SANTA BARBARA COUNTY SHERIFF'S OFFICE
FORENSICS UNIT
AUTOMATED TENPRINT FUNCTIONS

1.0 Scope

This SOP explains transactions relating to the California Department of Justice's (Cal DOJ) unsolved database. Many of the functions of the database are described in detail in the NEC AFIS system operating manuals. The procedures described below are mainly the preferential functions selected by the SBSO Fingerprint Section.

2.0 Definitions

See NEC AFIS System Workstation Ten-print/Latent Print User Guides

3.0 General Procedures

Each examiner will ensure that all automated jobs are checked daily. The examiner will select "Hit" or "No Hit." Examiners have the option of conferring with another examiner to seek assistance to say whether a job is a "Hit."

3.1 QC (Quality Control) Edits and QC Rejection

See NEC AFIS System manual for Basic QC Instructions

Ten-print cards generated from Livescan need, at times, to be accepted by an examiner in the Livescan terminal before they will be added to the database, due to quality of the prints or other issues. The person obtaining the Livescan prints judge the quality, pattern type, and axis placement of the fingerprints and palms and ensure they are in the correct boxes on the Ten-print form.

If the examiner finds the card to be of poor quality or cannot determine the placement of fingers or palms, then the card requires a request for re-rolling.
- Select a reason for rejection and send the job back to Queue.
- Fill out the QC Edit Reject Log.
  If the subject is no longer in custody, the examiner has the option to check custody status while the QC-Edit is on the screen or after rejecting. If the subject is in custody, the examiner will place the booking number, date, and time the officer called and their name on the QC Edit Reject Log. If the subject is out of custody, and the QC Edit aborts, the examiner will put the transaction through manually as a Re-edit/Ten-print Combo and follow the subsequent actions. Each examiner will check the QC-Edit log to determine if the subject was rerolled. If the subject was released before they could be rerolled, follow the Re-edit/Ten-print Combo steps.

Note- Before an examiner purges out the CRM AUTO done list, they will check the QC-Edit Log to see if one of the subjects is on it.

If a QC-Edit reject reroll has gone to the CRM Auto Done list, it can be purged and the subject's name crossed off the QC-Edit Log.

3.2 Name (Name Search)

The examiner is required to compare the ten-print record entered to the ten-print record found by the system according to "Name." Highlight, right click and select "Hit" or "No Hit," depending on whether the ten-print records are judged to be from the same person, then "Accept".

3.3 TI (Ten-print Inquiry [Technical Search])

The examiner is required to compare multiple ten-print records to determine if they belong to the same subject. If it is determined they are, highlight and select "Hit" next to each CID# (County Identification Number) or CII# (State Identification Number). If not, select "No Hit". If two or more are selected "Hit," right click on "Problem Review" and then click "Accept."

3.4 Prob. V/Cons. V (Problem Verify/Consolidation Verify)

After sending to "Problem Review," the examiner is then required to consolidate the records. Highlight the highest number or numbers and leave the lowest number un-highlighted.
Note- The exception would be if a CID has an X before it. Never consolidate to an X number unless there are only two CID numbers with X in front.
Then highlight the higher number and leave the lower number un-highlighted. Right click and select consolidate, then click accept.

3.5 ESSO TLICSI TLI/or TLP (Cal DOJ Ten-print to Latent or Palm Inquiry)

This function provides possible candidate(s) from unsolved latent prints registered at the California Department of Justice database. If an available candidate is found, print out the following:
- The candidate list screen containing the possible candidate.
- The side by side of the registered latent and the candidate's print.

Check the SBSO CAL-ID (AFIS) log for the case information. For the Santa Maria Police Department, who may have their own examiners, they will be sent the following:
- The candidate list screen containing the possible candidate.
- The side by side of the latent and candidate print.

For all other agencies, notify the agency for the return of the case latent prints. Upon determining if the latent prints match the candidate, the following will be sent to the agency:
- An Outside Agency Assist (OAA) SBSO Bureau of Criminalistics (BOC) report from the Forensics Unit.
- The candidate list screen containing the possible candidate.

- The print-out of the side by side of the latent and candidate.

3.6 TLI {Ten-print to Latent Inquiry)

Possible candidate from the SBSO unsolved latent database. Same procedure as for LI & LR

3.7 TLP {Ten-print to Latent Inquiry- Palm)

Possible candidates from the SBSO unsolved palm database. Same procedure as for LI & LR.

3.8 Statute of Limitation Possible Hits

There are times when a possible candidate is generated on a case where the statute of limitations for prosecution of that crime has expired. Even though that case will not be prosecuted, the possible candidate may still be useful as an investigative lead for the case or another case. The examiner will notify by a report the agency or detective that there is a possible match. The case will be deleted from the databases. The above will be documented in the corresponding SBSO DOJ CAL-ID (AFIS) log or on the SBSO FBI (IAFIS) log.

4.0 References

Revision year	Prepared by/date	Approved by /Date	Effective date
2012	Sgt. R. Cintron/11-13-12		11/13/12