

Appendix A

Standard Operating Procedures for Latent Print Digital Imaging

Latent Print Units
Laboratory Division

1. Purpose

- 1.1. This document sets forth Latent Print Units (LPU) specific procedures for latent print digital imaging.

2. Changes and Review

- 2.1. The Section Chief and Unit Chiefs are the only persons who may authorize changes to this document.
- 2.2. The appropriate LPU personnel who handle evidence which may be digitally processed must review the LPU Standard Operating Procedure for Latent Print Digital Imaging (SOP-LPDI).

3. Responsibilities

- 3.1. The Section Chief, Unit Chiefs, Team Supervisors, and Program Managers are responsible for ensuring that LPU personnel adhere to the evidence-handling procedures stated in the LPU Evidence Control Policy.
- 3.2. LPU personnel are required to handle evidence slated for latent print digital imaging in accordance with the procedures set forth in the LPU Evidence Control Policy.

4. Sending Evidence to the Latent Photography and Digital Imaging Group

- 4.1. LPU Specialists will determine if latent print digital image processing for enhancement purposes is needed after the appropriate silver based photographic procedures have been performed.
 - 4.1.1. Specialists will initiate a separate Latent Print Digital Imaging Requisition form (LPDIR) for each item of evidence and will ensure all information is accurate. (Appendix B)
 - 4.1.2. Specialists will submit the form and appropriately sealed evidence to the Latent Photography and Digital Imaging Group (LPDIG).

5. Evidence Receiving in Latent Photography and Digital Imaging Group

- 5.1. LPDIG personnel will ensure that the LPDIR form and the evidence are submitted properly, and will sign for receipt.

6. Digital Image Capture

- 6.1. Upon receipt, the LPDIG Supervisor or designee will assign the submission to a photographer trained in digital imaging.
 - 6.1.1. The assigned photographer will initiate a LPU Latent Print Digital

Imaging Processing form (LPDIP). (Appendix C)

6.1.2. The assigned photographer will use a digital image capture device to record the image of the latent print(s) in question and save the original image for each latent print using the file name structure to be defined.

6.1.3. The photographer will record the file name(s) assigned to the image(s) on a separate LPDIP form for each latent print. If the evidence is no longer needed, it will be stored in the evidence storage facilities in the LPDIG.

7. Digital Image Processing

7.1. The LPDIG Supervisor and Technology Development and Support Group (TDSG) Supervisors or respective designees will determine which specialist or photographer should perform the processing.

7.2. If the case specialist is not a digitally trained specialist, the specialist/photographer assigned will then contact the case specialist to arrange a time for the processing, so that the case specialist can be present when the processing is performed.

7.3. All processing steps will be recorded in the order they are performed either on a LPDIP form or within the computer program, if the program has that capability.

7.4. Once the case specialist is satisfied that the best possible image has been achieved, the image will be saved with a second file name assigned and recorded on the LPDIP form.

7.5. The case specialist will receive the original of the LPDIR and LPDIP forms along with all appropriate computer printouts for case documentation. A hard copy of both the original and processed images will also be provided for comparison purposes.

7.5.1. If no improvement results from this process and no images will be utilized by the case specialist, the original forms will be returned to the case specialist for case documentation, and a notation on the worksheet must be made that reflects the results of this effort. No image files will be stored when no improvement results.

8. Storage and Archiving of Images

8.1. All images, both original and processed, will be stored temporarily on the hard drive of the imaging station until the examination(s) is completed.

8.2. A backup copy of the images will be created weekly by the LPDIG Supervisor or designee and maintained in a locked cabinet within the LPU LPDIG until the examination(s) is completed.

8.3. Once the examination(s) is completed, the LPDIG Supervisor or designee will record the resultant images on two Digital Video Disks (DVD's) or Compact Disks (CD's) along with any associated case information. One DVD/CD will be designated a working copy and kept with the digital imaging equipment in a locked cabinet. The second DVD/CD will be designated as archival and kept in a locked cabinet within the TDSG.

- 8.3.1.** The LPDIG Supervisor or designee will enter the appropriate DVD/CD serial numbers on both the LPDIR and LPDIP forms, return the originals to the case specialist, and file the duplicate copy of the LPDIP form within the locked cabinet along with the archival DVD/CD.
- 8.3.2.** The DVD/CD's will be filed by the engraved serial number in numerical order in the above-mentioned cabinets. A database will be maintained by the LPDIG Supervisor.