

**Department of Emergency Services & Public Protection
Division of Scientific Services
Latent Print Section**

LATENT PRINT PRE-SCREENING PROGRAM
(An Email Based Initiative)

Protocol & Submission Guidelines

Introduction

In an effort to expedite latent print examination returns, DSS will accept via email (for pre-screening purposes), latent prints developed at crime scenes that are of questionable quality. These are the cases where the investigator is not sure if the latent print that was developed should be discarded as worthless or sent to the lab for further analysis. By being able to screen and sort out latent impressions of no value prior to laboratory submission the following will be accomplished:

1. The investigator will receive an immediate decision as to the value of a questionable latent print. The program goal is a response of less than 24-hours.
2. Laboratory evidence intake time will be reduced by eliminating the submission of worthless latent prints.
3. Latent print examiner resources will be maximized by alleviating unnecessary paperwork.

Questionable Latent Print Quality Criteria

1. The case you are working on has resulted in the development of no more than 5-lifts or digitally photographed latent prints.
2. All of the latent prints you lifted or photographed are of questionable quality (less than 6 points). If **any** of the latent prints for the case you are working on appear to contain 6 or more points submit your case directly to the lab.

Protocol & Submission Guidelines

Call the latent print section supervisor for approval (203-694-6558 John Brunetti); you may call other staff if the section supervisor is unavailable.

Latent Print Section Staff:

John Brunetti, Section Supervisor 203-694-6558
Chris Grice, FSE1 203-694-6500
John Pleckaitis, FSE1 203-694-6509
Kevin Parisi, FSE1 203-694-6512
Larry Mazzola, FSE1 203-694-6513

1. Have the following information ready:
 - a. Your Case Number
 - b. Your department authorized email address. No personal email account addresses will be accepted.
2. Upon approval you will receive an email with your case number listed in the subject line. Your receipt of this email will be your confirmation that you are authorized to submit your latent print(s) for pre-screening review.
3. Reply to the email and attach the image of your latent(s) to the reply email.
4. Add any information you feel is important about your case to the body of the email along with your Name, Agency, and Contact Phone#.
5. Send the email.
6. You will receive a return email as to whether or not to submit your questionable latent print(s) to the laboratory for further review.

7. **No Value Response Disclaimer:** If a no value response is returned, it must be understood that the pre-screening evaluation is based on the attached file's image quality. If the image or images attached to the email do not accurately reflect the detail of the evidence in your possession, then you should submit the actual evidence to this laboratory for further review.

Preparing Your Latent Print for Email Submission

1. Physical lifts must be scanned or photographed.
2. Scanned lifts must be at least 1000ppi and saved as jpg images compressed not more than 30% or less than High Quality setting if using Adobe Photoshop.
3. Digital photographs of latent prints:
 - a. Use your camera's macro mode if available. *Note: Many cameras have to be zoomed out to wide-angle to achieve the closest possible image focusing.*
 - b. The latent print must occupy at least 1/3 of the camera's image frame or achieve at least 1000ppi resolution.
 - c. The photograph must contain a scale that shows inches or cm/mm.
4. Image file names must incorporate an itemized number of your latent impression or lift.
 - a. Examples: DCS00123, LP-1
DCS00123, Latent-1
DCS00123, Lift-1
DSC00123, Lift-1, LP-1
DCS00123, Lift-1, Latent-1

******The important thing is to be consistent with your labeling and file naming******

AFIS Entry Requires a Resolution of 1000ppi

1. Know your camera's image area in pixels

a. Nikon D300 Image Area (pixels)

(L) 4,288 x 2,848

(M) 3,216 x 2,136

(S) 2,144 x 1,424

2. Make a Template

- Using a piece of cardboard or plastic, cut out the proper dimensions for your camera's resolution at a scale of 1000 pixels per inch (round-off to the lowest closest inch for greater accuracy i.e. round-off 4,288 to 4-inches). The cutout area is called the **target area**.
- Place the template over the impression being photographed.
- As long as the complete image frame of your camera is within the **target area** and does not show or record any of the **border area** your images are at least 1000ppi or greater.

