

Standard Operating Procedures for Non-Traditional Automated Searching

1 Scope

Prints may be searched outside of the traditional Next Generation Identification System. Due to the limitations of bulk searching of Next Generation Identification System records or searches against non- Next Generation Identification System databases, appropriate documentation as required by the Latent Print Units Operations Manual, Standard Operating Procedures for the Next Generation Identification System, cannot be maintained. Therefore, any actionable results from these types of searches will be considered potential matches only, and will not be disseminated outside of the FBI Laboratory until the required examination documentation can be generated within the appropriate investigative case file.

These procedures apply to authorized personnel who are qualified to perform latent print comparisons, and who will screen the results from bulk searches or automated systems other than the Next Generation Identification System. The policy does not apply to the routine sharing of friction ridge prints as noted in the Latent Print Units Operations Manual, Standard Operating Procedures for the Next Generation Identification System.

2 Equipment/Materials/Reagents

The workstation consists of equipment and software provided and maintained by the Criminal Justice Information Services Division or other agency according to division or agency specifications and requirements.

3 Standards and Controls

Not applicable.

4 Sampling

Not applicable.

5 Establishment of Search Requirements

Prior to conducting searches outside of the traditional Next Generation Identification System, details of the search will be recorded within the case file. When not practical, such as with bulk searches, they can alternately be documented in an Electronic Communication. Details will include the customer, population or repositories of prints to be searched, parameters of the search, format of search results, and conditions under which comparisons will stop, if applicable. The Electronic Communication will be approved by the Technical Leader, appropriate Unit Chief(s), and the Next Generation Identification System Program Manager. The remaining Latent Print Unit Chiefs will be included on the distribution list.

6 Comparison of Search Results

Conclusions will be rendered according to the Latent Print Units Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints and will be performed only as a screening step. Due to the limitation on retaining examination records, identifications will be considered potential matches only, and will not be reported outside of the FBI Laboratory without further exploitation.

7 Exploitation of Results

7.1 Potential matches will be vetted to determine the appropriate next course of action based on classification, previous reporting, or ownership. Prints determined to have ownership outside of the FBI may require coordination with the owner of the record before any dissemination of results occurs. In these instances, the comparison may be returned to the owner to take action.

7.2 All potential matches to be released via the appropriate reporting will be re-compared by examiners to reach a definitive conclusion and all appropriate quality steps will be completed. All applicable examination records will be created and retained, and any reporting of results will follow the Latent Print Units Quality Assurance Manual, Laboratory Reports, Reviews and Retained Records or the Latent Print Units, Quality Assurance Manual, Alternate Methods of Communicating Results.

8 Calculations

Not applicable.

9 Measurement Uncertainty

Not applicable.

10 Limitations

Not applicable

11 Safety

Not applicable.

12 References

FBI Latent Print Units Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints, Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Latent Print Units Operations Manual, Standard Operating Procedures for the Next Generation Identification System, Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Latent Print Units Quality Assurance Manual, Laboratory Reports, Reviews and Retained Records. Latest Revision.

FBI Latent Print Units Quality Assurance Manual, Alternate Methods of Communicating Results. Latest Revision.

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Approval

Redacted - Signatures on File

Latent Print Operations
Unit Chief

Date: 12/11/2018

Latent Print Support Unit
Chief

Date: 12/11/2018

Biometrics Analysis Unit
Chief (Acting)

Date: 12/11/2018

Technical Leader

Date: 12/11/2018

QA Approval

Quality Manager

Date: 12/11/2018