

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division



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### Latent Print Standard Operating Procedures 7.0 Case Documentation

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#### 7.1 Case File Documentation

The following information will be included in the case files completed by the Latent Print Unit:

1. A Request for Examination form
2. A Case Progress Worksheet

Note: The start date is the first date evidence is opened in the case. This date is documented in the examiner's notes. The start date in cases involving a reverse AFIS hit is the date of the hit. This date is documented on the match report. The end date for all cases is the date that the report is initially marked "draft complete" in LIMS. Any changes made to the report after this date will be documented in the "notes" section of the Case Progress Worksheet.

3. A Physical Evidence List
4. Exhibit Worksheet(s) on which the examiner describes evidence packaging, the types of procedures used or examinations conducted on each item of evidence, the date that procedure was used, and the results obtained
5. The report generated by the examiner upon completion of examination
6. Any additional pre-printed or handwritten pages of notes including photographs or photocopies necessary to document the examination including:
  - Analysis Documentation
  - Evaluation Worksheet
  - AFIS Worksheet
  - Report Results Worksheet
  - Comparison Software Printouts
  - AFIS/NGI Screenshot(s)
  - AFIS Match Report(s)
  - Forensic Image Request Form(s)
  - Photocopies of the front and back of applicable evidence such as latent lifts, known impressions, etc.

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- Photographs or photocopies of evidence submitted for processing and examination.

## 7.2 Report Writing

Upon completion of a case, the examiner's findings will be written on a Report Results Worksheet and entered into LIMS. Auto text codes may be used when applicable. Refer to Appendix B of this manual for a listing of auto text codes. The results shall be concise and clearly stated such that another qualified examiner can understand the conclusions and reasons for reaching those conclusions. A list of terms and definitions that qualify the significance and/or meaning of the conclusions will accompany each report. A draft report is then generated for review. After a draft, technical review, and administrative review is performed, a TBI Official Report is issued.

### 7.2.1 Examination Withdrawn

Cases found to be closed/disposed within the judicial system prior to the completion of testing require a TBI Official Latent Print Report. At any point after the request to withdraw the examination has been made, the examiner may stop their analysis. If full results are not available due to testing being incomplete, a modified report may be issued. The request type in LIMS should be changed to 'Request Withdrawn – Latent Print' and the modified report should state who withdrew the request (agency/name) and when (date). Evidence listed on this report may or may not be itemized, depending upon how far into testing the examiner was when the withdrawal request was made. Itemizing of the evidence indicates the contents of that exhibit were verified. Once the report is marked Draft Complete in LIMS, it will need to be technically and administratively reviewed following Latent Print Unit SOP 8.6. All worksheets, photographs, photocopies, etc. generated prior to ceasing analysis will be retained in the casefile.