

Case Acceptance

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Case Acceptance

1 PURPOSE/SCOPE

- A. These procedures apply to Friction Ridge Discipline personnel who initially receive requests for examinations.
- B. Examinations are considered to be both the processing of evidence and the comparison of prints.

2 CASE ASSIGNMENT

- A. A case is assigned to a single employee and other employees may conduct examinations in that case, as applicable.
- B. Latent Print Operations Unit and the Latent Print Support Unit Supervisors, select Program Coordinators, and Program Managers are not routinely assigned cases, unless circumstances require the assignment.

3 RE-EXAMINATION REQUESTS - PROCESSING

- A. Examinations may be conducted on previously processed evidence; however, examinations will be limited to those examinations that are not affected by the previous processing.
- B. Personnel may contact a contributor or other individuals concerning prior processing.

3.1 Drug Evidence

- A. If the contents of drug related evidence may interfere with the requested latent processing examinations or pose a hazard to personnel, the individual may remove the contents from the packaging or return the evidence to the contributor for the contents to be removed.
 - 1. Any contents removed will be tracked and noted in the FBI Laboratory File.
 - 2. Examples include removing pills or capsules from a container or returning a drug package containing a large amount of powder.

4 RE-EXAMINATION REQUESTS – COMPARISON

Any exceptions to the requirements below may be granted only in writing by the Laboratory Director or the appropriate designee as stated in the FBI Laboratory Handbook of Forensic Services.

4.1 Non-Terrorist Explosive Device Analytical Center Cases (Manual and Automated)

- A. In any non-Terrorist Explosive Device Analytical Center case in which manual comparisons have been conducted and reported by another agency, the same exact comparisons will not be repeated.
- B. Due to the variables involved in automated searching, any unidentified prints previously searched in any automated system may be searched again.

4.2 Terrorist Explosive Device Analytical Center Cases (Manual and Automated)

The re-examination of Terrorist Explosive Device Analytical Center case comparisons will adhere to Laboratory requirements for re-examinations as stated in the FBI Laboratory Handbook of Forensic Services or FBI Laboratory practices.

4.3 Re-Examination of Previous FBI Examinations

A Friction Ridge Discipline examiner may re-examine a previous FBI examiner's work if the re-examination meets the needs of the unit or the case. Examples of this include:

- when an examiner is asked to testify in a case in which a former examiner performed comparisons,
- when a corrective action requires re-examination, or
- when a case is re-assigned to an examiner and comparisons were conducted by another examiner.

5 NON-FBI CONTRIBUTORS

- A. Examinations and/or services will not be conducted for laboratories or agencies that have the capability of conducting the same examinations except in cases that meet the Laboratory requirements as stated in the FBI Laboratory Handbook of Forensic Services, FBI Laboratory practices, or when the evidence is submitted to the FBI Laboratory for forensic examinations in other units.
- B. Due to the variables involved in automated searching, any unidentified prints previously searched in any automated system may be searched again regardless of the capability of the original agency.
- C. Any other exceptions may be granted only in writing by the Laboratory Director or by the appropriate designee.

6 SHARING IMAGES WITH OUTSIDE AGENCIES

Notifications received as a result of an identification made through sharing efforts with an outside agency may be compared without approval.

7 REQUIREMENTS FOR SUBMITTED NON-ORIGINAL LATENT EVIDENCE

- A. Examiners should obtain substrate information.
- B. Knowledge of the substrate is useful for the Analysis, Comparison, and Evaluation process; however, not knowing the substrate does not prevent an examiner from properly conducting the process.
- C. When conducting examinations on non-original submitted latent evidence, personnel will proceed with the expectation that the information provided is a true and accurate representation of the original, unless otherwise indicated.

7.1 Digital Images of Latent Friction Ridge Prints and Friction Ridge Skin

- A. Any digital image, including digital images of actual friction ridge skin, submitted to the FBI Laboratory may be accepted for examination.

- B. Personnel may reject an image for examination if the file properties negatively impact the quality of the print(s) or skin appearing in the image(s) such that the friction ridge detail cannot be reliably analyzed.
 - 1. For rejected images, personnel will communicate to the contributor what could potentially assist with future submissions (e.g., higher resolution, uncompressed file).

8 REQUIREMENTS FOR SUBMITTED INTENTIONALLY RECORDED PRINTS (ORIGINAL AND NON-ORIGINAL)

- A. Intentionally recorded prints are defined as any friction ridge print(s) collected under controlled conditions.
 - 1. Examples include a fingerprint card, a single inked fingerprint on a cashed check, or a set of major case prints.
- B. The source (e.g., name, biographical information), if known, must be included in the FBI Laboratory File.
- C. See *Unknown Deceased* (FRD-381) for information on submissions of unknown deceased prints.

8.1 Standard Intentionally Recorded Prints

Standard intentionally recorded prints are preserved on conventional cards or strips (with the exception of major case prints captured on plain paper). Examples include:

- applicant or criminal ten print cards recorded via ink or digital means such as live scan,
- ten prints recorded on a fingerprint strip, or
- major case prints recorded via ink or handprint on cards or plain paper.

8.2 Non-Standard Intentionally Recorded Prints

- A. Non-standard intentionally recorded prints are captured using non-conventional methods or on non-conventional documents. Examples include:
 - casting and adhesive methods,
 - ten prints or palm prints recorded on plain paper, or
 - single prints captured via ink, chemical, or digital means on items such as checks, ledgers, government forms, and applicant forms
- B. Non-standard intentionally recorded prints may be treated as standard intentionally recorded prints with supervisor approval recorded in the FBI Laboratory File.

8.3 Non-Original Intentionally Recorded Prints

- A. Non-original intentionally recorded print(s) examples include a photocopy of a fingerprint card, a digital file of a single fingerprint on a driver's license, a digital printout of a fingerprint card, or a photocopy of a single fingerprint on a notary page.
- B. When conducting examinations on non-original submitted intentionally recorded prints, personnel will proceed with the expectation that the information provided is a true and accurate representation of the original, unless otherwise indicated.

9 SUPPORT FOR THE CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

- A. Examiners providing support for the Criminal Justice Information Services Division (e.g., identity validation) will follow procedures and recording requirements established for and by the Criminal Justice Information Services Division and those relevant paragraphs of the *Examining Friction Ridge Prints* document (FRD-500) and the *Next Generation Identification System* document (FRD-600).
- B. An initial Electronic Communication will be generated for the support request detailing the scope and pertinent details, such as result dissemination.
- C. Assignment of FBI Laboratory numbers and generation of FBI Laboratory reports are not required for such requests, and relevant supporting records will be retained.

10 REVISION HISTORY

Revision	Issued	Changes
10	02/22/2022	Updated Format and reorganized sections. Section 5.1 – added drug evidence guidance. Section 9.1 – supervisor approval for image rejection removed. Section 10.1 – Added definition. Section 10.2 – Added definition.
11	08/15/2023	Remove Original Section 2 and renamed and streamlined current Section 2. Section 3 – Communication streamlined. Section 3.1 – Modified allowance for drug evidence. Section 4 – Added name of guidance document. Section 7.1 – Combined print and friction ridge skin images. Section 8-A – Removed example. Section 8.1 and Section 8.2 – changed definition for standard and non-standard intentionally recorded prints. Section 8.2-B – Added.