

Comparisons to John Doe were discontinued due to the listed identification. Additional latent prints exist but were not compared. If additional comparisons are required please contact the below listed examiner.

- 12.3.7.2 Statements regarding Digital Media (DM) and latent lift cards generated by the Department's Latent Print Section.

The below statements can be used:

The returned digital media, Item *DM1*, contains images of latent prints captured. This item of evidence is being returned in *container 5* and should be retained. Should further comparisons be required, Item *DM1* must be resubmitted.

Lift cards are being returned in *container 6* and should be retained. Should further comparisons be required the original lift cards and/or Item *DM1* must be resubmitted.

- 12.3.7.3 The following statement shall be used when friction ridge examination results, analysis and/or comparison conclusions were rendered from examination documentation when the original evidence was not available.

Copies of images, which existed as examination documentation, were used in the reported results.

- 12.3.7.4 Disposition of evidence: document in the CoA according to ¶ 16 of the Quality Manual.

12.3.8 **REPORT EXAMPLE:**

Item 1 – plastic bag
 Item 2 – burned cigarette filter
 Item 3 – piece of glass
 Item 3A, 3B, 3C – latent lifts from Item 3 (Item created at this laboratory)
 Item 4 – latent lift card from door
 Item 5 – latent lift card from window
 Item 6 – piece of paper
 Item 7 – fingerprint card bearing the name John Doe
 Item DM1- Digital media containing images from Items 3, 5 and 6, created at the laboratory

PROCESSING AND EXAMINATION:

Item 1 was visually examined, physically and chemically processed, and viewed with an alternate light source. No latent prints were developed.

Item 2 was visually examined and determined not to be suitable for latent print examination.

Item 3 was visually examined and physically and chemically processed. Three lifts were obtained and designated as Item 3A, 3B and 3C. One latent print from Item 3A, two latent prints from Item 3B, and one latent print from Item 3C were preserved on digital media.

Item 4 was visually examined. No latent prints of value for comparison were present.

Item 5 was visually examined. Three latent prints were digitally captured.

Item 6 was visually examined and chemically processed. Two latent prints were digitally captured.

Item 7 was visually examined and preserved.

ANALYSIS:

The following latent prints from the listed items were determined to be of value for comparison and designated as follows:

Item 3A Three prints (3AP1, 3AP4, 3AP5)

Item 5 Two prints (5P1 and 5P3)

Item 6 Two prints (6P1 and 6P2)

The additional latent prints captured were examined and determined to be not of value for comparison.

COMPARISON RESULTS:**AFIS/NGI:**

Searches of the state and federal databases were conducted with latent print 3AP1. A fingerprint card bearing the name Jane Doe SID#12345678 was obtained from the CCRE and used for comparison.

IDENTIFICATION(S):

Latent prints 3AP4 and 6P1 were identified as the fingerprints of John Doe.

Latent print 3AP1 was identified as the fingerprint of Jane Doe

EXCLUSION:

Latent prints 3AP5 and 5P1 were excluded as the fingerprints of John Doe and Jane Doe.

INCONCLUSIVE:

Insufficient quality and quantity of friction ridge details exists in the exemplars to effect a conclusion of identification or exclusion when compared to latent prints 5P3 and 6P2. Complete, clear exemplars are required to conduct additional comparisons.

TERMINUS STATEMENTS

Digital Media (Item DM1) containing images of latent prints is being returned in Container 5, and should be retained. Should further comparisons be required, Item DM1 must be resubmitted.

The latent lift card (Item 3A) is being returned in Container 1, should be retained, and must be resubmitted should further comparisons be requested by your agency.

13 QUALITY ASSURANCE

13.1 INTRODUCTION

- 13.1.1 The purpose of this section is to provide a uniform Quality Assurance Program for the Latent Print Section of the Virginia Department of Forensic Science. It is to establish a baseline or reference point of reliability and system performance.
- 13.1.2 It is expected that the analyst will report any unacceptable or anomalous behavior of any of our analytical systems immediately to their Section Supervisor. It is further expected that appropriate steps which ensure resolution of the issue will follow ASAP and be properly documented.

13.2 REAGENTS

- 13.2.1 Utilize at least Certified Analytical Reagent ACS grade chemicals and reverse osmosis (RO) or deionized (DI) water.
- 13.2.2 Stock solutions shall be labeled according to the Quality Manual and documented in the Reagent Preparation Log.
- 13.2.3 A performance check, ensuring the reagent is working as intended, shall be performed and appropriately documented in the case notes prior to use on evidence.

13.3 POWDERS

- 13.3.1 Utilize powders that are of a homogenous mixture, free of clumps and foreign debris. Contaminated powders shall not be returned to stock containers.
- 13.3.2 Utilize a dedicated brush for different colors or types of powder.

13.4 EVIDENCE HANDLING

- 13.4.1 Evidence packaging and exhibits shall be documented and marked as outlined in the Quality Manual.

13.5 EQUIPMENT

- 13.5.1 Balances
 - 13.5.1.1 Balances shall be calibrated by an outside vendor annually.
 - 13.5.1.2 All balances shall be performance checked quarterly (every three months) for accuracy using Class F or ASTM Class 1 weights.
 - 13.5.1.3 Record the weight displayed on the balance using the Latent Print Balance Log 241-F104.
 - 13.5.1.4 If the accuracy of a weight is outside the acceptable range, listed in the below table; ensure the balance is level and clean prior to rechecking. If, after these actions the weight check is still outside the acceptable range it shall be taken out of service and labeled as such until maintenance and/or calibration is performed by a qualified vendor.

BALANCE TYPE	BALANCE EXAMPLES	CHECK WEIGHTS
Toploading (± 0.01) gram	Mettler PE 1600 Mettler PB302	1.00 (± 0.02) gram, 10.00 (± 0.05) grams
	Ohaus Scout Pro SP202 Sartorius BP21005	100.00 (± 0.05) grams
Toploading (± 0.001) gram	Ohaus Explorer Mettler PB303	0.100 (± 0.002) gram 1.000 (± 0.002) gram 100.000 (± 0.005) grams

13.5.1.5 Records of calibration and performance check shall be maintained in the equipment maintenance log.

13.5.2 Cyanoacrylate fuming chambers

13.5.2.1 Several brands of fuming cabinets are commercially available for latent print applications in the laboratory. Follow the manufacturers' instructions and user manuals to obtain optimum results.

13.5.3 Humidity Chambers

13.5.3.1 A controlled combination of temperature and humidity enables rapid development of ninhydrin processed surfaces. Normal operating conditions include 80°F at 80% relative humidity.

13.5.3.2 Follow the manufacturer's specification for maintenance of the humidity chamber.

13.5.4 Alternate Light Source (ALS)

Follow the manufacturer's specification for maintenance of the ALS.

14 MIDEO LATENTWORKS SOFTWARE

14.1 INTRODUCTION

The Mideo LATENTWORKS software is designed to capture all necessary examination documentation associated with latent print casework electronically. Each examiner is assigned two accounts to access the system. One for general casework and the second is to perform blind verifications. Both accounts are password protected. Every examiner has the capability to access every active case and all associated images and notes. The history log file documents actions taken on each file/image.

Information is recorded in the Mideo system via fieldsets which are accessed through the Edit Data function associated with each file or folder. The first information field located in the Basic Information screen is the file name. Each file name must be unique to allow it to be saved. There cannot be two case folders with the same FS Lab #. There cannot be two files contained in folder with the same file name.

The FS Lab # shall be included in the file name for all files which contain an image (i.e., latent prints, lift cards, exemplars).

14.2 FOLDER STRUCTURE

The two main components of the Mideo system are the Workspace and the Visual Directory. Working with images is done in the Workspace. The Visual Directory displays the folder and file information. Each of the folders listed below contain specific files and information based upon the fieldsets associated.

14.2.1 Case Number

This folder is referred to as the Case Folder and is created when a case is created and contains all the other folders. Specifics related to the fieldset associated with this folder are outlined below.

14.2.2 Latents Group

No information is associated with this folder. It is designed to allow other sections to document evidence under the same case number.

14.2.3 BV Notes

The comparison workspaces created by the blind verifier are saved in this folder.

14.2.4 Common

The comparison workspaces created by the case work examiner and the verifier are saved in this folder. Overall photos of evidence or lift cards and additional case documentation is saved in this folder.

14.2.5 Evidence

This folder contains the notes associated with items processed, lift cards examined, exemplars, items received but not processed and digital media.

The only image files in this folder are of exemplars. No latent print images are saved in this folder.

14.2.6 Latents

All latent print images are saved in this folder. The unique identifier (file name) for each latent in this folder is the FS Lab# - P#. The P# is the combination of the Item number and the latent number.

14.2.7 Verification

The original latent print images analyzed are copied from the Latents Folder into this folder for examination by the verifying examiner.

14.3 CASE DOCUMENTATION

The information entered into the fieldset linked to the Case Folder (i.e., C13-XXXX) is related to container packaging and inventory of items received. Upon creating a new case in the system this is the first data set filled out.

14.3.1 Basic Information

The FS Lab # is entered in the appropriate field. The “Title” field can be utilized to document the agency and agency case number. The “Notes” field can be utilized to document any information regarding the case.

14.3.2 Custom Information

The information entered under “Custom Information” relates to the containers and items received. Each container is entered and described separately.

14.3.2.1 Container Inventory

Each container received is entered separately to allow for a description of the container.

Document “No Container” in this field if no container is received due to the item being transferred from another section.

14.3.2.2 Case Status

This field is completed when the examiner has completed his/her tasks related to the case (i.e., processing, analysis, comparisons, etc.) prior to review of no value for comparison images and comparison verifications. This field is configured to randomly select cases for blind verification.

It is acceptable to make changes to the examination documentation after the Case Status field is completed as it will be tracked in the history file.

14.4 EVIDENCE DOCUMENTATION

The workflow in Mideo is set up to start with documenting items received in the “Evidence” folder. The first step is to create the note page for the item of evidence. This is accomplished by clicking on the Evidence folder and then right clicking in open space under Files. After selecting New and then Evidence the fieldset will open allowing for the following information to be entered.

14.4.1 Basic Information

The Item or Sub-Item # is entered in the Name field, which is the file name. The Title field is reserved for the Item Description. The Description field is reserved to further describe or document the condition of the evidence.

14.4.1.1 Each lift card submitted or created shall have a unique Item or Sub-Item #.

14.4.1.2 It is acceptable to group multiple “no value” lifts into one Item or Sub-Item #.

14.4.2 Custom Information

The Custom Information area is separated into three tabs for additional documentation regarding the item.

14.4.2.1 Basic Information

- 14.4.2.1.1 An un-checked box is utilized if the item was not submitted (i.e., exemplar obtained from AFIS) to avoid the mandatory fields regarding the container.
- 14.4.2.1.2 If the item was received or created in the lab, the box is checked to allow for the container and Item # information to be completed. It is necessary to enter the Item # in this field as well as the one at the beginning of the data set for proper note page generation.
- 14.4.2.1.3 The "P#" field will be completed at the conclusion of the evidence processing. This field is necessary for correct note page generation.

14.4.2.2 Container Contents

The information in this tab is associated with the interior packaging of items in a container. If no interior packaging is present, it is not necessary to complete this field.

14.4.2.3 Item Details

This tab begins with selecting the type of item to be further documented. Different information will be entered depending on the type selected.

14.4.2.3.1 Lift Card

- 14.4.2.3.1.1 Document the P#(s) captured for analysis in the appropriate field.
- 14.4.2.3.1.2 Scan or photograph the selected area of interest at 24-bit color or 8-bit grayscale at minimum of 1000 ppi.

14.4.2.3.2 Exemplar

- 14.4.2.3.2.1 Utilize the Name field to document the FS Lab # followed by the name listed on the exemplar.
- 14.4.2.3.2.2 For submitted major case exemplars which encompass numerous cards, the Item # field is utilized for a brief descriptor. For example: C14-XXXX Item 1 John Doe, right hand; Item 1 John Doe, left hand; Item 1 John Doe, 10-print card
- 14.4.2.3.2.3 List the name in the Item # field for obtained exemplars. If numerous cards are obtained for the same individual, include a brief descriptor following the name, to differentiate the cards. For example: C14-XXXX Jane Doe offense date 1/1/1990; C14-XXXX Jane Doe offense date 5/2/1991.
- 14.4.2.3.2.4 It is not necessary to import exemplar card images into the Mideo database if no comparisons are to be conducted.

- If the exemplar is not suitable for comparison due to limited area of skin, heavy distortion, incomplete recording or

inappropriate recording surface, then it is recommended to import the exemplar into Mideo to allow for technical review.

14.4.2.3.2.5 Utilize the 500ppi setting to scan exemplars.

- Individual fingers may be scanned at 1000ppi if necessary.

14.4.2.3.2.6 Import deceased individuals exemplars into the Evidence Folder and describe using the fieldsets associated with Deceased Exemplar under the Item Type. The FS Lab # shall be listed in the Item # field prior to the name or Item #.

- Use the Item Description and Item Notes to describe if it was a ten print card, two morgue strips, lift cards, image of finger, etc.

Name = deceased or name provided by submitting agency

- Select the finger of the deceased to be compared to the exemplars and save it as a new file in the Latents Folder.
- Using the selection tool in the workspace, draw a box around the finger to be compared. Right click within the box and select copy region to new tab. Using the Save As function, save the file in the Latents Folder.
- Name the file for the selected finger with the FS Lab #, Item # followed by the finger alpha designator. For example: 1RI indicates the right index finger from Item 1. It is necessary to add this file name to the P# field on the Basic Information tab for proper generation of the note pages.

14.4.2.3.2.7 To generate a printed copy of the exemplar utilize the Exemplar report in the Latent Images folder.

14.4.2.3.3 Items To Be Processed

The information for this selection documents the processing techniques applied to the item and the result of each process.

14.4.2.3.4 Received - not analyzed

This selection is used to document evidence that was received by an examiner but not analyzed. Utilize the Items Notes field to document the reason for no analysis.

14.4.2.3.5 Digital Media

This selection is used to document the creation as well as the resubmission of the Digital Media (DM) containing evidentiary latent print images.

14.4.2.3.5.1 The DM being returned to the submitting agency shall contain original images of latent prints only, not clarified images, annotated images or exemplars.

- 14.4.2.3.5.2 The P#(s) and/or the Item#(s) from which the latents were captured shall be documented in the Item Description field for the DM being returned.
- 14.4.2.3.5.3 To create the DM or evidence CD/DVD follow the below:
Create DM using CD/DVD burner options that Close and Verify after burning completes.
- 14.4.2.3.5.4 Enter the P#(s) contained on the resubmitted DM disc in the Item Description field. The Item Notes field can be used to document any other pertinent information regarding the media.
- Utilize the fields in the “Basic Information” tab to document the container and Item #.
 - Import the images into the Latents folder using the original P#.

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14.5 LATENT DOCUMENTATION

Files containing images of latent prints will be imported and saved in the Latents Folder. The file name is the FS Lab #- P#. In the instances when multiple images are captured of a single latent print (i.e., bracketing shots), include a letter designator following the file name. For example C13-XXXX-1P1-A, C13-XXXX-1P1-B, C13-XXXX-1P1-C would be indicative of three images captured of latent print 1 on Item 1.

Include a file extension designating the examination or development technique used when images are captured as a result of sequential processing. If a latent is captured after a visual examination the file name should contain “VIS” after the P#. If the same latent is captured after super glue then the file extension is “CA” or “SG” after the P#.

FORENSIC SCIENCE

The Item Description field is used to document the location of the latent on the item, if necessary. The Item Notes field may be used to document any pertinent information regarding the latent print image.

The fieldset associated with files in the Latents Folder is divided into the following tabs: Basic Information, Analysis Information, AFIS and Comparison Information.

The notes shall document the existence of all captured latent prints which were not analyzed, compared or evaluated.

14.5.1 Basic Information

- 14.5.1.1 The Item # and P # are entered in the Basic Information tab to ensure complete examination documentation is generated from the fieldset.
- 14.5.1.2 The optional Examination field is completed when all analysis, AFIS searches and comparisons are completed for the latent print image. This field is not printed on any note page, its’ purpose is to provide a visible indication in the visual directory if the examiner has completed all that needs to be done with the image or if more information needs to be added to a fieldset.

14.5.2 Analysis Information

- 14.5.2.1 It is acceptable to not analyze every latent captured or imported into the Latents Folder.
- 14.5.2.2 The analysis shall be performed in a workspace with all appropriate fields documented and the file saved prior to starting a comparison.

- 14.5.2.3 Orient the image in the workspace, if possible. If the image is oriented visually in the workspace, select “Image Oriented”. If the image is not visually oriented, but marked indicating the correct orientation, then select “Annotated”.
- 14.5.2.4 The consult / review check box field is intended to document consultations and the review of no value latent images.
- 14.5.2.5 If a consultation is necessary to assist in determining value, the examiner should provide the case number and P# to the consulting examiner. The consulting examiner will access Mideo using their general logon to view the image. Once the consult is complete, the consulting examiner will check the consult/review box and fill in the appropriate information.
- 14.5.2.6 For the review of no value images, the reviewing examiner will access Mideo using their general logon to view the image. The reviewing examiner will check the consult/review box and enter “concur with no value” into the Nature of Consult / Review field.
- 14.5.2.7 If a latent image requires a consult and the result is no value then, the review shall be documented in the Item Notes field and the consult will be documented using the appropriate fields under the check box.
- 14.5.2.8 Level Two detail shall be annotated on the image using the color scheme outlined in the Friction Ridge Print Examination section of this manual.
- 14.5.3 AFIS

Images exported for AFIS search may contain clarification techniques (brightness, contrast, filter application, etc.) used, but not annotations marking second level characteristics. The below describes two ways to accomplish this task.

14.5.3.1 Option A

- Open the image in the workspace and perform clarification steps.
- Calibrate the image.
- Click the disc icon on the tool bar to save the changes, leaving the image open in the workspace to continue the analysis.
- Open the visual directory and select the image for export. Right click on the file and select “Export to AFIS”.
- Select the USB device, from the directory, that will be used to transport the file for AFIS entry.
- Select “One Inch at Selected Resolution” for the Crop Style.
- Place selection box around latent to be exported and click export.
- Return to the workspace and complete the analysis of the latent print.

14.5.3.2 Option B

- Open the image in the workspace and perform clarification steps.
- Calibrate the image.
- Create a Group labeled “Analysis” and annotate the image
- Lock the group and hide it prior to saving.
- Open the visual directory and select the image for export. Right click on the file and select “Export to AFIS”.
- Select the USB device, from the directory, that will be used to transport the file for AFIS entry.
- Select “One Inch at Selected Resolution” for the Crop Style.
- Place selection box around latent to be exported and click export.

- 14.5.3.3 The information in the AFIS tab documents which databases were searched and the result of the searches.
 - 14.5.3.3.1 A result of “Hit” will be entered after a comparison is completed in Mideo to the exemplar listed on the candidate list.
 - 14.5.3.3.2 Import obtained exemplars into the Evidence folder.
- 14.5.4 Comparison Information
 - 14.5.4.1 The Exemplar information on this tab is linked to the Exemplar information documented in the Evidence folder.
 - 14.5.4.2 If a consultation is necessary to assist in determining a conclusion, the consulting examiner will access Mideo using their general user name to view the image. Once the consult is complete the consulting examiner will check the consult box and fill in the appropriate information.

14.6 ON-SCREEN COMPARISONS

The Comparison Workspace is designed to allow a side by side comparison of the latent image and an exemplar card with the capability to document the comparison by accessing the fieldset associated with the latent image.

- 14.6.1 A new comparison workspace is opened by clicking on File and selecting New and then New Comparison Workspace. Opening a comparison workspace in the visual directory will allow for the visual directory to be visible in the film strip allowing for navigation to the correct folders.
- 14.6.2 The latent image is selected from the Latents Folder and dragged into the box on the left side of the workspace. The space is designed to bring in the clarified annotated image.
- 14.6.3 The exemplar is selected from the Evidence Folder and dragged into the box on the right side of the workspace. This box is configured for an exemplar scanned in at 500ppi and will zoom in to show one finger in the box at a time. The zoom panel in the tool box is available to move through the different fingers and compare the latent print image to one finger at a time.
- 14.6.4 The annotation markings of level two detail placed during the analysis phase can be grouped together and hidden during the comparison phase. Once the comparison conclusion is rendered, the layer may be made visible to evaluate the placement of the ridge characteristic markers.
- 14.6.5 The comparison conclusions are documented utilizing the fieldset associated with the latent print image.
- 14.6.6 If a conclusion of identification is rendered, the comparison workspace shall be saved in the Common Folder. Include the FS Lab # P# ID the name on the exemplar and the finger designation in the file name.

For example: “C16-XXXX 1P1 ID John Doe RI”
- 14.6.7 If the conclusion is Exclusion or Inconclusive, it is not necessary to save a comparison workspace.

14.7 VERIFICATION

All verifications are to be done in Mideo. All latent prints analyzed and compared shall have the original image copied from the Latents Folder and placed into the Verification Folder. It is not necessary to place images of latent prints that were not analyzed into the Verification Folder. For example, if multiple images of the same latent are captured but the examiner only analyzed or analyzed and compared one image, then it is acceptable to place only the one in the Verification Folder. It is not necessary to place images of latent prints that are not compared into the Verification Folder. For example, if the print is determined to be a palm print and no palm prints are available for comparison, it is not necessary to copy the image into the Verification folder.

Prior to requesting an examiner to verify the conclusions, the original examiner will complete the Case Status field on the fieldset associated with the Case Folder.

The software is designed to randomly select cases for blind verification. If after completing the Case Status field the response is “Proceed with verification / review as necessary” the examiner shall select an examiner to verify the analysis and/or comparison conclusions. If the response is “Selected for Blind Verification – Contact Supervisor” the examiner shall provide the case number to the supervisor or designee for assignment.

Types of cases not requiring blind verification:

- Latent lifts – no areas of interest
- Latent lifts – entire lift area captured for no value review
- Processed evidence – no areas of interest developed
- Captured “of value” prints, but no exemplars for comparison.
- AFIS or NGI search with no Hit shall be documented in the Notes field “AFIS / No Hit”
- Captured latent prints that were determined to be of no value for comparison. Shall have “No value review” added to the Notes field.
 - It is acceptable for an examiner or supervisor to have no value for comparison prints subjected to blind verification.
- Identification of deceased shall be documented in the Notes field “OCME case”

The verifying examiner shall complete the information in the Analysis Information and Comparison Information tabs associated with files contained in the Verification Folder. The Basic Information contains information entered by the original examiner.

It is acceptable for the verifier to consult with another examiner regarding the analysis or analysis and comparison. The assigning supervisor or designee shall be contacted to coordinate consultation for blind verification cases. The appropriate fields shall be completed when consultations occur.

14.7.1 Analysis Information

- 14.7.1.1 The verifying examiner, blind or open, shall complete the fields in the Analysis Information tab.

14.7.2 Comparison Information

- 14.7.2.1 The verifying examiner, blind or open, shall complete the fields in the Comparison Information tab.

14.7.3 Verification

- 14.7.3.1 The examiner shall log into Mideo using their general account when performing open verifications.
- 14.7.3.2 It is acceptable to check the conclusions of the original examiner by viewing the conclusion in the Object Information window.
- 14.7.3.3 When an identification conclusion is rendered, the verifying examiner shall save a workspace containing the latent image and the known prints with level two detail annotated on both images documenting the information used to render the conclusion. Save the file in the Common Folder with the file name containing the FS Lab # P#, ID, the name on the exemplar, finger designation and underscore (_) and the letter “V”.

For example: “C16-XXXX 1P1 ID John Doe RI_V” indicates latent 1 from Item 1 was identified to the right index of John Doe and verified.

- 14.7.3.4 When an exclusion conclusion is rendered, the verifying examiner shall save a workspace containing the latent image with two target groups and anchor point annotated documenting the information used to render the conclusion. Save the file in the Common Folder with the file name containing the FS Lab # P#, "EXC", underscore (_) and the letter "V".

For example: "C16-XXXX 1P1 EXC _V" indicates latent 1 from Item 1 was excluded and verified.

- 14.7.3.5 The following shall be initialed by the verifying and original examiner and included in the case file; Verifying Examiner Analysis Notes, Clarified Images, Verification Notes, Exclusion Images in the event of an exclusion, and comparison workspaces in the event of an identification.

14.7.4 Blind Verification

- 14.7.4.1 The examiner shall log into Mideo using their BV account when performing blind verification.

- 14.7.4.2 The BV account limits access to the Verification Folder, which contains the latent print images for analysis and or comparison and the Evidence Folder, which contains the exemplar images.

- 14.7.4.3 When an identification conclusion is rendered, the verifying examiner shall save a workspace containing the latent image and the known print with level two characteristics annotated on both images documenting the information used to render the conclusion. Save the file in the BV Notes Folder with the file name containing the FS Lab # P#, ID, the name on the exemplar, finger designation, underscore (_), and "BV".

For example: "C16-XXXX 1P1 John Doe RI_BV" indicates latent 1 from Item 1 was identified to the right index of John Doe and blind verified.

- 14.7.4.4 When an exclusion conclusion is rendered, the blind verifying examiner shall save a workspace containing the latent image with two target groups and anchor point annotated documenting the information used to render the conclusion. Save the file in the BV Notes Folder with the file name containing the FS Lab # P#, "EXC", underscore (_) and "BV".

For example: "C16-XXXX 1P1 EXC _BV" indicates latent 1 from Item 1 was excluded and blind verified.

- 14.7.4.5 The blind verifier will notify the supervisor or designee when the case is complete.
- 14.7.4.6 The following shall be included in the case file and contain the blind verifying examiners' and the original examiners' hand written initials; Verifying Examiner Analysis Notes, Clarified Images and comparison workspaces in the event of an identification.
- 14.7.4.7 The supervisor or designee will utilize the Verification Notes to reconcile the conclusions. The reconciler shall document "results in agreement" in the Notes section of the Case Folder.
- 14.7.4.8 The original examiner shall initial the Verification Notes and include it with the case file.

14.8 EXAMINATION DOCUMENTATION

The information entered into fieldsets is used to generate examination documentation (notes). The following is a list of note pages configured to generate documentation based upon the fieldsets associated with the different folders. It is not necessary to generate the note page if it is not relevant to the case. For example: A Processing Note page does not need to be generated if only Lift Cards were submitted for examination.

14.8.1 Inventory Notes

This note page documents the containers and packaging that the items were received in and is generated for each case completed.

14.8.2 Processing Notes

This note page documents the item description, development techniques employed and the results of the techniques. This note page only needs to be generated if items of evidence were processed for latent prints.

14.8.3 Lift Card Notes

This note page documents the lift cards received, information listed on the lift and if any latent prints were captured for analysis.

14.8.4 Exemplar Notes

This note page documents exemplars received or obtained from various sources, their value for comparison and any notes associated.

14.8.5 Latent Notes

This note page documents the latent print numbers, analysis results, AFIS/NGI searches, comparison results and verification.

14.8.6 Analysis Notes

This note page documents the Analysis of each latent print analyzed as well as those not analyzed.

14.8.7 Comparison Workspaces

This note page is used to print the saved comparison workspaces documenting an identification.

14.8.8 History

A history log shall be generated at the conclusion of each case and included with the examination documentation. This log contains information to track changes made to data fields, clarifications to images, as well as, who accessed the files.

14.8.8.1 The History is printed from the case folder level by right clicking on the folder and selecting Print Contents History

14.8.8.2 It is acceptable to create a PDF of the history file, burn it to a CD/DVD and attach it to the case file.

14.8.9 Images /Exemplars

Copies of the original and clarified/annotated latent print images shall be retained as examination documentation. The Mideo system is configured to generate an enlargement of each image in the Latents Folder. It is not required to print images of latent prints which were not analyzed.

Copies of exemplars used for comparison shall be retained as examination documentation. It is not required to retain copies of exemplars not used for comparison.

14.8.9.1 Generating images is accomplished by right clicking on the Latent Folder and selecting Print Summary.

- 14.8.9.2 Select Latent Images from the first drop down menu on the Report Selection screen.
- 14.8.9.3 Select both Image Clarified and Image Original to allow the generation of the required images for inclusion with the examination documentation.
- 14.8.9.4 Images clarified/annotated by the verifying examiner shall be included with the examination documentation.
- 14.8.9.4.1 Right click on the Verification folder and select Print Summary.
- 14.8.9.4.2 Select the Image Clarified report from the Latent Images folder. It is not necessary to print the original images again.
- 14.8.9.5 Generating exemplars is accomplished by right clicking on the exemplar file and select Print. Select Latent Images from the first drop down menu on the Report Selection screen and then Exemplars from the list.
- 14.8.9.6 If printing hard copies, it is necessary to print the images in color to capture the colored annotation markings representing part of the analysis.
- 14.8.9.7 A case documentation CD/DVD containing all original and marked-up images in the Latents folder and the history file shall be made and attached to the case file. Create the disk using CD/DVD burner options that Close and Verify after burning is complete.

14.9 GROUPING TOOL

This feature is used to turn on/off a group of points marked on an image during analysis or comparison.

- Select View then Group Manage Panel
- Click “+” in Graphic Groups Tool Box
- Click in text area to name group (i.e., Analysis, Comparison, etc.)
- Place annotations on the image
- Click on the lock icon to lock the group together
- Click on the paint bucket icon to hide the group of annotations
- Click the paint bucket icon to un-hide the group

14.10 CLEARING SIGNATURE AND DATE FIELDS

Complete the following steps to clear the field if an examiner inadvertently selects the Case Status as complete prior to completing all tasks or incorrectly selects the reviewer or consultant field. This action will be tracked in the History Log.

- 14.10.1 To clear the Case Status, right click on the Case Folder, select Tools then Clear Folder Data and check the Case Status box.
- 14.10.2 To clear the Consult/Reviewer field, right click on the file (image), select Tools then Clear File Data and check the Consult/Review box.

14.11 REMOVAL OF COPIES

The original examiner will remove the copies of the images and notes from the Mideo database after they confirm the case has been technically and administratively reviewed.

- 14.11.1 Each file needs to be removed from each folder prior to the Case Folder being deleted.

- 14.11.1.1 Open each folder and select all files for removal.
- 14.11.1.2 Right click, select Edit and then select Delete Selected to remove the copies from the database.
- 14.11.2 Once all files have been removed from all folders, right click on the case folder and delete it from the database.

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15 COMMONLY USED ABBREVIATIONS

The following is a list of abbreviations commonly used by examiners in the Latent Print Section. This list has been generated to assist in the interpretation of case file notes. The abbreviations are appropriate written in either lower or upper case and they are appropriate with or without punctuation such as periods. Common chemical formulas, chemical, mathematical and shorthand abbreviations are equally acceptable and will not be listed here.

Definitions	Abbreviations
Also known as (Alias)	AKA
Alternate Light Source	ALS
Analysis, Comparison, Evaluation - Verification	ACE-V
Amido Black	AB
Automated Fingerprint Identification System	AFIS
Basic Yellow 40 dye stain	BY40
Bearing the Name	BTN
Believed to be	BTB
Black Powder	BP, blk. pdr.
Blind Verification	BV
Brown	Brn
Central Laboratory	C or CL
Central Record Criminal Records Exchange	CCRE
Compared	Comp.
Comparison(s)	Comp(s)
Commassie Blue	CB
Container	Cont./C
Crimescope	CS
Designated	Desig.
Developed	Dev.
1, 8-Diazafluoren-9-one	DFO
Digital	Dig.
Disposition	Dispo.
Digital Media	DM
Drugs	DX
Elimination	Elim.
Envelope	Env.
Evidence	Evid.
Evidence Bag Containing	EBC
Evidence Receiving	ER
Examination Documentation	ED
Excluded	Exc.
Facsimile	Fax
Federal Bureau of Investigation	FBI
Fingerprint(s)	Fp(s), Fgpt., Fpts
Fingerprint Card	FPC
Firearms Section	FX
Five Times Enlargement	5X

Fluorescent Powder	FLP
Forensic Advantage, Case and Evidence	FACE, FA
Full Spectrum Imaging System	FSIS
Gentian Violet	GV
Humidity Chamber/Cabinet	HC
Identification	Ø, ID.
Inconclusive	Inc.
1,2-indanedione	IND
Large Evidence Envelope Containing	LEEC
Latent(s)	Lat(s)
Latent Inquiry	LI
Latent Lift Card	LLC
Latent Print(s)	LP(s)
Latent Prints Section	LX
Latent Re-inquiry	LRI
Left Thumb	LT
Left Index	LI
Left Middle	LM
Left Ring	LR
Left Little	LL
Lower Joint(s)	Lj(s), Lwr. Jt(s).
Limited Ridge Detail Detected	LRDD
Luma-Lite	LL
Magnetic	Mag.
Magnetic powder	MP
Manila	Man.
Match Notification	ULM
Medium Evidence Envelope Containing	MEEC
7-(p-Methoxybenzylamino)-4-Nitro-2,1,3-Benzoxadiazole	MBD
Negative(s)	Neg(s)
NGI	Next Generation Identification
Ninhydrin	Nin
No Ridge Detail Detected	NRDD
No Value	NV
Northern Laboratory	NL, NOVA
Of Value	OV
One-to-One	1:1
Palm Print(s)	PP(s), Plm(s), PPC
Petroleum Ether	PE
Physical Developer	PD
Personal Pick-up	PPU
Pick-up	PU
Possible	Poss.
Present	Pres.

Previous	Prev.
Print(s)	Prt(s).
Processed	Proc.
Presumed to be	PTB
Dye stain containing - Rhodamine 6G, Ardrox and MBD 10	RAM
Rhodamine 6G dye stain	R6G
Received	Rec.
Registered	Reg.
Remaining	Rem.
Reported	Rept'd.
Retained	Retn'd.
Returned	Ret'd.
Reverse	Rev.
Reverse position	Rev. pos.
Reverse color	Rev. col.
Ridge Detail Detected	RDD
Right Thumb	RT
Right Index	RI
Right Middle	RM
Right Ring	RR
Right Little	RL
Sealed Envelope	SE
Sealed paper bag	SPB
Sealed Brown Box	SBB
Sealed brown paper bag	SBPB
Sealed Manila Envelope	SME
Sealed Plastic Bag	SPLB
Sealed White Box	SWBX
Sealed yellow envelope	SYE, SYEN
See Other Photo	SOP
Separate	Sep
Serial Number	SN
Serology/Forensic Biology Section	SX
State Identification Number	SID#
Signed and Sealed	S&S
Silver Nitrate	SN
Small Particle Reagent	SPR
Small Evidence Envelope Containing	SEEC
Sticky Side Powder	SSP
Submitted	Sub.
Superglue (Cyanoacrylate)	SG, Cyano, CA
Suspect	S or Susp.
Tenprint latent inquiry	TLI
Tidewater/Eastern Laboratory	TL, EL

Trace	TE
Turned-over-to	TOT
Universal Control Number	UCN
Universal Latent Workstation	ULW
Victim	V or Vic.
Visible	Vis.
Visual exam	VE
Western Laboratory	WL

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