

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

Los Angeles  
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| SECTION: 100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | SUBJECT: General Responsibilities of the Criminal Identification Section |   |
| PURPOSE: To define the role of the Criminal Identification Section in the Department, its obligations and responsibilities. Also, to clarify key concepts and terms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                          |   |
| Document<br>Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3-04-2011 | Revision<br>No.                                                          | 1 |
| Release<br>Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4-01-2011 | Pages:                                                                   | 2 |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK: The primary responsibility of the Criminal Identification Section is the analysis, comparison, and evaluation of friction ridge skin<sup>1</sup> for purposes of identification or exclusion to a common source.</p> <p>The Criminal Identification Section is responsible for all non-latent friction ridge skin comparison work for the Department. Any comparison not involving a latent print is conducted in the Criminal Identification Section. The Criminal Identification Section receives requests for comparisons from (including but not limited to) Los Angeles Police Department detectives, officers, Los Angeles District Attorney's office, Los Angeles City Attorney's office, Los Angeles County Coroner's Office, and outside agencies<sup>2</sup>. Comparison requests may include print impressions appearing on documents such as checks, notary logs, pawn slips, Department of Motor Vehicle documents, etc. Such work includes single finger, multiple, distorted, partial and/or mutilated images, as well as palms and feet.<sup>3</sup></p> <p>The Criminal Identification Section is also responsible for maintaining the Department's Automated Fingerprint Identification System and for the accurate and timely identification of incoming ten print booking records.</p> <p>The scientific basis<sup>4</sup> and comparison methodology<sup>5</sup> used for all friction ridge skin comparison work is the same. The work of both latent print examiners and ink impression examiners have a direct and critical effect on public safety and the rights of individuals accused of crimes. Therefore, the standard of accuracy and training for ink-print examinations and latent examinations is equivalent.</p> |           |                                                                          |   |

<sup>1</sup> The term "friction ridge skin" is a term encompassing the identifiable friction skin on the finger, palm, and plantar, surfaces of the body. Often the shorthand term of "fingerprint" or "print" will appear, but it should be understood that this also implies the broader concept of all friction ridge skin. For the purposes of Criminal Identification Section, it is suitable to be compared regardless of the originating surface of the body.

<sup>2</sup> Los Angeles Police Department Manual Section 4/801

<sup>3</sup> See Section 130, "Requests for Fingerprint Comparisons."

<sup>4</sup> See Section 106, "Scientific Basis."

<sup>5</sup> See Section 105, "Comparison Methodology."

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| SECTION: 100 cont. | SUBJECT: General Responsibilities of the Criminal Identification Section |
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GENERAL SCOPE/DESCRIPTION OF TASK: Within the Department, only Fingerprint Identification Expert personnel and Forensic Print Specialist personnel are qualified to report a friction ridge comparison conclusion. Fingerprint Identification Expert personnel in the Criminal Identification Section are considered fingerprint examiners, which more broadly describes their duties than that of the antiquated term of "ten print examiner." In Criminal Identification Section operating procedures, fingerprint Identification Expert personnel may alternately be described as an "examiner," "technical employee," "employee," or "staff."

Employee responsibilities are described in the City of Los Angeles Personnel Department's Job Classification Specification for Fingerprint Identification Expert (1157) and Principal Fingerprint Identification Expert (1158) classifications, and in the Records and Identification Division position description documents.<sup>6</sup>

Additionally, policies and procedures in the Criminal Identification Section are in accordance with applicable Division, Department, and City policies, procedures and standards.

<sup>6</sup> SOP Addendum Items AD1-5

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| SECTION: 101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   | SUBJECT: Mission Statement |          |
| PURPOSE: Define the role of the Section in the Department, its obligations and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                            |          |
| Document<br>Date: 10-16-2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Revision<br>No. 1 | Release<br>Date: 7-13-2011 | Pages: 1 |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK: The primary responsibility of the Criminal Identification Section is the analysis, comparison, and evaluation of friction ridge skin<sup>1</sup> for purposes of identification or exclusion to a common source.</p> <p>In 2006, the Section developed the following Mission Statement to establish values by which policies and procedures would concur. It reads as follows:</p> <p style="text-align: center;"><u>M I S S I O N   S T A T E M E N T</u></p> <p><i>Our Mission is to honorably support our Department and all law enforcement entities in the solving of crimes through the accurate and reliable identification of fingerprints.</i></p> <p><i>In this objective, we will uphold the integrity of the discipline of friction ridge skin identification by exhibiting the highest standard of professionalism and technical knowledge.</i></p> <p><i>As a team we value communication, respect, and cooperation in pursuit of our mission.</i></p> |                   |                            |          |

<sup>1</sup> The term "friction ridge skin" is a term encompassing the identifiable friction skin on the finger, palmar, and plantar, surfaces of the body. Often the shorthand term of "fingerprint" or "print" will appear, but it should be understood that this also implies the broader concept of all friction ridge skin. For the purposes of CIS, if the print impression is a non-latent impression, it is suitable to be compared by CIS examiners, regardless of origin from surface of body.

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| SECTION: 102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | SUBJECT: Equipment for Comparison Work |            |
| PURPOSE: Describe basic equipment employed in normal course of duties to perform comparison duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                        |            |
| Document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10-16-2008 | Revision                               | 1          |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10-16-2008 | Release                                | 10-31-2011 |
| Pages:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | 1                                      |            |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK: The following manual equipment is available to employees to assist in fingerprint comparison work. This list includes basic technical equipment, and may not be comprehensive.</p> <ul style="list-style-type: none"> <li>✓ Hand-held magnifiers with varying lens width. Magnification varies from 3.5X to 5X approximately, depending on manufacturer. Some magnifiers are fixed vertical distance, some adjustable.</li> <li>✓ Comparator for projected magnification for side-by-side comparison, 6.5X and 10X</li> <li>✓ Mantis magnifier, variable magnification from 2X to 20X</li> <li>✓ Metal ridge counters</li> </ul> <p>Automated fingerprint searches are available to employees to assist in fingerprint comparison work. Ten print and latent print (minutiae coded) searches available for all systems.</p> <ul style="list-style-type: none"> <li>✓ Automated Fingerprint Identification System (local system – LA County)<sup>1</sup></li> <li>✓ Automated Fingerprint Identification System (California Dept. of Justice - State)<sup>2</sup></li> <li>✓ Universal Latent Workstation (IAFIS – FBI)<sup>3</sup></li> </ul> <p>Digital imaging and enhancement software available via automated fingerprint identification system workstations.</p> <ul style="list-style-type: none"> <li>✓ Adobe Photo Shop CS2 and CS4</li> </ul> |            |                                        |            |

<sup>1</sup> 3M Cogent Systems Inc.

<sup>2</sup> NEC Corporation of America

<sup>3</sup> Universal Latent Workstation interoperable software version 5.4

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |
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| SECTION: 102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SUBJECT: Equipment |
| PURPOSE: Define the role of CIS in the Department, its obligations and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |
| GOAL: Focus on the scope of duties in the Section and clarify key concepts and terms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |
| <p>The following manual equipment is available to employees to assist in fingerprint comparison work:</p> <ul style="list-style-type: none"> <li>✓ Hand-held magnifiers (lupes) with varying lenses width. Magnification varies from 3.5X to 5X approximately, depending on preference of examiner. Some magnifiers are fixed distance, some adjustable, depending on preference of examiner.</li> <li>✓ Comparator available for side-by-side comparison</li> <li>✓ Mantis magnifier</li> </ul> <p>Non-manual, or computer and digital imaging tools available to employees to assist in fingerprint comparison work. Tenprint and latent print (minutiae coded) searches available for all databases.</p> <ul style="list-style-type: none"> <li>✓ Automated Fingerprint Identification System (local system – LA County)</li> <li>✓ Automated Fingerprint Identification System (California Dept. of Justice - State)</li> <li>✓ Universal Latent Workstation (IAFIS – FBI)</li> <li>✓ Adobe Photo Shop</li> </ul> |                    |

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| SECTION: 102 - P                                                                                                      | SUBJECT: Equipment |
| PROCEDURES: Specific descriptions of duties and tasks performed by CIS personnel are described in following sections. |                    |

PURPOSE: To prioritize the general daily assignments of the Section by watch.

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|-----------------------------|---------------------------------|
| SECTION: 103                | SUBJECT: Basic Duty Assignments |
| Document<br>Date: 4-11-2011 | Revision<br>No: 2               |
| Release<br>Date: 7-13-2011  | Pages: 1                        |

GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The Criminal Identification Section "Basic Duty Assignments" table is a general prioritized list of duty assignments and not a comprehensive list of every comparison duty that a fingerprint Identification Expert may be called upon to perform. The list is organized by watch to prioritize each duty for process as received under the normal course of business. Supervisors retain discretion to assign work as needed, however, with justification for Department need, public safety, or other reasonable priority. Deviation from established policy requires justification.

| CIS Basic Duty Assignments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| AM WATCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DAY WATCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PM WATCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Hospital Bookings</li> <li>IDNS/Priorities/Coroners</li> <li>Sex Registrant - Certifications</li> <li>LAFIS transactions</li> <li>Watch Commander</li> <li>comparison requests</li> <li>comparison requests requiring immediate ID</li> <li>CHS request for registration record</li> <li>Supplemental booking (24 hours from receipt to CIS)</li> <li>Arson registrant comparison (24-48 hours from receipt to CIS)</li> <li>Sex registration comparisons (24-48 hours from receipt to CIS)</li> <li>Narcotic registrant (24-48 hours from receipt to CIS)</li> <li>Current incoming LAFIS</li> <li>problems</li> <li>NSP CCHRS backlog problems</li> <li>Court duties</li> <li>Misc. comparison duties</li> <li>Other duties as assigned</li> </ul> | <ul style="list-style-type: none"> <li>Court duties</li> <li>Hospital Bookings</li> <li>IDNS/Priorities/Coroners</li> <li>Sex Registrant - Certifications</li> <li>LAFIS transactions</li> <li>Watch Commander comparison requests</li> <li>Supplemental booking (24 hours from receipt to CIS)</li> <li>Arson registrant comparison (24-48 hours from receipt to CIS)</li> <li>Sex registration comparisons (24-48 hours from receipt to CIS)</li> <li>Narcotic registrant (24-48 hours from receipt to CIS)</li> <li>Misc. comparison duties</li> <li>Other duties as assigned</li> </ul> | <ul style="list-style-type: none"> <li>Hospital Bookings</li> <li>Court duties</li> <li>IDNS/Priorities/Coroners</li> <li>Sex Registrant - Certifications</li> <li>LAFIS transactions</li> <li>CHS request for registration record</li> <li>Watch Commander comparison requests</li> <li>Supplemental booking (24 hours from receipt to CIS)</li> <li>Arson registrant comparison (24-48 hours from receipt to CIS)</li> <li>Sex registration comparisons (24-48 hours from receipt to CIS)</li> <li>Narcotic registrant (24-48 hours from receipt to CIS)</li> <li>Misc. comparison duties</li> <li>Other duties as assigned</li> </ul> |

<sup>1</sup> Sex registration comparisons primarily assigned to AM Watch for expedited processing

<sup>2</sup> See footnote No. 1

|              |                                 |
|--------------|---------------------------------|
| SECTION: 103 | SUBJECT: Basic Duty Assignments |
|--------------|---------------------------------|

PURPOSE: Outline the basic duty assignments for the Section.

GOAL: Provide general prioritized list of duty assignments by watch to clarify order of task completion under normal circumstances.

GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The CIS Basic Duty Assignments is a general prioritized list of duty assignments and not a comprehensive list of every comparison duty that a file may be called upon to perform. The list is organized by watch to set the priority in which each duty shall be completed as received under the normal course of business. Supervisors retain discretion to assign work as needed, however, with justification for Department need, public safety, or other reasonable priority.

| CIS Basic Duty Assignments |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM WATCH                   | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Current incoming LAFIS</li> <li>▪ problems</li> <li>▪ NSP CCHRS backlog problems</li> <li>▪ Court duties</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul> | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Narcotic Registration</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul> |
| DAY WATCH                  | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Narcotic Registration</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Narcotic Registration</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul> |
| PM WATCH                   | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Narcotic Registration</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>▪ Court duties</li> <li>▪ Hospital Bookings</li> <li>▪ IDNS/Priorities/Coroners</li> <li>▪ Sex Registrant -Certifications</li> <li>▪ LAFIS transactions</li> <li>▪ Watch Commander</li> <li>▪ comparison requests requiring immediate ID</li> <li>▪ CHS request for registration record</li> <li>▪ Sex registration comparisons</li> <li>▪ Supplementals</li> <li>▪ Narcotic Registration</li> <li>▪ Misc. comparison duties</li> <li>▪ Other duties as assigned</li> </ul> |

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

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|-----------------------------------------------------------------------------------------------------|--------|----------------------|-------|
| SECTION: 105                                                                                        |        | SUBJECT: Methodology |       |
| PURPOSE: Describe acceptable comparison practices in accordance with relevant scientific community. |        |                      |       |
| Document                                                                                            | Date:  | Revision             | No.   |
| 4-21-2011                                                                                           | 1      | Release              | Date: |
| 7-13-2011                                                                                           | Pages: | 1                    |       |

GENERAL SCOPE/DESCRIPTION OF TASK: The Criminal Identification Section recognizes the application of analysis, comparison, evaluation, and verification (ACE-V), as a process useful in reaching reliable decisions regarding the comparison of fingerprints.

It is further recognized that the process can be a fluid process, by which the examiner may advance or return to any of the three steps during the course of analysis, comparison, and evaluation, if appropriate measures are followed to avoid circular reasoning or bias.

The ACE-V process of friction ridge impression examination utilizes a qualitative and quantitative assessment of Level 1, Level 2, and Level 3 details. Application of ACE includes observations, measurements, assessments, decision-making and documentation.

**Analysis:** Analysis determines if the impression is suitable for comparison.<sup>1</sup> If the impression is suitable, the analysis further indicates the features and their tolerances to be used in the comparison. Tolerance is the allowance of variation in appearance of friction ridge features that will be accepted during comparison. The analysis will also provide anatomical information to prioritize the potential corresponding areas and limit unnecessary comparisons. Certain orientation indicators such as curves, deltas, creases, and scars may provide specific guidance where to begin the comparison.

**Comparison:** Comparison is accomplished through the side-by-side observation of all levels of details to determine whether the two impressions are in agreement or disagreement based upon features, sequences, and spatial relationships within the tolerances of clarity and distortion. Observation of agreement or disagreement between the impressions initiates the evaluation phase.

**Evaluation:** Once the examination progresses from the comparison phase into the evaluation phase, it is determined whether the information is sufficient to form a conclusion,<sup>2</sup> or return to the analysis phase and reassess suitability. The decision process starts with an attempt at exclusion, followed by an assessment of the potential correspondence observed between the impressions.

**Verification:** The independent application of the ACE process is utilized by a subsequent examiner to either support or refute the conclusions of the original examiner.

<sup>1</sup> See SOP Section 108 "Suitability for Comparison"  
<sup>2</sup> See SOP Section 110 "Standards for Conclusions"

|                                                                                                                                                        |       |                           |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------|-----|
| SECTION: 106                                                                                                                                           |       | SUBJECT: Scientific Basis |     |
| PURPOSE: Establish the recognized premises allowing common source conclusions of identifications and exclusions, also considered the scientific basis. |       |                           |     |
| Document                                                                                                                                               | Date: | Revision                  | No. |
| 4-20-2011                                                                                                                                              | 1     | 7-13-2011                 | 1   |
| Release                                                                                                                                                | Date: | Pages:                    | 1   |

GENERAL SCOPE/DESCRIPTION OF TASK: The Criminal Identification Section recognizes the scientific basis that makes friction ridge skin identification or exclusion<sup>1</sup> (to a common source) possible is the uniqueness of friction ridge formation, and the persistence of friction ridge formation.

In addition, it is recognized that conclusions are based on the following premises (including but not limited to):

- ✓ Notwithstanding the pliability of friction ridge skin, the contingencies of touching a surface, and the nature of the matrix, an impression of friction ridge skin structure may be left following contact with a surface.
- ✓ The impression may display features of varying quality (clarity of ridge features) and specificity (weighted values and rarity).
- ✓ Notwithstanding variations in clarity and specificity, the unique aspects of friction ridge skin may be represented as highly discriminative features in impressions.
- ✓ An impression that contains sufficient quality and quantity of friction ridge features can be individualized to, or excluded from, a source.
- ✓ No predetermined number of friction ridge features is required to establish an identification.

<sup>1</sup> See SOP Section 110 "Standards for Conclusions"

|                                                                                                     |                                         |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------|
| SECTION: 107                                                                                        | SUBJECT: Factors Affecting Examinations |
| PURPOSE: Describe acceptable comparison practices in accordance with relevant scientific community. |                                         |
| Document<br>Date: 4-19-2011                                                                         | Revision<br>No. 1                       |
| Release<br>Date: 7-13-2011                                                                          | Pages: 1                                |

GENERAL SCOPE/DESCRIPTION OF TASK: The following factors affect the qualitative and quantitative aspects of friction ridge impressions. A competent examiner will understand these factors, recognize that they occur, and understand how they influence friction ridge impression reproducibility. These factors may cause an apparent dissimilarity between impressions from the same source. Failure to properly assess the occurrence and influence of these factors could result in misinterpretation.

Factors include, but are not limited to the following:

- ✓ Anatomical aspects include the condition of the skin (e.g., scars and warts) and the morphology of the hand and foot relative to the shape and contour of the substrate.
- ✓ Transfer conditions include pressure applied during transfer, slippage or twisting, sequence of deposition (i.e., double taps and overlays) and an understanding of the limitations of friction ridge pliability.
- ✓ Transfer media include bodily secretions and contaminants (e.g., sweat, blood, paint, dirt, oil, grease).
- ✓ Detection techniques that can be one or more of the following: optical (i.e., light sources and illumination techniques), physical, or chemical processing techniques.
- ✓ Recording or preservation techniques, such as photography, lifting, live-scan, and ink.
- ✓ Substrate (e.g., porous, non-porous, semi-porous, smooth, rough, corrugated, pliable, or textured surfaces).
- ✓ Environmental conditions (e.g. protected, unprotected, wet, dry, cold, or hot).

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| SECTION: 108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | SUBJECT: Suitability for Comparison |   |
| PURPOSE: Describe acceptable comparison practices in accordance with relevant scientific community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                     |   |
| Document<br>Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4-19-2011 | Revision<br>No:                     | 1 |
| Release<br>Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 7-13-2011 | Pages:                              | 1 |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK: The determination of suitability is based on the assessment of the discriminating strengths of the features and their arrangements. Suitability is the determination that there is sufficient quality and quantity of friction ridge features in an impression for some further process step. The assessment is made based on the quality of features (clarity of the observed features), the quantity of features (amount of features and area), the specificity of features, and their relationships.</p> <p>Impressions retained for further process are considered impressions "of value." Impressions of value for individualization or exclusion are compared.</p> |           |                                     |   |

PURPOSE: Describe acceptable comparison practices in accordance with relevant scientific community.

SECTION: 109

SUBJECT: Sufficiency for Conclusion

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| Document | Date: 4-19-2011 | Revision | No. 1 | Release | Date: 7-13-2011 | Pages: 1 |
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GENERAL SCOPE/DESCRIPTION OF TASK: Sufficiency is a product of the quality and quantity of the objective data under observation (e.g., friction ridge, crease, and scar features). As quality of an impression increases, the need for quantity of friction ridge feature decreases, as well as the inverse.

Quality is the assessment of the clarity of ridge features. Generally, as quality increases so does the discernability and reliability<sup>1</sup> of the ridge features. It is recognized that quality is not necessarily constant throughout an impression. The assessment of quality may represent just the areas of highest quality, a range of qualities, or a map or rating system of quality of various regions in a single impression.

Quantity is the number of ridge endings, bifurcations, and dots (minutiae) in agreement. It is recognized that this is an incomplete measure of the overall quantity of information in a print (for example, ridge path, open fields, and Level 3). Minutia counts remain, however, as a discrete, measurable aspect of all prints and their enumeration is part of the systematic, formal consideration of quantity. This use of the number of minutiae should not be considered as suggesting or endorsing the use of minutia counts as the sole criteria for a decision threshold.

Conclusions are subjective decisions based on the observation of objective data. Sufficiency for conclusion is reached when the decision can be supported. The examiner must be able to demonstrate that their conclusion is based on objective data. The conclusion must be able to attain consensus agreement or withstand the scrutiny of others. The expectation is that the same result would be reproduced under any verification process or retest. The examiner must be able to demonstrate the use of a reliable process, based on valid principles, and that the cumulative weight of data (not a single element) was used. The examiner must be able to demonstrate a thorough, unbiased process in which they attempted to falsify their own conclusion and failed. Once these elements have also been achieved, sufficiency for decision making can be supported.

<sup>1</sup> Reliability refers to the confidence assigned by the examiner to the observed ridge features in terms of existence, location and shape he/she would expect to be reproduced on the corresponding print, should it be made available.

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

Los Angeles  
Police  
Department

|                                                                                                     |                                    |
|-----------------------------------------------------------------------------------------------------|------------------------------------|
| SECTION: 110                                                                                        | SUBJECT: Standards for Conclusions |
| PURPOSE: Describe acceptable comparison practices in accordance with relevant scientific community. |                                    |
| Document<br>Date: 4-20-2011                                                                         | Revision<br>No. 1                  |
| Release<br>Date: 7-13-2011                                                                          | Pages: 1                           |

GENERAL SCOPE/DESCRIPTION OF TASK: The Criminal Identification Section recognizes three comparison conclusions, as follows:

**Identification (Individualization):** The determination that there is sufficient quality and quantity of features in agreement to conclude that two friction ridge impressions originated from the same source. If the impressions originated from the same source, the examiner should observe correspondence, within tolerances, of all features. It is the degree of correspondence of features that is weighed. Sufficient agreement of information must exist so that the likelihood the impression was made by another (different) source is so remote that it is considered as a practical impossibility. Level 3 details cannot be the sole factor in identification decisions. Level 3 details have to be considered in conjunction with Level 1 and Level 2 details.

**Exclusion:** The determination that there is sufficient quality and quantity of features in disagreement to conclude that two friction ridge impressions did not originate from the same source. An exclusion decision can be based solely on Level 1 when sufficient pattern area and orientation indicators (e.g., recures, cores, deltas, and creases) are available, and when disagreement has been observed absent any significant distortion such as: double tap, overlaid impressions, or twisting. If significant distortion is observed, an exclusion decision can only be reached by considering both Level 1 and Level 2 details. If available, Level 3 may also be considered in conjunction with Level 2. An exclusion decision can be based on Level 2 when sufficient disagreement has been observed. Level 3 details cannot be the sole factor in exclusion decisions. Level 3 details have to be considered in conjunction with Level 1 and Level 2 details.

**Inconclusive:** During evaluation, the conclusion reached that sufficient agreement does not exist to individualize, nor does sufficient disagreement exist to exclude. If the examiner did not reach a conclusion of individualization or exclusion, the conclusion will be reported as inconclusive.

|                                                                                                                                                                                                        |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION: 113                                                                                                                                                                                           | SUBJECT: Automated Search Suitability |
| PURPOSE: To increase opportunity for identification by focusing appropriate search parameters and inquiry types by data shown in impression. Also, to avoid close-non match returns in candidate list. |                                       |
| Document<br>Date: 1-27-2011                                                                                                                                                                            | Revision<br>No. 1                     |
| Release<br>Date: 7-13-2011                                                                                                                                                                             | Pages: 1                              |

**GENERAL SCOPE/DESCRIPTION OF TASK:** Prior to determining the suitability of an impression for search in an automated fingerprint identification system, the impression must already have been determined to contain sufficient information for comparison, or to reach, or test, a conclusion. An impression suitable for comparison may not be suitable for search in an automated system. These initial decisions are made by the primary examiner and documented in the case notes.

An unknown impression is searched in an automated fingerprint identification system when there is reason to believe the friction ridge area may be found in the searched database. Because the Criminal Identification Section has access to search several databases, and performs both latent and ten print inquiry searches, different parameters exist for different circumstances. It is the duty of the examiner to properly analyze the impression and make best possible use of all available automated resources to effect an identification.

Deviation from established policy should warrant agreement of verifier, auditor, or must otherwise withhold under the scrutiny of others. Deviation from established policy requires documentation in case notes and supportable data.

For the purposes of this Section, the following criteria constitute the minimum required for an automated search in any database, for both latent and ten print inquiries (palms and fingers):

- Discernable ridge path
- Sufficient minutiae (bifurcation, ending ridge)
- Image clarity
- Minutiae arrangement, or minutiae in combination with other features present in impression, must be reasonably discriminating in appearance to support a conclusion<sup>1</sup>

Parameters for searching by database are outlined in the procedures for this Section. However, the following criteria apply to all databases, and should generally be considered outside the range of automated search suitability, both latent and ten print inquiries:

- Finger impressions from the extreme tip, not typically captured in ten print roll or flat capture
- Insufficient minutiae for effective search (palms and fingers)
- Tonal or image reversal, prior to digital correction<sup>2</sup> (palms and fingers)

<sup>1</sup> For example, ridge endings in a pattern force area, lacking other discriminating features, may risk return of close non-match candidates

<sup>2</sup> Criminal Identification Section procedure is to recommend the use of Photoshop for all digital enhancement, not AFIS enhancement tools

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

SUBJECT: Automated Search Suitability

SECTION: 113-P

|          |                 |          |       |         |                 |          |
|----------|-----------------|----------|-------|---------|-----------------|----------|
| Document | Date: 1-27-2011 | Revision | No. 1 | Release | Date: 7-13-2011 | Pages: 1 |
|----------|-----------------|----------|-------|---------|-----------------|----------|

## PROCEDURES

113.1 Following are minimum requirements by system or database searched. These procedures outline minimum requirements only. For further clarification on input procedure, see appropriate procedural notes, or user guides for each system.

113.2

COGENT TEN PRINT INQUIRY  
MINIMUM REQUIREMENTS

Minimum of 4 different fingers searched concurrently, rolled or flat impressions. Must be consistent with general surface area and minutiae counts expected for ten print images.

113.4

NEC TEN PRINT INQUIRY  
MINIMUM REQUIREMENTS

Minimum of fingers 1, 2, 6, and 7, rolled or flat impressions. Must be consistent with general surface area and minutiae counts expected for ten print images.

113.6

ULW "TEN PRINT" INQUIRY  
MINIMUM REQUIREMENTS

One finger search, rolled or flat impressions. Should be consistent with general surface area and minutiae counts expected for ten print images.

113.3

COGENT LATENT PRINT INQUIRY  
MINIMUM REQUIREMENTS

Orientation preferred.

113.5

NEC LATENT PRINT INQUIRY  
MINIMUM REQUIREMENTS

Pattern Type  
Orientation  
Core and Axis

113.7

ULW LATENT PRINT INQUIRY  
MINIMUM REQUIREMENTS

Pattern Type  
Core and Axis recommended

<sup>1</sup> Latent Fingerprint Image Search or "un-coded search"

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| SECTION: 115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SUBJECT: Verification |
| <p>PURPOSE: Verification is part of the scientific process and serves as both a responsible quality control mechanism for an agency, and as continual validation of the analysis, comparison, and evaluation method followed for every comparison performed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
| <p>GOAL: Prevention of reporting of erroneous conclusions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Supervisory personnel and/or pre-appointed assignments determine the distribution of verification work to retain as much objectivity as possible in the process.</p> <p>Verification is a review and independent analysis of the conclusion of another examiner. It also is the independent examination by another qualified examiner, with the expectation of resulting in the same conclusion. It is the task of the verification examiner to independently perform an analysis, comparison, and evaluation. The verification examiner is responsible to independently report their comparison conclusion. Following documentation of both conclusions, agreement is evaluated and processed accordingly.<sup>1</sup></p> <p>"Blind Verification" is defined as a second examination, but the verification examiner is unaware that any previous analysis, comparison, or evaluation, has occurred involving the same prints.</p> <p>"Semi-Blind Verification" is defined as a second examination, and the verification examiner is aware that a previous analysis, comparison, or evaluation, has occurred involving the same prints – but is unaware of the conclusion reached by the initial examiner. The verification examiner may or may not be aware of whom the initial examiner is, and may have full or limited access to case notes.</p> <p>There is no predetermined policy for additional verification (i.e. 3<sup>rd</sup>, 4<sup>th</sup>, etc.) of comparison conclusions beyond the primary verification. However, implementing additional verifications for complex comparisons is available to all examiners and supervisors at any time.</p> |                       |

<sup>1</sup> See "Conflicting Conclusion" Section 120

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| SECTION: 115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SUBJECT: Verification cont. |
| <p>Following are the current identification assignments requiring comparison verification:</p> <ul style="list-style-type: none"> <li>■ All comparison conclusions in CIS require verification prior to being reported outside the office.</li> <li>■ Incoming booking transactions processed via the LAFLIS require 2<sup>nd</sup> verification (effective 8/13/09)</li> <li>■ All identification conclusions expressed in a stipulation format require second comparison verification before stipulation leaves the office.</li> <li>■ All in-house comparison requests documented on the "Comparison Request Sheet" require second comparison verification before the requestor is notified or conclusion is released from office.</li> <li>■ All "in-field" (court site) identification conclusions require second comparison verification within 48 hours upon return to office.</li> </ul> |                             |

|                         |                       |
|-------------------------|-----------------------|
| SECTION: 115 - <i>φ</i> | SUBJECT: Verification |
| PROCEDURES AS FOLLOWS:  |                       |

|                                 |                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------|
| 115.1                           | Below are typical scenarios describing procedures for forwarding verification work. |
| 115.2                           | Court-related requests documented on the "Comparison Request Sheet"                 |
| 115.3                           | AFIS booking processing                                                             |
| 115.4                           | Arson/Narcotic/Sex Registrant Identification Processing                             |
| 115.5                           | Supplemental Booking Charge Identification                                          |
| 115.6                           | AFIS Searches (IDN, Coroner, R&I W/C, etc.)                                         |
| 115.7                           | LAFIS problems                                                                      |
| Supervisory audit and assigned. |                                                                                     |

<sup>1</sup> See Sections 315, 316, 317

|                             |  |
|-----------------------------|--|
| SECTION: 115 - <i>f</i>     |  |
| SUBJECT: Verification       |  |
| PROCEDURES AS FOLLOWS cont: |  |

|       |                                                                                                                                                                                                    |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 115.8 | The supervisor on duty is responsible to ensure verification work is being processed correctly and assigned objectively.                                                                           |
| 115.9 | When the verification conclusion is the same as the original conclusion, the documents are processed normally. If conflicting conclusions are present, see "Conflicting Conclusions," Section 120. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |
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| SECTION: 116                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SUBJECT: Verification - Blind |
| <p>PURPOSE: Verification is part of the scientific process and serves as both a responsible quality control mechanism for an agency, and as continual validation of the analysis, comparison, and evaluation method followed for every comparison performed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |
| GOAL: Prevention of reporting of erroneous conclusions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance):</p> <p>"Blind Verification" is described as a subsequent examination, but the verification examiner is unaware that any previous analysis, comparison, or evaluation, has occurred involving the same impressions.</p> <p>"Semi-Blind Verification" is described as a subsequent examination, and the verification examiner is aware that a previous analysis, comparison, or evaluation, has occurred involving the same impressions – but may be unaware of the conclusion reached by the initial examiner. The verification examiner may or may not be aware of whom the initial examiner is, and may have full or limited access to case notes.</p> <p>There is no predetermined policy for additional verification (i.e. 3<sup>rd</sup>, 4<sup>th</sup>, etc.) of comparison conclusions beyond the primary verification. However, implementing additional verifications for complex comparisons is available to all examiners and supervisors at any time.</p> |                               |

|                |  |                               |                        |
|----------------|--|-------------------------------|------------------------|
| SECTION: 116-2 |  | SUBJECT: Verification - Blind | PROCEDURES AS FOLLOWS: |
|                |  |                               |                        |

|       |                                                                                                                                                                                                                                                                                                                                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 116.1 | Blind verification can be effected by the removal of any evidence that the print images have been handled by another examiner in the office, which may include isolating the prints from previous documentation or request paperwork.                                                                                                          |
| 116.2 | Semi-blind verification can be effected by removing either the conclusion, or both conclusion and examiner information, from casework documentation. (Example: The "Comparison Request Sheet" is designed such that the bottom half of the page can be folded up to obscure the initial examiner's conclusion from the verification examiner.) |

|                                                                                                                                                                                                                              |       |                                  |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------|----------|
| SECTION: 120                                                                                                                                                                                                                 |       | SUBJECT: Conflicting Conclusions |          |
| PURPOSE: To establish which conflicts (or disagreements) in conclusions between examiners constitute possible error, training issues, or other necessary action; and the requirements for reporting conflicting conclusions. |       |                                  |          |
| Document                                                                                                                                                                                                                     | Date: | Revision                         | No.      |
| 11-02-2010                                                                                                                                                                                                                   | 1     | 4-01-2011                        | Pages: 1 |

GENERAL SCOPE/DESCRIPTION OF TASK: It is possible for a verification examiner to arrive at a different conclusion than the primary examiner. This would be considered a disagreement or conflicting conclusion. A verification conclusion that conflicts with the primary examiner's conclusion will result in no conclusion being released from the Criminal Identification Section until the discrepancy in conclusions has been resolved. The appropriate answer must be attained with the responsible application of examination methodology, including reporting one of the accepted conclusions: identification, exclusion, inconclusive, or No Value. In addition, an inquiry must take place of examiner practices, including the appropriate error analysis and/or training responses for involved examiners.<sup>1</sup>

The following conflicting conclusions reveal a possible error in examination of the prints:

|                                    |                                    |
|------------------------------------|------------------------------------|
| Initial Conclusion                 | Verification Conclusion            |
| Indivdualization (identification ) | Exclusion                          |
| Exclusion                          | Indivdualization (identification ) |

The following conflicting conclusions do not necessarily reveal an error in examination of the prints:<sup>2</sup>

|                                    |                                    |
|------------------------------------|------------------------------------|
| Initial Conclusion                 | Verification Conclusion            |
| Indivdualization (identification ) | Inconclusive                       |
| Exclusion                          | Inconclusive                       |
| Inconclusive                       | Indivdualization (identification ) |
| Inconclusive                       | Exclusion                          |

The following conflicting conclusions do not necessarily reveal an error in examination of the prints:<sup>3</sup>

|                                    |                                    |
|------------------------------------|------------------------------------|
| Initial Conclusion                 | Verification Conclusion            |
| No Value                           | Exclusion                          |
| No Value                           | Indivdualization (identification ) |
| Exclusion                          | No Value                           |
| Indivdualization (identification ) | No Value                           |

<sup>1</sup> See Section 121, "Erroneous Conclusions", and Section 125, "Corrective Action Report"

<sup>2</sup> Differences in conclusions that involve "inconclusive" decision may indicate differences in skill level, training, confidence, or experience rather than error.

<sup>3</sup> Differences in conclusions that involve a "No Value" decision may indicate differences in skill level, training, confidence, or experience rather than error.

|                   |            |                                  |   |
|-------------------|------------|----------------------------------|---|
| SECTION: 120-P    |            | SUBJECT: Conflicting Conclusions |   |
| Document<br>Date: | 11-02-2010 | Revision<br>No.                  | 1 |
| Release<br>Date:  |            | 4-01-2011                        |   |
| Pages:            |            | 2                                |   |

PROCEDURES

120.1 If the verification conclusion is NOT the same as the initial examiner's conclusion, the verification examiner shall indicate their independent conclusion opinion in writing using the appropriate documentation associated with the print impression comparison request.

120.2 The verification examiner should immediately make their on-duty supervisor aware of the discrepancy. If no on-duty supervisor is present, assume an error has occurred and skip to next step.

120.3 The on-duty supervisor (or verification examiner) shall review the discrepancy as a 3<sup>rd</sup> verification examiner to determine if an error has occurred.

120.4 If an error has occurred, the on-duty supervisor (or verification examiner) shall immediately seal ALL documents and print images in a grey envelope. The envelope should be addressed and forwarded to a Principal Fingerprint Identification Expert I or Principal Fingerprint Identification Expert II only.

120.5 The on-duty supervisor (or verification examiner) is responsible for contacting the requestor to advise of a possible delay in reporting conclusion results, if necessary.

120.6 It is imperative that the Principal Fingerprint Identification Expert I or Principal Fingerprint Identification Expert II be made aware of the discrepancy as soon as possible. If on-duty at the time of occurrence, the discrepancy should be brought to their immediate attention. If no Principal Fingerprint Identification Expert I or Principal Fingerprint Identification Expert II is on-duty at time of occurrence, the on-duty supervisor (or verification examiner) is responsible for e-mailing all three persons simultaneously to make them aware of the discrepancy and location of the grey envelope.

|                   |            |                                  |   |
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| SECTION: 120-P    |            | SUBJECT: Conflicting Conclusions |   |
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120.7 In the event of an error, it is imperative that the original examiner in error be immediately removed from comparison work not requiring verification and be removed from court-related casework. In addition, the examiner in error must not be assigned any comparison work as the verification examiner pending resolution of the discrepancy.

120.8 The verification examiner, the on-duty supervisor, and the examiner in error are directed to refrain from discussing the conclusion disagreement with anyone other than the Principal Fingerprint Identification Expert I or Principal Fingerprint Identification Expert II, or their superiors (Senior Management Analyst II Team Leader, Commanding Officer, etc.).

120.9 Section managers shall investigate the discrepancy between the conclusions, resolve the issue, and address any training or discipline issues that may result.

<sup>1</sup> See Section 125, "Corrective Action Report."

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

|                                                                                                                                 |                                |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| SECTION: 121                                                                                                                    | SUBJECT: Erroneous Conclusions |
| PURPOSE: To define the impact of erroneous conclusions on the criminal justice system and responsibilities for addressing them. |                                |
| Document                                                                                                                        | Date:                          |
| Revision                                                                                                                        | No.                            |
| Release                                                                                                                         | Date:                          |
| Pages:                                                                                                                          | 1                              |

GENERAL SCOPE/DESCRIPTION OF TASK: In the science of friction ridge comparison work, reporting an erroneous conclusion is considered the most serious error an examiner can make. The Criminal Identification Section recognizes, at minimum, the four following possible consequences:

- Undermines the integrity of the discipline of friction ridge skin identification
- Jeopardizes agency credibility
- Imperils the acceptance of future expert opinion testimony in the court system for all examiners
- Could result in the wrongful imprisonment or wrongful release of accused persons

The Criminal Identification Section recognizes that an agency's response in addressing error reflects the agency's seriousness about quality assurance. Consistent and sustained patterns of error from a single examiner may indicate unsuitability for comparison work.

However, the Criminal Identification Section also acknowledges that any endeavor requiring human action will involve some probability of error. Examiners should be given the opportunity and resources to rehabilitate performance following an incident of error. Subsequent to any incident of error, a root cause analysis should occur to determine the type of error and any contributing factors.<sup>1</sup>

Practitioner error occurs for many reasons, which may include negligent error (failure to follow procedure, not paying attention to detail), competency error (lack of appropriate skill set, training), and cognitive error (uncontrolled perceptions, bias, circular reasoning). Intentional error (fraudulent behavior) is also included as an error type, but not incorporated here as comparable to a technical quality assurance issue in that intentional error would be addressed through established Department disciplinary procedures.

Other contributing factors could include conflicting policies or procedures, inconsistent implementation, or any other agency action that substantively influenced the result of error.

<sup>1</sup> See SOP Section 125 "Corrective Action Report"

|                                                                                                                                                                                                                                                                                                                   |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| SECTION: 125                                                                                                                                                                                                                                                                                                      |  | SUBJECT: Corrective Action Report (CAR) |  |
| <p>PURPOSE: To remedy the cause of the error, prevent reoccurrence, and provide an employee with a broader skill base upon completion of CAR. In addition, to protect the integrity of friction ridge skin identification and its application in law enforcement by responsibly addressing error.<sup>1</sup></p> |  |                                         |  |

|          |            |          |   |         |           |        |   |
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**GENERAL SCOPE/DESCRIPTION OF TASK:** The Corrective Action Report process is not a disciplinary action. The report process documents a period of re-training and re-evaluation that is initiated following an incident of error or deficiency in technical performance standards for a Fingerprint Identification Expert.

The employee's active participation is strongly encouraged to support success of the CAR. The employee's involvement and contribution in the corrective action process will better address the specific factors that caused the error. It is a fundamental objective of any CAR program to provide the employee with a broader skill base upon completion of the program.

It should be recognized that an employee under the provisions of the CAR is an employee that has already been trained to competency and is currently undergoing re-training to address specific deficiencies in a particular skill-set. The expectation is that the employee is able to rehabilitate the deficiency. The expectation is not that the employee has reverted to a novice status and is not responsible for prior training or experience.

The duration of the CAR is not intended to exceed six months, as that is the probationary period of the Fingerprint Identification Expert classification. The actual length of the CAR may be shorter, depending on various factors, including (but not limited to): scope of error, employee responsiveness to retraining, accuracy and work performance during retraining, etc. Provisions of a CAR may include removal from case work, close supervision, comparison testing, formal classroom training and possible review of previous technical work to determine if the issue was atypical or persistent.

Once an examiner has demonstrated a deficiency, the examiner must formally demonstrate competency prior to the return to full duties under minimal supervision. Competency can be demonstrated by successful completion of proficiency tests, as well as sustained improvement in other areas of work performance. Failure to demonstrate competency prior to completion of CAR review period may result in disciplinary action.

<sup>1</sup> "An erroneous individualization is considered the most serious error a latent print examiner can make in casework and cannot be tolerated or minimized by an agency or the forensic community. The committee recognizes that the consequences to any examiner for any such error should reflect the agency's seriousness about issues involving quality assurance." (Journal of Forensic Identification Vol. 54, No. 6 NOV/DEC 2004)

|                                         |  |                              |                   |                            |          |
|-----------------------------------------|--|------------------------------|-------------------|----------------------------|----------|
| SECTION: 125-P                          |  | Document<br>Date: 10-26-2009 | Revision<br>No. 1 | Release<br>Date: 2-14-2012 | Pages: 2 |
| SUBJECT: Corrective Action Report (CAR) |  |                              |                   |                            |          |

## PROCEDURES

125.1 The initiation of the CAR involves a meeting between the employee and a supervisor. The purpose of the meeting is to review the error and the design of the CAR program. The CAR initiation form<sup>1</sup> is completed by both the employee and the supervisor

125.2

125.3

**Supervisory Responsibility**  
The supervisor completes Part I of the CAR initiation form, giving a brief description of the error.

**FIE Responsibility**  
The FIE completes Part II of the CAR initiation form, giving both a brief description of the error from their perspective and describing their re-training suggestions.

125.4 After both parties review Part I and Part II entries and engage in further dialogue if necessary, the supervisor completes Part III of the CAR initiation form, combining both the supervisor's direction for re-training and possible CAR work restrictions, and the employee's ideas for same. From Part III, the initial scope for the initiation of the CAR is formed, and short and long term goals are identified.

125.5 The employee receives a written review of performance every two weeks during the CAR process, identifying areas of improvement, and areas requiring further improvement. Re-training and/or work restrictions are modified at each review period as required by employee performance.

125.6 The initial eight review periods are scheduled on the CAR Initiation form so that the employee is aware of the review periods in advance and will have, in writing, the organizational structure of the program.

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

|                              |                   |                                         |          |
|------------------------------|-------------------|-----------------------------------------|----------|
| SECTION: 125-P               |                   | SUBJECT: Corrective Action Report (CAR) |          |
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125.7 The CAR process is concluded once the employee has demonstrated competency in all areas specified in the CAR, the cause of the error has been addressed, and the employee has demonstrated consistent reliable work practices under minimal supervision.

125.8 After the positive conclusion of the CAR, Part V of the CAR Initiation Form is completed, acknowledging the employee's successful completion of the program and their return to full range of duties.

SECTION: 126 SUBJECT: Corrective Action Report (CAR) Evaluation Review

PURPOSE: To assess the activity of the previous review period, evaluate performance, identify goals achieved, and focus on areas for improvement. In response, during each evaluation review period, the provisions of the CAR may be modified to address the progress of the re-training.

|          |            |          |     |   |         |       |           |        |   |
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GENERAL SCOPE/DESCRIPTION OF TASK: The Corrective Action Report process is not a disciplinary action. The report process documents a period of re-training and re-evaluation that is initiated following an incident of error or deficiency in technical performance standards for a fingerprint Identification Expert.

The employee under the provisions of a CAR program receives a written evaluation following a review of their performance every two weeks during the CAR process, identifying areas of improvement, and areas requiring further improvement.

The CAR Evaluation Review<sup>1</sup> provides the opportunity for the employee to receive written feedback regarding their performance on a consistent and timely basis. It also provides the opportunity for the employee and re-training supervisor to frequently discuss the progress of the CAR and any modifications that may be warranted in the training program or work restrictions.

<sup>1</sup> See SOP addendum item AD17

|                              |                                                           |
|------------------------------|-----------------------------------------------------------|
| SECTION: 126-P               | SUBJECT: Corrective Action Report (CAR) Evaluation Review |
| Document<br>Date: 10-27-2009 | Revision<br>No. 1                                         |
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## PROCEDURES

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 126.1 | <p><u>Supervisory Responsibility</u></p> <p>The supervisor completes the first four sections of the CAR Evaluation Review form, describing:</p> <ul style="list-style-type: none"> <li>- Current provisions of the CAR during the previous review period</li> <li>- Duties assigned the employee during the previous review period</li> <li>- Evaluation of the employee's performance during the previous review period</li> <li>- Recommendations for the continuation of the CAR program</li> </ul> |
| 126.2 | <p><u>File Responsibility</u></p> <p>The employee completes the final part of the CAR Evaluation Review form, providing their CAR experience during the previous review period, including their opinions on the effectiveness of training and their own recommendations for future training or modifications to work restrictions.</p>                                                                                                                                                                 |

126.3 Evaluation Reviews are provided every two weeks until the CAR is resolved.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| SECTION: 130                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SUBJECT: Requests for Fingerprint Comparisons |
| PURPOSE: Fulfill the Section's primary obligation of receiving requests for fingerprint comparisons from Department and outside law enforcement personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               |
| GOAL: Maintain focus on Section responsibilities. The intention of these procedures is to ensure clear and definitive parameters for the types of requests received into the office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): FIE personnel are the employees primarily responsible for receiving incoming requests for comparison work, by phone or in-person at the office. FIE personnel are responsible to ensure the request received is appropriate and in accordance with Section policy.</p> <p>The primary objective when receiving a request for a fingerprint comparison is to establish the requestor's right and need to know. This can be accomplished by following policies and procedures in this chapter. The secondary objective is to determine the nature of the request. This will determine the Section form on which the request is recorded and routed for processing.</p> <p>This chapter addresses requests for fingerprint comparisons as they apply to the Section's "court" assignment, i.e. requests that are recorded on the Section's Comparison Request Sheet. (For a description of other comparison requests and the corresponding forms, please see Section 103.)</p> <p>The CIS processes comparisons requests only for cases in which there is LAPD involvement.</p> |                                               |

|                                               |  |
|-----------------------------------------------|--|
| SECTION: 130 - 8                              |  |
| SUBJECT: Requests for Fingerprint Comparisons |  |
| PROCEDURES AS FOLLOWS:                        |  |

|       |                                                                                                                                                                                                                                                                                                                                     |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 130.1 | Courtesy:<br>Be very clear of the precise request during the first conversation to avoid calling the request back repeatedly.                                                                                                                                                                                                       |
| 130.2 | Repeat information given to you back to the requestor for correctness.                                                                                                                                                                                                                                                              |
| 130.3 | When necessary, transfer calls to inner-Department extensions whenever possible. This helps limit caller frustration.                                                                                                                                                                                                               |
| 130.4 | It is the <u>FIE responsibility</u> to clarify who the requestor is and <u>what</u> service they are requesting.                                                                                                                                                                                                                    |
| 130.5 | It is the <u>FIE responsibility</u> to ensure the request is in accordance with the types of requests processed as described in the procedural notes, is being received from an appropriate source with the right and need to know, and does not conflict with                                                                      |
| 130.6 | What you should request from a caller:<br>If they are asking for a comparison that involves fingerprints from an outside agency, and the outside agency prints are not available via LAFIS archive, the requestor is responsible to obtain the prints via fax, mail, or walk-in. CIS resources can be used to assist the requestor. |
| 130.7 | Complete the required requestor information on the comparison request sheet, including determining the projected completion date for the comparison results.                                                                                                                                                                        |

Criminal ID Section/LAPD  
Request for Fingerprint Comparisons

PROCEDURE NOTES

130,01

The following is a synopsis of comparison requests and requestors that are acceptable, and are not acceptable for processing in CIS. It is expected that FLE personnel be familiar with these guidelines, as well as SOP Section 130, prior to receiving a request for comparison.

### COMPARISON REQUESTS WE PROCESS

1. Comparisons (any combination of the following, including, but not limited to):

Bookings  
Notary Logs  
DMV  
Pawn Tickets  
Checks  
SID Numbers  
Ammunition Logs

2. Any (and only) comparison(s) involving LAPD either by arrest or investigation
3. Requests for copies of LAPD tenprint records or 5.01 booking documents
4. AFIS searches

### COMPARISON REQUESTS RECEIVED TYPICALLY FROM THE FOLLOWING SOURCES:

1. Superior and Municipal Courts (including Deputy Sheriff's/Bailiff's, Court Clerk, Judge, Court Liaison).
2. District Attorney (including authorized staff in the DA office).
3. City Attorney (including authorized staff in the CA office). Only the City Attorney may request a comparison for which there is not LAPD involvement.
4. Los Angeles County Sheriff's Department and Long Beach Police Department
5. Outside (Peace Officer) Law Enforcement personnel
6. Other Law Enforcement Agencies such as Postal Inspector, FBI, Bureau of Alcohol Tobacco and Firearms, Drug Enforcement Agency, Immigration Naturalization Services, County Department of Probation, Homeland Security, etc.

**NOTE:** Request from outside law enforcement personnel can only be processed following written receipt of the request either by fax or mail.<sup>1</sup> The request must appear on the agency letterhead stationery and must include:

- Requestor's name & serial number
- Requestor's contact phone number
- Any known LA County criminal identifier numbers involved
- Any known LAPD criminal identifier numbers involved
- Clear articulation of what is being requested
- Other pertinent information

Request from outside law enforcement personnel can be received in the office providing the requestor supplies appropriate identification.

#### COMPARISON REQUESTS WE DO NOT PROCESS

1. Any call/request from a Defense Attorney should be referred to the Discovery Unit at (213) 485 6473.
2. We do not perform comparisons in cases where there is not LAPD involvement, with the sole exception of comparison requests from the City Attorney's office.
3. Be aware if a request actually qualifies as a "priority" or "IDN"
4. Any comparison involving a latent print should be referred to the Latent Print Section, Scientific Investigation Division @ (213) 485 5364.

<sup>1</sup> LASD & LBPD are exempt from this policy

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                                      |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------|--------------------|
| <b>SECTION: 138</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          | <b>SUBJECT: ACE Documentation (Analysis, Comparison, Evaluation)</b> |                    |
| <b>PURPOSE:</b> To provide framework for the appropriate recording of observations and actions during examination process. Permit accurate review of case for examiner or any subsequent reviewer, including sound scientific practices applied and adherence to agency protocol.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                      |                    |
| <b>Document</b><br>Date: 11-29-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Revision</b><br>No. 1 | <b>Release</b><br>Date: 7-12-2012                                    | <b>Pages:</b><br>1 |
| <b>GENERAL SCOPE/DESCRIPTION OF TASK:</b> Examinations and resulting conclusions do not exist in a vacuum - they always remain open to scrutiny and review. Written records during the exam process can demonstrate that correct application of the process was achieved, define the objective data used at a linear stage of the process, assist in consultation, and support technical review.                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                                                      |                    |
| Another use for examination records, or documentation, is transparency of process. Returning to a previous process step, using features not marked in analysis, or a change in decision-making following consultation are examples involved in documentation. Recording such occurrences allows for a transparent and evident description of what occurred to support the conclusion without bias or circular reasoning. Examination records are also a thorough account of data used in the process that can be consulted later by the examiner(s) involved without reliance on memory.                                                                                                                                                                                                                                               |                          |                                                                      |                    |
| Examination records can be accomplished by written documentation of the ACE process, in addition to accompanying annotated images. Documentation shall be made at or near the time of examination. The extent of documentation is related to the complexity of the examination. Examination records must be such that, in the absence of the original examiner, another qualified examiner could determine what was done and interpret the data. <sup>1</sup> For all friction ridge impressions, documentation should occur when the basis or reasoning for the conclusion isn't manifestly evident. <sup>2</sup> The friction ridge impression alone is not sufficient documentation. In the Criminal Identification Section, the following circumstances require documentation using the ACE Documentation Worksheet <sup>3</sup> : |                          |                                                                      |                    |
| <ul style="list-style-type: none"> <li>• Finger impressions lacking both a core and delta</li> <li>• Complex impressions/examinations</li> <li>• Any impression that is the subject of a disagreement between examiners including decisions of value and suitability, and comparison conclusions</li> </ul> Competency in the examination of friction ridge skin and reporting resulting conclusions is inseparable from properly accomplishing documentation of the process.                                                                                                                                                                                                                                                                                                                                                          |                          |                                                                      |                    |
| The Criminal Identification Section ACE Documentation Worksheet allows for both a check-box form of documentation and narrative form. Check boxes provide the most common answers. If the impression                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                      |                    |

<sup>1</sup> ISO/ASCLAD standard "source citation required"

<sup>2</sup> Michelle Triplett's Fingerprint Dictionary [http://fingerprintdictionary.com/index.php?option=com\\_content&view=article&id=5&Itemid=5](http://fingerprintdictionary.com/index.php?option=com_content&view=article&id=5&Itemid=5)

<sup>3</sup> See SOP Section 129 "Receiving Request Forms"

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

|              |            |                                                                 |           |
|--------------|------------|-----------------------------------------------------------------|-----------|
| SECTION: 138 |            | SUBJECT: ACE-V Documentation (Analysis, Comparison, Evaluation) |           |
| Document     | 11-29-2011 | Revision                                                        | 1         |
| Date:        |            | Release                                                         | 7-12-2012 |
|              |            | Pages:                                                          | 2         |

under examination does not meet the options provided in the form, the examiner is professionally and ethically bound to write in the appropriate observations and probative evidentiary interpretations.<sup>4</sup> In addition, examiners are expected to submit annotated images as necessary to document in addition to written documentation.

This worksheet does not serve as a formal record of reporting of conclusion results. Signature boxes serve to indicate the examiner completing the form.<sup>5</sup>

<sup>4</sup> Scientific Working Group on Friction Ridge Analysis, Study and Technology, "A Model Policy for Friction Ridge Examiner Professional Conduct," 12/23/08, Ver. 1 "...Techniques and opinions shall be based on facts and interpretations and shall not be knowingly misrepresented."

<sup>5</sup> Section Forms that indicate "primary decision" or "verification decision" in signature box indicate a conclusion or decision being formally reported by the examiner.

|          |            |          |     |   |         |       |           |        |   |
|----------|------------|----------|-----|---|---------|-------|-----------|--------|---|
| Document | 11-29-2011 | Revision | No. | 1 | Release | Date: | 7-12-2012 | Pages: | 5 |
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|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                               |                         |                                                                                                             |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                                              |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------|
| COMPLEX AND NON-COMPLEX IMPRESSION | <p>There are specific boxes to indicate if the impression under analysis is a complex or non-complex impression, which indicates whether it will become a complex or non-complex comparison. These terms and meanings are directly applied from the SWGFAST Sufficiency Graph and the Documentation and Verification Procedures Table.<sup>4</sup></p> <p>For the purposes of the CIS ACE-V Documentation Sheet, an impression falling in the red "A" area of the SWGFAST Sufficiency Graph would be considered a complex comparison. An impression falling in the green "C" area of the sufficiency graph, would be considered a non-complex comparison. Impressions falling in the yellow "B" area of the sufficiency graph, would need to be assigned which category of the complexity table is most appropriate. The extent of documentation must support the level of complexity observed in the impression. The level of complexity observed warrants the level of documentation required.</p> | SUITABLE FOR AFIS SEARCH | Impression meets standard of Criminal Identification Section SOP Section 113, "Automated Search Suitability." | SUITABLE FOR COMPARISON | Impression meets standard of Criminal Identification Section SOP Section 108, "Suitability for Comparison." | OF VALUE FOR EXCLUSION ONLY | <p>The impression is determined to be suitable for a further process step, but does not contain sufficient discernable features for a potential identification. However, the impression may meet the standard for a conclusion of "exclusion," as described in Criminal Identification Section SOP Section 110, "Standards for Conclusions." The impression is therefore retained in casework as an impression "of value" for exclusion purposes. An impression retained for exclusion purposes would be appropriate for comparison to specified subjects, and would not be suitable for AFIS search.</p> | NO VALUE | Impression that does not meet the standard of Criminal Identification Section SOP Section 108, "Suitability for Comparison." |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------|

<sup>4</sup> Scientific Working Group on Friction Ridge Analysis, Study, and Technology "Standards for Examining Friction Ridge Impressions and Resulting Conclusions" Figure 1 and Table 2, 9/13/2011 (Ver. 1.0)

Cont.

| COMPARISON                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LEVEL 1 AGREEMENT                                                                                                                                                                                                                                                                                 | LEVEL II AGREEMENT<br>LEVEL III AGREEMENT<br>TARGET GROUP<br>AGREEMENT<br>AGREEMENT<br>AREA(S) OF SPECIFICITY<br>AGREEMENT                                                                                       | DISAGREEMENT NOTE                                                                                                                                                                                                                                                                                                                           |
| The examiner should indicate if there is disagreement based on level 1 detail, note disagreement narratively in the space provided, and indicate if disagreement sufficient to exclude. If agreement exists here, or disagreement is not sufficient to exclude, proceed to next levels of detail. | Checkboxes indicate only agreement or disagreement. To indicate actual features used to support conclusion, examiners are expected to submit annotated images or narrative notes (back of sheet) as appropriate. | The examiner shall document disagreement observed between impressions that exceeds normal tolerances of skin elasticity, distortion, or normally observed intrasource variations. If the disagreement can be explained, it may remain an explained disagreement. If it cannot be explained, it may move to be an unexplainable discrepancy. |

|          |            |          |   |         |           |         |   |
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| Document | 11-29-2011 | Revision | 1 | Release | 7-12-2012 | Page(s) | 5 |
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## EVALUATION

|                                                             |                                                                                                                                                                                                                                                                         |                            |                                                                                                                                                                                                                                                                                                                           |                                |                                                                                                                                                                                                                             |                         |                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SUFFICIENCY FOR IDENTIFICATION<br>SUFFICIENCY FOR EXCLUSION | When checking one of these two conclusion boxes, the examiner is affirming that there exists sufficient information in the impressions to reach the conclusion. Actual conclusion signature boxes are found on the comparison forms and reporting forms (stipulations). | OBECTIVE DATA ONLY<br>USED | The examiner will affirm or deny the use of data only and not the allowance of external influences in the decision making process. External influences may include, beliefs, expectations, contextual information, motivation or other factors. External factors known to the examiner shall be documented in case notes. | CUMULATIVE WEIGHT OF DATA USED | The examiner will affirm or deny if they used more than one feature or one piece of information to form a decision. The examiner should be able to express a collective arrangement of data to support any single decision. | CONCLUSION REPRODUCIBLE | The examiner will affirm or deny a statement supporting the predictive reproducibility and reliability of their results. Given the same information (impressions), another competent examiner would reach the same conclusion. Following a thorough process and use of valid principles, the method and data used by the examiner to reach the conclusion would also withstand the scrutiny of others. | ATTEMPT TO FALSIFY | The examiner will affirm or deny a statement that they imposed this control for error into the process by looking for alternative plausible conclusions during the course of the examination. By considering and possibly eliminating other answers, they minimize bias and consider all information to be observed. |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Technical terms used below are common terms and not defined in these procedural notes. The expectation is that the examiner is familiar with commonly used terminology in the discipline. These procedural notes are intended as a guide for examiners in the utility of the terms and their application in the ACE Documentation Worksheet.

|            |                                                                                                                                                                                                                                                                                             |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM #     | Item Letter of document containing Impression or specific Impression                                                                                                                                                                                                                        |
| Document   | Brief description of document                                                                                                                                                                                                                                                               |
| IMPRESSION | The space for impression is used to describe the finger, phalange, palmar or plantar area of capture of the impression, if known (otherwise described as "anatomical source as observed"). If this changes after comparison, it shall be recorded in notes and noted in this space as well. |

#### ANALYSIS FOR UNKNOWN OR EXEMPLARY IMPRESSION

|                        |                                                                                                                                                                                                                                                                                                                             |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MATRIX/PRESERVATION    | Describe how the impression was recorded, and/or otherwise preserved. If you are aware of the digital format, a few options are provided. If you observe only that it is some type of digital image but cannot be sure of type, but can ascertain the digital image (pixel) quality to be low, there is an option to check. |
| SUBSTRATE              | Any substrate out of ordinary that may affect examination process, or any substrate issue that may cause distortion issue that may affect examination process.                                                                                                                                                              |
| OVERLAY                | If observed, an opportunity early in analysis process for the examiner to record red flags, and isolate areas of confidence and tolerances in the image. Narrative documentation required here.                                                                                                                             |
| SKIN CONDITION         | Observation of various skin affections may warrant documentation for expectation of robustness, usefulness in comparison, permanence, etc.                                                                                                                                                                                  |
| DEPOSITION PRESSURE    | Specifically vertical pressure (weight) to skin as impression is made. Deposition pressure is not pressure distortion, which is specifically addressed as motion distortion (i.e. slippage, twisting, ridge stretch, ridge compression). See: DISTORTION.                                                                   |
| LEVEL 1 AND/OR PATTERN | The examiner may choose which to describe, depending on available information.                                                                                                                                                                                                                                              |

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|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LEVEL 2/MINUTAE ≥ 6? | The number of 6 minutiae is not a comparison or conclusion standard. However, the number of 6 minutiae is offered here as one tool for examiners to begin to determine sufficiency for comparison, using the SWGFAST Sufficiency Graph. <sup>1</sup> It is noted that, at this stage of analysis, an impression with less than 6 minutiae would not necessarily be disqualified for a further process step. | LEVEL 3 DETAIL | Level 3 detail is expressed with two sets of check boxes where both the appearance and reliability of level 3 details is noted. The impression may require further notation as to the consistency and type of level 3 being observed. | QUALITY | A range of quality assessments can be observed as opposed to a narrow categorization. However, the terms and meanings in this instance are directly applied from SWGFAST quality metric. <sup>2</sup> | AREA(S) OF SPECIFICITY | Those features or groups of features in the impression that are discriminating enough in form or arrangement that more weight or significance would be given to them than more commonly observed features in a comparison. Also, the observance of such features may allow lower requirements for quantity of information. | DISTORTION | Distortion in this documentation form is intended to be recorded separately as motion distortion, <sup>3</sup> as opposed to other distortions caused by substrate, matrix, or development medium. If distortions are observed to be caused from these other factors, they should be noted in the appropriate categories or in additional notes on back of page. | RED FLAGS | Any incongruous visual occurrence or unnatural, unusual ridge path behavior, or complex distortion or combination of distortions that affects expected ridge appearance or flow. May indicate a complex examination. | TARGET GROUP SELECTIONS | Target group selection may or may not be the same as areas of specificity. Target group selections often exist without qualifying as particularly discriminating features. Target groups are arrangements of features used as a tool by the examiner in the comparison process. The examiner may note target groups in the analysis. |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>1</sup> Scientific Working Group on Friction Ridge Analysis, Study, and Technology "Standards for Examining Friction Ridge Impressions and Resulting Conclusions" 9/13/2011 (Ver. 1.0)

<sup>2</sup> Scientific Working Group on Friction Ridge Analysis, Study, and Technology "Standards for Examining Friction Ridge Impressions and Resulting Conclusions" Table 1, 9/13/2011 (Ver. 1.0)

<sup>3</sup> Types of distortion caused by motion and movement of the skin are also referred to as "pressure distortion"

|                                                                                                                                                                                                                                                                                                                        |                                                                                      |
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| SECTION: 146                                                                                                                                                                                                                                                                                                           | SUBJECT: Comparison Request Sheet-<br>Previous Requests Joined with Current Requests |
| PURPOSE: Multiple requests involving the same documents should be tracked and consolidated to avoid confusion for the requester, courts, examiner, and auditor.                                                                                                                                                        |                                                                                      |
| GOAL: To limit unnecessary duplicate comparison work, to limit unnecessary duplicate work in obtaining comparison quality prints, and to ensure duplicate requests do not stay separate in CIS case files.                                                                                                             |                                                                                      |
| GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): A requester may ask for a comparison involving current documents and documents used previously in a comparison conclusion reported by CIS. Often, this may involve a revised stipulation with all documents represented on the same page, current and previous. |                                                                                      |

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2009

|                        |  |                                                                                      |
|------------------------|--|--------------------------------------------------------------------------------------|
| SECTION: 146 <i>✓</i>  |  | SUBJECT: Comparison Request Sheet-<br>Previous Requests joined with Current Requests |
| PROCEDURES AS FOLLOWS: |  |                                                                                      |

|       |                                                                                                                                                                                                                                                                                                                                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 146.1 | FIE personnel should remain cognizant and use common sense when determining when to re-examine prints from documents that have already been compared, and verified. If the same examiners are performing the additional comparison work between a previous request and a current request, it may not be prudent or necessary to re-examine the previous documents. |
| 146.2 | See Procedural Notes, "Combining Previous and Current Requests".                                                                                                                                                                                                                                                                                                   |

To combine a previous, completed, comparison request case, with a current comparison request:

1. Retrieve previous completed request case paper work.
2. Document on the previous request why the case has been pulled.
3. Document on "Identification Unit Court Log" the new file date for the previous request (see #6).
4. Complete the new comparison request on the blue version of the Comparison Request Sheet.
5. Complete request per established procedure.
6. The previous request will remain attached with the new request, and be logged under current date.
7. File current request per established procedures.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| SECTION: 150                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | SUBJECT: Court Appearance Best Practices |
| PURPOSE: FIE personnel appear in court to perform the specific function of providing fingerprint-based identification information in response to a particular case or individual at issue to the court.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                          |
| GOAL: To identify the minimum requirement of tools and professional protocol required while interfacing with court personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                          |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): FIE personnel travel to court locations on foot or by city vehicle, fingerprinting in-custody and at-liberty persons at court location using self-transported portable fingerprinting kit, and perform fingerprint identification comparison work at secure field location.</p> <p>FIE personnel do not respond to requests from Defense Attorney personnel and do not release any information or comparison conclusion information to Defense Attorney personnel at any time. The appropriate venue to respond to questions from Defense is during testimony as an expert opinion witness. Often, Defense Attorneys are present with their clients while the FIE performs the process of obtaining ink prints. FIE personnel are expected to conduct themselves professionally and cordially, but shall never inject themselves into any discussion between the attorney and client regarding the case at issue. The FIE shall not respond to questions from either the Defendant or the Defense Attorney that are questions more appropriately addressed through testimony. Any conversation with the Defense Attorney that bears any relation to the case at issue should be heard in the presence of the District or City Attorney.</p> <p>Upon conclusion of fingerprint comparison, any conclusion is reported only to the District or City Attorney, or directly to court personnel.</p> |                                          |

SUBJECT: Court Appearance Best Practices

SECTION: 150 - f

PROCEDURES AS FOLLOWS:

150.1 Prior to responding to court site, the FIE shall prepare the necessary materials for obtaining fingerprints and for conducting a comparison.

150.2

150.3

Mandatory Equipment

- Blank Tenprint card (FD-249) properly stamped with CIS conclusion template<sup>1</sup>
- Good quality (fresh) porelon ink pad
- Department ID
- Driver's License
- Gloves
- Disposable hand wipes
- Magnifier glass
- Writing pen
- Prepared Comparison Request Sheet for case
- CIS guidelines for Accident Involving City Vehicle
- Generic questions for DA (if necessary)
- Blank Comparison Request Sheets

Optional Equipment

- Pointer
- Independent light source
- Money for lunch (if necessary)
- Reading material for long waits (avoid chatting with jurors, defendant's family members about their cases, etc.)

<sup>1</sup> See figure 1.1

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2009

|                        |                                          |
|------------------------|------------------------------------------|
| SECTION: 150           | SUBJECT: Court Appearance Best Practices |
| PROCEDURES AS FOLLOWS: |                                          |

|                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>150.4</p> <p>Prior to departure, the FIE shall sign out on the court board the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Time leaving office</li> <li>• Court and Division they are reporting to</li> <li>• Court Division's phone number</li> <li>• Phone number for CIS cell phone they are taking with them</li> </ul> | <p>150.5</p> <p>Instruction for the FIE: Upon arrival to court, introduce yourself to the courtroom Deputy<sup>2</sup> first. Even if you make contact with the District or City Attorney, ensure the Deputy is aware of your presence and business with the court.</p> <p>Do not make unnecessary contact with the Defense Attorney.</p> | <p>150.6</p> <p>It is the Deputy's responsibility to make the arrangements for you to obtain the fingerprints of the individual, and court circumstances are not always ideal.</p> <p>However, it is your responsibility to make sure the area is as safe as possible for you, and appropriate to facilitate the best opportunity for capturing good quality prints.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>2</sup> Los Angeles County Sheriff's Department Deputy

4-22  
2009

|                        |                                          |
|------------------------|------------------------------------------|
| SECTION: 150           | SUBJECT: Court Appearance Best Practices |
| PROCEDURES AS FOLLOWS: |                                          |

150.7

IN-CUSTODY

For in-custody defendants, this may mean a trip into the lock-up area. The Deputy should not be leaving you alone with the defendant.

The Deputy should remain in the room with you while you are rolling the prints.

In general, never situate yourself *between* the Deputy and the defendant.

150.8

AT-LIBERTY

For at-liberty individuals, this may mean at a desk area in or near the court area.

The more private the area the better. It is not in the best consideration of the individual to take their fingerprints in front of a large court audience.

Never take fingerprints in the hallway of the courthouse.

Options (at the Deputy's discretion): interview rooms adjacent to some courtrooms, jury rooms, Defense Attorney's offices

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

11-07  
2018

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION: 155                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SUBJECT: Taking Fingerprints at Court |
| <p><b>PURPOSE:</b> To meet the primary function of providing fingerprint-based identification information in response to the court's request, it is often necessary to obtain the fingerprints of in-custody and at-liberty persons at the court location.</p>                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| <p><b>GOAL:</b> To identify the minimum requirements for recording techniques and necessary items for record retention in CIS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| <p><b>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance):</b> Inked images recorded at court locations should be taken in consideration of the "unknown" images to be compared to. Most likely, a full set of ten prints will be recorded using the FD-249 ten print card. This would include each finger fully rolled, the simultaneous "flat" impressions, and each "flat" thumb impression. However, if the examiner has determined one finger to be of interest above the others, then extra efforts may be made to obtain extra impressions of that finger. Likewise for other areas of friction ridge skin such as phalange areas and palms, etc.</p> |                                       |

SUBJECT: Taking Fingerprints at Court

*J*

SECTION: 155

PROCEDURES AS FOLLOWS:

155.1 Once the Deputy has arranged the area for you to print the person, take the time to set up your supplies and paper work to your satisfaction. Ensure the tools you require are within easy reach.

155.2 Do not leave writing pens, magnifiers, pointers, or any other like objects within the reach of the person being printed.

155.3 Take a good look at the person you are printing, such that you would be able to identify him/her later. Note characteristics of the person like eyeglasses, mustache, eye color, freckles, etc.

|                        |                                       |
|------------------------|---------------------------------------|
| SECTION: 155           | SUBJECT: Taking Fingerprints at Court |
| PROCEDURES AS FOLLOWS: |                                       |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 155.4 | <p><u>IN-CUSTODY</u></p> <ul style="list-style-type: none"> <li>▪ Check the defendant's wristband to ensure the booking number matches the booking number information received from the DA/CA on the CIS Comparison Request Sheet.</li> <li>▪ Write the booking number and name from the wrist band, exactly as they appear, on the upper left-hand corner of the fingerprint card.</li> <li>▪ Write your last name, serial number, date, and time in the appropriate box on the back of the card</li> <li>▪ Obtain the subject's fingerprints on the FD-249 card.</li> <li>▪ Obtain the subject's fingerprints on the Comparison Request Sheet where indicated.</li> </ul> | <p><u>AT-LIBERTY</u></p> <ul style="list-style-type: none"> <li>▪ The at-liberty person should provide a picture ID (driver license, state ID card, passport, etc.). Write their name and ID information in the upper left-hand corner of the fingerprint card.</li> <li>▪ If the at-liberty person does not have picture identification, they must state their name on record for the judge. Indicate the Judge's name, date &amp; time on the court worksheet.</li> <li>▪ Obtain the subject's fingerprints on the FD-249 card.</li> <li>▪ Obtain the subject's fingerprints on the Comparison Request Sheet where indicated.</li> </ul> |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

155.5 All fingerprints obtained are retained by the FLE pending completion of fingerprint examination.

LEAVE BLANK

CRIMINAL

(STAPLE HERE)

LEAVE BLANK

|             |  |            |  |                   |            |      |                                            |  |  |  |                                                           |  |  |  |                                   |  |  |  |              |  |  |  |                                            |  |  |  |          |  |  |  |     |  |  |  |           |  |  |  |         |  |  |  |      |  |  |  |         |  |  |  |                          |  |  |  |               |  |  |  |          |  |  |  |     |  |  |  |      |  |  |  |        |  |  |  |        |  |  |  |      |  |  |  |      |  |  |  |             |  |  |  |             |  |  |  |              |  |  |  |            |  |  |  |              |  |  |  |             |  |  |  |             |  |  |  |              |  |  |  |            |  |  |  |               |  |  |  |          |  |  |  |          |  |  |  |                                         |  |  |  |                                        |  |  |  |
|-------------|--|------------|--|-------------------|------------|------|--------------------------------------------|--|--|--|-----------------------------------------------------------|--|--|--|-----------------------------------|--|--|--|--------------|--|--|--|--------------------------------------------|--|--|--|----------|--|--|--|-----|--|--|--|-----------|--|--|--|---------|--|--|--|------|--|--|--|---------|--|--|--|--------------------------|--|--|--|---------------|--|--|--|----------|--|--|--|-----|--|--|--|------|--|--|--|--------|--|--|--|--------|--|--|--|------|--|--|--|------|--|--|--|-------------|--|--|--|-------------|--|--|--|--------------|--|--|--|------------|--|--|--|--------------|--|--|--|-------------|--|--|--|-------------|--|--|--|--------------|--|--|--|------------|--|--|--|---------------|--|--|--|----------|--|--|--|----------|--|--|--|-----------------------------------------|--|--|--|----------------------------------------|--|--|--|
| STATE USAGE |  | SUBMISSION |  | APPROXIMATE CLASS | AMPUTATION | SCAR | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX |  |  |  | These fingerprints as the fingerprints shown on: the same |  |  |  | SIGNATURE OF PERSON FINGERPRINTED |  |  |  | ALIAS/MAIDEN |  |  |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX |  |  |  | Booking# |  |  |  | DOA |  |  |  | Signature |  |  |  | Serial# |  |  |  | Date |  |  |  | FBI NO. |  |  |  | STATE IDENTIFICATION NO. |  |  |  | DATE OF BIRTH |  |  |  | MM DD YY |  |  |  | SEX |  |  |  | RACE |  |  |  | HEIGHT |  |  |  | WEIGHT |  |  |  | EYES |  |  |  | HAIR |  |  |  | 1. R. THUMB |  |  |  | 2. R. INDEX |  |  |  | 3. R. MIDDLE |  |  |  | 4. R. RING |  |  |  | 5. R. LITTLE |  |  |  | 6. L. THUMB |  |  |  | 7. L. INDEX |  |  |  | 8. L. MIDDLE |  |  |  | 9. L. RING |  |  |  | 10. L. LITTLE |  |  |  | L. THUMB |  |  |  | R. THUMB |  |  |  | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY |  |  |  | LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY |  |  |  |
|-------------|--|------------|--|-------------------|------------|------|--------------------------------------------|--|--|--|-----------------------------------------------------------|--|--|--|-----------------------------------|--|--|--|--------------|--|--|--|--------------------------------------------|--|--|--|----------|--|--|--|-----|--|--|--|-----------|--|--|--|---------|--|--|--|------|--|--|--|---------|--|--|--|--------------------------|--|--|--|---------------|--|--|--|----------|--|--|--|-----|--|--|--|------|--|--|--|--------|--|--|--|--------|--|--|--|------|--|--|--|------|--|--|--|-------------|--|--|--|-------------|--|--|--|--------------|--|--|--|------------|--|--|--|--------------|--|--|--|-------------|--|--|--|-------------|--|--|--|--------------|--|--|--|------------|--|--|--|---------------|--|--|--|----------|--|--|--|----------|--|--|--|-----------------------------------------|--|--|--|----------------------------------------|--|--|--|

**FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE**  
**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306**

PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

|                         |                    |            |                       |               |      |
|-------------------------|--------------------|------------|-----------------------|---------------|------|
| JUVENILE                |                    | SUBMISSION |                       | TREAT - ADULT |      |
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | MM DD YY   | NAME                  | CONTRIBUTOR   | DATE |
| CONCLUSION (circle one) |                    |            | "ARE SP" "ARE NOT SP" |               |      |
| Inconclusive            |                    |            |                       |               |      |

|                         |                    |          |                       |                                   |      |                        |
|-------------------------|--------------------|----------|-----------------------|-----------------------------------|------|------------------------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | MM DD YY | NAME                  | PLACE OF BIRTH (STATE OR COUNTRY) | DATE | COUNTRY OF CITIZENSHIP |
| CONCLUSION (circle one) |                    |          | "ARE SP" "ARE NOT SP" |                                   |      |                        |
| Inconclusive            |                    |          |                       |                                   |      |                        |

|                            |                    |                         |      |
|----------------------------|--------------------|-------------------------|------|
| #1 DOCUMENT TITLE          | IDENTIFYING NUMBER | NAME                    | DATE |
| RESIDENCE/COMPLETE ADDRESS |                    | CONCLUSION (circle one) |      |
|                            |                    | "ARE SP" "ARE NOT SP"   |      |
|                            |                    | Inconclusive            |      |

|                                               |                                |                  |                    |
|-----------------------------------------------|--------------------------------|------------------|--------------------|
| OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER) | LOCAL IDENTIFICATION/REFERENCE | PHOTO AVAILABLE? | PALM PRINTS TAKEN? |
| YES                                           | YES                            | YES              | YES                |

|                         |                    |      |                       |      |
|-------------------------|--------------------|------|-----------------------|------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | NAME | OCCUPATION            | DATE |
| CONCLUSION (circle one) |                    |      | "ARE SP" "ARE NOT SP" |      |
| Inconclusive            |                    |      |                       |      |

|                         |                    |                       |      |
|-------------------------|--------------------|-----------------------|------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | NAME                  | DATE |
| CONCLUSION (circle one) |                    | "ARE SP" "ARE NOT SP" |      |
| Inconclusive            |                    |                       |      |

|                         |                    |                       |      |
|-------------------------|--------------------|-----------------------|------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | NAME                  | DATE |
| CONCLUSION (circle one) |                    | "ARE SP" "ARE NOT SP" |      |
| Inconclusive            |                    |                       |      |

|                         |                    |                       |            |      |
|-------------------------|--------------------|-----------------------|------------|------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | NAME                  | ADDITIONAL | DATE |
| CONCLUSION (circle one) |                    | "ARE SP" "ARE NOT SP" |            |      |
| Inconclusive            |                    |                       |            |      |

|                         |                    |                       |      |
|-------------------------|--------------------|-----------------------|------|
| #1 DOCUMENT TITLE       | IDENTIFYING NUMBER | NAME                  | DATE |
| CONCLUSION (circle one) |                    | "ARE SP" "ARE NOT SP" |      |
| Inconclusive            |                    |                       |      |

\* U.S. GPO: 2001 483-799/2-02320  
 FD-249 (REV. 5-11-99)



LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB  
R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

FBI NO.

STATE IDENTIFICATION NO.

DATE OF BIRTH

MM DD YY

SEX

RACE

HEIGHT

WEIGHT

EYES

HAIR

Signature

Serial#

Date

ALIASES/MAIDEN  
LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX

Booking#

DOA

SIGNATURE OF PERSON FINGERPRINTED

SOCIAL SECURITY NO.

LEAVE BLANK

STATE USAGE

STATE USAGE

NFF SECOND

SUBMISSION

APPROXIMATE CLASS

AMPUTATION

SCAR

These fingerprints as the fingerprints shown on:

the same

CRIMINAL

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LEAVE HERE

LEAVE BLANK

|                                                  |  |                                                  |  |                                                  |  |                                                  |  |
|--------------------------------------------------|--|--------------------------------------------------|--|--------------------------------------------------|--|--------------------------------------------------|--|
| LEAVE BLANK                                      |  | CRIMINAL                                         |  | (STAPLE HERE)                                    |  | LEAVE BLANK                                      |  |
| STATE USAGE                                      |  | STATE USAGE                                      |  | STATE USAGE                                      |  | STATE USAGE                                      |  |
| SUBMISSION                                       |  | SUBMISSION                                       |  | SUBMISSION                                       |  | SUBMISSION                                       |  |
| APPROXIMATE CLASS                                |  | APPROXIMATE CLASS                                |  | APPROXIMATE CLASS                                |  | APPROXIMATE CLASS                                |  |
| AMPUTATION                                       |  | AMPUTATION                                       |  | AMPUTATION                                       |  | AMPUTATION                                       |  |
| SCAR                                             |  | SCAR                                             |  | SCAR                                             |  | SCAR                                             |  |
| LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  |
| These fingerprints as the fingerprints shown on: |  | These fingerprints as the fingerprints shown on: |  | These fingerprints as the fingerprints shown on: |  | These fingerprints as the fingerprints shown on: |  |
| LEAVE BLANK                                      |  | LEAVE BLANK                                      |  | LEAVE BLANK                                      |  | LEAVE BLANK                                      |  |
| SIGNATURE OF PERSON FINGERPRINTED                |  | SIGNATURE OF PERSON FINGERPRINTED                |  | SIGNATURE OF PERSON FINGERPRINTED                |  | SIGNATURE OF PERSON FINGERPRINTED                |  |
| ALIASES/MAIDEN                                   |  | ALIASES/MAIDEN                                   |  | ALIASES/MAIDEN                                   |  | ALIASES/MAIDEN                                   |  |
| LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX       |  |
| Booking#                                         |  | Booking#                                         |  | Booking#                                         |  | Booking#                                         |  |
| DOA                                              |  | DOA                                              |  | DOA                                              |  | DOA                                              |  |
| Signature                                        |  | Signature                                        |  | Signature                                        |  | Signature                                        |  |
| Serial#                                          |  | Serial#                                          |  | Serial#                                          |  | Serial#                                          |  |
| Date                                             |  | Date                                             |  | Date                                             |  | Date                                             |  |
| FBI NO.                                          |  | FBI NO.                                          |  | FBI NO.                                          |  | FBI NO.                                          |  |
| STATE IDENTIFICATION NO.                         |  | STATE IDENTIFICATION NO.                         |  | STATE IDENTIFICATION NO.                         |  | STATE IDENTIFICATION NO.                         |  |
| DATE OF BIRTH                                    |  | DATE OF BIRTH                                    |  | DATE OF BIRTH                                    |  | DATE OF BIRTH                                    |  |
| MM DD YY                                         |  | MM DD YY                                         |  | MM DD YY                                         |  | MM DD YY                                         |  |
| SEX                                              |  | SEX                                              |  | SEX                                              |  | SEX                                              |  |
| RACE                                             |  | RACE                                             |  | RACE                                             |  | RACE                                             |  |
| HEIGHT                                           |  | HEIGHT                                           |  | HEIGHT                                           |  | HEIGHT                                           |  |
| WEIGHT                                           |  | WEIGHT                                           |  | WEIGHT                                           |  | WEIGHT                                           |  |
| EYES                                             |  | EYES                                             |  | EYES                                             |  | EYES                                             |  |
| HAIR                                             |  | HAIR                                             |  | HAIR                                             |  | HAIR                                             |  |
| 1. R. THUMB                                      |  | 1. R. THUMB                                      |  | 1. R. THUMB                                      |  | 1. R. THUMB                                      |  |
| 2. R. INDEX                                      |  | 2. R. INDEX                                      |  | 2. R. INDEX                                      |  | 2. R. INDEX                                      |  |
| 3. R. MIDDLE                                     |  | 3. R. MIDDLE                                     |  | 3. R. MIDDLE                                     |  | 3. R. MIDDLE                                     |  |
| 4. R. RING                                       |  | 4. R. RING                                       |  | 4. R. RING                                       |  | 4. R. RING                                       |  |
| 5. R. LITTLE                                     |  | 5. R. LITTLE                                     |  | 5. R. LITTLE                                     |  | 5. R. LITTLE                                     |  |
| 6. L. THUMB                                      |  | 6. L. THUMB                                      |  | 6. L. THUMB                                      |  | 6. L. THUMB                                      |  |
| 7. L. INDEX                                      |  | 7. L. INDEX                                      |  | 7. L. INDEX                                      |  | 7. L. INDEX                                      |  |
| 8. L. MIDDLE                                     |  | 8. L. MIDDLE                                     |  | 8. L. MIDDLE                                     |  | 8. L. MIDDLE                                     |  |
| 9. L. RING                                       |  | 9. L. RING                                       |  | 9. L. RING                                       |  | 9. L. RING                                       |  |
| 10. L. LITTLE                                    |  | 10. L. LITTLE                                    |  | 10. L. LITTLE                                    |  | 10. L. LITTLE                                    |  |
| L. THUMB                                         |  | L. THUMB                                         |  | L. THUMB                                         |  | L. THUMB                                         |  |
| R. THUMB                                         |  | R. THUMB                                         |  | R. THUMB                                         |  | R. THUMB                                         |  |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY           |  | LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY           |  | LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY           |  | LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY           |  |
| RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY          |  | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY          |  | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY          |  | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY          |  |

Los Angeles Police Department Field Comparison Card, Phone (213)485-3256

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| SECTION: 160<br>154                                                                                                                                                                                                                                                                                                                                                                                                                         | SUBJECT: Comparisons at Court |
| <p>PURPOSE: To meet the primary function of providing fingerprint-based identification information in response to the court's request, it is often necessary to perform comparison work at the court location.</p>                                                                                                                                                                                                                          |                               |
| <p>GOAL: Responsible practices to ensure the accurate and reliable reporting of comparison conclusions.</p>                                                                                                                                                                                                                                                                                                                                 |                               |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): FIE personnel are responsible to conduct thorough fingerprint examinations at court locations. Any conclusion rendered at court site is verified by a second examiner within 48 hours upon return to office.</p> <p>FIE personnel should be familiar with all Sections addressing court issues, with particular attention to Section 150, "Court Appearances Best Practices".</p> |                               |

12-20  
2008

|                               |  |             |
|-------------------------------|--|-------------|
| SECTION: 160 <i>JS</i>        |  | PROCEDURES: |
| SUBJECT: Comparisons at Court |  |             |

160.1 After obtaining sufficient ink prints, arrange with the Deputy for a room in which to perform your comparison. The room must be private, quiet, and well-lit, so that you are able to conduct your work without distraction. There should be no one else on the room with you, especially an attorney involved in the case.

160.2 Do not be timid in ensuring you have an appropriate room in which to conduct your comparison. The court will accommodate you. You must be able to make your comparison in alone, out of view of the court members and court audience. Never conduct a comparison in the courtroom, hallway, cafeteria, or other inappropriate place.

Options (at Court's discretion): Jury room, court conference room  
If the court is unable to provide a room that meets the requirements as stated above, the FLE shall return to the office to perform the comparison.

160.3 Following comparison, complete the CIS conclusion template in the upper right-hand corner of the fingerprint card.

- State whether prints "ARE" or "ARE NOT" not same as the comparison document
- Enter the name exactly as it appears on the paperwork (booking slip, file card, archive ten print, etc.)
- Enter the booking number and date of arrest as it appears on the paperwork
- Sign your name, serial number, and date.

|              |  |                               |
|--------------|--|-------------------------------|
| SECTION: 160 |  | SUBJECT: Comparisons at Court |
| PROCEDURES:  |  |                               |

|       |                                                                                                                                                                                                                                                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160.4 | Complete the remaining information on the court worksheet: "Official Taking Fingerprints," findings, notification time, signature, and serial number.                                                                                                                                                                 |
| 160.5 | Give the completed fingerprint card to the Deputy, Court Clerk, District Attorney, or City Attorney. <u>DO NOT</u> give it to the defendant or defense attorney.                                                                                                                                                      |
| 160.6 | At this point you will need to confer with the District or City Attorney to confirm if your presence will be needed further. They will advise if testimony will be needed in the case. Do not leave the court room until you are clear from either the District or City Attorney, or the judge, that you are excused. |
| 160.7 | Once excused, call the office to see if there is another case pending nearby that requires your response before returning to the office.                                                                                                                                                                              |
| 160.8 | Upon return to office, enter the comparison request and findings on the daily court log, and attach the paperwork per normal procedure.                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| SECTION: 165<br>156                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SUBJECT: Reporting Conclusions at Court Site |
| PURPOSE: Providing the courts with comparison conclusion information in the most expedient, responsible manner possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                              |
| GOAL: Ensuring the proper documentation of conclusion information for court and CIS records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The nature of court requests for comparisons result in the immediate reporting of comparison conclusions.</p> <p>FIE personnel performing comparisons at court sites are responsible for reporting their conclusions directly to court personnel, District or City Attorneys. FIE personnel do not report conclusions or any other information directly to the Defense Attorney or representatives of the defendant. Any conversation with the Defense regarding the case must be made in the presence of the City or District Attorney.</p> <p>All comparison conclusions reported at court sites require second comparison verification within 48 hours upon return to office.</p> |                                              |

|                                              |  |
|----------------------------------------------|--|
| SECTION: 165 - 2                             |  |
| SUBJECT: Reporting Conclusions at Court Site |  |
| PROCEDURES AS FOLLOWS:                       |  |

Upon reaching a comparison conclusion, the FIE should first complete the CIS conclusion template in the upper left-hand corner of the ten-print card. This information is describing what you have compared the defendant's fingerprints to.

- 165.1
- Enter name exactly as it appears on the paper work (booking slip, file card, archive ten print, etc.)
  - Enter booking number and date as it appears on the paper work.
  - Sign your name, serial number + date.

165.2 Complete the conclusion information on the CIS Comparison Request Sheet as the initial examiner.

165.3 Forward the completed ten print card to the District or City Attorney, Bailiff, or court staff personnel. Do not forward directly to Defense Attorney or representatives of defendant.

165.4 Before leaving courtroom, you must verify that you are officially excused and that no more service is required of you. Sometimes you must wait until the judge has excused you from the courtroom. In most cases, the District or City Attorney will confirm that testimony won't be necessary, and that the ten print card you have provided is sufficient.

165.5 Once you have been excused from the courtroom, call CIS to check in. If there is another case pending nearby, you will be able to respond from your location.

165.6 Upon return, complete the Comparison Request Sheet and log accordingly.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| SECTION: 170                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | SUBJECT: Priors Packages |
| PURPOSE: In conjunction with other routine court-related duties, "priors packages" present a unique set of challenges.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                          |
| GOAL: Ensure proper controls implemented for proper documentation and reporting of comparison conclusions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                          |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Review of a defendant's prior arrest and/or incarceration records may be required during trial, or during the sentencing phase of a trial. It is the prosecution's responsibility to establish this prior criminal history through the fingerprint-based verification of a "prison package" or "969B package."</p> <p>For prison packages, the prosecution will provide all prior documents at court. These documents could include fingerprint cards from past arrests by LAPD, other law enforcement agencies, or custody prints from correctional institutions.</p> <p>It is common for these types of request to require testimony by the FLE performing the comparison.</p> |  |                          |

CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

PROCEDURES AS FOLLOWS:

SECTION: 170 SUBJECT: Priors Packages

Upon arrival to court, the FIE should obtain both copies<sup>1</sup> of the priors package as soon as possible to review before taking the inked fingerprints of the defendant. Confirm both copies contain the same documents.

Follow established procedures obtaining inked prints and performing comparison work.

Every document used in the comparison must be described on the back of the defendant's ten print card, using the CIS box-template for each document (see Procedural Notes, "Priors Package Ten Print card"). Although tedious, it is important for the court's records.

Every document used in the comparison must be described on the CIS Comparison Request Sheet.

It is necessary to mark the pages provided to you so that you may be able to identify the page as the one used in your comparison at a later time. For example, initial and date the bottom of the page. This will identify for you that you used this page.

Upon return, complete the Comparison Request Sheet and log according to established procedure.

<sup>1</sup> Original for court records, copy for CIS records. If a copy was not prepared for CIS in advance, request a copy be prepared that day.

12-20  
2008

|                                                    |                                                                                                                                                                                                                                                                         |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>SECTION: 175</p> <p>SUBJECT: Mock Testimony</p> | <p>PURPOSE: Examiners provide expert opinion testimony in response to court inquiries for detailed explanation regarding the comparison conclusion reached, to assist the jury in understanding these issues, and to be available for cross examination by defense.</p> | <p>GOAL: To ensure examiners possess competent testimony skills.</p> | <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): For the purpose of developing and maintaining a high level of examiner competency in the scientific basis and comparison methodology of fingerprint identification, the Section conducts annual "mock testimony" performances to give examiners the opportunity to perform as an expert opinion witness in a training environment. Each FIE is evaluated on their presentation as an effective witness, their grasp of technical knowledge, and the accurate comparison conclusion.</p> <p>All FIE personnel shall perform as an expert opinion witness in a mock testimony setting at least once a year. The FIE is expected to demonstrate competency in testimony skills.<sup>1</sup></p> <p>Optimal conditions for conducting a mock testimony include a private setting away from worksite. Furniture and court members are arranged to simulate an actual courtroom setting.</p> <p>Court members (judge, prosecutor, etc.) are played by FIE supervisors or other appropriate personnel. Evaluators are FIE supervisors or other appropriate personnel who could also be court members in the same case. Questions for the witness are designed to simulate actual court experience, and to illicit the best opportunity for the FIE witness to demonstrate their testimony skills.</p> <p>Relevant CIS forms: Practice Court Testimony Evaluation Sheet, Prosecution Questions, Cross Examination Questions</p> |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>1</sup> See "Mock Testimony-Below Standard Performance", Section 180

|                        |  |                         |
|------------------------|--|-------------------------|
| SECTION: 175 <i>J</i>  |  | SUBJECT: Mock Testimony |
| PROCEDURES AS FOLLOWS: |  |                         |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 175.1 | <p><b>SUPERVISOR RESPONSIBILITY PRIOR TO MOCK TESTIMONY:</b></p> <ul style="list-style-type: none"> <li>• Prepare testimony calendar<sup>1</sup></li> <li>• Reserve "courtrooms"</li> <li>• Schedule court members</li> <li>• Notify FIE witnesses 30-day in advance of their testimony date</li> <li>• Post testimony calendar</li> <li>• Prepare case work: A fingerprint comparison(s), representative of actual case work (in complexity and difficulty), is provided to the FIE witness 48 hours prior to their testimony date. Each FIE witness receives a separate case.</li> <li>• Prepare FIE Witness Folder containing copy of comment sheet from prior mock testimony performance, and two blank "Practice Court Testimony Evaluation Sheet" for each FIE witness</li> </ul> |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUPERVISOR RESPONSIBILITY DURING MOCK TESTIMONY:**

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 175.2 | <ul style="list-style-type: none"> <li>• Listen attentively</li> <li>• Remain focused on FIE witness</li> <li>• Initiate constructive feedback and discussion immediately following testimony, encouraging FIE witness participation</li> <li>• Evaluator should complete "Practice Court Testimony Evaluation Sheet" immediately following mock testimony performance</li> <li>• Retain original case work in the FIE Witness Folder</li> </ul> |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>1</sup> Supplemental Objective: Complete mock testimonies for all FIE personnel within the same week.

SUBJECT: Mock Testimony

SECTION: 175

PROCEDURES AS FOLLOWS:

**SUPERVISOR RESPONSIBILITY POST MOCK TESTIMONY:**

- Complete comment sheet for each FIE witness recognizing areas of excellence in the examiner's performance and highlight areas requiring improvement or further study
- Comment sheet should be served no more than 21 days following mock testimony
- Supervisory duty requires addressing below standard performance<sup>2</sup>

175.3

**FIE WITNESS RESPONSIBILITY:**

- FIE personnel are responsible to provide expert opinion testimony in courts of law, and must demonstrate the ability to effectively articulate a wide range of issues regarding the discipline
- Upon receipt of case work FIE witness must complete a thorough examination using ACE<sup>3</sup>
- FIE witness will testify to a comparison that has not been verified, which is representative of actual testimony
- FIE witness is required to bring the case work material to their mock testimony courtroom

175.4

<sup>2</sup> See Chapter 180, "Mock Testimony-Below Standard Performance", Chapter 125, "Corrective Action Report"

<sup>3</sup> See Chapter 105 "Methodology"

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| SECTION: 180                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | SUBJECT: Mock Testimony -Below Standard Performance |
| PURPOSE: Examiners provide expert opinion testimony in response to court inquiries for detailed explanation regarding the comparison conclusion reached, to assist the jury in understanding these issues, and to be available for cross examination by defense.                                                                                                                                                                                                                                                                                                          |                                                     |
| GOAL: To ensure examiners possess competent testimony skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                     |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Immediately following the mock testimony, the FLE witness is provided with conversational feedback from the court members. The evaluations are combined in a comment sheet recognizing areas of excellence in the examiner's performance and highlighting areas requiring improvement or further study.</p> <p>An FLE witness that performs below standard in a mock testimony environment may be considered not competent to provide expert opinion testimony in a real courtroom environment.<sup>1</sup></p> |                                                     |

<sup>1</sup> FLE personnel not competent to provide expert opinion testimony are restricted from responding to requests for testimony from criminal courts

|                        |  |                                                      |
|------------------------|--|------------------------------------------------------|
| SECTION: 180 - 1       |  | SUBJECT: Mock Testimony – Below Standard Performance |
| PROCEDURES AS FOLLOWS: |  |                                                      |

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| 180.1 | An FIE witness performing below standard is counseled outside the mock testimony courtroom atmosphere.                                                                                                                                                                        |
| 180.2 | Specific causes for the below standard performance are identified.                                                                                                                                                                                                            |
| 180.3 | An action plan is set including strategies, activities, and assignments to help the FIE witness improve their performance.                                                                                                                                                    |
| 180.4 | FIE witnesses are provided a second opportunity to perform successfully in a mock testimony environment. The FIE witness will be scheduled for a follow-up mock testimony performance 30 calendar days following initiation of the action plan.                               |
| 180.5 | In response to the follow-up mock testimony the FIE witness receives a second comment sheet recognizing areas of improvement if applicable.                                                                                                                                   |
| 180.6 | A performance rated "satisfactory" or above will serve as a competent evaluation.<br>An FIE witness performing below standard on their follow-up mock testimony performance may be subject to being placed under the provisions of the Corrective Action Report. <sup>1</sup> |

<sup>1</sup> See "Corrective Action Report", Section 125

|              |                                      |
|--------------|--------------------------------------|
| SECTION: 185 | SUBJECT: Subpoena Receipt & Tracking |
|--------------|--------------------------------------|

**PURPOSE:** In compliance with Department directives, the efficient and documented receipt of subpoenas for court appearances is essential in ensuring the Section provides appropriate professional service to the criminal courts.

**GOAL:** To ensure all employees have access and awareness of all outstanding subpoenas and pending court appearances affecting the Section. In addition, to ensure all employees have the necessary information to work together in coordinating various court appearances.

**GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance):** The Section responds to requests for court appearances with or without the service a subpoena. Subpoenas are received to the office from (including but not limited to) the District Attorney's Office, the City Attorney's Office, and the United States Attorney's Office. Subpoenas from the District Attorney's Office are received via e-mail, all other subpoenas are received via regular mail, fax, or hand delivery.

Some subpoenas may be addressed to an individual examiner. In these cases, either the named examiner may appear, or another examiner may appear as a replacement. There may be instances when a substitute witness is not appropriate or accepted by the courts. These cases are considered individually by the examiners and supervisory personnel.

All procedures described are in accordance with Department directives as described in: Special Order No. 32, 2008, Department Manual Sections 3/210.10, 3/210.12, 3/210.22.

All procedures described are in accordance with Divisional policy and procedure as they pertain to the operations of the Subpoena Control Officer.

SECTION: 185  SUBJECT: Subpoena Receipt & Tracking

PROCEDURES AS FOLLOWS:

|       |                                                                                                                                                                                                                                                                                                                                            |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 185.1 | <p>Anytime a subpoena is received into CIS, it is the responsibility of the FIE receiving the subpoena, or otherwise assigned to subpoena duty, to process the subpoena in accordance with this SOP.</p> <p>FIE personnel are responsible for the accurate processing of all subpoenas, not just subpoenas received in their own name.</p> |
| 185.1 | <p>The specific processing of subpoenas is described in the attached procedural notes.</p>                                                                                                                                                                                                                                                 |

Criminal ID Section/LAPD  
Subpoena Receipt & Tracking  
PROCEDURE NOTES

105,01

# PROCEDURES FOR RECEIVING SUBPOENAS VIA MAIL, FAX, OR HAND DELIVERY

Following are the procedures for receiving and logging a subpoena from any source OTHER THAN the R&I Division Subpoena Control Officer, including subpoenas received by fax, from Scientific Investigation Division, or by mail:

1. On the original subpoena, initial with serial number + date on the bottom, right hand corner, of the page. Write "to SCO" next to your initial.

2. Make two photocopies of the subpoena ensuring that your notations appear on the photocopied pages.

3. Forward the original to the court folder/court liaison FIE. The original is retained with the corresponding court request sheet in the appropriate court folder.

4. The first photocopy is the CIS copy. Forward it to the CIS subpoena bin, and file by month.

5. The second copy must be forwarded to the Divisional Subpoena Control Officer the same day of receipt to CIS.

# PROCEDURES FOR RECEIVING SUBPOENAS VIA DIVISIONAL SUBPOENA CONTROL OFFICER (SCO)

Following are the procedures for receiving and logging a subpoena received from the Divisional Subpoena Control Officer:

1. On the original subpoena, initial with serial number + date on the bottom, right hand corner, of the page. Write "rec'd SCO" next to your initial.

2. Make one photocopy of the subpoena ensuring that your notations appear on the photocopied page.

3. Forward the original to the court folder/court liaison FIE. The original is retained with the corresponding court request sheet in the appropriate court folder.

4. As the SCO already has a copy of the subpoena, this photocopy is the CIS copy. Forward it to the CIS subpoena bin, and file by month.

(cont.)

Following are the procedures for receiving and logging subpoenas received via the Department's Groupwise e-mail system. All concerned employees must be familiar with Special Order No. 32, 2008, and the relevant Department Manual sections.

1. Subpoenas addressed to individual examiners are e-mailed directly to that examiner. (Each subpoena is simultaneously received via e-mail by the SCO.)

a. Upon receipt & service, employee shall print two copies of the subpoena.

b. Forward one copy to the court folder/court liaison file. This copy is retained with the corresponding court request sheet in the appropriate court folder.

c. As the SCO already has an e-mail copy of the subpoena, the second copy is the CIS copy. Forward it to the CIS subpoena bin, and file by month.

2. Subpoenas not addressed to individual examiners, but addressed to Section personnel in general, are e-mailed directly to the SCO only. It is the SCO responsibility to ensure these subpoenas are forwarded to CIS.

a. Paper copies of general-addressed subpoenas are initialed and dated by the SCO and forwarded to the CIS bin marked "Incoming e-Subpoenas."

b. Upon receipt, employee shall initial with serial number + date on the bottom, right hand corner, of the page. Write "rec'd SCO" next to your initial.

c. Make one photocopy of subpoena.

d. Forward one copy to the court folder/court liaison file. This copy is retained with the corresponding court request sheet in the appropriate court folder.

e. As the SCO already has an e-mail copy of the subpoena, the second copy is the CIS copy. Forward it to the CIS subpoena bin, and file by month.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
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| SECTION: 190                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SUBJECT: Release of Evidence |
| PURPOSE: To ensure evidence received is returned to the appropriate requestor in proper condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |
| GOAL: Maintain accurate tracking of the receipt, handling, and release, of evidence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): In the normal course of duties, FLE personnel handle original evidence containing fingerprint images (i.e. pawn tickets, public notary journals, ammunition logs, etc.) The evidence is received into the custody of CIS, and remains in the Section only as long as necessary to effect a comparison conclusion.</p> <p>Markings or alterations to the original document are prohibited, with this sole exception: FLE personnel may initial and date original evidence to identify the document as the original used in comparison. The initial and date must:</p> <ul style="list-style-type: none"> <li>✓ Be in ink.</li> <li>✓ Appear in a discreet area of the document.</li> <li>✓ Not obscure any other printed information on the document, including the print.</li> </ul> <p>Original evidence must be kept in a protective covering at all times, when not being directly used for comparison purposes. Original evidence is returned to the requestor in a protective covering.</p> <p>Relevant Sections and Chapters: "Comparison Request Sheet- Introduction", Section 135 "Comparison Request Sheet- Receipt of Request", Section 140</p> |                              |

|                              |  |
|------------------------------|--|
| SECTION: 190 <i>4</i>        |  |
| SUBJECT: Release of Evidence |  |
| PROCEDURES AS FOLLOWS:       |  |

190.1 Upon receipt of original request for comparison, the original items of evidence received into CIS are documented on the Comparison Request Sheet.

Upon completion of comparison request, requestor is notified of results.

190.2 Arrangements are made to schedule pick-up of original evidence documents, as well as stipulation, ten print cards, or other requested material from CIS.<sup>2</sup>

190.3 At time of notification, the person scheduled to pick-up items is verified. If notification by voicemail, original requestor information is used.

190.4 The FIE responsible for making final, successful notification of results is also responsible to complete and log the request.

190.5 The FIE logging request is also responsible to immediately prepare the items for pick-up in a "Will-call" envelope, and to complete the preparatory information in the "Will-Call Pick-Up Log."

190.6 "Will-call" envelopes ready for pick-up will be held in a secure location.

190.7 Requestors present for pick-up are assisted by FIE personnel. The FIE retrieves the correct "Will-call" envelope.<sup>3</sup>

<sup>1</sup> See "Comparison Request Sheet- Receipt of Request" Section 140

<sup>2</sup> See "Comparison Request Sheet- Documentation of Changing Status" Section 145

<sup>3</sup> It is good practice to have the requestor verify the items inside are as needed.

|                        |                              |
|------------------------|------------------------------|
| SECTION: 190           | SUBJECT: Release of Evidence |
| PROCEDURES AS FOLLOWS: |                              |

|       |                                                                                                                                                                     |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 190.8 | The FIE is responsible to match the requestor to the name on the "Will-Call Pick-Up Log" and have the requestor initial receipt of the items in the log.            |
| 190.9 | If another person is picking-up items for requestor, then they must clearly indicated their name and serial number, as well as initial the "Will-Call Pick-Up Log." |

CRIMINAL IDENTIFICATION SECTION/RAI Division  
WILT CALL PICK-UP LOG

[illegible]

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION: 195                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SUBJECT: Identification Request Forms |
| PURPOSE: Requests for AFIS search, comparison, or identification information are documented to ensure efficient processing of each request, and for records retention.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| GOAL: To ensure each form is used for its specific intent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Specific forms exist to identify requests for AFIS search, comparison, or identification information. These requests are differentiated from other routine requests that would be processed under established booking identification procedures (i.e. hospital bookings, absentee bookings).</p> <p>The following forms are addressed in this chapter:</p> <p>Coroner Fingerprint Comparison Request (white)</p> <p>Identification Only (IDN) Fingerprint Search Request (yellow)</p> <p>Priority Booking Request (blue)</p> <p>R&amp;I Watch Commander Fingerprint Search/Comparison Request (white)</p> <p>Note: For Comparison Request Sheet, see Section 135, "Comparison Request Sheet- Introduction"</p> |                                       |

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

8-19  
2009

|                                                                                                      |                                       |
|------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION: 195                                                                                         | SUBJECT: Identification Request Forms |
| PROCEDURES: The following procedures outline the appropriate type of request for use with each form. |                                       |

|       |                                                                         |
|-------|-------------------------------------------------------------------------|
| 195.1 | Coroner Fingerprint Comparison Request (white)<br>Any deceased persons. |
|-------|-------------------------------------------------------------------------|

|       |                                                                                                                                                                                                                                                                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 195.2 | Identification Only (IDN) Fingerprint Search Request (yellow)<br>Any request involving a need for fingerprint identification of a subject not under arrest/or not booked. Requests received from: Department personnel, County Police, hospital prints, jail Division, CHP. |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|       |                                                                                                                                                                                                                                                   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 195.3 | Priority Booking Request (blue)<br>Any request involving a need for fingerprint identification of a live scanned subject with a booking number. Requests received from: Department personnel, County Police, hospital prints, jail Division, CHP. |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|       |                                                                                                                                                                                                                                                                                                                           |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 195.4 | R&I Watch Commander Fingerprint Search/Comparison Request (white)<br>Requests received from R+I Division Watch Commander's Office. Some requests may require the preparation of a written conclusion stipulation. These are retained separately with the identification request forms, not the Comparison Request Sheets. |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

195101

The following is a sample of the CIS R&I Watch Commander Fingerprint Search/Comparison Request sheet (ver. 8-18-2009)

The following is a sample of the CIS  
Coroner Fingerprint Comparison Request  
sheet (ver. 8-19-2009)

[illegible][illegible]

The following is a sample of the front and back of the CIS Identification Only (IDN) Search Request  
sheet (ver. 8-19-2009)



**IDENTIFICATION REQUEST FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

1. NAME: \_\_\_\_\_

2. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

3. NAME: \_\_\_\_\_

4. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

5. NAME: \_\_\_\_\_

6. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

7. NAME: \_\_\_\_\_

8. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

9. NAME: \_\_\_\_\_

10. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**IDENTIFICATION REQUEST FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

1. NAME: \_\_\_\_\_

2. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

3. NAME: \_\_\_\_\_

4. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

5. NAME: \_\_\_\_\_

6. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

7. NAME: \_\_\_\_\_

8. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

9. NAME: \_\_\_\_\_

10. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

The following is a sample of the front and back of the CIS Priority Booking Request sheet (ver. 8-19-2009)

[illegible][illegible]

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION: 201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SUBJECT: Registrants – Narcotic/Arson |
| PURPOSE: Narcotic and arson registration forms are forwarded to CIS for fingerprint identification prior to update in the criminal reporting systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
| GOAL: To ensure the comparison work complies with section policies and meets the requirements for outside sections responsible for update in the criminal reporting systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Narcotic/Arson registrants are a daily assignment of significant volume that requires smooth workflow process. There are four bins dedicated to arson/narcotic registrant paperwork:</p> <ol style="list-style-type: none"> <li>1. Incoming Registrants into CIS</li> <li>2. Pending (waiting for comparison, including partially completed batches)</li> <li>3. Verification (waiting for 2<sup>nd</sup> verify, including partially completed batches)</li> <li>4. Completed (waiting for supervisor audit)</li> </ol> <p>CIS does not maintain a backlog in registrant work. File personnel are expected to process 40-50 registrants as a primary duty assignment during normal working hours, either as the primary or verification examiner.</p> <p>Registrants are considered "complete" when each registrant in a daily "bundle" has been processed fully by CIS. Only when the comparison work for each registrant in the bundle has been completed, can the bundle be considered complete.</p> |                                       |

|                        |                                       |
|------------------------|---------------------------------------|
| SECTION: 201           | SUBJECT: Registrants – Narcotic/Arson |
| PROCEDURES AS FOLLOWS: |                                       |

201.1 Match the registrants in the bundle to the attached daily log to ensure no registrant cards are missing from stack. If any registrants are missing, write "no paperwork" next to the name on the daily log, and initial.

201.2 Count the total number of registrants present in bundle and indicate on back of the watch "Daily Tally Sheet" under "total number of registrants received".

201.3 Use LAFIS to compare MAIN numbers.  
If the MAIN is in LAFIS, there is no need to pull any file cards.

201.4 Use DOJ Archive to compare CII/SID numbers. Do not use LAFIS to compare CII/SID numbers.

201.5 To indicate conclusion, write "ID MAIN" or "ID CII#" next to the fingerprint + serial number. (Or "NSP MAIN", etc.)  
In addition, the FILE shall indicate the source of the comparison print, such as "LAFIS", "file card", etc., next to each conclusion.

201.6 If any identifiers are not found in the automated systems, use all resources available (file cards IMT, fax, DOJ Archive, etc.) to achieve a conclusion.  
**NOTE:** The primary FILE must leave the hard copy of any fingerprints retrieved this way attached to the registrant paper work so that the verification FILE can use them for their comparison.

201.7 If the registrant paperwork does not list a MAIN and/or CII/SID number, scan prints as a 10-print search into LAFIS only as an IDN.

|              |                                       |
|--------------|---------------------------------------|
| SECTION: 201 | SUBJECT: Registrants – Narcotic/Arson |
| PROCEDURES:  |                                       |

- 201.8 If scanned registrant processes and is viewed manually, process "TP Hit/1<sup>st</sup> Verify" and "TP Hit/2<sup>nd</sup> Verify" established procedures.<sup>1</sup> Write the MAIN and/or CII number on the registrant page.
- 201.9 If scanned registrant is processed "lights out", 2<sup>nd</sup> verification is not required. Write the MAIN and/or CII number on the registrant page.

- 201.10 If no MAIN and/or CII/SID number is found from a LAFIS search, indicate "N/R in LAFIS" and/or "N/R in DOJ" + serial number in the box next to the print. Attach LACRIS and LSTAN printouts (from post-processing) to registrant paperwork.

- 201.11 If the MAIN and/or CII/SID number is not the same as the prints on the registrant paperwork, scan prints into AFIS systems (as necessary) as IDN to determine true ID. Write the correct MAIN and/or CII/SID number on the registrant paperwork. Notify a supervisor for appropriate follow up.

- 201.13 If the print quality is poor, indicate "see insert" next to the fingerprint. Use the attached tenprint card. Write the MAIN and CII/SID number next to the fingerprint used for the ID on the original of the ten print card.

NOTE: The verifier will be responsible for making the insert copy.<sup>2</sup>

<sup>1</sup> See Section 315 "LAFIS - 1<sup>st</sup> Verify", and Section 316 "LAFIS 2<sup>nd</sup> Verify"

<sup>2</sup> See Section 202.4 "Registrants – Narcotic/Arson Verify"

|              |  |                                       |
|--------------|--|---------------------------------------|
| SECTION: 201 |  | SUBJECT: Registrants – Narcotic/Arson |
| PROCEDURES:  |  |                                       |

201.14 Write the CII/SID number in ink on every card attached, including palm cards. Indicate "ID + serial number" next to identifier number.  
In addition, the FIE shall indicate the source of the comparison print, such as "LAFIS", "file card", etc., next to each conclusion.

201.15 The primary FIE forwards a partially completed registrant bundle to the "pending" registrant bin. The next FIE assigned to the registrant duty will continue work on this bundle.

201.16 The primary FIE forwards a completed registrant bundle to the "verification" registrant bin.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
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| SECTION: 202                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | SUBJECT: Registrants – Narcotic/Arson Verify |
| PURPOSE: Narcotic and arson registration forms are forwarded to CIS for fingerprint identification prior to update in the criminal reporting systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                              |
| GOAL: Compliance with verification policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Narcotic/Arson registrants are a daily assignment of significant volume that requires smooth workflow process. There are four bins dedicated to arson/narcotic registrant paperwork:</p> <ol style="list-style-type: none"> <li>1. Incoming Registrants into CIS</li> <li>2. Pending (waiting for comparison, including partially completed batches)</li> <li>3. Verification (waiting for 2<sup>nd</sup> verify, including partially completed batches)</li> <li>4. Completed (waiting for supervisor audit)</li> </ol> <p>CIS does not maintain a backlog in registrant work. FIE personnel are expected to process 40-50 registrants as a primary duty assignment during normal working hours, either as the primary or verification examiner.</p> <p>Registrants are considered "complete" when each registrant in a daily "bundle" has been processed fully by CIS. Only when the comparison work for each registrant in the bundle has been completed, can the bundle be considered complete.</p> |                                              |

|                        |                                              |
|------------------------|----------------------------------------------|
| SECTION: 202           | SUBJECT: Registrants – Narcotic/Arson Verify |
| PROCEDURES AS FOLLOWS: |                                              |

202.1 Registrant verification work is retrieved from the registrant verification bin.

202.2 All primary comparisons conducted and documented on the registrant paperwork shall be verified.

202.3 The independent verification conclusion is documented next to the primary conclusion, in the area of the fingerprint. The FIE shall indicate, "conclusion + serial number", and notate "2<sup>nd</sup>". In addition, the FIE shall indicate the source of the comparison print, such as "LAFIS", "file card", etc., next to each conclusion.

202.4 When necessary,<sup>1</sup> verifier is responsible to create insert by photocopying original tenprint card. (Photocopy made after both primary and verify FIE have indicated conclusion on original card.)

202.5 The verification FIE forwards the completed registrant bundle to the "completed" registrant bin.

<sup>1</sup> See Section 201.10 "Registrants – Narcotic/Arson"

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| SECTION: 203                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SUBJECT: Sex Registrant - Certifications |
| PURPOSE: Department personnel routinely request comparisons involving previous sex registration forms that are time sensitive requests involving court proceedings and deadlines. These requests affect both Criminal History Section and Criminal Identification Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                          |
| GOAL: To ensure the requests are routed through both Sections as efficiently as possible, enabling the swiftest resolution with no intercession necessary by requestor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): A special request for comparison of a sex registrant would typically involve previous registrant documents (from months or years prior to request date). These requests begin with the Criminal History Section. Criminal History Section receives the request on their "Requests for 290 Certifications" form, retrieves registrant document from electronic (or original paper) storage, and prepares certified copy(s) for release to requestor. It is not uncommon for a fingerprint comparison request to accompany the request for certified copies of registration documents. Criminal History Section forwards requests directly to Criminal Identification Section.</p> <p>Requests for a fingerprint comparison under these circumstances are time sensitive and also require a Criminal Identification "Fingerprint Comparison Certification" form to be submitted to the requestor. Each comparison request shall be completed within 24 hours of receipt, or as soon as practicable possible (depending on special circumstances of request). Performing other comparison duties not consistent with the priority of duties<sup>1</sup> is not sufficient to delay completion of this assignment.</p> |                                          |

<sup>1</sup> "Basic Duty Assignments", Section 103

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2010

|                        |                                          |
|------------------------|------------------------------------------|
| SECTION: 203-P         | SUBJECT: Sex Registrant - Certifications |
| PROCEDURES AS FOLLOWS: |                                          |

203.1 CHS will forward certified copies of registrant documents requiring special requests for fingerprint comparisons to the Criminal Identification Section incoming bin. Paperwork will retain the "Requests for 290 Certifications" form with the "print comparison request" box at bottom checked.

203.2 Upon receipt, the FIE will document the request on the CIS "Comparison Request Sheet".

203.3 Unless otherwise specified, when multiple registrant documents are attached for the same subject, the FIE will select one document of their preference for the fingerprint comparison. This shall be considered standard request procedure.

203.4 FIE shall compare fingerprint impression on document to SID/CII and MAIN (if shown) also appearing on same document.<sup>1</sup> This shall be considered standard request procedure. Verification of all comparisons per Section policy applies.

203.5 If the requestor deviates from the standard request procedure, wanting additional items compared, particular bookings or other identifiers involved, CHS staff will document this by adding a comment to the "Requests for 290 Certifications" form, such as "additional comparison request- contact Detective."

203.6 It is the responsibility of CIS personnel to clarify the additional comparison request information with the requestor, not CHS personnel.

A "Fingerprint Comparison Certification" will be prepared for each request.

<sup>1</sup> Do not run subject in CCHRS or any other criminal history system. Do not perform AFIS search. Supervisory approval required to deviate from procedures.

|                                          |  |
|------------------------------------------|--|
| SECTION: 203-P                           |  |
| SUBJECT: Sex Registrant - Certifications |  |
| PROCEDURES AS FOLLOWS:                   |  |

|        |                                                                                                                                                                                                                                                                                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 203.7  | If the quality of the fingerprint impression on the electronic copy is not sufficient for comparison purposes, the FIE is responsible to order the original document <sup>2</sup> for comparison purposes <sup>3</sup> . Document all activity on "Comparison Request Sheet" follow up area. |
| 203.8  | Notify requestor of delay in reporting results. Proceed accordingly.                                                                                                                                                                                                                         |
| 203.9  | Completed requests forwarded to requestor from Criminal Identification Section include the original certified copy <sup>2</sup> of sex registration forms produced from Criminal History Section, and the Criminal Identification Section "Fingerprint Comparison Certification".            |
| 203.10 | Criminal Identification Section retains Comparison Request package with copies of all documents for Section records.                                                                                                                                                                         |

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at

<sup>2</sup> See Procedural Notes 203.02, "Sex Registrants - Original Documents"  
<sup>3</sup> Any original document(s) ordered and forwarded to requestor must be certified. CIS can certify documents.

Requesting Original Sex Registrant Documents via ARS

1. Requests for original sex registrant documents are routed via Automated Records Section (ARS).
2. Requests are sent from CIS by e-mail to an ARS supervisor group established by the ARS Section Head.

3. The e-mail request must include a PDF attachment of the electronic sex registrant form for which the original is being requested. (It is recommended that staff use the "send-me" machine available in the copy/coffee room.)

4. Upon receipt, ARS personnel will respond to the request and forward completed request to CIS.
5. The following standard paragraph shall be used for all requests for original sex registrant documents:

CIS Case Identifier No. 00000

"Hello, Please see attached PDF of sex registrant document. We are requesting the original document be retrieved for purposes of fingerprint comparison. Please forward original document to the Criminal Identification Section "Incoming Mail" bin, with this e-mail attached.

Thank you very much for your assistance in this matter.

FIE John Doe  
Criminal Identification Section  
6-8240

6. Original sex registrant documents retrieved from the CIS mail bin are incorporated into the "court duties", and matched with the corresponding pending comparison request sheet, where the request can be completed.
7. Normally, all requests are routed through ARS personnel. FIE personnel do NOT retrieve documents using ARS systems without the agreement of ARS and CIS supervisors. Following in these procedural notes is outlined information on the retrieval and order process. This is for FIE reference and edification. Direct access to Documentum should occur under special circumstances and under supervisor direction only.

Accessing Documentum

1. Open up the Internet Explorer to access the Department's Home Page
2. Under Application, click on ICARS Web
3. Click on ICARS 2008
4. Click on ICARS 2008 again for login screen
5. Type in your serial number in the "Login Name" field with the first letter of the serial number in CAPS
6. Type in your LAN password in the "Password" field
7. Make sure the "Repository" drop down window field is set on ICARS
8. Click on "Login" on the lower right corner of the screen

Searching and Retrieving Images

1. In the lower right corner of the screen, click the tab labeled "Classic"
2. In the upper left corner of the screen near the "Search" window, click "Simple"
3. In the box to the right of the booking # field, type in the SR # leading with a 0(s) depending on the length of the SR Number (booking field must contain 7 characters)
4. Click the "Search" button in the lower right corner of the screen
5. Search the list for the registration date you are looking for under the "arrest date" column
6. Under the "Name" column, click the underlined document number with the arrest date to view the document image
7. Complete the "Reason Explanation" and click "OK" located in the lower right corner of the screen
8. To print, click on the printer icon located at the very bottom of the screen

Setting Your Column Preferences (This allows you to view only the pertinent identifiers needed for retrieving a document.)

- A. Click the "Column Preferences (≡▶)" icon located at the end of the identifier column
- B. Under the "Select object type" drop down window, select "LAPD Crime and Arrest Document"
- C. Under the "Select attributes to display" drop down window, highlight the Batch ID and Arrest Date and click the right arrow. This should move the identifier to the "Selected attributes to display column" to the right.
- D. Use the arrow up and down for the order you want the identifiers to appear. You must do these one at a time.
- E. For identifiers you may not want displayed in the "attributes display column," highlight the identifier and click the left arrow and that will move the identifier back to the "Select attributes to display column" to the left.
- F. Once you have set your identifier preferences, click the OK button in the lower right corner of the screen. These settings should remain until you change them.

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2010

Locating the box number in the ICARS CRC Boxes Books in ICARS. (The ICARS CRC Boxes Books are located in the second row of ICARS in a brown bookshelf (2 shelves) on the right just as you enter section)

1. If the date(s) are between 1997 - 2002 (Piper Tech):
  - a) Retrieve the ICARS CRC Boxes Book 1 (blue binder) from the lower shelf
  - b) Select the pages by the year tabbed in the binder
  - c) Locate the Dept. Box Number by the number imprinted on the Sex Registration form
  - d) Complete the CRC Document Retrieval Request form and fax it to Piper Tech
  - e) They will call us when the box is ready for pick up.
2. If the dates are between 2003 - 2007 (Iron Mountain/DWP):
  - a) Retrieve the ICARS CRC Boxes Book 2 (black binder) from the upper shelf
  - b) Locate the Dept. Box Number by the number imprinted on the Sex Registration form

**Note: Pay close attention to the alpha A, B, C or D preceding the number for accuracy in locating the box number**

  - c) Locate the Dept. Box Number
  - d) Complete a "Walk in Request Form"
  - e) Forward to the Records Retention Coordinator in-tray
  - f) The Records Retention Coordinator will order the box and contact us when the box arrives to R&I
3. If the date(s) are 2008 to present (Iron Mountain):

**Note: There is no imprinted number found on the Sex Registration forms. The Dept. Box Number is located through the "batch id" in Documentum. Pay close attention to the alpha A, B, C or D preceding a four-digit number for accuracy in locating the box number.**

  - a) Retrieve the ICARS CRC Boxes Book 3 (black binder) from the upper shelf
  - b) Locate the Dept. Box Number by the "batch id"
  - c) Follow the same instructions in 2 d, e and f

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

May 16, 2008

SUBJECT: ACTIVATION OF THE SCIENTIFIC INVESTIGATION DIVISION,  
WITNESS CRITIQUE FORM, FORM 10.30.00 AND RECORDS AND  
IDENTIFICATION, CRIMINAL IDENTIFICATION SECTION,  
WITNESS CRITIQUE FORM, FORM 10.31.00

PURPOSE: In order to ensure the quality of expert witness  
testimony given by Los Angeles Police Department  
(LAPD) criminalists, Scientific Investigation Division (SID)  
implemented the use of the Witness Critique Form, LAPD Temporary  
Form 144. The purpose of this Order is to establish the SID  
Witness Critique Form, Form 10.30.00, formerly known as the  
Witness Critique Form, LAPD Temporary Form 144. In addition,  
it also establishes the Records and Identification Division  
(RAI), Criminal Identification Section (CIS), Witness Critique  
Form, Form 10.31.00.

PROCEDURE: The forms shall be given to court personnel (e.g.,  
judge, defense attorney(s), and district/city  
attorney) to rate the quality of expert witness testimony given  
by either SID personnel or CIS fingerprint examiners.

I. ACTIVATION OF FORMS. The SID, Witness Critique Form,  
and the RAI, CIS Witness Critique Form, are activated.

A. Use of Forms.

\* The SID, Witness Critique Form is used to  
rate the expert witness testimony given by  
SID personnel.  
\* The RAI, CIS Witness Critique Form is used  
to rate the expert witness testimony given  
by CIS fingerprint examiners.

B. Completion. Completion of the forms is self-  
explanatory.

C. Distribution.

1 - Original, to employee's section training  
folder after reviewed by employee's  
supervisor.

1 - Total

May 16, 2008

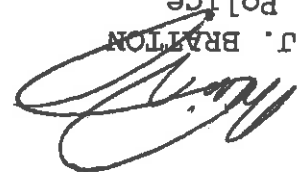
II. **EMPLOYEE'S RESPONSIBILITY.** The testifying expert witness shall complete the top portion of the form with their information before giving it to court personnel for completion.

III. **SUPERVISOR'S RESPONSIBILITY.** Supervisors shall review the form(s) and identify any training issues needed to improve the quality of the employee's expert witness testimony.

**FORMS AVAILABILITY:** The SID, Witness Critique Form, Form 10.30.00, and the RAI, CIS Witness Critique Form, Form 10.31.00, will be available from the Department of General Services, Distribution Center, in approximately 60 days. Copies of the forms are attached for immediate use.

**AMENDMENTS:** This Order adds Department Manual Sections 5/10.30.00 and 5/10.31.00.

**AUDIT RESPONSIBILITY:** The Commanding Officer, SID, and the Commanding Officer, RAI Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
WILLIAM J. BRATTON  
Chief of Police

Attachments

DISTRIBUTION "E"

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| SECTION: 205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SUBJECT: Witness Critique Form |
| PURPOSE: FIE personnel routinely provide expert opinion testimony in criminal courts of law regarding the science and methodology of fingerprints, and to their comparison conclusions.                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
| GOAL: To ensure the testimony provided is effectively communicated in the highest professional standard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): In the continuing effort to ensure expert technical testimony provided is clearly communicated in precise terms that meet legal criteria, while being clear and understandable to the jury, the feedback and opinion of professionals well-versed in questioning witnesses is particularly relevant. Therefore, the "Witness Critique Form" is a tool used to provide the examiner with written commentary on their performance.</p> <p>Use of the CIS "Witness Critique Form" is in accordance with Special Order No. 18, 2008.</p> |                                |

|                                |  |                        |
|--------------------------------|--|------------------------|
| SECTION: 205 <i>2</i>          |  | PROCEDURES AS FOLLOWS: |
| SUBJECT: Witness Critique Form |  |                        |

205.1 Examiners are provided with the "Witness Critique Form," and blank cards are supplied in the portable fingerprinting kits.

205.2 At court site, examiners are encouraged to distribute the form to appropriate court persons as opportunity allows.

205.3 Completed "Witness Critique Forms" received are valuable tools to recognize areas of excellence or to address areas requiring further training or addressing below standard performance.

205.4 Completed "Witness Critique Forms" are forwarded to the employee to keep.

LOS ANGELES POLICE DEPARTMENT  
SCIENTIFIC INVESTIGATION DIVISION

WITNESS CRITIQUE FORM

The purpose of this questionnaire is to provide information to the management of Scientific Investigation Division (SID) with which we may evaluate and upgrade the quality of court testimony given by SID personnel. Your thoughtful response and time spent is greatly appreciated. You are asked to complete the numbered items.

After completing this card, fold in half and tape.  
DO NOT USE STAPLES  
Place the card in the U.S. mail

|                         |       |
|-------------------------|-------|
| Div. or Dept.           | _____ |
| Defendant               | _____ |
| Court Case or DR #      | _____ |
| Verdict                 | _____ |
| SID Employee Testifying | _____ |

|                                                             |                              |                                   |                             |
|-------------------------------------------------------------|------------------------------|-----------------------------------|-----------------------------|
| 1. Was Testimony clear/explicit?                            | Yes <input type="checkbox"/> | Somewhat <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Was SID's Employee's appearance appropriate?             | Yes <input type="checkbox"/> | Somewhat <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Was SID's Employee's demeanor professional?              | Yes <input type="checkbox"/> | Somewhat <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Was SID's Employee properly prepared/knowledgeable?      | Yes <input type="checkbox"/> | Somewhat <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Did SID's Employee confine responses to questions asked? | Yes <input type="checkbox"/> | Somewhat <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Comments on testimony:                                   |                              |                                   |                             |

7. Person Submitting \_\_\_\_\_

Title: Judge \_\_\_\_\_ DA \_\_\_\_\_ CA \_\_\_\_\_ PD \_\_\_\_\_ Def \_\_\_\_\_ Other \_\_\_\_\_

Phone \_\_\_\_\_

Thank you for your assistance.  
Commanding Officer, Scientific Investigation Division  
(323) 415-8100

LOS ANGELES POLICE DEPARTMENT  
Records & Identification Division/Criminal Identification Section  
WITNESS CRITIQUE FORM

The purpose of this questionnaire is to provide information to management that may allow an evaluation of the quality of court testimony furnished by our fingerprint examiners. It is our intention to provide the highest level of honest, reliable, and professional testimony to the criminal justice system. Thank you for your time and thoughtful responses in helping us maintain this standard of excellence.

After completing this card, please fold in half and tape.  
DO NOT USE STAPLES  
Place card in the US Mail

Court DIV or DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_ Court Case: \_\_\_\_\_  
Examiner Testifying \_\_\_\_\_

POOR EXCELLENT

- |    |                                                      |   |   |   |   |   |
|----|------------------------------------------------------|---|---|---|---|---|
| 1. | The witness spoke clearly and confidently.           | 1 | 2 | 3 | 4 | 5 |
| 2. | The witness demonstrated strong technical knowledge. | 1 | 2 | 3 | 4 | 5 |
| 3. | Witness confined responses to questions asked.       | 1 | 2 | 3 | 4 | 5 |
| 4. | Witness maintained neutrality toward all parties.    | 1 | 2 | 3 | 4 | 5 |
| 5. | Witness was credible.                                | 1 | 2 | 3 | 4 | 5 |
| 6. | Witness was on time to court.                        | 1 | 2 | 3 | 4 | 5 |
| 7. | Witness maintained eye contact with court members.   | 1 | 2 | 3 | 4 | 5 |

8. Additional Comments: \_\_\_\_\_

Person Submitting \_\_\_\_\_  
Title: Judge \_\_\_\_\_ District Attorney \_\_\_\_\_ City Attorney \_\_\_\_\_ Attorney for the Defense \_\_\_\_\_  
Phone and/or E-mail: \_\_\_\_\_

Thank you for your assistance.  
Commanding Officer, Records & Identification Division  
(213) 485-2601

Criminal ID Section/LAPD  
Witness Critique Form  
PROCEDURE NOTES

205.01

The following is a sample of the CIS Witness Critique form. (ver. 7-2008)

LOS ANGELES POLICE DEPARTMENT  
Records & Identification Division/Criminal Identification Section

WITNESS CRITIQUE FORM

The purpose of this questionnaire is to provide information to management that may allow an evaluation of the quality of court testimony furnished by our fingerprint department. It is our intention to provide the highest level of honest, reliable, and professional testimony to the criminal justice system. Thank you for your time and thoughtful response in helping us maintain the standard of excellence.

After completing this card, please fold in half and tape.  
DO NOT USE STAPLES  
Place card in the US Mail

Court DIV or DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_ Court Case: \_\_\_\_\_

Examiner Testifying \_\_\_\_\_

1. The witness spoke clearly and confidently. 1 2 3 4 5  
2. The witness demonstrated strong technical knowledge. 1 2 3 4 5  
3. Witness confirmed responses to questions asked. 1 2 3 4 5  
4. Witness maintained neutrality toward all parties. 1 2 3 4 5  
5. Witness was credible. 1 2 3 4 5  
6. Witness was on time to court. 1 2 3 4 5  
7. Witness maintained eye contact with court members. 1 2 3 4 5

8. Additional Comments: \_\_\_\_\_

Person Submitting \_\_\_\_\_  
Title, Judge \_\_\_\_\_ District Attorney \_\_\_\_\_ City Attorney \_\_\_\_\_ Attorney for the Defense \_\_\_\_\_  
Phone and/or E-mail: \_\_\_\_\_

Thank you for your assistance.  
Commanding Officer, Records & Identification Division  
(213) 488-2601

10.31.00 (05/08)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| SECTION: 210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SUBJECT: Staff Meetings |
| PURPOSE: Communication and the dissemination of procedural and operational information in a consistent and organized manner is key to fostering a stable work environment for staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| GOAL: Clarify employee expectations and management responsibilities on a continuing basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Employees are expected to perform their duties in accordance with direction provided during Section meetings. It is the employee's responsibility to ensure they understand policies and procedures, and are advised to use Section meeting time as one resource to clarify questions or share comments on topics covered.</p> <p>A copy of the agenda for every Section meeting is provided to each employee, along with any pertinent attachments. Questions or issues raised at the meetings that cannot be answered immediately are scheduled as agenda items for the next meeting, unless resolved beforehand.</p> <p>The Section OIC, or a representative, is present at each meeting to be available to staff for questions or concerns, or to hear staff input on existing or developing policies and procedures.</p> |                         |

|                         |  |                        |
|-------------------------|--|------------------------|
| SECTION: 210 - <i>f</i> |  | PROCEDURES AS FOLLOWS: |
| SUBJECT: Staff Meetings |  |                        |

210.1 A standing meeting date is set for a staff meeting held each deployment period. For example, the standing date may be the second Tuesday of each deployment period for a particular watch, or all watches.

210.2 The Section will conduct a minimum of six staff meetings each calendar year.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| SECTION: 215                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SUBJECT: Technical Discussion Topic Meetings |
| PURPOSE: The science of fingerprint identification demands a commitment to continuing education and being cognizant of developing theories and research in the field, as well as relevant court challenges.                                                                                                                                                                                                                                                                                                                              |                                              |
| GOAL: To employ peer education and group discussion as a tool to stimulate interest and critical thinking.                                                                                                                                                                                                                                                                                                                                                                                                                               |                                              |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Time is devoted for technical discussion amongst staff during the technical discussion topic meetings. The structure of the meetings may vary, from reviewing articles published in the JFI, roundtable discussion of published court decisions/opinions/testimony transcripts, group analysis of complex prints, etc. Preparation for technical discussion topic meetings may include assigned reading for staff so that they are prepared for discussion at the meeting.</p> |                                              |

|                        |  |                                              |  |
|------------------------|--|----------------------------------------------|--|
| SECTION: 215 - 1       |  | SUBJECT: Technical Discussion Topic Meetings |  |
| PROCEDURES AS FOLLOWS: |  |                                              |  |

|       |                                                                                                                                                                                                                                                                                |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 215.1 | A standing meeting date is set for a technical discussion topic meeting, usually in conjunction with the staff meeting held each deployment period. For example, the standing date may be the second Tuesday of each deployment period for a particular watch, or all watches. |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

215.2 The Section will conduct a minimum of six technical discussion topic meetings each calendar year.

|              |                           |
|--------------|---------------------------|
| SECTION: 220 | SUBJECT: Booking Re-Rolls |
|--------------|---------------------------|

PURPOSE: To obtain the best quality ten print images for search and record in the LAFIS database.

GOAL: Maintain appropriate tracking and communication with CHS regarding status and resolution of booking ten prints.

GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): A re-roll is defined as having new and different rolled or flat fingerprint or palm print images captured for an existing booking.<sup>1</sup> A re-roll can only be obtain by LAPD Jail Divisions when the arrested person is still in LAPD custody, and available to be present at the live scan. The arrestee's thumb must be enrolled at the live scan to access the booking and make any changes, including demographic or changes to fingerprints.

There are several ways a re-roll request may be required from Jail Divisions.

- Initiated by FIE via examiner discretion for quality, or transaction automatically entering "Quality Check" queue
- LACRIS/local reject
- LSTAN/DOJ reject
- Cancel/Keep Booking

This chapter will address re-rolls initiated by FIE via examiner discretion for quality or transaction entering "Quality Check" queue only.

<sup>1</sup> Not to be confused with "resent," in which the same transaction is transmitted again, with no changes.

|                           |  |
|---------------------------|--|
| SECTION: 220-2            |  |
| SUBJECT: Booking Re-Rolls |  |
| PROCEDURES AS FOLLOWS:    |  |

220.1 Once the FIE has decided to request a re-roll due to quality, or a transaction appearing in the "Quality Check" queue requires re-roll, the FIE shall contact the live scan Jail Division directly to request the re-roll.

220.2 The FIE shall log the re-roll re-request in the CIS "Re-Roll Request Log Book."

220.3 If the re-roll has not been received in 2 hours, the FIE shall contact the Jail Division Watch Commander on duty. The FIE notifies the Watch Commander of the need for a re-roll and the previous request. The call is logged in the "Re-Roll Request Log Book."  
If no Watch Commander is assigned to the Jail Division Section you are contacting, report your second call to the Senior Detention Officer in charge.

220.4 Only two calls are made advising Jail Division of the need for a re-roll booking. It is Jail Division responsibility to ensure the booking is re-rolled and submitted correctly, and that the arrestee has received identification returns prior to release.<sup>1</sup>

220.5 It is not necessary to notify PIRSU/CHS of the re-roll request.

220.6 Each watch is responsible to resolve all re-roll requests as soon as possible. Re-roll requests initiated on one watch should not be left to another watch for resolution, if sufficient time allowed resolution on initiating watch.

<sup>1</sup> Special Order No. 21 (July 11, 2006)

10000

The following is a sample of the CIS Booking Re-Rolls form. (ver. 8-19-2009)

[illegible]

|              |                                  |
|--------------|----------------------------------|
| SECTION: 225 | SUBJECT: LACRIS Rejects/Re-rolls |
|--------------|----------------------------------|

PURPOSE: To obtain the best quality ten print images for search and record in the LAFIS database.

GOAL: Maintain appropriate tracking and communication with CHS regarding status and resolution of booking ten prints.

**GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance):** A re-roll is defined as having new and different rolled or flat fingerprint or palm print images captured for an existing booking.<sup>1</sup> A re-roll can only be obtain by LAPD Jail Divisions when the arrested person is still in LAPD custody, and available to be present at the live scan. The arrestee's thumb must be enrolled at the live scan to access the booking and make any changes, including demographic or changes to fingerprints.

There are several ways a re-roll request may be required from Jail Divisions.

- Initiated by FIE via examiner discretion for quality, or transaction automatically entering "Quality Check" queue
- LACRIS/local reject
- LSTAN/DOJ reject
- Cancel/Keep Booking

This chapter will address re-rolls caused by LACRIS/local reject only. LACRIS/local rejects occur when the booking is rejected by LAFIS for processing due to quality. A rejected booking will not appear in the queue, and CIS will not be aware of the reject. The rejected transaction will not receive a county identification and will not forward to the state for identification.

<sup>1</sup> Not to be confused with "resent," in which the same transaction is transmitted again, with no changes.

|                                                                                                    |  |                        |
|----------------------------------------------------------------------------------------------------|--|------------------------|
| SECTION: 225  |  | PROCEDURES AS FOLLOWS: |
| SUBJECT: LACRIS Rejects/Re-rolls                                                                   |  |                        |

225.1 Once a booking has returned a LACRIS reject notification, PIRSU/CHS shall contact the live scan Jail Division directly to request the re-roll. IDENT/CIS will not have access to either the notification or have knowledge of the reject via LAFIS.

225.2 PIRSU/CHS will not necessarily contact IDENT/CIS of request for re-roll.

225.3 PIRSU/CHS will be responsible for resolution of re-roll, and for logging and tracking status.

225.4 IDENT/CIS shall maintain no log or tracking of LACRIS rejected bookings.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| SECTION: 230                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SUBJECT: LSTAN Rejects/Re-rolls |
| PURPOSE: To obtain the best quality ten print images for search and record in the LAFIS database.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |
| GOAL: Maintain appropriate tracking and communication with CHS regarding status and resolution of booking ten prints.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): A re-roll is defined as having new and different rolled or flat fingerprint or palm print images captured for an existing booking.<sup>1</sup> A re-roll can only be obtain by LAPD Jail Divisions when the arrested person is still in LAPD custody, and available to be present at the live scan. The arrestee's thumb must be enrolled at the live scan to access the booking and make any changes, including demographic or changes to fingerprints.</p> <p>There are several ways a re-roll request may be required from Jail Divisions.</p> <ul style="list-style-type: none"> <li>• Initiated by FIE via examiner discretion for quality or transaction entering "Quality Check" queue</li> <li>• LACRIS/local reject</li> <li>• LSTAN/DOJ reject</li> <li>• Cancel/Keep Booking</li> </ul> <p>This chapter will address re-rolls initiated LSTAN/DOJ reject notification only. LSTAN/DOJ rejects occur when the booking is received at CAL-DOJ, but rejected for processing due to quality. A rejected booking will not receive a state identification and will not update to the state criminal history record.</p> |                                 |

<sup>1</sup> Not to be confused with "resent" in which the same transaction is transmitted again, with no changes.

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|---------------------------------|--|
| SECTION: 230 <i>JP</i>          |  |
| SUBJECT: LSTAN Rejects/Re-rolls |  |
| PROCEDURES AS FOLLOWS:          |  |

|       |                                                                                                                                                                                                                                                                                                                      |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 230.1 | Once a booking has returned a LSTAN reject notification, PIRSU/CHS shall immediately forward hard photo-copy of reject notice to IDENT/CIS.                                                                                                                                                                          |
| 230.2 | It is the responsibility of the FIE assigned to LAFIS to continually monitor this bin for incoming LSTAN copies from CHS.                                                                                                                                                                                            |
| 230.3 | The FIE shall contact the live scan Jail Division directly to request the re-roll, advising the Jail Division that it is a DOJ rejected booking.                                                                                                                                                                     |
| 230.4 | The FIE shall log the re-roll re-request in the CIS "Re-Roll Request Log Book." <sup>1</sup>                                                                                                                                                                                                                         |
| 230.5 | IDENT/CIS will be responsible for resolution of re-roll, and for logging and tracking status. It is not necessary to notify PIRSU/CHS of the re-roll request status.                                                                                                                                                 |
| 230.6 | The FIE shall not make follow-up calls to Jail Division requesting re-roll. If, after two hours, the re-roll is not received, the next and final call is to the Jail Division Watch Commander. Advise the Watch Commander of the previous request for re-roll, and the lack of update to the state criminal history. |
| 230.7 | The FIE shall log the call to the Watch Commander in the CIS "Re-Roll Request Log Book."                                                                                                                                                                                                                             |
| 230.8 | Highlight the booking number and booking date on the LSTAN. Forward LSTAN to "Pending LSTAN Reject/Re-roll" bin in CIS.                                                                                                                                                                                              |

<sup>1</sup> See Procedure Notes "Booking Re-Rolls," Section 220

|                        |                                 |
|------------------------|---------------------------------|
| SECTION: 230           | SUBJECT: LSTAN Rejects/Re-rolls |
| PROCEDURES AS FOLLOWS: |                                 |

230.9 If no re-roll is received after 6 days, a Booking Discrepancy Report is initiated, citing the name of the original contact at Jail Division, and the Watch Commander who was contacted for follow-up

|        |                                                                                                                             |
|--------|-----------------------------------------------------------------------------------------------------------------------------|
| 230.10 | It is the responsibility of the FIE assigned to LAFIS to continually monitor this bin for LSTAN copies that are 6 days old. |
|--------|-----------------------------------------------------------------------------------------------------------------------------|

230.11 Confirm via LAFIS or SIO1, if a SID notification has been received.

|        |                                                                                                                                                                                           |                                                                                                                                                                                      |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 230.12 | <p>If notification has NOT been received:</p> <p>A fingerprint-based identification must be attempted through manual means. See Procedural Notes, "LSTAN Reject/Re-roll – Manual ID."</p> | <p>If notification has been received:</p> <p>No further action is necessary in CIS. The notification should be printing at CHS, and normal routing for booking should transpire.</p> |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Criminal ID Section/LAPD  
LSTAN Rejects/Re-Rolls – Manual ID  
PROCEDURE NOTES

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If a live scan re-roll transmission has not been received from Jail Division after 6-days from date of booking, the FIE shall attempt to manually verify a state SID number for the booking using several strategies, identified below.

1. Retrieve 5.01 for booking from PIRSU/CHS. Make sure they are aware you are taking it, and that it has been properly logged on their side.
2. If the LACRIS printout for the booking shows an SID number, manually ID to 5.01 booking slip using that number. Move to step 5a.
3. If no SID available on LACRIS printout, query booking name, gender, and DOB via ACHS. For ACHS query, sign off in the "RUNNER box" on 5.01 and current date. If ID is effected from this list, move to step 5a. If no ID effected, continue to step 4.
4. If no SID available in ACHS printout, or no ID is made, query booking name, gender, and DOB via CCHRS. For CCHRS query, sign off in the "AI box" on 5.01 and current date. If no ID effected, move to step 6a. If ID effected, continue to step 5.
5. Once an ID has been effected,

- a.) Write the SID number in the corresponding box on the 5.01 + your Serial No./current date. Repeat for page 2 of the 5.01. NOTE: If you cannot ID the thumbprint on the 5.01, affix a copy of the tenprints to the back of the 5.01 document.

- b.) On the upper right hand corner of page 2, write in the SCN (from LSTAN).
- c.) Create a FD-249 card from LAFIS archive. Attach card to the 5.01 from PIRSU/CHS. CAL-DOJ will only accept the fingerprints on the cardstock format. (The SID should print on the card.)

- d.) Staple a green "BRU Routing Slip" to the 5.01 and forward the documents to CRU supervisor. (Check "index fingerprint card and mail" and "mail page two")

6. If an ID cannot be effected,
  - a.) Write "UTD" in the appropriate box on the 5.01 + your Serial No./current date.
  - b.) If no ID effected due to lack of criminal identifiers return in ACHS or CCHRS, write "N/R" the appropriate box on the 5.01 + your Serial No./current date.
  - c.) Continue steps 5b-5d.

7. Ensure CIS "Re-Roll Request Log Book" is complete.

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

Los Angeles  
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Department

|                                                                                                                                             |        |                                  |       |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------|-------|
| SECTION: 245                                                                                                                                |        | SUBJECT: Hospital Fingerprinting |       |
| PURPOSE: The Criminal Identification Section obtains fingerprint impressions at a hospital site to facilitate the subject's identification. |        |                                  |       |
| Document                                                                                                                                    | Date:  | Revision                         | No.   |
| 3-04-2011                                                                                                                                   | 5      | Release                          | Date: |
| 6-21-2012                                                                                                                                   | Pages: | 1                                |       |

GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The initial request for fingerprinting arrested persons, suspects, or victims at hospital facilities is received from Department personnel only. Criminal Identification Section personnel do not respond to requests for fingerprinting individuals at hospital facilities from any requestor other than Los Angeles Police Department personnel (typically from the arresting officer or detective). Typically, requests for fingerprinting will be received for sites within Los Angeles County. Requests that are received from outside of the County involve specific protocol<sup>1</sup>, and may also involve special circumstances such as a subject who may be the focus of an active investigation.

The Criminal Identification Section receives the initial request for fingerprinting. The Criminal Identification Section is responsible to respond to the site and obtain ink rolled prints and to process the fingerprints for identification. The Criminal Identification Section updates the Criminal History Section with identification information when necessary.

Deceased persons known to be dead from any of the causes as listed in California Government Code Section 27491<sup>2</sup> are the jurisdiction of the County of Los Angeles Department of Coroner personnel. The Department of Coroner should be notified for fingerprinting deceased subjects, and the requestor subsequently advised.

Relevant documents: Special Order No. 31 (11/15/2007)<sup>3</sup>, Special Order No. 41 (8/19/2009)<sup>4</sup>, LAPD Manual Volume 3/712.05 EXPOSURE TO CONTAGIOUS DISEASES.

<sup>1</sup> See SOP Procedural Notes 245.02 "Hospital Fingerprinting Outside County"

<sup>2</sup> SOP Addendum Item AD15.  
<sup>3</sup> SOP Addendum Items AD6  
<sup>4</sup> SOP Addendum Items AD7

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

Los Angeles  
Police  
Department

|                   |           |                                  |           |
|-------------------|-----------|----------------------------------|-----------|
| SECTION: 245-P    |           | SUBJECT: Hospital Fingerprinting |           |
| Document<br>Date: | 3-04-2011 | Revision<br>No.                  | 5         |
|                   |           | Release<br>Date:                 | 6-21-2012 |
|                   |           | Pages:                           | 2         |

## PROCEDURES

245.1 All requests for fingerprinting at hospital locations will be received at the Criminal Identification Section.

245.2 A booking number is not required to respond to a hospital print request. No delay in responding to a request should occur due to a delay in receipt of a booking number.

245.3 Fingerprint Identification Expert personnel shall deploy to the hospital site as soon as practical after receiving a request for a hospital fingerprinting. Unless otherwise indicated by the requestor, a Fingerprint Identification Expert should be in route to the site within 15 minutes of receiving the request.

245.4 Fingerprint Identification Expert personnel shall respond to a hospital print request at any time during their watch. If the request is received during the last 45 minutes of the employee's watch, the supervisor on duty can determine if it is appropriate to hold the request for the incoming watch to respond. NOTE: Any request indicated as "urgent" by the requestor shall be initiate an immediate response without delay by personnel.

245.5 The Fingerprint Identification Expert receiving the request shall complete the Criminal Identification Section "Hospital Fingerprinting Log" The "Hospital Fingerprinting Log" incorporates the Department "Investigation Request" form 12.01<sup>2</sup> format into its layout for convenience only.

245.6 After fully completing the request information, the original request stays with the responding examiner, and a photo copy of the same request is temporarily retained in the "Hospital Fingerprinting Log Book" until the original is returned.

<sup>1</sup> SOP Addendum Items AD14.  
<sup>2</sup> SOP Addendum Items AD13.

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1. Receive and document request per established procedure.
2. Establish the reason for the request, i.e. why it is being received from outside Los Angeles County. Establish if the need for identification is urgent. Document narratively in case notes.
3. Obtain the Division Commanding Officer's approval for travel outside of the County.
4. Contact RACR Division<sup>1</sup> Department Operations Center at (213) 484 6700 and notify of your out-of-County travel.
5. To obtain a Department gas card (if necessary), submit the request via RACR Division. Pick card up from RACR at:  
500 East Temple Street, Room 110  
Los Angeles, 90012
6. Ensure to document the activity above in the appropriate fields in the case notes.

<sup>1</sup> Real-Time Analysis and Critical Response Division

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

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|                                                                                                                                             |       |                                                      |     |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------|-----|
| SECTION: 246                                                                                                                                |       | SUBJECT: Hospital Fingerprinting – Printing Subjects |     |
| PURPOSE: The Criminal Identification Section obtains fingerprint impressions at a hospital site to facilitate the subject's identification. |       |                                                      |     |
| Document                                                                                                                                    | Date: | Revision                                             | No. |
| 3-04-2011                                                                                                                                   | 5     | 5-21-2012                                            | 1   |
| Release                                                                                                                                     | Date: | Pages:                                               | 1   |

GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The initial request for fingerprinting arrested persons, suspects, or victims at hospital facilities is received from Department personnel only. Criminal Identification Section personnel do not respond to requests for fingerprinting individuals at hospital facilities from any requestor other than Los Angeles Police Department personnel (typically from the arresting officer or detective).

The Criminal Identification Section receives the initial request for fingerprinting. The Criminal Identification Section is responsible for responding to the site and obtaining ink rolled prints. No booking number is required before responding. The routine hospital environments include USCMC LA County Jail Facility, non jail environment hospital facilities, emergency room areas, or patient hospital rooms. Protocol and procedures are similar to the court environment, requiring comparable demeanor and efficiency.

Deceased persons known to be dead from any of the causes as listed in California Government Code Section 27491<sup>1</sup> are the jurisdiction of the County of Los Angeles Department of Coroner personnel. The Department of Coroner should be notified for fingerprinting deceased subjects, and the requestor subsequently advised.

Relevant documents: Special Order No. 31 (11/15/2007)<sup>2</sup>, Special Order No. 41 (8/19/2009)<sup>3</sup>, LAPD Manual Volume 3/712.05 EXPOSURE TO CONTAGIOUS DISEASES.

<sup>1</sup>SOP Addendum Item AD15.  
<sup>2</sup>SOP Addendum Items AD6  
<sup>3</sup>SOP Addendum Items AD7

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Criminal ID Section/LAPD  
HOSPITAL FINGERPRINTING  
PROCEDURAL NOTES 246.01 - Printing Subjects at USCMC LA County Jail

A. ARRIVING TO FACILITY

1. Upon arrival, check in at the watch deputy desk to find where your subject is. Introduce yourself and let them know why you are here. They will direct you to your arrestee (see C-3). At this time, you may request a deputy escort if preferred.
2. Ask medical staff or deputies for additional directions or help at any time if necessary.
3. When in hallways or walking through facility, the Deputies may yell "Walking!" This means they are transporting inmates through the facility. You must immediately get out of the way. Stand against the wall, facing forward. Don't speak or interact with the in-custodies. This is similar as court/jail environments.

B. PRINTING THE IN-CUSTODY SUBJECT

1. Upon finding your subject, introduce yourself and advise that you are there to take their fingerprints.
2. Confirm the booking and name on the County wrist band. (Don't confuse the County custody wrist band with the hospital wrist band.)
3. A deputy should always be present with you in the room. If not, go back to the Watch Deputy room and get one. Have them escort you to the room if necessary, and stay with you through the process.
4. The arrestees are usually restrained. Don't get in unnecessary conversations (see E-6) with the subjects. Use the same protocols and demeanor that is appropriate in other jail facilities and when printing subjects at court sites.
5. If the arrestee is restrained, leave it that way. Do the best you can with the prints. Do not ask for the restraints to be removed so you can take better prints.
6. Work around any medical tubes or equipment attached to the arrestee. If it is too difficult to get all the fingers, obtain prints only for the fingers that are accessible.

### C. COMPLETING THE PROCESS

1. Once you have obtained the prints, leave the subject and the hospital jail directly. Do not complete paperwork or review work in the jail ward. Do not perform any extraneous clerical functions in the jail ward.
2. Leave the area to complete paperwork.

### D. ADDITIONAL NOTES:

1. Wear gloves at all times.
2. FICS should refrain from being alone in a room with arrested persons. Arrange to have Deputy or hospital staff in the room with you.
3. Bring minimal supplies, the less clutter the better. You want to be able to have a streamlined processed.
4. Watch the jewelry you are wearing, pens in your pockets, etc. This is the same as printing in-custodies at court. Remain cognizant of safety issues.
5. Do NOT get into conversations with the printing subject. For example, do not answer questions about their case, their charges, their medical condition, etc. If they are asking you to get their doctor, or anything like that, explain that you may be able to help once you've finished printing them. Then turn ALL issues over to the Deputy.
6. Once you have the prints, leave immediately. Thank the Deputy, and exit the jail hospital facility. Back at the gate, the deputy in the tower will open the gate. Again, you will have to remember that only one gate can be open at the same time. Once you are through the gate, you can exit through the door to the parking area. However, remember that both gates must be shut before the door will be opened by the tower deputy.

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#### A. ARRIVING TO HOSPITAL

1. Check in with the information desk in the main hospital lobby. Introduce yourself and let them know why you are here. They will direct you to your subject.  
  
NOTE: A hospital at a non-jail facility is not going to have any booking information or criminal information. They will need the patient's name to direct you to the correct room.  
  
2. Once on the correct floor or wing, check in again at the appropriate nurse station. Introduce yourself and let them know why you are here. Make sure medical staff are aware you are there before you enter the subject's room. Medical staff will:
  - ✓ Help identify you have the correct individual
  - ✓ Ensure the subject is ready and able to printed
  - ✓ Assist in positioning the subject for printing, if necessary
3. Defer to the hospital staff authority when asking for access to the subject. They may be working on the patient or need you to wait until they are ready for you to enter the room.

#### B. PRINTING THE SUBJECT

1. Upon finding your subject, introduce yourself and advise that you are there to take their fingerprints.
2. Confirm the name on the hospital wrist band. (You won't have the County custody wrist band with the booking number.)
3. Most often, there will be LAPD Officers with the subject. This will be helpful in ensuring you have the correct subject.<sup>1</sup>
4. The arrestees are usually restrained. Don't get in unnecessary conversations (see E-6) with the subjects. Use the same protocols and demeanor that is appropriate when printing subjects at court sites.
5. If the arrestee is restrained, leave it that way. Do the best you can with the prints. Do not ask for the restraints to be removed so you can take better prints.

<sup>1</sup> Because CIS receives the initial request and responds immediately to the absentee booking, we have some control in ensuring the arresting officers remain at the hospital with the arrestee until we arrive to fingerprint the individual.

6. Work around any medical tubes or equipment attached to the arrestee. If it is too difficult to get all the fingers, obtain prints only for the fingers that are accessible.

#### C. COMPLETING THE PROCESS

1. Once you have obtained the prints, leave the subject and the hospital room directly. Do not complete paperwork or review work in the hospital room. Do not perform any extraneous clerical functions in the hospital room.
2. Leave the area to complete paperwork. Complete paperwork in the hospital lobby or in the car before driving back.

#### D. ADDITIONAL NOTES:

1. Wear gloves at all times.
3. FLEs should refrain from being alone in a room with arrested persons. Arrange to have Officers or hospital staff in the room with you.
4. Bring minimal supplies, the less clutter the better. You want to be able to have a streamlined processed.
5. Watch the jewelry you are wearing, pens in your pockets, etc. This is the same as printing in-custodies at court. Remain cognizant of safety issues.
6. Do NOT get into conversations with the printing subject. For example, do not answer questions about their case, their charges, their medical condition, etc. If they are asking you to get their doctor, or anything like that, explain that you may be able to help once you've finished printing them.
7. Once you have the prints, leave immediately. Thank the subject, and exit the hospital facility.



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# A. ENTERING FACILITY AT USCMC JAIL WARD

|                                                          |                                                                                                                                                                                                                                                                                                                              |                |                                                                                                                                                                                                    |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There are three main entry points to the USCMC facility. |                                                                                                                                                                                                                                                                                                                              | MAIN ENTRANCE  | The main entrance to the hospital is on State Street from Marengo Street, to the north. Check in at the main entrance desk and ask for directions to find your person.                             |
| EMERGENCY ROOM                                           | The emergency receiving area is at Britannia Street from Marengo Street, to the north. There is a security booth marked "Emergency Ambulance". Check in here. Proceed to small parking area. Park at cinder block wall, opposite sliding door entrance to emergency room, and away from parking area for ambulance vehicles. | LA COUNTY JAIL | The entrance for the hospital jail ward is a driveway just before Chicago street from Marengo street, to the north. At the driveway, you will see a high sign reading "Receiving - Central Plant." |

1. Stop at the guard booth on your right, about 50 feet down the main driveway.
2. From there, to your immediate left (east), is the large driveway gate (usually closed) marked "Authorized Personnel." There is a security camera high to the right, and an intercom to the left of the gate.
4. In a marked vehicle, the security camera viewer will generally auto-open the gate for you. If not, contact them via the intercom to identify yourself and state your business at the facility. Be aware they need to see you via the camera as well.
5. Once inside the gate, there is a small parking area. There may be a Sheriff's Deputy on duty there as well. Identify yourself and state your business at the facility.





B. PARKING AT NON-USCMC JAIL FACILITIES

1. Generally, you will be parking in the main hospital parking areas. Ask parking attendants where LAPD vehicles should park, without incurring parking fees.
2. Often, near the emergency room, there may be parking spaces reserved for police vehicles. Place the placard in the fingerprint kit in the dashboard. Be careful not to park in spaces reserved for emergency vehicles.



# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

Los Angeles  
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|                   |           |                                                     |           |
|-------------------|-----------|-----------------------------------------------------|-----------|
| SECTION: 246-P    |           | SUBJECT: Hospital Fingerprinting- Printing Subjects |           |
| Document<br>Date: | 3-04-2010 | Revision<br>No.                                     | 4         |
|                   |           | Release<br>Date:                                    | 6-21-2012 |
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## PROCEDURES

246.1 Fingerprint Identification Expert personnel shall wear Department issued identification per Department policy<sup>1</sup>. Fingerprint Identification Expert personnel shall wear Department issued identification inside every hospital facility while on duty.

246.2 In the hospital environment, especially while in the presence of in-custody personnel, and during the fingerprinting process, Fingerprint Identification Expert personnel shall remain cognizant of normal safety protocols for jail environments. These are similar to the protocols employed in other jail facilities and when fingerprinting in-custody subjects at court sites.

246.3 In the hospital environment, defer to the authority of hospital staff for access to the printing subject. In addition, defer to the authority of sworn personnel for access to the printing subject.

246.4 Subjects excluded from fingerprinting due to serious risk of blood borne pathogen exposure, airborne disease or due to being combative, must be documented on an Employee's Report, Form 15.07. The concerned Fingerprint Identification Expert submitting shall detail the incident and the elements that made the subject excluded from printing. The Form 15.07 shall include names and contact information of any witnesses present at the hospital. The Form 15.07 shall be submitted to the supervisor on duty as soon as possible upon return to office.

246.5 The Criminal Identification Section Exposure Control Plan is in compliance with Department Manual Volume 3/712.05 EXPOSURE TO CONTAGIOUS DISEASES.

246.6 Each Fingerprint Identification Expert is responsible to check the hospital booking kit supply bag before responding to a hospital booking request to ensure the necessary supplies and aids are available in the kit bag.

246.7 For additional procedures, see Procedural Notes, "Hospital Booking – Printing Subjects at USCMC LA County Jail" and "Hospital Bookings-Printing Subjects at NON-USCMC LA County Jail"

<sup>1</sup> Department Manual Volume 3/603.10



The following items shall be included in the kit bag for taking inked fingerprints at Hospital sites, including USCMC Jail Ward.

1. CIS "Procedures for Action Following Accident Involving City Vehicle" (3/17/2006)
2. LAPD dashboard placard for parking unmarked car in "police vehicles only" spaces
3. Metal fingerprint-taking spoons (2)
4. Ink pens (several, black ink)
5. Porelon ink pad
6. Fingerprint strips (several for left hand, several for right hand)
7. Blank criminal ten print cards
8. Gloves
9. Clean-up towlettes

|          |            |          |       |         |                 |          |
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**CHECKING-OUT/RETURN OF GPS – The GPS unit is kept in the LAFIS room, next to the "Hospital Booking Log Book."**

1. Prior to departure, if you are taking the GPS unit with you, initial the appropriate area of the "Hospital Booking Log Follow-Up Sheet."
2. Immediately upon return, return GPS unit to its basket in the LAFIS room. Complete the CIS "Hospital Booking Log Follow-Up Sheet", indicating return of the unit.

**TEMPORARY INSTALL OF GPS IN CITY VEHICLE**

1. Place unit securely so it does not obstruct the driver's view of the road, or interfere with vehicle operating controls such as steering wheel, foot pedals or transmission levers.
2. Do not place unsecured on the vehicle dashboard.

**SAFETY GUIDELINES**

1. Do not input destinations, change settings, or access any functions while car is in motion. *Stop driving in a safe and legal manner before attempting such operations.*
2. Do not become distracted by the unit while driving. Always be fully aware of all driving conditions.
3. Do not obstruct airbag field of deployment.
4. Make use of voice prompts for directional instructions while driving.

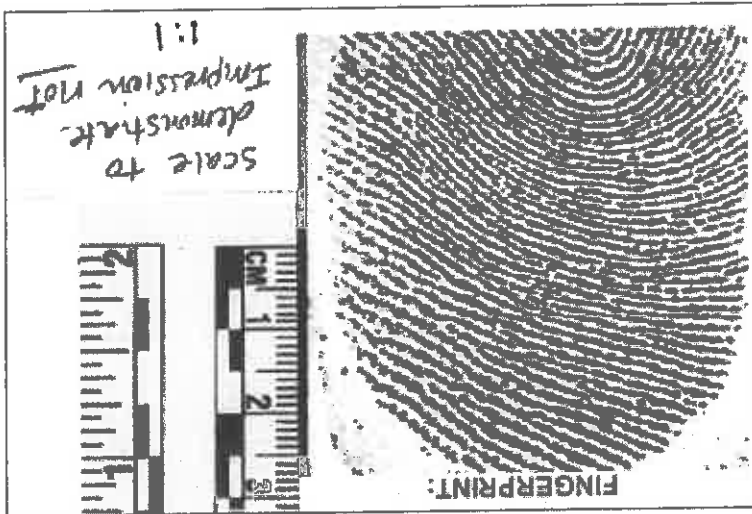
**OPERATING GPS**

1. Plug the power cable into the vehicle power outlet. The unit should turn on automatically, if it is plugged in and the vehicle is running.
2. If it does not turn on, press the power button located on top right hand corner of the unit. If necessary, touch "route" to get the unit started.
3. You will see safety warning statements regarding the use of the unit. Touch "agree".
4. Touch "where to", follow on-screen instructions, then touch "go".
5. Your route is marked with a purple line on the screen. As you travel, the unit guides you to your destination with voice prompts.

**NOTE:** When leaving the unit in the vehicle unattended, for security reasons, and to avoid heat and sun damage to the unit, store unit in the glove compartment or out of sight when leaving vehicle.

|          |                 |                |                         |          |
|----------|-----------------|----------------|-------------------------|----------|
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|----------|-----------------|----------------|-------------------------|----------|

|    |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Fingerprint impressions on digital records for the California Department of Motor Vehicles (DMV) retrieved via the CAL-PHOTO database system are fingerprint impressions that do not appear in a 1:1 aspect ratio on the printed document. They appear significantly larger than a true 1:1 impression.                                                                                                                 |
| 2. | The size of any friction ridge skin impression should not be manipulated prior to capture for search at BSC.                                                                                                                                                                                                                                                                                                            |
| 3. | For CAL-PHOTO DMV ITEMS, best practice is to scan the whole document via AFIS scanner in PDF format, at 600 PPI, 16-bit grey scale. <sup>1</sup> Capture of the impression only is at FIE discretion. <sup>2</sup>                                                                                                                                                                                                      |
| 4. | It is recommended to add a scale and to write next to the scale, "scale to represent impression NOT at 1:1 ratio". Ensure both scale and handwritten note are captured in PDF scan. If the FIE does not include scale (because impression is not 1:1), a note should be captured in PDF scan. (See example below.) Note and scale appropriate for both whole document scan and impression-only capture (if applicable). |



<sup>1</sup> These parameters allow for email file size.  
<sup>2</sup> Past practice has shown that a PDF of whole DMV document transmitted via email has been sufficient quality for BSC.



Criminal Identification Section  
OTHER FEDERAL DATABASES - PREPARING DMV IMPRESSION  
PROCEDURE NOTES 355.01

|       |          |                 |        |
|-------|----------|-----------------|--------|
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|    |                                                                                                                  |
|----|------------------------------------------------------------------------------------------------------------------|
| 5. | Assign the digital image the appropriate ITEM and case number per established procedure.                         |
| 6. | Follow established procedures for storage of digital images and submission of request to BSC.                    |
| 7. | CAL-DMV images should be emailed to <a href="mailto:LPU@dhs.gov">LPU@dhs.gov</a> for latent search. <sup>3</sup> |

<sup>3</sup> See SOP addendum items AD12 for BSC guidelines on emailing and mailing impressions

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure



|                                                                                                                              |                                                     |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| SECTION: 355                                                                                                                 | SUBJECT: Automated Search – Other Federal Databases |
| PURPOSE: In providing optimum service to Department personnel, to utilize all available resources to effect identifications. |                                                     |
| Document<br>Date: 8-26-2011                                                                                                  | Revision<br>No. 2                                   |
| Release<br>Date: 10-31-2011                                                                                                  | Pages: 1                                            |

GENERAL SCOPE/DESCRIPTION OF TASK: Over 100 million fingerprint records are available for search in the Department of Homeland Security (DHS) databases, including prints for criminal aliens, known and suspected terrorists, immigration violators, and more. While local, state and federal databases<sup>1</sup> currently accessed may be adequate to resolve issues of identity in most cases, searching databases available via the DHS is a valuable additional resource.

The Biometric Support Center West (BSC) is the West Coast DHS fingerprint center. The BSC supports law enforcement in identifying criminal suspects. Because access requires a specific written search request and technical specifications for fingerprint images, the Criminal Identification Section can act as a resource for Department personnel in assisting in the accurate preparation of impression images and coordinating with technical personnel at BSC.

Once available automated fingerprint search resources have been exhausted within the Department, the Criminal Identification Section can submit fingerprints for search in the above database by BSC forensic analysts. While it is not preferable to defer control of search and analysis of fingerprint impressions to another agency, the potential for increasing the number of identifications effected by accessing the additional database cannot be overlooked.<sup>2</sup>

Upon request, Criminal Identification Section staff may receive copies of the "hit" image from the automated search candidate list from BSC. This image may be retained for reference only, and such images would not be considered appropriate for use in the primary or verification comparison process. Criminal Identification Section staff shall not testify to the comparison conclusions of other examiners, including those made by BSC.

<sup>1</sup> Federal Bureau of Investigation fingerprint database via Universal Latent Workstation  
<sup>2</sup> See SOP addendum items AD10 and AD11 for additional reference

# CRIMINAL IDENTIFICATION SECTION Standard Operating Procedure

|                                                     |  |               |                 |
|-----------------------------------------------------|--|---------------|-----------------|
| SECTION: 355-P                                      |  | Document      | Date: 8-26-2011 |
| SUBJECT: Automated Search – Other Federal Databases |  | Revision No.  | 3               |
|                                                     |  | Release Date: | 5-22-2012       |
|                                                     |  | Pages:        | 3               |

## PROCEDURES

355.01 Document request for search in BSC automated system(s) on Receipt of Request/Comparison form, including assignment of a Section case tracking number.

355.02 Do not request IAFIS (NGI) search from BSC. Criminal Identification Section has access to this database.

355.03 Search all relevant systems accessible by the Criminal Identification Section not yet searched.<sup>1</sup> Available automated fingerprint search resources should be exhausted prior to the submission of a search request with BSC. Deviation from this procedure requires proper justification.

355.04 Print impressions prepared for search by Criminal Identification Section for forward to BSC are scanned at 1000 PPI in TIFF format with scale to represent 1:1 aspect ratio.<sup>2</sup> Deviation from these specifications requires proper justification. Capture of whole ITEMs or whole document page does not require same resolution, and shall be captured at less to save storage space. For example, at JPEG 600 PPI, or for less space, utilize PDF format 600 PPI, 16-bit grey scale.<sup>3</sup>

355.05

355.06

For each ten print card, the scanned image shall be assigned a distinct image number. Accompanying documentation shall describe image. Examples:

- LAPD ITEM A-1 CASE No. 123456

Ten print card 1000 ppi, no scale, TIFF

- LAPD ITEM A-2 CASE No. 123456

#6 Left Thumb, 1000 ppi, w/scale, TIFF

(NOTE: The above would apply for a document that had two separate single impressions on the same page, and both images were submitted for search.)<sup>4</sup>

single impression 1000 ppi, w/scale, TIFF

- LAPD ITEM B-2 CASE No. 789123

single impression 1000 ppi, w/scale, TIFF

- LAPD ITEM B-1 CASE No. 789123

For single finger image, the scanned image shall be assigned a distinct image number. Accompanying documentation shall describe image. Examples:

<sup>1</sup> Relevant systems determined by case specifics. Normal progression of database search is County, State, then FBI. Supporting documentation required for additional searches to WIN or surrounding NEC databases.

<sup>2</sup> Minimum PPI requirement for BSC is 500 PPI, JPEG or TIFF formats

<sup>3</sup> See SOP 355.01 Procedural Notes "Other Federal Databases- Preparing DMV Impression"

<sup>4</sup> Images on document shall be marked with corresponding item numbers.

|                             |                                                     |                             |             |  |
|-----------------------------|-----------------------------------------------------|-----------------------------|-------------|--|
| SECTION: 355-P              | SUBJECT: Automated Search – Other Federal Databases |                             |             |  |
| Document<br>Date: 8-26-2011 | Revision<br>No. 3                                   | Document<br>Date: 5-22-2012 | Pages:<br>3 |  |

355.07 In a photo shop folder, create an interior folder and name it with the Criminal Identification Section case tracking number for the comparison request. Put all the images scanned for one case in the same case tracking number folder.

355.08 Save case folder to DVD/CD disc. Label DVD/CD disc with Criminal Identification Section case tracking number and the request date. The DVD/CD disc will be retained with case file.<sup>5</sup>

355.09 Print out the PDF version of BSC West "Search Only Field Request" form<sup>6</sup> and complete thoroughly.

- Agency case number = Criminal Identification Section Case Tracking Number
- Detective (or requester to CIS) information under "case synopsis" line

355.10 Do not send original evidence. Do not send original inked ten print card. Original ten print images as generated from automated archive(s) are permissible to distribute.

355.11 Do not request to enroll any search image in the BSC unsolved database unless the case qualifies under specific criteria as outlined by the BSC. These criteria should be defined by the Detective or requesting personnel.

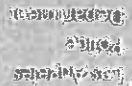
- high profile
- wanted person
- criminal alien

355.12 Email the "Search Only Field Request" form as a PDF file to the BSC with TIFF or PDF images for search to [LPJ@dhs.gov](mailto:LPJ@dhs.gov) (for latent search) and [AFIS@dhs.gov](mailto:AFIS@dhs.gov) (for other search).<sup>7</sup> All images must be emailed, never faxed, to BSC for search. If images are too large for email, see section 355.14 below.

<sup>5</sup> Cogent drives are CD "read only", so from a Cogent workstation it may require a 2-step process to transfer images to CD. Using Cogent workstation, save files to jump drive. Using LAN workstation, transfer files from jump drive to CD disc. BSC does not accept images on jump drives. See SOP Procedural Notes 355.01 "Other Federal Databases- Preparing DMV Impression" for submitting impressions involving CAL-DMV documents.

<sup>6</sup> SOP addendum item AD9

<sup>7</sup> See SOP addendum items AD12 for BSC guidelines on emailing and mailing impressions



|                   |           |                                                     |   |                   |           |        |   |
|-------------------|-----------|-----------------------------------------------------|---|-------------------|-----------|--------|---|
| SECTION: 355-P    |           | SUBJECT: Automated Search – Other Federal Databases |   |                   |           |        |   |
| Document<br>Date: | 8-26-2011 | Revision<br>No.                                     | 3 | Document<br>Date: | 5-22-2012 | Pages: | 3 |

355.13 Do not include more than one subject on single BSC West "Search Only Field Request" form. If there are multiple subjects for single Criminal Identification Section case tracking number, complete a separate search request for each subject.

355.14 For image files too large for email, a disc can be prepared for mailing to BSC.<sup>8</sup> Make a disc copy from original retained in case file. Label the copy exactly as original is labeled, including the case tracking number. Print "COPY" on disc – to identify the copy disc as the duplicate.

355.15 All activity, scanning, mailing, communication with BSC, or other work performed shall be noted as case activity on the comparison request follow up sheet.

355.16 Although BSC results are sent to requestors and Criminal Identification Section simultaneously, the Criminal Identification Section comparison request shall be considered "open" until Criminal Identification Section has confirmed that the results have been received by the requestor or the case has otherwise been confirmed resolved by the requestor.

<sup>8</sup> See SOP addendum item AD12 for BSC guidelines on emailing and mailing impressions

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| SECTION: 400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SUBJECT: Training - Local Technical |
| PURPOSE: Training promotes accuracy in friction ridge identification work, and responsible reporting of results for effective and reliable service to the criminal justice system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |
| GOAL: To provide fair and equal technical training opportunities to all employees in CIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Coordination of training within CIS establishes the assignment of a Training Coordinator<sup>1</sup> within the Section.</p> <p>Local technical training is considered any class, conference, seminar, or lecture, pertaining to the forensic field that is conducted within Los Angeles County.</p> <p>Local training may require mandatory or voluntary attendance. Training that is necessary to maintain or develop skills and knowledge directly relevant to the duties of the classification is made available to all employees, as disparity in training would not be appropriate. Classes that offer training in expanded forensic skills (e.g. latent print development, crime scene, etc.), and also support the promotional ladder to the Forensic Print Specialist position, are offered on a voluntary attendance basis.</p> <p>Training is a primary duty assignment and the employee must make all necessary arrangements accordingly. It is the employee's responsibility to attend training as scheduled and arrive on time. Attendees may be required to convey training materials in a formal presentation for CIS staff upon return.</p> <p>All technical training is conducted and attended in accordance Department guidelines and directives.</p> |                                     |

<sup>1</sup> See Section 410 "Training – Training Coordinator"

|                        |                                     |
|------------------------|-------------------------------------|
| SECTION: 400           | SUBJECT: Training – Local Technical |
| PROCEDURES AS FOLLOWS: |                                     |

400.1 A sign-up sheet for training is posted on the training board (accessible to staff 24/7) prior to date of training.

400.2 The sign-up sheet will include the class title and dates of training. Whenever possible, exact class times and location will be made available as early as possible. However, training is usually conducted during normal day watch (business) hours.

400.3 400.4

#### REQUIRED TRAINING

- Attendance is mandatory for all employees
- Sign-up sheets are for date and location of training for employee to indicate preference
- Selections made to best accommodate employee preference
- Available seats divided equally between all watches as best possible
- Attendance voluntary basis only
- Selection is based on previous attendance
- Available seats divided between all watches as best possible

#### VOLUNTARY TRAINING

400.5 Section is notified of class attendees via e-mail prior to training.

400.6 Divisional Training Orders served per established Department and Divisional policy.

400.7 Employees are responsible to comply with directives of Training Order.

400.8 Upon return, employee must submit a copy of the training certificate to Training Coordinator for filing in Divisional Employee package.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SECTION: 405                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SUBJECT: Training - Travel Technical |
| PURPOSE: Training promotes accuracy in friction ridge identification work, and responsible reporting of results for effective and reliable service to the criminal justice system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |
| GOAL: To provide fair and equal technical training opportunities to all employees in CIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Travel technical training is considered any class, conference, seminar, or lecture, pertaining to the forensic field that is conducted outside Los Angeles County, in excess of 50 miles from employee's work and home site, <u>and</u> requiring an overnight stay. Travel may be funded by employee, by LACRIS, by LAPD, or other source.</p> <p>Travel training is conducted on a voluntary attendance basis. Travel training is approved based on its relevance to maintain or develop skills and knowledge directly relevant to the duties of the classification. CIS also recognizes the additional benefit of continuing education in supporting the promotional ladder to the Forensic Print Specialist position.</p> <p>Training is a primary duty assignment and the employee must make all necessary arrangements accordingly. It is the employee's responsibility to attend training as scheduled and arrive on time. Attendees may be required to convey training materials in a formal presentation for CIS staff upon return.</p> <p>All technical training is conducted and attended in accordance Department guidelines and directives.</p> <p>Relevant documents:</p> <ul style="list-style-type: none"> <li>• Employee Relations Bulletin "Travel Time" (03/19/2003)</li> <li>• Incident Management &amp; Training Bureau Notice "New Procedures for All Travel Authority Requests" (08/22/2008)</li> <li>• Records &amp; Identification Division Travel Agreement</li> <li>• Department Manual Sections: Volume 3/390.01-390.81</li> <li>• Personal Expense Statement – (Form Gen. 16)</li> <li>• Request for Travel Authority (LAPD form)</li> </ul> |                                      |

|                        |                                      |
|------------------------|--------------------------------------|
| SECTION: 405           | SUBJECT: Training – Travel Technical |
| PROCEDURES AS FOLLOWS: |                                      |

405.1 A sign-up sheet for training is posted on the training board (accessible to staff 24/7) prior to date of travel. The sign-up sheet will include the travel event and dates of training.

#### VOLUNTARY TRAINING

- 405.2
- Attendance voluntary basis only
  - Selection is based on previous attendance
  - Available seats divided between all watches as best possible

405.3 Section is notified of travel attendees via e-mail prior to training.

405.4 405.5

#### EMPLOYEE/TRAVELER RESPONSIBILITY PRIOR TO TRAVEL

- Ensure you possess completed Travel Authority signed by Captain of Training Division PRIOR to travel

#### TRAVEL COORDINATOR RESPONSIBILITY<sup>1</sup> PRIOR TO TRAVEL

- Review, sign, submit to Section Travel Coordinator all relevant travel documents
- Ensure you have complete understanding of all relevant travel documents
- Arrange your own hotel, flight, and training registration (as appropriate)
- Ensure no overtime is incurred with travel arrangements. Submit flight or other travel itinerary to Travel Coordinator several weeks prior to travel

- Complete Request for Travel Authority for each travel employee per Department policy
- Review all relevant travel documents with travel employee

<sup>1</sup> See Section 410 “Training – Training Coordinator”

|                        |                                      |
|------------------------|--------------------------------------|
| SECTION: 405           | SUBJECT: Training – Travel Technical |
| PROCEDURES AS FOLLOWS: |                                      |

405.6

4057

- |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>EMPLOYEE/TRAVELER RESPONSIBILITY POST TRAVEL</b></p> <ul style="list-style-type: none"> <li>• Within 5 days, complete travel expense for LAPD reimburse, submit original receipts</li> <li>• Within 5 days, for other reimbursement, confer with Travel Coordinator, submit original receipts.</li> <li>• Submit a copy of the training certificate to Training Coordinator for filing in Divisional Employee package.</li> </ul> | <p><b>TRAVEL COORDINATOR RESPONSIBILITY<sup>2</sup> POST TRAVEL</b></p> <ul style="list-style-type: none"> <li>• Submit travel expense or other paperwork for reimbursement on behalf of employee</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>2</sup> See Section 410 "Training – Training Coordinator"

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| SECTION: 410                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SUBJECT: Training – Training Coordinator |
| PURPOSE: The specific responsibilities of the FIC classification require specialized training that is not typically coordinated outside the Section. Consequently, the Section establishes an assignment to ensure the effective management of training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |
| GOAL: To ensure training is made available to all employees equally and fairly, and that transparency exists in the selection and attendance process for all training opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                          |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): The Training Coordinator is responsible for advertising available training, selecting training orders, processing travel authority requests, enforcing City, Department, Divisional, and Section travel and training policies, coordinating travel and training with LACRIS and other outside agencies, and other miscellaneous duties required to facilitate training.</p> <p>The Training Coordinator is a designated employee in a supervisory position and can be a rotating position.</p> <p>Relevant documents:</p> <ul style="list-style-type: none"> <li>• Employee Relations Bulletin "Travel Time" (03/19/2003)</li> <li>• Incident Management &amp; Training Bureau Notice "New Procedures for All Travel Authority Requests" (08/22/2008)</li> <li>• Records &amp; Identification Division Travel Agreement</li> <li>• Department Manual Sections: Volume 3/390.01-390.81</li> <li>• Personal Expense Statement – (Form Gen. 16)</li> <li>• Request for Travel Authority (LAPD form)</li> </ul> |                                          |

|              |                                          |
|--------------|------------------------------------------|
| SECTION: 410 | SUBJECT: Training – Training Coordinator |
| PROCEDURES:  |                                          |

The primary procedures for the Training Coordinator include, but are not limited to:

- Advertise available training so that all employees are equally made aware of the availability of the training
- Post sign-up sheet for available training prior to date of training
- Coordinate and liaison with LACRIS to arrange attendee list and class locations
- Notify Section prior to training of selected attendees
- Prepare and serves Divisional Training Orders prior to scheduled training per Department and Divisional policy
- Prepare and submits Request for Travel Authority for travel employees
- Ensure all relevant travel documents are signed and submitted by employees prior to travel
- Ensure employee travel will not incur overtime compensation
- Process travel receipts and coordinates reimbursement on behalf of employees, including liaison with LACRIS or other funding source.

410.1

410.2

The Training Coordinator is also responsible for maintaining the Section's Master Training Log, which tracks all training in the Section, and attendance of every employee.

# TRAINING – AUDIT (Quality Control)

| TRAINING TITLE                                                                        | DATE | LOCATION                |    |
|---------------------------------------------------------------------------------------|------|-------------------------|----|
|                                                                                       |      | COMMENTS                |    |
| SOP PROCEDURE                                                                         | DATE | IN COMPLIANCE WITH SOP? |    |
|                                                                                       |      | YES                     | NO |
| Sign-up sheet posted on training board.                                               |      |                         |    |
| List of selected attendees e-mailed to Section.                                       |      |                         |    |
| Additional training information e-mailed to attendees.                                |      |                         |    |
| Training Orders prepared and submitted to divisions Commanding Officer.               |      |                         |    |
| Attendees served Divisional Training Order.                                           |      |                         |    |
| Request for Travel Authority prepared and submitted to Continuing Education Division. |      |                         |    |
| Attendees served Department Travel Authority prior to travel.                         |      |                         |    |
| All required travel/training documents are signed and submitted prior to travel.      |      |                         |    |
| Original travel receipts submitted for reimbursement.                                 |      |                         |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| SECTION: 455                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SUBJECT: Supply Auditor |
| <p>PURPOSE: Certain supply items are specific to the duties of the FIE, and necessary for the daily functions of the Section. Supplies listed as "technical" are typically not considered regular office/clerical supplies, and therefore not maintained by the Divisional supply coordinator.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
| <p>GOAL: To ensure sufficient quantity and quality of supplies are available as needed to maintain functionality.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Maintenance of supply establishes the appointed position within FIE staff:</p> <ul style="list-style-type: none"> <li>• Supply Auditor</li> </ul> <p>The Supply Auditor is assigned on a rotating basis. It is the responsibility of the Supply Auditor to check inventory of supplies each deployment period (DP). The Supply Auditor shall ensure quantity and quality of all items is checked using the CIS Supplies Checklist. The CIS uses several perishable items and it is critical to check quality to ensure proper and efficient operation of items.</p> <p>Supplies inventory is assessed at least once each deployment period by Supply Auditor. The Supply Auditor submits completed CIS Supplies Checklist log to Supply Coordinator for every completed inventory assessment.</p> |                         |

|                        |                         |
|------------------------|-------------------------|
| SECTION: 455           | SUBJECT: Supply Auditor |
| PROCEDURES AS FOLLOWS: |                         |

455.1 The Supply Auditor assignment is reflected on the "CIS SUPPLY AUDITOR ASSIGNMENT CALENDAR".

455.2 The Supply Auditor is responsible to complete the CIS Supplies Checklist.

455.3 The Supply Auditor is responsible to sign-off on the "CIS SUPPLY AUDITOR ASSIGNMENT CALENDAR".

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| SECTION: 460                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SUBJECT: Supply Coordinator |
| PURPOSE: Certain supply items are specific to the duties of the FIE, and necessary for the daily functions of the Section. Supplies listed as "technical" are typically not considered regular office/clerical supplies, and therefore not maintained by the Divisional Supply Coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| GOAL: To ensure sufficient quantity and quality of supplies are available as needed to maintain functionality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |
| <p>GENERAL SCOPE/DESCRIPTION OF TASK (Quality Assurance): Maintenance of supply establishes the appointed positions within FIE staff:</p> <ul style="list-style-type: none"> <li>• Supply Coordinator</li> </ul> <p>The Supply Coordinator is a designated employee in a supervisory position and can be a rotating position. The Supply Coordinator is responsible for ordering supplies through the Division Supply Coordinator.</p> <p>The Supply Coordinator determines technical supply orders based on usage, need, and required minimums. Order quantities and dates are documented on the CIS Supply Checklist by the Supply Coordinator, who also documents receipt of supplies into the Section on the CIS Supply Checklist.</p> <p>The Supply Coordinator documents all follow-up on the status of ordered supplies in the Status of Supply Orders log book.</p> |                             |

|                        |                             |
|------------------------|-----------------------------|
| SECTION: 460-P         | SUBJECT: Supply Coordinator |
| PROCEDURES AS FOLLOWS: |                             |

460.1 The Supply Coordinator assignment is responsible to follow-up on the status of ordered supplies on a regular basis, ensuring the timely receipt of supplies as best as possible.

460.2 The Supply Coordinator assignment is responsible to assign the Supply Auditor each DP, and to ensure the routine audit of supplies is performed.

CIS SUPPLY AUDITOR ASSIGNMENT CALENDAR 2010

460.01

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 3 FEB-MAR                                    |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 4 MAR-APRIL                                  |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 5 APRIL-MAY                                  |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 6 MAY-JUNE                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 7 JUNE-JULY                                  |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 8 JULY-AUG                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |      |     |     |     |     |  |
|-------------------------------------------------|------|-----|-----|-----|-----|--|
| DP 9 AUG-SEPT                                   |      |     |     |     |     |  |
| MON                                             | TUES | WED | THU | FRI | SAT |  |
| FIE Supply Auditor Assigned:                    |      |     |     |     |     |  |
| Supply Audit Completed <input type="checkbox"/> |      |     |     |     |     |  |
| DATE:                                           |      |     |     |     |     |  |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP10 SEPT-OCT                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 11 OCT-NOV                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 12 NOV-DEC                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|                                                 |     |      |     |     |     |     |
|-------------------------------------------------|-----|------|-----|-----|-----|-----|
| DP 13 DEC-JAN                                   |     |      |     |     |     |     |
| SUN                                             | MON | TUES | WED | THU | FRI | SAT |
| FIE Supply Auditor Assigned:                    |     |      |     |     |     |     |
| Supply Audit Completed <input type="checkbox"/> |     |      |     |     |     |     |
| DATE:                                           |     |      |     |     |     |     |

|     |     |      |     |     |     |     |
|-----|-----|------|-----|-----|-----|-----|
|     |     |      |     |     |     |     |
| SUN | MON | TUES | WED | THU | FRI | SAT |
|     |     |      |     |     |     |     |
|     |     |      |     |     |     |     |
|     |     |      |     |     |     |     |
|     |     |      |     |     |     |     |