

Organization and Roles

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Organization and Roles

1 SCOPE/INTRODUCTION

- A. This document provides an overview of the Friction Ridge Discipline organization and roles involved in the quality system for the discipline operations unit (Latent Print Operations Unit) and support unit (Latent Print Support Unit).
- B. The Latent Print Operations Unit and the Latent Print Support Unit can be referred to collectively as the Latent Print Unit(s) 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 discipline documents.
- D. Latent Print Operations Unit Photography personnel as a group may be referred to as the Latent Imaging Team.

2 FRICTION RIDGE DISCIPLINE TECHNICAL LEADER

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

3 LATENT PRINT OPERATIONS UNIT ORGANIZATION

3.1 Unit Chief

The Latent Print Operations Unit Chief is responsible for the overall coordination of Latent Print Operations Unit activities and ensures adherence to FBI Laboratory and Friction Ridge Discipline quality requirements, as applicable.

3.2 Supervisory Physical Scientist/Forensic Examiners

Supervisory Physical Scientists/Forensic Examiners are responsible for the daily operation of their respective teams and may also act as a designee to the role of Latent Print Operations Unit Chief, as needed.

3.3 Supervisory Photographer

A Supervisory Photographer is responsible for the daily operation of the Latent Print Operations Unit photography team.

3.4 Physical Scientists/Forensic Examiners

Physical Scientists/Forensic Examiners are responsible for examining evidence, reporting results, testifying to results, and/or providing training, according to their job duties and authorizations.

3.4.1 Physical Scientists/Forensic Examiners Program Managers

Physical Scientists/Forensic Examiners manage the following programs:

- Administrative Review
- Biometrics Sharing
- Case Flow Management
- Case Review Management
- Cold Case Management
- Crime Scene Management
- Hazardous Evidence Analysis Team
- Indian Country
- Laboratory
- Major Incident Management
- Major Case Management

3.4.2 Case Flow Management, Major Incident Management, Case Review Management and Administrative Review Program Managers

- A. The Case Flow Management, Major Incident Management, Case Review Management and Administrative Review Program Managers may perform the duties of a supervisor, as appropriate.
- B. The Case Flow Management Program Manager may perform the duties of the Latent Print Operations Unit Chief.

3.5 Physical Scientists (Non-Examiners)

Physical Scientists (Non-Examiners) are responsible for processing physical evidence, reporting results, and/or providing training, according to their job duties and authorizations.

3.5.1 Lead Physical Scientist

The Lead Physical Scientist is responsible for overseeing specialized laboratory functions that support the friction ridge discipline casework of the Laboratory Division, providing technical and operational guidance to appropriate staff in Huntsville.

3.6 Photographers

- A. Photographers capture digital images of evidence and/or friction ridge prints and process digital images, as needed.
- B. Photographers may support other photography needs (forensic or otherwise) at the direction of Federal Bureau of Investigation personnel.

3.7 Administrative Specialist

An Administrative Specialist provides administrative support for the unit.

3.8 Contractors

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.

3.8.1 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 and their work product is not intended for use in prosecutions.

3.8.2 Latent Print Technician

Latent Print Technicians are responsible for processing physical evidence.

4 LATENT PRINT SUPPORT UNIT ORGANIZATION

4.1 Unit Chief

The Latent Print Support Unit Chief is responsible for the overall coordination of Latent Print Support Unit programs and ensures adherence to FBI Laboratory and Friction Ridge Discipline quality requirements, as applicable.

4.2 Supervisory Physical Scientist

A Supervisory Physical Scientist is responsible for the daily operation of the Latent Print Support Unit and may also act as a designee to the role of Latent Print Support Unit Chief, as needed.

4.3 Program Managers

- A. The Latent Print Support Unit programs include:
 - Next Generation Identification System
 - Research
 - Standards and Practices
 - Technology Development
 - Training
 - Validation
- B. A Program Manager may also perform the duties of the Latent Print Support Unit Chief or Supervisory Physical Scientist, as appropriate.

4.3.1 Standards and Practices Program Manager

The Standards and Practices Program Manager may also act as a designee to the role of the Friction Ridge Discipline Technical Leader, as needed.

4.4 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.

4.5 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 REVISION HISTORY

Revision	Issued	Changes
13	02/22/2022	Updated format and title and reorganized/renamed document sections. Section 1 - Scope/Introduction narrowed to specific document. Section 2.2 – Removed specific program names. Section 4.4 A – Modified scope of position. Section 5.1 A – Added oversight of latent print photography in unit. Section 5.3 C – Removed designee authorization. Section 5.4.3 B – Added hardware and designee authorization. Section 6.5.1 – Added new position.
14	02/03/2025	Document updated for transfers of personnel to Latent Print Operations Unit. Document updated to remove extraneous information and consolidate remaining information.