

Organization and Roles

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Organization and Roles

1 SCOPE/INTRODUCTION

- A. The Terrorist Explosive Device Analytical Center Scientific and Biometrics Analysis Unit is comprised of multiple disciplines; however, this document applies only to those assigned to the FBI Laboratory Friction Ridge Discipline as well as personnel in the Biometrics Analysis Section Latent Print Operations Unit and the Biometrics Analysis Section Latent Print Support Unit.
- B. The Latent Print Operations Unit, the Latent Print Support Unit, and segments of the Scientific and Biometrics Analysis Unit can be referred to collectively as the Latent Print Units or the FBI Laboratory Friction Ridge Discipline.
- C. A Physical Scientist/Forensic Examiner may be referred to as an examiner; a Physical Scientist (Non-Examiner) may be referred to as a technician; and a Supervisory Physical Scientist/Forensic Examiner may be referred to as a supervisor in this manual.

2 UNIT STATEMENTS

2.1 Latent Print Operations Unit

The goal of the Latent Print Operations Unit is to:

- conduct timely, high-quality, scientific examinations in the area of friction ridge print examinations;
- report results;
- provide expert testimony relating to these examinations in legal proceedings;
- provide training to the law enforcement community; and
- provide forensic field support to the law enforcement community on a national and international level.

2.2 Latent Print Support Unit

The goal of the Latent Print Support Unit is to ensure the quality and advancement of the Friction Ridge Discipline by providing tools, training, and support for investigative, humanitarian, and intelligence programs.

2.3 Scientific and Biometrics Analysis Unit

The goal of the Scientific and Biometrics Analysis Unit is:

- to conduct timely, high-quality, scientific examinations in the area of friction ridge print examinations, with a focus on cases associated with improvised explosive device investigations world-wide;
- to provide results and expert testimony relating to these examinations in legal proceedings; and
- to provide training and field support to the law enforcement community and other federal partners on a national and international level.

3 FRICTION RIDGE DISCIPLINE TECHNICAL LEADER

The Technical Leader for the Friction Ridge Discipline will oversee all technical operations for the Friction Ridge Discipline.

4 LATENT PRINT OPERATIONS UNIT ORGANIZATION

4.1 Unit Chief

- A. The Latent Print Operations Unit Chief is responsible for:
 - o the overall coordination of Latent Print Operations Unit case examinations, programs, budget, and
 - o interactions with internal and external partners.
- B. The Latent Print Operations Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for examinations, quality assurance, case reviews, safety, and Latent Print Operations Unit personnel issues.

4.2 Supervisory Physical Scientist/Forensic Examiners

- A. Supervisory Physical Scientists/Forensic Examiners are responsible for the daily operation of their respective teams, including the supervising, mentoring, and advising of examiners.
- B. Latent Print Operations Unit supervisors may also act as a designee to the role of Latent Print Operations Unit Chief, as needed.
- C. Supervisors may also perform the duties of an examiner, as appropriate.

4.3 Laboratory Manager

- A. With the exception of equipment and chemicals used by the Latent Imaging Team, the Laboratory Manager is responsible for Quantico Laboratory equipment calibration and maintenance, as well as procurement, reception, and storage of Quantico Laboratory chemicals and supplies, and coordinating appropriate services.
- B. The Laboratory Manager may also perform the duties of an examiner, as appropriate.
- C. Laboratory Manager duties can be performed by a supervisor or an examiner.

4.4 Major Incident Management Program Manager

- A. The Major Incident Management Program Manager is the unit manager for friction ridge discipline matters related to:
 - o managing and maintaining the infrastructure for the victim identification response;
 - o serving as the point of contact for deceased processing and associated antemortem/postmortem record requests; and
 - o providing worldwide technical, educational, and research support for disaster victim identification issues.
- B. The Major Incident Management Program Manager, under the supervision of the Latent Print Operations Unit Chief, ensures the coordination, implementation, and

maintenance of the Friction Ridge Discipline segment of the Quantico Laboratory Division Continuity of Operations Plan.

- C. The Major Incident Management Program Manager may perform the duties of an examiner or a supervisor, as appropriate.

4.5 Physical Scientists/Forensic Examiners

- A. Physical Scientists/Forensic Examiners are responsible for examining evidence, reporting results, testifying to results, and/or providing training.
- B. Examiners may also assist in Friction Ridge Discipline programs and initiatives.

4.5.1 Physical Scientists/Forensic Examiners Program Coordinators

Physical Scientists/Forensic Examiners may also coordinate designated programs in addition to their examiner duties. Program Coordinator areas include:

- Hazardous Evidence Analysis Team,
- Administrative Review,
- Major Case Management,
- Indian Country,
- Crime Scene Management,
- Cold Case Management,
- Case Flow Management, and
- Case Review Management.

4.5.2 Case Review and Case Flow Program Managers

- A. The Latent Print Operations Unit Case Flow Program Manager is responsible for case assignments for all Latent Print Operations Unit examiners.
- B. The Case Flow Program Manager acts as a liaison for the Latent Print Operations Unit with other Laboratory units and outside entities concerning case acceptance and other relevant topics.
- C. The Case Flow and Case Review Program Managers may also perform the duties of a supervisor, as appropriate.

4.6 Management and Program Analyst

A Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

5 LATENT PRINT SUPPORT UNIT ORGANIZATION

5.1 Unit Chief

- A. The Latent Print Support Unit Chief is responsible for:
 - the overall coordination of Latent Print Support Unit programs and budget;
 - oversight of latent print photography within the Latent Print Support Unit (known collectively as the Latent Imaging Team).

- coordination of training and proficiency testing of all FBI Laboratory Friction Ridge Discipline personnel; and
 - the implementation of new technologies.
- B. The Latent Print Support Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for quality assurance and Latent Print Support Unit personnel issues.

5.2 Supervisory Physical Scientist/Forensic Examiner

- A. A Supervisory Physical Scientist/Forensic Examiner is responsible for the daily operation of the Latent Print Support Unit, including the supervising, assisting, and advising of Latent Print Support Unit personnel.
- B. Supervisors may also perform the duties of an examiner or program manager, as appropriate.
- C. A Latent Print Support Unit supervisor(s) may also act as a designee to the role of Latent Print Support Unit Chief, as needed.

5.3 Supervisory Photographer

- A. A Supervisory Photographer is responsible for the daily operation of the Latent Print Support Unit Latent Imaging Team, including the supervising, assisting, and advising of Latent Imaging Team personnel.
- B. A Supervisory Photographer will act as the Laboratory Manager for all equipment and chemicals under Latent Imaging Team control.
- C. A Supervisory Photographer may also perform the duties of a photographer, if authorized.

5.4 Program Managers

- A. Program Managers are responsible for their respective program.
- B. A Program Manager may also perform the duties of an examiner, supervisor, or the Latent Print Support Unit Chief as appropriate.
- C. The Latent Print Support Unit programs include:
 - Next Generation Identification System,
 - Standards and Practices,
 - Technology Development,
 - Research,
 - Training,
 - Validation.

5.4.1 Next Generation Identification System Program Manager

- A. The Next Generation Identification System Program Manager is the discipline manager for all matters related to the Friction Ridge Discipline's use of the Next Generation Identification System to include:
 - provide procedures for the utilization of the Next Generation Identification System to ensure accurate and reliable search results;

- act as point of contact for questions regarding the Next Generation Identification System and Criminal Justice Information Services Division procedures; and
 - coordinate, test, evaluate, and implement new Next Generation Identification System software.
- B. Additionally, the Next Generation Identification System Program Manager works with the Criminal Justice Information Services Division to:
- coordinate non-traditional searching efforts,
 - support the sharing of latent and known images,
 - resolve Next Generation Identification System technical issues, and
 - coordinate the replacement and maintenance of hardware for the Next Generation Identification System.

5.4.2 Standards and Practices Program Manager

- A. The Standards and Practices Program Manager is the discipline manager for all matters related to FBI Laboratory and Friction Ridge Discipline quality assurance practices and procedures including:
- corrective actions and preventive actions;
 - deviations;
 - annual reviews;
 - internal and external audits;
 - proficiency testing; and
 - all other aspects of maintaining the accreditation of the Friction Ridge Discipline.
- B. The Standards and Practices Program Manager will assist with recommendations for initiating, suspending, or resuming operations of the unit, or individuals within the unit, based on impact to the quality system and work product.
- C. The Standards and Practices Program Manager may also act as a designee to the role of the Friction Ridge Discipline Technical Leader, as needed.

5.4.3 Technology Development Program Manager

- A. The Technology Development Program Manager is the discipline manager for all matters related to the use of digital technology in the Friction Ridge Discipline including:
- coordination, testing, evaluation, and implementation of relevant biometric technology;
 - liaison with the criminal justice community on all biometric and digital imaging issues and sharing procedures;
 - coordination and management of the operation of the digital imaging applications used by the Friction Ridge Discipline;
 - providing procedures for the utilization of the digital imaging applications to obtain best possible friction ridge/friction ridge print images; and

- coordination, testing, evaluation and implementation of new digital imaging hardware and software.
- B. The Technology Development Program Manager also assists with the coordination, testing, evaluation, and implementation of new Next Generation Identification System hardware and software and can offer support for the Next Generation Identification Manager role.

5.4.4 Research Program Manager

The Research Program Manager is the discipline manager for all matters related to research in the Friction Ridge Discipline including:

- developing and applying optimal science and technology through internal and external research and development projects;
- managing, coordinating, and directing all research projects in the Friction Ridge Discipline related to the science of friction ridge print examination;
- assisting with validation projects, as appropriate;
- liaising with internal research units and teams to ensure research projects are managed as planned; and
- acting as the point of contact for all friction ridge print-related research issues that arise from external sources.

5.4.5 Training Program Manager

The Training Program Manager is the discipline manager for all matters related to training in the Friction Ridge Discipline including:

- continuing education opportunities for discipline personnel;
- training discipline personnel to competency and making recommendations for qualification;
- developing and providing curriculum for training provided by discipline personnel;
- recruitment of personnel;
- reviewing applications to ensure that individuals meet requirements for hire; and
- making recommendations for conference presentations and attendance.

5.4.6 Validation Program Manager

The Validation Program Manager is the discipline manager for all matters related to validation in the Friction Ridge Discipline including:

- developing and prioritizing validation ideas;
- training Friction Ridge Discipline personnel on validation procedures;
- coordinating with personnel concerning existing and potential validation projects;
- providing input and guidance to individuals concerning existing validation projects;
- interpreting results and providing guidance on use of new or updated validation projects or plans; and
- serving as a liaison with other agencies and entities concerning validation projects and information.

5.5 Technical Specialist

A Technical Specialist serves as programmatic support to the Latent Print Support Unit with expertise in friction ridge examination, latent print processing, and/or searching of latent prints in automated systems.

5.6 Management and Program Analyst

A Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

5.7 Photographers

Photographers capture digital images of evidence and/or friction ridge prints and process digital images, as needed.

6 SCIENTIFIC AND BIOMETRICS ANALYSIS UNIT ORGANIZATION

6.1 Unit Chief

- A. The Scientific and Biometrics Analysis Unit Chief is responsible for:
 - o the overall coordination of Scientific and Biometrics Analysis Unit case examinations,
 - o programs,
 - o budget, and
 - o interactions with internal and external partners.
- B. The Scientific and Biometrics Analysis Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for examinations, quality assurance, safety, case reviews, and Scientific and Biometrics Analysis Unit personnel issues.

6.2 Supervisory Physical Scientists/Forensic Examiners

- A. Supervisory Physical Scientists/Forensic Examiners are responsible for the daily operation of their respective teams, including the supervising, mentoring, and advising of personnel.
- B. Supervisors may also perform the duties of an examiner, as appropriate.
- C. A Scientific and Biometrics Analysis Unit supervisor may also act as a designee to the role of Scientific and Biometrics Analysis Unit Chief in Friction Ridge Discipline matters, as needed.

6.3 Program Managers

- A. Program Managers are responsible for their respective program.
- B. A Program Manager may also perform the duties of an examiner or a supervisor, as appropriate.
- C. The Scientific and Biometrics Analysis Unit programs include:

- Biometrics,
- Case Flow,
- Technology/Laboratory, and
- Training.

6.3.1 Biometrics Program Manager

- A. The Biometrics Program Managers acts as the liaison between international and domestic interagency partners in the aspects of information sharing.
- B. The duties of the Biometrics Program Manager may be conducted by a unit supervisor or examiner.

6.3.2 Case Flow Program Manager

- A. The Case Flow Program Manager is responsible for case acceptance, assignment of cases, and other requests for information related to the Friction Ridge discipline for the Scientific and Biometrics Analysis Unit.
- B. The Case Flow Program Manager acts as a liaison for the discipline with other Laboratory units/disciplines and outside entities, including other FBI Divisions, concerning case acceptance and other relevant topics.
- C. The duties of the Case Flow Program Manager may be conducted by a unit supervisor, examiner, or Management and Program Analyst.

6.3.3 Technology/Laboratory Program Manager

- A. The Technology/Laboratory Program Manager is responsible for Huntsville Laboratory equipment calibration and maintenance, as well as procurement, reception, and storage of Huntsville Laboratory chemicals and supplies, and coordinating appropriate services.
- B. The Technology/Laboratory Program Manager oversees matters related to the use of technology at the Huntsville location including:
 - coordinating management of the operation of the digital imaging and technology applications used at the Huntsville Laboratory;
 - providing guidance for the utilization of digital imaging and other technology applications; and
 - coordination, testing, evaluation and implementation of new hardware and software.

6.3.4 Training Program Manager

- A. The Training Program Manager is responsible for Scientific and Biometrics Analysis Unit training matters including:
 - continuing education opportunities for the unit;
 - tracking of mandatory trainings;
 - tracking trainings and engagements; and
 - planning and implementing training events.

- B. In coordination with the Training Program Manager may also support the FBI Friction Ridge Discipline training program as needed.

6.4 Physical Scientists/Forensic Examiners

- A. Physical Scientists/Forensic Examiners are responsible for examining evidence (processing and/or Analysis, Comparison, and Evaluation examinations), reporting results, testifying to results, and/or providing training.
- B. Examiners may also assist in Friction Ridge Discipline programs and initiatives.

6.5 Physical Scientists (Non-Examiners)

Physical Scientists (Non-Examiners) are responsible for processing physical evidence. The position is not intended to testify.

6.5.1 Lead Physical Scientist

The Lead Physical Scientist is responsible for overseeing specialized laboratory functions that support the casework of the Laboratory Division, providing technical and operation guidance to Physical Scientists with the specific discipline, monitors metrics, and provides technical support to staff. The Lead Physical Scientist also acts as a Physical Scientist (Non-Examiner).

6.6 Management and Program Analyst

The Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

6.7 Contractors

- A. Contractors are employed on an as-needed basis and may perform Latent Print Examiner, Latent Print Examiner (Non-Testifying), Latent Print Technician, Management and Program Analyst, or administrative duties, as appropriate.
- B. Contractors are required to meet the provisions of the FBI Laboratory quality system, including successful completion of the appropriate training program, when applicable.

6.7.1 Latent Print Examiner/Latent Print Examiner (Non-Testifying)

- A. Latent Print Examiners are responsible for conducting Analysis, Comparison, and Evaluation examinations as well as automated searches.
- B. Latent Print Examiners (Non-Testifying) will only perform work intended to generate intelligence or develop investigative leads.
- C. Their work product is not intended for use in prosecutions.
- D. Neither position is intended to testify.

6.7.2 Latent Print Technician

- A. Latent Print Technicians are responsible for processing physical evidence.

B. The position is not intended to testify.

7 REVISION HISTORY

Revision	Issue Date	Changes
12	07/15/2021	<p>Minor punctuation, wording and formatting issues throughout document. Section 1, removed last two sentences of first paragraph, added Sections and removed position. Section 2.2, removed Major Incident Management. Moved Major Incident Management Program Manager from Latent Print Support Unit to Latent Print Operations Unit, added supervisor and examiner allowance and plan duties, and renumbered appropriately. Section 3.1.5, removed position. Section 3.2.1, moved plan duties to Operations Unit. Section 3.2.3, removed program reference. Section 3.2.3.2, added designee. Updated positions in Section 3.3.3. Section 3.3.2, added last statement.</p>
13	02/22/2022	<p>Updated format and title and reorganized/rename document sections.</p> <p>Section 1 - Scope/Introduction narrowed to specific document.</p> <p>Section 2.2 – Removed specific program names.</p> <p>Section 4.4 A – Modified scope of position.</p> <p>Section 5.1 A – Added oversight of latent print photography in unit.</p> <p>Section 5.3 C – Removed designee authorization.</p> <p>Section 5.4.3 B – Added hardware and designee authorization.</p> <p>Section 6.5.1 – Added new position.</p>