

## 12.350 AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS)

### **Reference:**

Standards Manual - 42.2.1

### **Definitions:**

**Value Quality** - Latent fingerprints containing ridge characteristics that may be identifiable for developed suspect(s). "Value Quality" latent fingerprints are not suitable for an AFIS search. Examples of "Value Quality" latent fingerprints would include palms, finger tips, or where determination of core/axis is not possible.

**AFIS Quality** - Latent fingerprints that contain suitable ridge quality, ridge count, number of minutiae [points], and where determination of core/axis placement is probable.

**No Value** - Latent prints lacking ridge characteristics necessary to form an identification.

**Registered** - Entered and retained latent fingerprints in AFIS.

**Elimination prints** - fingerprints and palm prints belonging to persons other than possible suspects.

### **Information:**

Criminalists trained as latent examiners will process any latent lift cards submitted by a law enforcement officer. The latent examiners maintain and operate the Department's AFIS at the Criminalistics Squad. The AFIS is capable of searching latent ridge detail from both fingers and palms.

The Criminalistics Squad will process articles or evidence for latent ridge detail upon request from a law enforcement officer. Any developed ridge detail will be examined for identification of the latent donor.

### **Procedure:**

#### A. AFIS Submission Requirements:

1. Criminalistics Squad will not accept latent lift cards without the required information.
  - a. Officers developing and lifting latent prints must provide the following information on the rear of the latent lift card:
    1. Date latent lift was completed.
    2. Title of offense from the Ohio Revised Code (ORC) or the Cincinnati Municipal Code (CMC).
    3. Complainant/victim's name

4. Location of offense
  5. Description of article and/or location of lift
  6. Officer's name, badge number, and telephone number.
- b. Criminalistics Squad personnel will attach a note indicating what information is incomplete or omitted. The requesting officer will pick up the latent lift card for correction.
2. Attach an Evidence Examination Worksheet (Form 457) to all latent print lifts. The submitting officer portion of the form must be completed. The Form 457 can be either printed or typed, but must be legible.
  3. Criminalistics Squad personnel may also process articles submitted for investigation.
    - a. Attach a Form 457 to all articles.
    - b. Attach a Property Receipt (Form 330) to all articles.
    - c. The Criminalistics Squad latent examiner is responsible for marking the pertinent information on lift cards or photographs when latent of "Value Quality" or "AFIS Quality" are developed from submitted evidence.
  4. Submit latent lift cards or articles to the Criminalistics Squad between 0800-1600 hours, seven days a week.
- B. Dispositions of Latent Lift Cards/Evidence:
1. "No Value" or undeveloped latent print submissions.
    - a. Criminalistics Squad will forward a copy of Form 457 to the submitting officer. The Criminalistics Squad will maintain care and custody of all submitted latent lift cards.
  2. "Value Quality" latent prints.
    - a. If the investigation is a felony or a misdemeanor offense:
      - 1) A latent examiner will compare the developed latent prints to all suspects (if any) and all elimination prints. Elimination prints do not include suspect prints.
      - 2) If there is no match with elimination fingerprints, the latent examiner will return the white copy of the Form 457 to the submitting officer's district/ section/unit. The Form 457 will state if the latent print is of "Value Quality."

- 3) The Criminalistics Squad will send submitted articles, from which they have obtained latent fingerprints, to the Court Property Unit.
3. "AFIS Quality" fingerprints.
    - a. If the investigation is any felony or misdemeanor offense:
      - 1) A latent examiner will compare AFIS quality latent prints to elimination prints and or suspect prints. Any AFIS quality latent prints(s) not matched to elimination prints or suspect prints will be searched in AFIS.
        - a) Following a search in AFIS, the latent examiner will return the completed Form 457 to the investigating officer with the results summarized and a request for elimination prints.
        - b) The investigating officer will submit elimination prints to the latent examiner within 14 days.
          - 1] The latent examiner will notify a Homicide Unit supervisor if elimination prints are not received within the 14 days. The Homicide Unit supervisor will contact the immediate supervisor of the investigating officer for follow up and resolution.
      - 2) The latent examiner will verify an AFIS hit. A second latent examiner will confirm all verified latent hits. The original latent examiner will document the results of an/all AFIS hits(s) on the submitted Form 457. The latent examiner will contact the investigating officer immediately following the confirmation of a verified match of a latent print. The completed Form 457 will be returned to the investigating officer.
      - 3) An "AFIS Quality" latent print without a hit will be registered in the Unsolved Latent File (USLF) in AFIS. The latent examiner will complete the submitted Form 457 documenting all relative facts in the narrative portion and return the completed form to the investigating officer.
  - C. Cases Involving Known Suspect(s)/Arrest(s):
    1. The latent examiner will contact the investigating officer if an identification of a latent print is not made. The examiner will request elimination prints from the investigating officer for further comparison.
      - a. The investigating officer will return the requested elimination prints to the latent examiner within 14 days of the request.

- b. The latent examiner will notify a Homicide Unit supervisor if the elimination prints are not received within the 14 days. The Homicide Unit supervisor will contact the investigating officer's immediate supervisor for follow up and resolution.
- c. The best practice for an officer submitting latent prints to the Criminalistics Squad would be to always submit elimination prints with the submission.