



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

AFIS/NGI Entry

1. Log onto computer.
2. Log into AFIS
3. Select the "Latent" tab from the Application Bar
4. Click on the "Latent Expert" icon (ONE CLICK ONLY; double clicking can open a second window and can lock up the AFIS entry process) and Login
5. Click on "Add" at the top right tool bar (this creates a new case)
6. Enter a case ID
 - a. NA2304V8312345 (IDYYCTVCO5CASE)
 - i. ID = NA, JA, KX or KY, GA, SC, etc.
 - ii. YY = last two digits of the year
 - iii. CT = crime type (current crime type list also used for latent storage files)
 - iv. V = case type - Violent (V), Non-Violent (N), or Unknown deceased (U)
 - v. CO = county (*If searching an out of state case, substitute the originating state abbreviation in place of the TN county (SC, TX, etc.))
 - vi. 5CASE = last five digits of the case number
 - vii. For a performance check: QCMMDDCCYY0000
7. Select "OK"
8. Enter in the case descriptor information (MUST be entered for stat reports to print off)
 - a. Date of Crime (format: DDMMCCYY)
 - b. Category (V or NV)
 - c. Location (county)
 - d. Crime Type
 - e. Description Field (type examiner's initials)
9. To use camera:
 - a. Click on the "Infinity 2-3" icon from the lower left toolbar
 - b. Place the latent or photograph on the platform, adjust the lighting, and "Capture"
10. To import image from B: (LATENTS) drive:
 - a. Click on the "Add New Evidence From File" icon from the lower left toolbar
 - b. Under "Computer", select (<\\tbi.ad.state.tn.us\CIFS>) (B:)
 - c. At Login Prompt type:
 - Net\DH#
 - Password
 - d. Navigate to the specific folder that contains the image
 - e. Double click the image, and "Capture"
11. The next screen has the "reverse in direction" and "reverse in color" features present, but if not needed, select "Finish"
12. From "Base" (drawer on right side) – select "Add Latent"
 - a. Note: "Hovering" over the drawers will open them up in lieu of clicking on them
13. Adjust the red box and orient (double red lines are the top)



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

14. Box will turn to purple if enlarged to automatically denote a palm
 - a. If the box does not turn purple and the latent **IS** a palm this will need to be changed in step 17
15. Double click inside the box to prepare the latent for encoding
16. The toolbars/drawers on the right have a number of tools to use; the basics are:
 - a. "Create Area" (selects the area to be encoded)
 - b. "Auto Code" (computer generated minutia placement)
 - c. "Delete Area" (removes the preselected area)
 - d. "Add/Edit minutiae"
 - i. this must be selected to delete a minutiae; hover over the minutiae to delete, it will turn from green to blue, and right click to delete
 - ii. to add minutiae, click where the feature begins and drag in the direction of the feature
 - e. "Add/Edit core"
 - f. "Add/Edit delta"
17. From the bottom right box, select the hand location (fingers or palm) and pattern type (if known) (Must deselect "Unknown" before selecting a different pattern type)
18. Select "Searches" from the top left tree
 - a. Select latent to search (check the box next to the ID in "Multi-Latent Search" field)
 - b. Select databases to search (TPF/PPF, FBI Criminal LFFS, and FBI Civil LFFS)
 - c. Select "Yes" for "Add to FBI" (leave "No" for Unknown Deceased)
 - d. Select Orientation preferences (Search Parameters field)
 - e. Select "Submit" from the top right toolbar
19. Either "X" and "Save" OR select the "Back to Case Selection" icon to add another latent to search (Top Left tool bar, green arrow icon next to the trash can icon)
20. To add additional latents under the same case ID, repeat steps beginning with 10 and choose your next latent as many times as necessary. Each latent will be added under the same case ID as 001, 002, 003, etc. (Note: As long as your latents are entered in order, the AFIS number (001) should correspond with your L- #)
21. Log off the system

Reviewing Forward AFIS/NGI searches

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Click once on the "Home Page" icon (it is located under each tab – Latent, Tenprint, Manager, and Find)
3. Click on the "Latents" tab (upper left)-(To sort through the list, type your last name in "User" field in "Filter Details" at bottom left)
4. Click on the case ID (this will bring up the comparison screens)



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

5. Review each of the respondent IDs
6. "Non-ident" (red box in the upper right corner) is the default
7. In the event of an "Ident", click the "Non-ident" box to change it to "Ident" (green)
8. Click on the "Print Screen" icon on the Application Bar; Select printer and "OK"
9. Click on "Match Report" and select the print icon in the upper left corner; Select printer and "OK"
 - a. For NGI reviews, deselect "Tree View" to display respondent list
 - b. For NGI reviews, record the SCN located under latent "Show Element Descriptors" for later deletion
10. Once the respondents have been reviewed, click on "Save" in the lower right hand corner
11. If the search review is not complete, click on "Cancel" in the lower right hand corner
12. Record the AFIS/NGI ID, dates searched, reviews, hits, initials, and any notes on the AFIS/NGI Worksheet

Reviewing Reverse AFIS Searches

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Click once on the "Home Page" icon (it is located under each tab – Latent, Tenprint, Manager, and Find)
3. Log onto system
4. Double click on the "RVQ" (reverse fingers) or "PRVQ" (reverse palms) column at the bottom of the screen
5. Click on the "Date" column to sort by oldest date first
6. Click on the case ID (this will bring up the comparison screens)
7. Review the respondent IDs.
8. "Non-ident" (red box in the upper right corner) is the default
9. In the event of an "Ident", click the "Non-ident" box to change it to "Ident" (green)
 - a. **NOTE:** Any respondent "IDENT" will default to "Retain" for regional AFIS users to obtain any records from the database. These latents will need to be manually deleted.
10. Click on the "Print Screen" icon on the Application Bar; Select printer and "OK"
11. Click on "Match Report" and select the print icon in the upper left corner; Select printer and "OK"
12. Once the respondent(s) have been reviewed, click on "Save" in the lower right hand corner
13. If the search review is not complete, click on "Cancel" in the lower right hand corner
14. Checking the "Next" box enables the next search review to be brought up automatically; without checking the "Next" box, "Save" returns to the home page



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

Reviewing Reverse NGI Searches

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Click once on the "Home Page" icon (it is located under each tab – Latent, Tenprint, Manager, and Find)
3. Log onto system
4. Double click on the FBI-ULMQ (reverse fingers and palms) column at the bottom of the screen
5. Click on the case ID (this will bring up the comparison screens)
6. Review the respondent ID
7. "Non-Ident" (red box in upper right corner) is the default
8. In the event of an "Ident", click the "Non Ident" box to change it to "Ident" (green)
 - a. NOTE: Any respondent "IDENT" will remove the latent automatically from the NGI database
 - b. Deselect "Tree View" to display respondent list for printing
9. Click on the "Print Screen" icon on the Application Bar; Select printer and "OK"
10. Click on "Match Report" and select the print icon in the upper left corner; Select printer and "OK"
11. Once the respondent(s) have been reviewed, click on "Save" in the lower right hand corner

Printing Fingerprint or Palm Print cards from the AFIS Database

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Find" tab from the Application Bar
3. Click once on "Database Maintenance" icon
4. Select the "Find Known" tab located at the top left of your screen
5. Enter the SID number, Incident ID, or Name and Date of Birth and select "Search"
6. Click on the ID (under known search results) to pull up the fingerprints/palm prints
7. To bring up a second card (while keeping the first card active), click on the "Find" icon on the far left tool bar (it has binoculars on it)
8. Now a "Find 2" tab is created (located above the "Find Tenprint" and "Find Latent" tabs; you can now click on each tab to view separate cards (there is no limit to how many tabs you can pull up)
9. To close a tab, click on "close" in the bottom right corner of that tab screen



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

10. Click on the "Print Tenprint" icon (far left tool bar)
11. Select the card format (criminal, applicant, palm)
12. Select the printer "TBI LATENT ROOM" and select "Print"
13. Select "Close" to return to "Find Known" page
14. "Close" or "X" if finished

Printing Fingerprint or Palm Print Cards from the NGI Database (IRQ – Image Request Submission)

1. Double click the App Bar icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Latent" tab from the Application Bar
3. Click once on the "FBI Submit" icon
4. The "IRQ_display" tab should open by default (upper left)
5. Click on "Controlling Agency Identifier", enter the TBI lab number in the field, and select "OK"
6. Click on "Biometric Image Description", enter the FBI number in the corresponding field, and select "OK"
 - a. Name of Designated Repository – You may choose which database (repository) you would like searched (criminal, civil, or ULF). Only one repository at a time may be searched. It is defaulted to Criminal.
7. Click on "Submit" at the bottom right and then "Exit"
8. Go to the "Home Page"
9. Find the "ISRQ" (Image Submission Request Queue) column at the bottom and double click on the column.
10. Find your submission and click on the "ID". This will bring up the submission information (text).
11. Select "Complete" to remove the text from the queue. This will return you to the "Home" page.
12. Find the "IRRQ" (Image Request Response Queue) column at the bottom and double click on the column.
13. Find your submission and click on the "ID". This will bring up your fingerprint or palm print card.
14. Click on the "Print Tenprint" icon (far left tool bar)



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

15. Select the card format (criminal, applicant, palm)
16. Select the printer "TBI Latent Room" and select "Print"
17. Select "Save" (bottom right) to remove the card from the queue or "Close" (bottom right) to keep the card in the queue. This will return you to the "Home" page.

Compare Records

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Latent" tab from the Application Bar
3. Click once on the "Compare Records" icon
4. For the left screen, select the "Person" tab (located at the top)
5. At the bottom in the "Fetch" field, type in an SID number and select "Person" as the ID type OR type in the incident number and select "Incident" as the ID type and click on "Fetch"
6. Select the specific finger or palm to compare
7. For the right screen, select the "ULF" tab (located at the top)
8. Type in the latent ID and click on fetch
9. For an Ident, click on "Verify" at the bottom of the page
10. Click on the "Print Screen" icon on the Application Bar
11. Close out of each screen when comparison is completed

Printing Reports

1. Double click the App Bar Icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Latent" or "Find" tab from the Application Bar
3. Click once on the "Central View" icon
4. At the top left, select the "Reports" tab (DO NOT explore in the "Systems Status" tab – this can be detrimental to various settings)
5. Select the report to print (Latent Match Report or Latent Palm Match Report)
6. Enter appropriate filter information
7. Select "Create Report"
8. Click on the report available (under "Create Report") then select the print icon in the upper left corner
9. "X" out of the report
10. Logout of Central View and "X" to close window



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

Deleting Fingerprints or Palm Prints from the AFIS Database

1. Double click the App Bar icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Find" tab from the Application Bar
3. Click once on the "Database Maintenance" icon
4. Select the "Find Unknown" tab located at the top left of your screen
5. Enter the AFIS number in the "ID Number" field
6. Click on the ID (under Unknown Search Results) to pull up the latent
7. Click on the "Delete Latent" icon on the left side tool bar and "Yes" to delete
8. Select "Close" (bottom right) to return to the previous page
9. If no more latents are to be deleted, select "X" to exit

Deleting Fingerprints or Palm Prints from the NGI Database

1. Double click the App Bar icon (this opens the Application Bar on the left side of your monitor)
2. Select the "Latent" tab from the Application Bar
3. Click once on the "FBI Submit" icon
4. The "IRQ_display" tab should open by default (upper left).
5. Click on the "ULD_display" tab.
6. In the "Attention Indicator" field, enter in the TBI lab number
7. Click on "Contributor Case Identifier Number"
8. In the "Contributor Case Prefix" field, enter in the exact extension of the latent to be deleted using a LOWER CASE letter (001-01-01b)
9. In the "Contributor Case Identifier" field, enter in the exact AFIS number using UPPER CASE letters (NA181900101234)
10. Select "OK" to return to the "ULD_display" page



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

11. In the "Subject Control Number" field, enter in the SCNA number of the latent to be deleted.

NOTE: The SCN is listed with the specific latent and should be recorded when reviewing the latent search. At the bottom of the latent image, select "Show Element", and choose "descriptors". Record the SCNA for later deletion.

12. Select "Submit" and "Exit"

Weekly Performance Check:

1. Performance check id is QCMMDDCCYY0000
2. Use a known finger and palm (if applicable) and perform steps of the AFIS/NGI entry procedure
3. Adjust/Check camera at this time (see Camera Adjustment procedure below)
4. Record information in AFIS log book. Note any adjustments or maintenance.

Camera Adjustment:

1. Select "**Infinity 2-3**" from the left side tool bar
2. Place a ruler on the platform or the Calibration Template provided by Morphotrak
3. Focus the camera and confirm the field of view is at 1.5" X 2" (to be at 1:1)
4. Right upper knob (on table) adjusts the backlight
5. Left upper knob (on table) adjusts the two side lights
6. Raise and Lower Buttons (on table) adjust camera height
7. Focus adjustment is the upper turning dial on camera
8. Adjust using steps 4 through 7 until the camera is in focus and the field of view is 1.5" X 2"

Keep plastic guard over buttons once camera is set in the proper position

Note any adjustments in AFIS log book

TN Counties:

- 01 Anderson
- 02 Bedford
- 03 Benton
- 04 Bledsoe
- 05 Blount
- 06 Bradley
- 07 Campbell
- 08 Cannon
- 09 Carroll
- 10 Carter
- 11 Cheatham



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

12 Chester
13 Claiborne
14 Clay
15 Cocke
16 Coffee
17 Crockett
18 Cumberland
19 Davidson
20 Decatur
21 Dekalb
22 Dickson
23 Dyer
24 Fayette
25 Fentress
26 Franklin
27 Gibson
28 Giles
29 Grainger
30 Greene
31 Grundy
32 Hamblen
33 Hamilton
34 Hancock
35 Hardeman
36 Hardin
37 Hawkins
38 Haywood
39 Henderson
40 Henry
41 Hickman
42 Houston
43 Humphreys
44 Jackson
45 Jefferson
46 Johnson
47 Knox
48 Lake
49 Lauderdale
50 Lawrence
51 Lewis
52 Lincoln



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

53 Loudon
54 McMinn
55 McNairy
56 Macon
57 Madison
58 Marion
59 Marshall
60 Maury
61 Meigs
62 Monroe
63 Montgomery
64 Moore
65 Morgan
66 Obion
67 Overton
68 Perry
69 Pickett
70 Polk
71 Putnam
72 Rhea
73 Roane
74 Robertson
75 Rutherford
76 Scott
77 Sequatchie
78 Sevier
79 Shelby
80 Smith
81 Stewart
82 Sullivan
83 Sumner
84 Tipton
85 Trousdale
86 Unicoi
87 Union
88 Van Buren
89 Warren
90 Washington
91 Wayne
92 Weakley
93 White



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Latent Print Standard Operating Procedures

Appendix A - AFIS/NGI

94 Williamson
95 Wilson