



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### Latent Print Standard Operating Procedures

#### 5.1 AFIS / NGI

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#### **5.1.1 Scope**

This procedure outlines the steps for entering latent prints into the State of Tennessee's Automated Fingerprint Identification System (AFIS) and the Next Generation Identification (NGI) System. The AFIS database is housed and maintained by the Tennessee Bureau of Investigation. The NGI database is maintained by the Federal Bureau of Investigation.

#### **5.1.2 Evidence**

Identifiable latent fingerprints and/or latent palm prints (either submitted or developed in the laboratory) that have not been previously identified may be searched against the AFIS and NGI database. Impressions from unknown deceased individuals may also be searched against the AFIS and NGI databases.

#### **5.1.3 Limitations**

A latent print searched against the AFIS/NGI database may not yield a hit to an individual's known impressions that are contained within the database. This limitation may be due to the quality and clarity of the available known impressions in the database. Also, the area of the hand in which the latent originated may not be present on the known impressions available in the database.

#### **5.1.4 Instruments/Equipment**

Idemia BIS Latent Expert Workstation (LEW)  
Idemia BIS Review Station

#### **5.1.5 Performance check**

A test latent (finger and/or palm print) is searched against the AFIS and NGI databases weekly to verify that both systems are functioning properly. A logbook is maintained documenting the results of the search and any adjustments required.

A positive result (correct known impression appears in respondent list) indicates proper functioning.

A negative result (correct known impression does not appear in respondent list) indicates improper functioning and is addressed by the Idemia on-site technician.



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---

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---

#### **5.1.6 Procedure**

##### **5.1.6.1 Forward Search**

1. Enter latent print(s) into AFIS/NGI database as per Safran Morpho Morpho BIS Latent Expert Workstation User Guide. Refer to Appendix A for further instruction.
2. Assign each latent a fourteen (14) digit alpha/numeric case identification number using the following format: (lab/location-xx) (year-xx) (crime type-x) (county-xx) (latent #-xx) (last five digits of the case #-xxxxx).
3. Review the list of respondents to determine any possible AFIS/NGI hit(s).
4. If the AFIS/NGI search yields no hits, the latent(s) will remain in the system and additional searches will be conducted as new known impressions are entered into the database. The latent(s) will remain on file in the latent storage files for future comparisons.
5. An identification will not be made solely with the comparison on the screen; a qualified examiner will make any identification by comparing the latent print with the known impressions. Another qualified examiner will verify the identification.
6. The date of the search and the initials of the examiner who performed the search shall be documented in the case file.

##### **5.1.6.2 Reverse Search**

1. Known impressions that are submitted to the Tennessee Bureau of Investigation, not as evidence, are searched against the unsolved latent file (ULF).
2. A list of respondents is returned based on a system generated score. The respondent list will include scores higher than the threshold score predetermined by the Latent Print Unit. The list is then reviewed by a Latent Print Examiner to determine any possible AFIS hit(s).

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3. An identification will not be made solely with the comparison on the screen; a qualified examiner will make any identification by comparing the latent print with the known impressions. Another qualified examiner will verify the identification.

Note: Knoxville P.D., Chattanooga P.D. and Murfreesboro P.D. routinely search latent prints through the database and the results are displayed in each agency's individual queues. Per an MOU with the TBI, these agencies are required to maintain these queues. The TBI reserves the right to delete latents from other agencies queues if necessary. The agencies will be notified of any action the TBI Latent Print Unit takes to perform queue maintenance.

#### **5.1.7 Deletions**

Once a latent print has been identified, its image may be deleted from the AFIS database.

Unidentified latent print images will only be deleted with supervisor approval and completed by the supervisor or designee. (i.e expired statute of limitations)

Deletion records are kept within the Idemia software and can be accessed if needed.

#### **5.1.8 References**

Safran Morpho. June 2012. Morpho BIS Latent Expert Workstation User Guide. Version 2.0. Revision A .

Safran Morpho. March 2013. Morpho BIS Review Workstation User Guide Version 2.0 Revision B.