



Latent Print Section
Procedure for Field Sampling
Comparative & Analytical Division



1. Scope

This procedure addresses the collection of known prints at a location other than the laboratory's business address, known as field sampling, with the purpose of subsequent comparative testing. In addition, this procedure delineates the safety requirements needed to be met by the stakeholder to conduct this field sampling service.

2. Requirements to Perform Field Sampling

- 2.1. HFSC is accredited by the American National Standard Institute (ANSI) National Accreditation Board and the Texas Forensic Science Commission (TFSC) and therefore must demonstrate compliance with the ISO/IEC 17025 standard and applicable ANAB supplemental requirements as well as the relevant portions of Article 38.01(2)(4), Article 38.35(a)(5), and Article 38.35 (a)(2) of the Texas Code of Criminal Procedure and Section 651.219 (b)(7), Section 651.219 (c)(2), and Section 651.219 (c)(3) of the Code of Professional Responsibility.
- 2.2. Latent Print examiners shall not perform examinations while at the courthouse, jury selection location (regardless of address), or any alternate location that prevents the examinations from being performed within HFSC's quality management system.
- 2.3. Latent Print examiners shall be subpoenaed **for the trial** prior to appearing at an agreed upon location for the purpose of collecting known record prints.
- 2.4. A time for the collection of prints must be set up a minimum of **20** calendar days prior to the subpoena **for testimony** date.
 - 2.4.1. **Exceptions to this must be approved by the Chief Operations Officer, HFSC General Counsel, and the Chief Executive Officer.**
 - 2.4.2. **Exceptions are requested through the Latent Print Manager or designee.**
 - 2.4.3. **The timeline for collection is the sole area of this policy that an exception may be requested on.**
- 2.5. Collection of the record prints shall not take place at the jail or in the holding cell as it poses a safety risk for the Latent Print examiner. The collection of prints shall take place during the working hours of 8am-5pm on weekdays. Once arriving at the location, the Latent Print examiner will not wait longer than one hour to collect the prints.
- 2.6. Latent Print examiner safety must be considered, always. Collection may be refused if any safety concerns are perceived to be present by the Latent Print examiner. All refusals should be documented and communicated to the requesting agency. Alternate arrangements can be agreed upon where appropriate.
- 2.7. Collection will only be performed for cases where the HFSC Latent Print Section has previously reported on comparison examinations.
- 2.8. Collection will not be completed for any Judgment and Sentencing packets.

3. Procedure for Field Sampling

- 3.1. Latent Print examiners shall follow the HFSC Quality Manual and section specific SOPs while providing forensic services at locations outside of HFSC's direct control.
 - 3.1.1. If a request for the collection of known prints is made a Latent Print examiner will respond to discuss time and location for the collection. If collection cannot occur due to circumstances outside of the Latent Print examiner's control, this shall be documented as part of the case record.



- Collection can be rescheduled; however, rescheduling must allow for an appropriate amount of time for the examiner to complete the requested services.
- 3.2. Latent Print examiners are required to respond to the collection site with the appropriate equipment to include the fingerprint kit and fingerprint cards. A copy or multiple copies of this standard operating procedure should also be printed in hardcopy and be available for distribution at time of collection of known prints.
- 3.2.1. The known prints must be collected while in the presence of the assigned Assistant District Attorney, and/or Defense Attorney. Who is present at the time of collection will be documented.
- 3.2.2. The record prints shall be collected from the defendant ensuring prints are of reasonable quality and suitable for comparison. If multiple known prints are collected (or partially collected) all will be retained as part of the case record.
- 3.2.3. A form of identification of the defendant should be provided/utilized. Forms of identification include a driver's license, identification card, jail bracelet, etc. The Latent Print examiner should document what form(s) of identification were provided. If none are available, documentation of that should be noted in the case record.
- 3.2.4. If possible, the Latent Print examiner should have the defendant sign the collected known prints.
- 3.2.5. Once the known prints have been collected, they will be maintained in the Latent Print examiner's personal custody until which time they are brought to HFSC.
- 3.3. This is a non-statistically based method, and the sampling plan includes the printing and collecting of the defendant by Latent Print examiners that have demonstrated the knowledge skills and abilities needed to complete this service.

4. Testimony Limitations

- 4.1. The Latent Print examiner shall only testify to the identity of the defendant whose prints were collected at the time of the field sampling service based on forms of identification such as a driver's license, identification card, jail bracelet, etc. which was previously documented in the case notes.

Wording Removed from Previous Versions

Clause	Wording Removed
2.9	Exceptions to this policy must be approved by the Chief Operations Officer, HFSC General Counsel, and the Chief Executive Officer.