



LATENT FINGERPRINT CASE MANAGEMENT POLICY

The Kentucky State Police Forensic Laboratory seeks to provide quality forensic results to Kentucky's criminal justice system. To be as effective and efficient as possible, the following case management policy was developed for all latent print submissions. Exceptions to this policy may be granted on a case-by-case basis in consultation with the Latent Print Supervisor.

To provide timely results for all agencies, the latent print section analyzes evidence in the order of submission. Rush requests impede the process; therefore, they will only be accepted on a limited basis for critically time-sensitive evidence. Consult with the Latent Print Supervisor regarding any rush requests. Latent print rush requests must pertain to:

- Significant public safety concerns regarding violent crime against a person(s); or
- A scheduled, approaching jury trial date (when the suspect is in custody).

General Considerations:

Latent fingerprint analysis will be performed for official state or federal criminal justice agencies within the Commonwealth, including but not limited to, the Kentucky State Police, local Police Departments, County Sheriff's offices, Kentucky Prosecutorial Offices, and the Department of Public Advocacy. Generally, analyses will be limited to criminal investigations.

Please note that processing techniques may destroy an item. Please note on the KSP-26 if nondestructive processing is necessary.

Please notify the latent print section if the analysis is no longer needed, as this allows the section to maximize time spent on active, ongoing cases.

Please note that additional time is necessary if analysis from multiple disciplines is requested of an item (e.g., touch DNA, firearms comparison).

If evidence is received, but is not deemed acceptable for analysis when opened, it will be returned with no analysis being performed. A report will be issued stating the reason for no analysis.

If an item is large (not easily packaged), the Latent Print Supervisor should be contacted before submission.

Crime scene response will only be performed on a very limited basis and must be approved by the Latent Print Supervisor.

Packaging Requirements:



Upon receipt, evidence items must be packaged to prevent loss, cross-contamination, and deleterious change. Please allow room when packing the evidence for it to be opened without compromising the item.

Potentially hazardous items must be packaged to ensure safe handling. Examples include:

- Glass, knives, guns, etc. should be packaged in boxes and secured to the box.
- Syringes rarely provide usable prints due to their limited surface area. Syringes will only be accepted on a case-by-case basis with approval from the Latent Print Supervisor. Any submitted syringes must be packaged in an appropriate “sharps” container.
- All evidence packages must have a proper seal and be initialed prior to submission.
- All liquid substances from any item(s) must be removed and the container dried prior to submission.
- Submission of image media on a CD/DVD should be limited to one case per CD/DVD.
- Drugs must be separated from their packaging for latent print processing. Items containing drugs should be submitted to the seized drugs section first and the packaging will be forwarded to the latent print section, separately, for analysis.

Refer to the Kentucky State Police Physical Evidence Collection Guide for more information on collection and packaging.

Submission requirements:

- For exemplar fingerprints to be compared to unknown latent prints found in the case, the subject/suspects listed on the KSP-26 must have at least.
 - State Identification Number (SID), OR
 - First Name, Last Name, AND
 - Date of Birth or Social Security Number.
- An item is expected to be comprised of one piece of evidence. If items are received packaged together, the number of items in the package will be the number of items submitted (e.g. a box contains a gun, a magazine and shell casing packaged together will be considered three items).

Exemplars:

- Exemplar-to-exemplar comparisons will not be performed, except for CODIS verifications.
- Known exemplar prints for elimination should be packaged separately from other items.



Evidence Items:

The types and number of evidence items accepted are dependent on the case type. Known standards will not count against the number of items that may be submitted. If a probative identification is not obtained from initial submission, additional submissions may be made. No further analysis will be performed on the remaining evidence if an identification is made.

The following items are known to have low probability of recovering latent fingerprints and will not be routinely accepted:

- Knotted baggie corners
- Miniature zip lock bags
- Ammunition / cartridges (live and spent, in cases not eligible for Recover)
- Rocks, stones, bricks, concrete blocks, or other similar masonry items
- Cigarettes or small handheld smoking devices
- Cords, ropes, and wires
- Clothing, cloth, fabric and leather items
- Coins/currency (does not include counterfeit paper currency)
- Glass fragments smaller than approximately one square inch
- Gloves (rubber, latex, or vinyl)
- Pens, pencils, or other writing instruments
- Rusted weapons / rusted metal instruments / tools
- Straws
- Small syringes
- Wood (non-finished). Wood items that have been treated to be non-porous may be submitted
- Item(s) that are covered in soot, dirt or other substance and does not have ridge detail visible
- Heavily textured items

When an item listed above is the only item in a case, contact the Latent Print Supervisor to discuss submission.

Cases eligible for Recover include major crimes involving shell casing no smaller than 10 mm or 0.40 caliber.

Photographs without a scale will not be examined.

Item Limits Per Submission:

Homicide/Murder/Manslaughter cases	10
Other Crimes Against a Person (Armed Robbery, Assault, Battery, etc.)	7
Any other criminal case	5



Friction Ridge Analytical Protocols

Printed copies are uncontrolled.

ID: 59204

Lift Card	10 = 1 item in the counts above.
Images	10 = 1 item in the counts above.

If multiple charges are listed, the highest charge will be used for the limit. Additional submissions are allowed once all eligible items, lift cards, and images previously submitted have been analyzed and no identifications were made.

If a latent print is known to belong to the individual collecting it, place an "X" on that latent print to eliminate it from analysis.

Up to 10 lift cards or images may be submitted, for any case type, and will count as one item within that submission. Additional items, lift cards, and images may be submitted once the previous submission's items, lift cards, and images have been analyzed and no identifications were made. For example, up to ten lift cards and nine items requiring processing will be allowed for a homicide. Ten lift cards and / or images (1 item) are the maximum number allowed for one submission.

Photographs of ridge detail should be shot with a scale in the frame and shot at the highest resolution attainable. The recommended minimum resolution is 1000 pixels per inch (400 pixels per centimeter) when the photograph is 1:1 scale.

The highest quality images should be submitted and note if there are duplicates of the same latent print. Only one image per photograph should be submitted. Additional images from a previously submitted photographed area will be accepted in the subsequent submissions if requested by the friction ridge examiner.

For all cases submitted via email, up to 10 images with a scale will be accepted. The highest quality images should be submitted. Generally, crime scene photos are not necessary.

References:

Indiana State Police Laboratory Division Physical Evidence Bulletin

Louisiana State Police Crime Laboratory Forensic Service Guide

Wisconsin State Crime Laboratory Bureau Latent Print Evidence Submission Guidelines