Latent Print Section

Case AFIS Policy~~Case AFIS Policy~~~~Latent Print Method Template~~

1. Scope

This document outlines the policies regarding the use and operation of the Case AFIS system.~~XXXXXX~~

2. ~~Safety~~Quality Assurance

2.1   Personnel will be trained on how to use the system prior to use on case work. ~~XXXXx~~

2.2   Follow the manufacturer's instructions for operation. ~~XXXXX~~

2.3   For security reasons, Case AFIS should not be connected to the State of Maine network or the internet. Case AFIS is a portable, stand-alone unit.

2.4   A searched latent print that does not match a known on the candidate list does not mean the known is not amongst the knowns entered to search. There are several reasons a correlation is not made, such as the quality of the latent, quality of the knowns, and the search parameters entered. The prints are entered using the best possible parameters to achieve a quality candidate list. The parameters chosen are left to the discretion of the personnel performing the search.

2.5   A test print will be searched through the system at least semi-annually to ensure the system is operating properly. The searched test print must return its mated candidate in the top position of the match list. If this does not occur, then further testing may be required to determine the source of the discrepancy.

~~2.2~~   2.6   Case AFIS was designed and meant to be a tool for the current case that an examiner is working on, and not a permanent storage of case data. The hard drive will be wiped and re-imaged every year during the manufacturer's annual system upgrade. Any images searched through Case AFIS will be copies of originals.

3. Maintenance~~Section Title~~

3.1   The Case AFIS computer was originally received by the Latent Print Section on October 01, 2021.

~~3.1   XXXXXXXX~~

3.2   The annual maintenance agreement with the manufacturer (IDEMIA) includes a yearly update to all the software. No automatic updates should be allowed (e.g. Windows or anti-virus software). The computer should be shipped to the manufacturer yearly for these updates, which can take 2-4 weeks.

3.3 During the yearly update, the drive will be wiped and then re-imaged. Any image files or reports should be exported before the upgrade, if necessary.

3.4 The Case AFIS computer shall be connected to a surge protector to avoid any damage because of a power surge.

~~3.1.1 XXXX~~

3.5 Every effort will be taken to protect the computer from extreme heat or water damage. ~~XXXXX~~

4. Procedure

4.1 The Laboratory case number, or another identifying/trackable descriptor (e.g. OCME case number), will be used as the "Case ID" in the system.

4.2 Operation of the Case AFIS workstation will comply with all standard operating procedures set forth by the manufacturer.

4.3 All information about the functions and operation of the workstation are outlined in the User Manual and Quick Start Guide.

4.4 All cases are different. The search parameters are at the discretion of the personnel entering the case to be searched. Any parameters used to limit the search results (e.g. sex, pattern, orientation, etc.) will be documented.

4.5 There is no limit to how many times a latent print and/or known impression can be searched in a case. Personnel should consider multiple searches if warranted. Latent prints can be re-searched periodically if desired.

4.6 Case AFIS will automatically mark a candidate as an "IDENT" if the score is above a threshold (3500). This is a relatively arbitrary threshold. Hits are still possible when the score is less than this number. Even if the system automatically marks a candidate as a "NON-IDENT", it's still up to the examiner to verify the results.

4.7 The nature of Case AFIS is such that two or more copies of the same friction ridge detail can appear in the search results (e.g. f9 and s9, the rolled and slapped versions of the left ring finger). When this happens, only one of the copies of the friction ridge detail need be marked as "IDENT" in the search results.

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Page 2 of 3

Effective Date: 2/7/2023~~2/7/202310/23/2012~~

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~~3.1.2~~ 4.8   Case AFIS has annotation capabilities. If Case AFIS is used to annotate comparisons a copy of the annotation must be retained in the case folder. Additional annotations using Photoshop are optional.

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Page 3 of 3

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