

SANTA BARBARA SHERIFF'S OFFICE
FORENSICS UNIT
FINGERPRINT SECTION

RECORD KEEPING

1.0 Scope

Notes shall be made for all work performed. Notes are to be transferred onto a report. Both handwritten and computer generated notes are acceptable. The inclusion of specific worksheets or computer templates is not required, but can be useful and may provide more consistent documentation.

2.0 Abbreviations

See appendix for table of abbreviations.

3.0 Materials and Equipment

- Lift Cards
- Photographic or Digital Imaging Equipment

4.0 Procedures

4.1 Preliminary Considerations

A. Case notes must include all information that supports statements made in the final report. If pertinent case information is obtained from packaging material, notes shall be made in the case file, or if possible, copies taken of evidence envelopes or packaging and included in the case file. Photograph or photocopies of the packaging and evidence can be a useful way to document the condition of the examined item(s).

4.2 Minimum Records

- A. Minimum documentation shall include, but is not limited to, the following:
1. Description, condition, and identification of packaging and items examined.
 2. Examination activity conducted.
 3. Person conducting the activity.
 4. Date activity conducted.
 5. Sequence of activities.
 6. Observations and results from the activities.
 - Negative- No latent prints developed.
 - Unusable- Latent prints determined not to be suitable for comparison.
 - Usable latent prints- Latent prints developed and determined to be suitable for comparison.
 7. Activities include, but are not limited to, the following:
 - Development techniques applied.

- Controls or reagent checks used in development techniques.
 - Photography or digital imaging used.
 - Automated Fingerprint Identification System (AFIS) searches conducted.
 - Known exemplars captured for comparison.
 - Comparisons conducted.
 - Conclusions reached.
8. Any approved additions to or deviations or exclusion from the technical procedures.
 9. A diagram, photograph, or machine copy showing the location and orientation of the latent print or lift in relation to the item or surface from which it was developed or lifted.
 10. Reference will be made of submitted lift cards, photographs taken, and items bearing fingerprints.
 11. Chain of custody of all evidence.
 12. Communication information (may be kept on administrative documentation especially if the communication takes place outside examination dates).

4.3 Lift Cards

- A. Latent lift cards are evidence and shall be handled as such.
- B. Lift cards that are annotated as part of the examination process and must be referenced in the report.
- C. The total number of latent lifts and cards shall be noted in the case file (one card may have two lifts or one lift may extend to two cards).
- D. Minimum documentation on latent lift cards shall include the following:
 1. Agency and case number.
 2. Unique identifier, such as sequentially numbering each latent lift card prepared in a single case (e.g. 1, 2, 3, etc.).
 3. Name or initials of person who prepared the lift card
 4. Date lift card prepared
 5. Description of the item or location from where the lift was taken
 6. Diagram of the item or location from where the lift was taken
 7. Notation in the diagram and beside the lift showing the relationship of the lift to the item

4.4 Analyst Prepared Lift Cards: Re-lifts

- A. Only one lift should be placed on a single lift card, unless it is re-lift of the same latent, or taken from the same area.
- B. Each lift should be marked as to the sequence in which the lift was applied (e.g. 1st lift, 2nd lift, etc.).
- C. If a lift and its re-lifts are placed on separate cards, each lift card should be sequentially numbered, the minimum documentation requirements shall be included on the first lift's card, and also on the sequential cards (see 4.3 Lift Cards).

4.5 Analyst Prepared Lift Cards: Multi-Card Lifts

- A. In the event of a multi-card lift (a single lift placed across more than one card) the minimum documentation requirements shall be included on one card, and the documentation on the remaining lift cards shall include:
1. Agency and their case number.
 2. Name or initials of analyst who prepared the lift card.
 3. Date lift card prepared.

4.6 Photographs

- A. Prior to photographing, latent prints that are analyzed and determined to be suitable for comparison shall be given a unique identifier (i.e. A, B, C, etc.), and if prudent, the identifier marked on the item.
1. Minimum documentation shall include:
 - Item number, description of the item, or latent print being photographed
 - Date photograph taken
 - Documentation may be recorded in the photograph, in the case report, on a log, or combination thereof.
 2. Additional documentation may include the following:
 - Beginning and ending image file numbers
 - Camera setting
 - Aperture
 - Filter used

4.7 Digital Imaging

- A. One photograph should be taken of the photo placard. The photo placard should have the agency case number, analyst, and date.
- B. A digital image taken as the sole documentation of a latent print shall be considered original evidence and shall remain unchanged.
- C. Digital images used to demonstrate a comparison (marking corresponding characteristics) may be considered as notes.
- D. Digital images taken as the sole documentation of a latent print shall be electronically stored in the Forensics digital imaging system
- E. The Forensics digital imaging system used for electronic storage shall have the appropriate security to ensure that the images remain unchanged.
- F. Forensic digital imaging system files shall be marked with the agency case number and date.
- G. The number of digital images electronically stored in a single case shall be counted in the total number of photographs taken.

4.8 Digital Processing

- A. Images digitally processed through the use of software (e.g. Photoshop, etc.) shall be electronically stored in the Forensics digital imaging system when the processed image is the image solely relied upon during examination.
- B. An original unprocessed image must also be electronically stored.
- C. Image processing information shall be documented.
- D. If the software used to process the image tracks the history of the image processing, and includes it as metadata in the image file, the electronically stored information is sufficient for documentation purposes.

4.9 Enlargements for Comparisons

- A. A digital enlargement to assist in ridge characteristic comparison will be allowed. The fingerprint unit has an enlargement copy stand station where evidence and references can be captured at the same magnification.
- B. The latent print card will be considered the original evidence.
- C. Adjustments to the image properties (such as brightness, contrast, etc.) may be made and an enlarged photograph may be printed.
- D. The photograph will be maintained as documentation in the file. The digital image file may also be saved into Forensics digital imaging system, but is not required to be.

5.1 References

Scientific Working Group for Friction Ridge Analysis, Study, and Technology (SWGFAST) Guidelines, Quality Assurance Guidelines for Latent Print Examiners, version 3.0, 9/28/06

Revision Year	Prepared by/date	Approved by/date	Effective date
2012	Sgt. R. Cintron 11/13/12		11/13/12

Appendix for FP002 Abbreviations and Symbols

The table below lists abbreviations and their meanings that may be used in case notes.

Abbr.	Meaning
.22LR	.22 caliber long rifle
AW	Accidental whorl
ace	Acetone
adj	adjacent
ACL	AFIS Candidate List
ALS	Alternate light source
AB	Amido Black
ammo	ammunition
amt	amount
X	and (intersection of cross streets)
ANG	Angle
approx or	approximately
A	Arch Pattern
ard	Ardrox
@	at
AAS	Automated Archive System
AFIS	Automated Fingerprint Identification System
ALPS	Automated Latent Print System
BC	barcode
bichro	bichromatic
blk	black
BP	Black Powder
blnk	blank
bld	blood
BLU	blue
bkg#	booking number
BRZ	Bronze
BRN	brown
BPB	brown paper bag
cal	caliber
CAPPS	California Automated Palm Print System
CDL	California Driver's License
CB	cardboard box
cart/ctg	cartridge
CC	Cartridge Case
CID	County Identification Number
Ctr	Center
CPWorCPL	Central pocket loop whorl
chg	Change
ctg	Cigarette
Cmdr	Commander

comp	Comparison
C/D	Comparison Date
cone	Concentrate(ed)(ion)
c/	Containing(s)(ed)
cont	continued
CS	Controlled Substances
CSI	Crime Scene Investigation
CV	Crystal Violet
CA	Cyanoacrylate
dk	dark
DOB	Date of Birth
DNA	Deoxyribonucleic Acid
Dep	Deputy
Dept	Department
Det	Detective
dev	develop(ed)
dia	diameter
DFO	Diazafluoren- 9-one
DLW	Double loop whorl
drvr	driver or driver's
<i>DIS</i>	driver's side
DT	double tap
elim	elimination
enc	enclosed
env	envelope
=	equal
evap	evaporate(ed)(ion)
evid	evidence
exam	examination
exp	exposure
E/S	exterior side
FT	Forensic Technician
FNG	Finger
FP	Fingerprint
FC or FPC	fingerprint chart
FT	Fingertip
Fluor	Fluorescence
FA	Firearms
Frag	Fragment(s)
FMG	Full Metal Jacket
GA	Gauge
gar	garage
GVCH	Goleta Valley Cottage Hospital
Govt	Government

>/<	Greater/less than
Gm	Green
GSR	Gun Shot Residue
HS(K)	Heat sealed (Kapak)
HSPB	Heat sealed plastic bag
HS/	heat sealed, initialed, dated
Hex	Hexane
Horz	Horizontal
hrs	hours
HT	Hypothenar
ID	Identified, identification
Imp	Impression
Inc	Inconclusive
Info	Information
I/S	Inside/interior side
Insuff	Insufficient
IAFIS	Integrated Automated Fingerprint Identification System
IND	Interdigital
Kn	Known
KP	Known Prints
Lbl	Labeled
Lg	Large
LP	latent print
LPD	latent print developed
LPE	Latent Print Envelope
LP	latent print(s)
LFT	left
LIF	Left front
LI	Left Index
LL	Left Little
LLC	Latent Lift Card
LM	Left Middle
LPA	Left Palm
LIR	Left rear
LH	Lompoc Hospital
LR	Left Ring
L, LSL, or /	Left slant loop
LT	Left Thumb
Lt	Lieutenant
LCV	leuco-crystal violet
LIC	License
lt	light
LN(bp)	Liqui-Nox™ (Black Powder)
magpwd	magnetic powder
man	manual
MBD	7-p-Methoxybenzylamino-4-Nitrobenz-2-Oxa-1, 3-Diazole
MJ	marijuana
mat	material
max	maximum
med	medium

meth	methamphetamine
mm	minimum
MMC	Marian Medical Center
mod	moderate
neg	negative
NegR	Negative Results
nin	ninhydrin
NC	no color
NE	no enhancement
NLD	no latents developed
NR	no reaction
NV	no value
NA	not applicable
NAZ	not analyzed
NS	not submitted
NTS	not to scale
#	Number or Pound
Ong	Orange
O/S	Outside
Pkg	Package
Pkt	Packet
Pg	Page
POL	Print Overlay
Pr	Pair
//	Parallel
Pass	Passenger
P/S	Passenger Side
PID#	Personal Identification Number
PE	Petroleum Ether
Phi	Phalange
Photo(s)	Photograph(s)
PD	Physical Developer
PP	Palm Print
PW	Plain Whorl
PL	Plastic
P!B	Plastic bag
PZLB	Plastic Ziplock Bag
POE	Point of entry
Pos or+	Positive
PosR	Positive Results
poss	possible
Pwd!pdr	Powder
PPT	Precipitate
PPV	Prints of possible value
Prob	Probable
Proclw	Processed with
prop	Property
PCC	Purple color change
QC	Quality Control
RXN	Reaction
Rgt	Reagent

RC	Reagent Control
Frig	Refrigerator
RMVD	Removed
Rpt	Report
RP	Reporting Party
rhd or r6g	Rhodamine 6G
RAM	Rhodamine Ardrex MBD
R	right
RIP	Right front
RI	Right Index
RL	Right Little
RM	Right Middle
RPA	Right Palm
RIR	Right rear
RR	Right Ring
RSL, or\	Right slant loop
RT	Right Thumb
rm	room
SAAor J.	same as above
S/W	Search Warrant
Sr. Dep.	Senior Deputy
sent	sentence
SGT	Sergeant
serv reg	service request
S	short
SBCH	Santa Barbara Cottage Hospital
S&W	Smith and Wesson
sil(nit)	silver (nitrate)
sk	sketch
sl(pb)	slidelock(plastic bag)
sm	small
spr	small particle reagent
std	standard
SID	State Identification
spl	special
ssp or s-sp	sticky-side powder
subj	subject
sb	sudan black
susp(s), (S)	suspect(s)
TS	tape sealed
TSPB	tape sealed plastic bag
S/	tape sealed, initialed, dated
temp	temperature
TP	Ten Print
TA	Tented arch
TH	Thenar
UTL	Unable to locate

unk	unknown
UL	usable latent(s)
Veh	Vehicle
VEC	Vehicle Examination Chamber
vert	vertical
(V), vic, or viet	victim
vis	visual/visible
wt	weight
WIN	Western Identification Network
WPB	white paper bag
W	Whorl
w/	with
w/o	without
WIT, (W)	Witness
WA	work area
ZLPB	ZiplockBag