1.5 CODE OF ETHICS

Ethics Related to the Latent Print Discipline

To maintain certification by the International Association for Identification (IAI), the Latent Print Section (LP Section) has adopted the Code of Ethics for latent print examiners as published by the IAI. This code is intended as a guide to the ethical conduct of latent print examiners.

1.6 ORGANIZATION AND STAFFING

No Supplemental Requirements

1.7 LIST OF LOCATIONS AND PHONE NUMBERS

No Supplemental Requirements

1.8 ORGANIZATION CHART

No Supplemental Requirements

1.9 SECTION DESCRIPTION AND RESPONSIBILITIES

No Supplemental Requirements

1.10 HOURS OF OPERATION

- The LP Section does not utilize a callback roster.
- The supervisor approves all call back requests.
- For urgent situations in which latent print work is needed, an analyst assigned to the LP Section will be called back to the office to perform the work.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

1.11 MANUALS

No Supplemental Requirements

1.12 CUSTOMER SERVICE

No Supplemental Requirements

1.13 MANAGEMENT SYSTEM

No Supplemental Requirements

1.14 PLANNING AND DEVELOPMENT

As per Department of Public Safety (DPS) guidelines the State Automated Fingerprint Identification System (AFIS) monthly report is faxed or e-mailed to the Department of Public Safety (DPS) / Latent AFIS Section no later than the tenth day of each month.

1.15 PURCHASING SUPPLIES AND SERVICES

No critical supplies or services exist in the LP section.

1.16 MANAGEMENT REVIEW SYSTEM

No Supplemental Requirements

1.17 EQUIPMENT AND SUPPLY INVENTORY

No Supplemental Requirements

CHAPTER 2 FACILITY DESIGN AND SECURITY

2.1 LATENT SECTION PHYSICAL PLANT/SPACE AND DESIGN

No Supplemental Requirements

2.2 LATENT PRINT SECTION SECURITY

Practices

The LP Section and Crime Scene Section share controlled restricted access to each of their respective work areas only during normal working hours (ASCLD/LAB 5.3.4.1c). When the LP Section is unoccupied, the door separating the LP Section and Crime Scene Section will remain closed and locked.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- **Evidence Storage Areas**

- Bulk storage must be sealed and stored in lockable filing cabinets within the LP Section (ASCLD/LAB 5.8.1.1.2).
 - Bulk storage locations include:
 - a. Death related
 - b. Prints submitted through evidence
 - c. Person crimes
 - d. Property crimes
- In process evidence may be stored unsealed until the request is completed; not to exceed a period of 24 months (ASCLD/LAB 5.8.4.2.).
 - In process storage locations include:
 - a. Lockable desk storage
 - b. Open case file drawer
 - c. AFIS file
 - d. Case review drawer

CHAPTER 3 QUALITY ASSURANCE

3.1 PROFICIENCY TESTING

The Technical Leader will ensure that AFIS Technicians successfully complete an internal proficiency test once per year.

3.2 COURT TESTIMONY MONITORING

No Supplemental Requirements

3.3 CASE REVIEWS

Responsibilities

- AFIS Notification reports, as with all other reports, must be administratively reviewed prior to release. The reviewer will ensure the following has been done prior to approving the report:
 - Report signed
 - Number of searches entered in the stats panel.
 - Report reflects the correct inquiry results.
- Any required corrections will be made before the report is approved
- The following are the criteria for conducting a technical review of casework:
 - Exemplars properly marked & in LIMS - exemplars are marked with unique case number, initials, date, individual identifiers, and when applicable with the verifier's initials, date and check mark (ISO 5.6.3.2.1).

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- Latent lifts/photos marked - lifts and photos are marked with item numbers, and initials. When appropriate sufficiency letters, AFIS markings as well as markings for identification.
 - Comparison work sheet completed & in LIMS - the latent print work sheet has been completed with all case information, subject information, items, information dealing with location, suitability, and the results examination.
 - Examination documents in LIMS - Digital images from enlargements, photos, and print-outs used in the determination of suitability, or in the comparison of different impression.
 - AFIS documents in LIMS - the AFIS Information and Image sheet from a viable candidate are in LIMS
 - Case notes in LIMS - any e-mails, case events, documented phone calls that have administrative information on a current examination in LIMS by Narrative or Documents when appropriate
 - The conclusions are acceptable to the reviewer.
- Not all criteria listed above is required for every technical review.
 - Any required corrections will be made before the report is approved.
 - Technical reviews will be performed on case assignments designated by the Latent Print Supervisor

3.4 LABORATORY AUDITS

No Supplemental Requirements

3.5 VALIDATION OF METHODS

No Supplemental Requirements

3.6 INSTRUMENTS AND EQUIPMENT

No Supplemental Requirements

3.7 REAGENTS

No critical reagents are used in the LP Section.

3.8 DOCUMENT MANAGEMENT

No Supplemental Requirements

3.9 DEVIATION FROM DOCUMENTED PROCEDURES

No Supplemental Requirements

3.10 PREVENTATIVE AND CORRECTIVE ACTIONS

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

No Supplemental Requirements

3.11 SUGGESTIONS/COMPLAINTS

No Supplemental Requirements

3.12 CUSTOMER SURVEY

No Supplemental Requirements

3.13 REFERENCE STANDARDS AND REFERENCE MATERIALS

No Supplemental Requirements

3.14 REFERENCE COLLECTIONS AND DATABASES

No Supplemental Requirements

3.15 EXAMINATION VERIFICATION

- All latent print identifications will be verified by a second examiner by independent examination. The verifier will be selected by the primary analyst beforehand, and will not have previously consulted with the analyst regarding a conclusion.
- The verifier will complete a verification form signifying the identification has been checked and agreed to, with the verifier's name and the date the verification was completed. The form will be placed in the case record prior to case review.

3.16 DNA CONTAMINATION DETECTION AND PREVENTION

No Supplemental Requirements

CHAPTER 4 LABORATORY RECORDS

4.1 CASE RECORD

Responsibility

- Conducting and documenting the comparison (ASCLD/LAB 4.13.2.5.1).in
 - In all cases where a latent print examination is performed, a worksheet will be completed. The names of those identified, along with their identifying numbers, analyst's initials, and date will be placed on the lower front of the latent envelope. When no identification is made, a blue star will be placed on the lower right corner of the envelope.
 - A work sheet will be generated when the analysis is started and will be considered the start date of the examination (ASCLD/LAB 4.13.2.2.1).
 - Every lift card or photograph captured for analysis shall be given a number regardless of whether it is of value for examination.
 - Finger and palm exemplars used in an examination will be marked with the unique case number, initials of the examiner, and the date of the examination. Verifiers will

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

initial the exemplar, write 'check ID' and employee number, and the date the verification was performed. All exemplars will be scanned into the case record.

- Pointers, such as arrows or lines, can be used in tandem with other notes or abbreviations to indicate the item affected by the note or abbreviation, or to indicate directionality or orientation.
- The following are approved for use in documenting information in reports, forms, notes, drawings, images, envelopes, or wherever appropriate in the course of casework. Other abbreviations or marks the meanings of which are generally understood can also be used (etc. for 'etcetera', Mr. for 'mister'). Abbreviations or symbols which are defined or indicated on the worksheet in which they are to be used need not be defined here (ASCLD/LAB 4.13.2.13).

NS	Not Suitable
NC	Not Compared
EXCL	Exclusion
ID	Identification (Not used for verification)
PP, FP	Palm print or Fingerprint
INC	Inconclusive
A, B, (etc.)	Single letters used for designating individual latent prints on lift cards, photos, etc. (Upper case only, surrounded by a circle)
1, 2, (etc.)	Used for numbering of lift cards or photos in connection with LIMS item number
01, 02 (etc.)	Reserved for AFIS-suitable latents that are searched
#1, #2, (etc.)	Indicates which finger was identified to the latent print, according to the finger number as represented on a standard FBI fingerprint card and can be used in tandem with 'RT, RI', etc.
-L, -S, -F	Tags to be used individually or in combination to indicate the AFIS system used in a latent inquiry (Local, State, or Federal).
RT, LT, RI, LI, RM, LM, RR, LR, RL, LL, RP, LP	Right Thumb, Left Thumb, Right Index, Left Index, Right Middle, Left Middle, Right Ring, Left Ring, Right Little, Left Little, Right Palm, Left Palm (respectively).
✓ ID	Indicates agreement with the identification represented.
-R	With an AFIS inquiry to indicate the latent print was registered in a ULDB.
IMP	Impression (could be from a finger or palm)
+	Indicates more than one orientation

- The LP storage locations are subdivided as follows: (ASCLD/LAB 5.8.4.1)
 - AFIS File (pending AFIS Inquiry) (LIMS code: AFIS)
 - Agencies Outside A.P.D. (LIMS code: OSA)
 - Case Review Drawer (LIMS code: REV)
 - Death Related Crime Drawer (LIMS code: DEATH)
 - Prints Submitted Through Evidence (LIMS code: PSEVD)
 - Latent Print Office (LIMS code: LPOFF)

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- Open Case File (temporary storage) (LIMS code: OPEN)
- Person Crimes File (LIMS code: PERS)
- Property Crimes File (LIMS code: PROP)

4.2 LABORATORY REPORTS

Practices

- The request will appear as “LP” under the assignment tab in LIMS.
- The latent print supervisor is responsible for assigning all casework.

Reporting Format

- All report headings will be used in the following order, excluding “notes”, which may be placed between any of the headings:
 - Item(s) Submitted
 - Analysis Requested
 - Analysis Results
 - AFIS Inquiry (when performed by the Examiner doing the inquiry at the time of analysis)
 - Disposition (includes documents and materials, not notifying the detective)
 - Note (information that provides extra explanations).

Report Practices

- All Direct Entry inquiries of AFIS systems will require an AFIS notification report, except in the instance where an Examiner is conducting an inquiry as part of an LP Assignment involving analyses.
- Whenever AFIS technicians make an association, a new LP assignment will be created in LIMS, and the AFIS documents will be forwarded to the latent print examiners for examination.
- All latent print examination reports involving analyses performed will include the following elements:
 - The number of lift cards, photographs, copies, or other latent bearing items used in the examination and description of the item or surface from which the latent print was recovered.
 - The name(s), date(s) of birth, sex, race and a unique identifying number of the individual(s) who the requestor asked to be compared.
 - Status of all latent prints on all enumerated items, whether previously compared, identified, suitable for comparison, etc.
 - If an identification is made, the name of the person identified, which finger, palm, or foot to which the latent was identified, the item number, and the surface from which the latent was recovered.
 - The name of the requestor. If the request was generated as the result of an AFIS association, whether from direct entry or through a ten-print-to-latent inquiry (TLI) , the report will indicate the AFIS system, and the name of the person who made the association.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- All conclusions will be clearly stated and, if necessary, explained so as to avoid ambiguity. When an inconclusive or incomplete conclusion is used, a reason will be provided in the report.
- The following conclusions are approved for reporting the results of an examination of friction ridge detail.
 - Not Suitable for Comparison: The print does not have sufficient quality or quantity of detail to compare.
 - Identification or ID: Two prints were determined to have been made by the same area of friction ridge skin.
 - Exclusion: Two prints were not made by the same person.
 - Inconclusive: The examiner is unable to determine whether two prints were made by the same person, due to the quality of the latent print.
 - Incomplete: The exemplars of the person compared with a latent print are not fully recorded or are insufficient to determine identity or exclusion with the latent print.
- When a subject's known finger and/or palm exemplars are not available, the report will indicate these were missing and that certain (or all) latent prints were not compared with this person.

Report Types

- **Information Only Reports**
 - Information-only reports can be issued when vital information has been discovered that should be reported, and there has been no examination of latent prints. Worksheets will not be created for Information-only reports.
- **Limited Examinations**
 - Limited examinations are comparisons where there is at least one latent identification and the results are being reported without all of the remaining latent prints having been compared with the individual(s) named in the request, and may be conducted in the following cases:
 - Property crime requests, whether from a detective or through an AFIS association, where at least one latent print has been identified with each individual named in the request.
 - Any case in which a detective directs that only latent prints from certain surfaces be compared with the individual(s) named in the request.
 - Other situations which have been approved by the section supervisor. This approval must be documented in the case record for each request worked.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- A limited examination report must clearly state that this was a limited comparison and that some latent prints have not been compared with the individual(s) named in the request.
- Limited examinations will not be technically reviewed.

4.3 RELEASE OF RECORDS INFORMATION

No Supplemental Requirements

4.3.1 RELEASE OF INFORMATION

No Supplemental Requirements

4.3.2 RELEASE OF INFORMATION TO THE NEWS MEDIA

No Supplemental Requirements

4.3.3 OPEN RECORDS REQUEST

No Supplemental Requirements

4.3.4 DISCOVERY ORDER

No Supplemental Requirements

4.3.5 REQUESTS FOR REPORTS

No Supplemental Requirements

4.4 REMOVAL OF RECORDS FOR COURT

No Supplemental Requirements

4.5 ARCHIVING LABORATORY CASE FILES

No Supplemental Requirements

4.6 EXPUNCTIONS

No Supplemental Requirements

4.7 CONTROL OF LABORATORY RECORDS

No Supplemental Requirements

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

5 EVIDENCE PROCEDURES

5.1 General Practices

Responsibilities

- The Latent Print Section maintains custody of the latent prints.
- Only Latent Print Personnel are to file or remove latent packets from file cabinets.
- Except for periodic purging, the latent print examiners will place color-coded out cards in the long term storage file in place of each latent packet removed. The out cards will contain the case number and the date the packet was removed from the drawer.
- In process evidence must be secured at the end of the workday.

Practices

- Known fingerprint and palm print records are considered examination records. Known fingerprint and palm print records submitted directly to the LP Section are not entered into Versadex or LIMS are not assigned a LIMS item number.
- Known fingerprint and palm print records submitted through the Evidence Control Section are assigned a LIMS item number, but need not be listed in the "items submitted" portion of the report.

Release of Evidence

- All latent print evidence will be transferred to evidence control when being released with the exception of in-court release.
- Steps taken when releasing evidence:
 - Confirm the number of lift cards or photographs
 - Scan all front and back of the lift cards and envelope into LIMS
 - Update the Chain-of-Custody to reflect the transfer

Transfers Within the Section

Evidence will be securely maintained by placing all latent print envelopes and case documentation in a container when transferring custody between Examiners (ISO 5.8.1).

- The entire CD or latent packet must be transferred. Individual lift cards will not be transferred apart from the packet.
- Each employee taking possession of a CD or latent packet for the first time will initial the outer packaging for identification. The initials will be placed just above the dotted line on the front of the packet.

5.2 OBSERVATION BY OUTSIDE EXPERTS

No Supplemental Requirements

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

5.3 EVIDENCE DISPOSAL

Responsibility

- **Purging Latent Files**
 - The latent files will be purged in accordance with the current listing for the state statute of limitations guidelines
 - The purged latent packets will be transferred to the Evidence Control Section for disposal
 - All examination documentation contained on the evidence will be captured in LIMS before disposal of the evidence.

5.4 DESTRUCTION OF HAZARDOUS SUBSTANCES

No Supplemental Requirements

5.5 OUTSOURCING

No Supplemental Requirements

6 LABORATORY SAFETY

The handling of latent lifts, photographs, casts or post-mortem exemplars is not normally hazardous; however in some situations those items could contain blood, body fluids, or development chemicals, refer to Safety Manual for the handling of these items.

7 PERSONNEL

7.1 DOCUMENTS

No Supplemental Requirements

7.2 SUBPOENAS

No Supplemental Requirements

7.3 PRIVATE CASE CONSULTATIONS

No Supplemental Requirements

7.4 TESTIMONY FOR PREVIOUS EMPLOYEES

No Supplemental Requirements

7.5 ATTENDANCE

No Supplemental Requirements

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

7.6 CERTIFICATION OF ANALYSTS

No Supplemental Requirements

7.7 EMPLOYEE TRAINING PROGRAM

No Supplemental Requirements

7.8 EMPLOYEE APPROVAL FOR CASEWORK

No Supplemental Requirements

7.9 EMPLOYEE CAREER DEVELOPMENT

No Supplemental Requirements

7.10 CONTINUING EDUCATION

No Supplemental Requirements

7.11 INTERNSHIP PROGRAM

No Supplemental Requirements

7.12 VOLUNTEER PROGRAM

No Supplemental Requirements

7.13 RIDER PROGRAM

No Supplemental Requirements

8 COMPUTER RESOURCE MANAGEMENT

Scope

The LP Section utilizes several electronic databases for retrieving, searching, and storing known finger and palm prints used in latent comparison work.

Responsibility

- Unidentified latent prints submitted to the LP Section can be searched through known finger and palm print databases to determine if there is a viable candidate for further examination. Currently there are three database systems available for searching.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

Practices

- All equipment is self-calibrating or is calibrated by the vendor under contract.
- Quality, quantity and area (tip of finger) of the latent friction ridge detail can limit the effectiveness of an AFIS inquiry.
- Quality and quantity of the exemplary friction ridge detail in the databases can limit the effectiveness of an AFIS inquiry.

Maintenance

- The Austin Police Department owns and operates the Local ten-print and palm print database AFIS (Cogent® AFIS).
- The hardware is maintained by the City of Austin IT Section personnel who have administrative access which only allows for troubleshooting the system and correcting technological issues.
- User access is granted to those personnel who have been issued a personal sign-on password by the Assistant Forensic Division Manager (ASCLD/LAB 5.8.4.6.4).
- The software is maintained by Cogent of California. Cogent Systems, Inc. has remote access accessibility to allow for troubleshooting and is contractually obligated to obtain prior approval from the APD systems administrator prior to accessing the system.
- Known prints are entered by crime records section personnel located downtown at the main Police Station.
- Personnel from connected external agencies must assign a unique identifier to their entered records to differentiate it from an APD record.
- The LP Section utilizes the state ten-print and palm print database maintained by the Texas DPS in Austin, Texas.
- The State Archive is a web based viewer that provides online access to the fingerprint records for the State of Texas and is maintained by the Texas DPS.
- IAFIS is a national ten-print database maintained by the Federal Bureau of Investigation in West Virginia. It houses the fingerprint records for the FBI.
- IAFIS access is granted by the state, utilizing the Universal Latent Work (ULW) Station.

Records

Cogent CAFIS 5.5 User Guide
DPS AFIS QWS-L User Guide
FBI IAFIS ULW User Guide

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

APPENDIX—A

DEFINITIONS AND TERMS

- **ACE-V-** The acronym for the scientific methodology used for comparison. A – Analyze, C-Compare, E- Evaluate, V- Verification.
- **AFIS** - Automated Fingerprint Identification System and applies to all systems available to the Latent Print Section.
- **AFIS INQUIRY** - An entry into any AFIS and search of its database for potential matches. Not considered as analysis until examined by a Latent Print Examiner.
- **ANALYSIS** - The detailed examination to discover the elements, features or structure of the latent print.
- **ARTIFACT** - Any distortion or alteration not in the original friction ridge impression, produced by an external agent or action.
- **BLIND REVIEW** – The confirmation of an Examiner's opinion by a second Examiner who has no expectation of knowledge of the prior opinion and formulates an independent opinion using the same data and/or information.
- **CD PACKETS** – A package containing a digital compact disc upon which are digital images of latent prints.
- **CHARACTERISTICS** – Features of the friction ridges. Commonly referred to minutiae or points.
- **CLASS CHARACTERISTIC** – Properties of items that can be associated only with a group and never to an individual source.
- **COLOR-CODED “OUT” CARDS** - Cards to be placed in the latent files when latent packets are removed.
- **CONFLICT** - a difference of opinion between two examiners that cannot be resolved between the two, and must then be handled by consensus with other examiners.
- **CONFLICTING CONCLUSIONS** - Failure of the verification process to result in confirmation of a prior conclusion constitutes a conflicting conclusion. These types of conflict can occur:
 - identification versus exclusion
 - identification versus inconclusive
 - Exclusion versus inconclusive
 - Suitability determination
- **CONSULTATION** – Limited interaction between examiners regarding one or more impression.
- **COMPARE** – The systemic observation of two or more impressions to determine the existence of discrepancies, dissimilarities, or similarities until all available ridge detail has been compared and events shared by both impressions are accounted for, and any differences are noted.
- **COMPLETE FRICTION RIDGE EXEMPLARS** A systematic recording of all friction ridge detail appearing on the palmar sides of the hands. This includes the extreme sides of the palms, joints, tips, and sides of the fingers (also known as major case prints).
- **COMPLEX EXAMINATIONS** The encountering of uncommon circumstances during an examination (e.g., the existence of high distortion, low quality or quantity, the possibility of simultaneity, or conflicts among examiners).

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- **DISCREPANCY**- Being at variance or different from the accepted consensus (see deficiency or conflict). A difference between two friction ridge impressions that cannot be explained.
- **DISSIMILARITY** – A characteristic not in common between two or more prints which may fall within the range of variation.
- **DISTORTION** – Variances in the reproduction of friction skin caused by pressure, movement, force, surface contact, and so forth.
- **DUPLICATE IMAGE** - More than one attempt to lift or photograph an image to obtain better ridge detail.
- **EDGEOSCOPY** – The study of the morphological characteristics, contour or shape of the edges of friction ridges.
- **ELIMINATION / EXCLUSION** – A definite conclusion that two or more prints were not from the same source.
- **ERRONEOUS EXCLUSION** - The incorrect determination that two areas of friction ridge impressions did not originate from the same source.
- **ERRONEOUS IDENTIFICATION** - The incorrect determination that two areas of friction ridge impressions originated from the same source.
- **EXEMPLAR** – The known prints of an individual, recorded electronically, photographically, by ink, or by another medium.
- **EXCLUSION** - The determination that there is sufficient quality and quantity of detail in disagreement to conclude that two areas of friction ridge impressions did not originate from the same source.
- **EVALUATE** – A careful assessment to appraise value or worth.
- **FINGERPRINTS** – Impressions on surfaces by the ridges on the finger or thumb. Similar impressions are formed by skin on the palms and soles of the feet.
- **FOCAL POINTS** - In classification, those areas that are enclosed within the pattern area of loop and whorls known as the core and the delta, also the areas selected for comparison purposes.
- **FRICTION RIDGE** - A raised portion of the epidermis on the palmar or plantar skin, consisting of one or more connected ridge units.
- **FRICTION RIDGE DETAIL** - An area comprised of the combination of ridge flow, ridge characteristics and ridge structure.
- **FURROWS** - Valleys or depressions between friction ridges.
- **HYPOTHENAR** - Meaty portion of the palm below the little finger extending to the wrist.
- **IDENTIFICATION** – A definite conclusion that two prints were made by the same source.
- **IAFIS** - Integrated Automated Fingerprint Identification System, the FBI's national AFIS.
- **IMAGE ENHANCEMENT** - Any process intended to improve the visual appearance of an image.
- **IMAGE RESTORATION** - Any process applied to an image that has been degraded by a known cause, such as defocus or motion blur, so the effects of that degradation are partially or totally removed.
- **INCONCLUSIVE** – There is some agreement between individual characteristic and all discernible class characteristics, but insufficient agreement to exclude.
- **INCONSISTENCY**- Any reported results that differ from the consensus results. Inconsistencies can be classified as administrative, systemic, analytical or interpretive.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- **INCIPIENT RIDGE** - A friction ridge not fully developed that may appear shorter and thinner than fully developed friction ridges.
- **INCOMPLETE** – The exemplars were not fully recorded so the comparison could not be completed.
- **INTERDIGITAL** – The area of the palm directly below the fingers and top of the palm.
- **KNOWN SAMPLE**- A specimen of an identified source acquired for the purpose of comparison with an evidence sample; synonymous with exemplar.
- **LATENT LIFTS** - Lift cards, photos, photocopies, images, or other latent-bearing documents.
- **LATENT PRINTS** – Accidental or chance impressions left when touching a surface which must be processed in order to make them visible.
- **LATENT PRINT ENVELOPES / PACKETS** - Latent print envelopes specific to the Latent Print Section containing Latent Lift Cards.
- **LEVEL ONE DETAIL** - Level one refers to the overall pattern or ridge flow tendencies of the friction ridge print. Level one detail will not be used solely as a basis for identification. Level one detail can be used to exclude an individual.
- **LEVEL TWO DETAIL** - Refers to friction ridge features resulting from differential growth or accidental damage, and includes ridge dots, ending ridges and bifurcations of fully formed ridges as well as incipient ridges, scars and flexion creases. Level two detail may be used solely as the basis for identification or in conjunction with other levels of detail.
- **LEVEL THREE DETAIL** - Level Three detail encompasses the unique shapes of the friction ridges, as well as the relative location of pores and the minute features caused by accidental damage. Level three detail may be used in conjunction with level two detail as the basis for identification.
- **LP SECTION** - Latent Print Section
- **LP SUPERVISOR** – Latent Print Supervisor
- **METHOD** - The course of action or technique followed in conducting a specific analysis or comparison leading to a conclusion.
- **MISSED IDENTIFICATION** - The failure to make an identification when in fact both friction ridge impressions are from the same source (includes false negative, non-consensus inconclusive and non-consensus no value).
- **NATURAL BREAKS** - are described as creases, folds, or scars in the friction ridge skin causing the impression to appear as two or more parts.
- **PROCEDURE** - The manner in which an operation is performed; a set of directions for performing and examination or analysis – The actual parameter of the methods employed.
- **PROPER SEAL**- A latent or CD packet is properly sealed if its contents cannot readily escape and if entering the packet results in obvious damage/obliteration of the container or its seal.
- **QUALITATIVE DATA** – Data that is not numerically derived i.e. distortion of information available.
- **QUANTITATIVE DATA** – Numerical measurement of information available.
- **SIMULTANEOUS IMPRESSIONS** - Friction ridge impressions that are deposited with one touch to the item or surface. The most obvious example of this would be impressions from adjoining fingers from one touch of the hand.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

- **STANDARDS** - Something established by authority, custom, or general consent as a model for example.
- **SUITABLE FOR IDENTIFICATION** - The determination that a latent print contains sufficient quality and quantity of detail to be identified.
- **SUITABLE FOR COMPARISON** - The determination that a latent print contains sufficient detail for exclusion, but may or may not be deemed suitable for identification.
- **THENAR** - Meaty portion of the palm below the thumb.
- **TARGET GROUP** - A distinctive group of ridge features (and their relationships) that can be recognized.
- **TOLERANCE** - The amount of variation in appearance in friction ridge features to be allowed during a comparison if a corresponding print has been made available.
- **TYPE 1 ERROR** - The nature and cause of the inconsistency raises concerns regarding the quality of the work product. Erroneous identification is the incorrect conclusion that two impressions originated from the same source. This is the most serious error.
- **TYPE 2 ERROR** - The inconsistency is due to a problem which may affect the quality of the work, but not serious enough to cause immediate or overall concern for the quality of the work product. A missed identification is the failure to make an identification or determination of suitability.
- **TYPE 3 ERROR** - the inconsistency is determined to have only minimal effect of significance, be unlikely to reoccur, and does not significantly affect the reliability of the work product Administrative errors may include transcription mistakes such as writing the wrong finger or hand when writing the report, and AFIS assessment.
- **UNNATURAL BREAKS** - are described as areas in the print that are devoid of friction ridges causing the impression to appear as two or more parts.
- **VERIFICATION** - The independent examination of two friction ridge impressions that have previously been identified to the same source.

**AUSTIN POLICE DEPARTMENT
LATENT PRINT SECTION
STANDARD OPERATING PROCEDURES**

APPENDIX – B

LATENT FILE BREAKDOWN

- Death Investigation Section (To Include Any Attempted Offenses)
 - Murder (Homicide, Capital Murder)
 - Suicide
 - Traffic Fatality (Fatality Hit and Run, Manslaughter, etc.)
 - Missing Person (Treated As The Most Serious Case)

- Crimes Against Person Section (Includes Aggravated or Attempted Offenses)
 - Any Type Sex Crime (Exposure, Pornography, Window Peeping, Prowler)
 - Any Type Robbery (Car Jacking, Purse Snatching, Home Invasion)
 - Any Type Assault (Child Abuse, Deadly Conduct, FTSRA, Retaliation)
 - Any Type Kidnapping (Stalking)
 - Any Type of Arson or Bomb (Threat, Terrorist Threat)
 - Any Type of Weapon Offense (Felon In Possession, UCW, Discharge)
 - Any Type of Order Crime (Disturbance, Evading, Failure to ID, Resisting)
 - Any Type of Officer Involvement (Involved Shooting, Involved Incident)
 - Other Types of Persons Crimes (Harassment, LTS, DUID/DWI)

- Crimes Against Property Section (Includes Attempted or Aggravated Offenses)
 - Any Type of Burglary (Residence, Non-Residence, Auto)
 - Any Type of Theft (Auto, Bicycle, Shoplifting, Auto Parts, Coin Machine)
 - Any Type of Forgery
 - Other Types of Property Crimes (Graffiti, High Tech, Trespass, False Report, Mischief, Tampering W/Evidence)