



Latent Print Section

Latent Print Section Quality

Comparative & Analytical Division



1. Latent Print Section Quality SOP

1.1 Scope

- 1.1.1 This document details several specific measures taken to ensure quality by the Latent Print Section of the Houston Forensic Science Center (HFSC).

1.2 Responsibilities

- 1.2.1 The Latent Print Manager is responsible for:
 - 1.2.1.1 Managing staff, work processes, and latent print requests
 - 1.2.1.2 Ensuring adherence to the Latent Print Quality Program which includes but is not limited to the following:
 - 1.2.1.2.1 Technical and Administrative Reviews of casework.
 - 1.2.1.2.2 Quality Reviews of casework.
 - 1.2.1.2.3 Examiner and Processor training to include competency and proficiency testing.
 - 1.2.1.2.4 Latent Print Section document development, review, and management.
 - 1.2.1.2.5 Performance verification of equipment.
 - 1.2.1.2.6 Continual process improvement.
- 1.2.2 Latent Print Supervisors are responsible for:
 - 1.2.2.1 Technical and Administrative Reviews of casework.
 - 1.2.2.2 Quality Reviews of casework.
 - 1.2.2.3 Monitoring the performance of Latent Print personnel assigned to conduct TR/ARs.
 - 1.2.2.4 Assisting the Section Manager and Technical Lead in reviewing and managing latent print quality documents.
 - 1.2.2.5 Ensuring Latent Print personnel are following the HFSC and Latent Print Section policies and procedures.
- 1.2.3 Latent Print Technical Lead is responsible for:
 - 1.2.3.1 Technical and Administrative Reviews of casework.
 - 1.2.3.2 Quality Reviews of casework.
 - 1.2.3.3 Examiner and Processor training to include competency and proficiency testing.
 - 1.2.3.4 Latent Print Section document development, review, and management.
- 1.2.4 Latent Print Lead Processor is responsible for:
 - 1.2.4.1 Completing performance checks on laboratory equipment
 - 1.2.4.2 Assisting with creation and/or modification of Standard Operating Procedures (SOPs)
 - 1.2.4.3 Providing advice and direction to other latent print processors
 - 1.2.4.4 Identifying equipment and supply needs.
 - 1.2.4.5 Compiling purchase requisition forms for approval.
- 1.2.5 All Latent Print Examiners (LPEs) and Processors (LPPs) are responsible for:
 - 1.2.5.1 Adhering to all Latent Print Section procedures and policies.
 - 1.2.5.2 Supporting continuous process improvement by periodically reviewing Latent Print Section documents to detect procedural drift.



1.2.5.2.1 The documents chosen to be reviewed will be at the Latent Print Manager or designee's discretion.

1.2.5.3 Making recommendations for process improvements.

1.2.5.4 **Technical and Administrative Reviews of casework.**

1.3 Procedure

1.3.1 Technical Reviews, Administrative Reviews, and Quality Reviews will be recorded in the Laboratory Information Management System (LIMS).

1.3.2 The Latent Print Section Quality Program strongly depends on the TR/AR, QA/QC processes, and operates under the HFSC Quality Manual.

1.3.2.1 Technical/Administrative Review

1.3.2.1.1 The Latent Print Section will perform Technical and Administrative Reviews. See SOP Technical-Administrative Review.

1.3.2.2 Quality Review

1.3.2.2.1 The Latent Print Manager, Technical Lead, or designee will select one completed case from each examiner/**processor** quarterly and perform a Quality Assurance/Quality Control review.

1.3.2.2.2 The Latent Print Manager, Technical Lead, or designee will review the available case record materials during the Quality Review for administrative and technical accuracy.

1.3.2.2.3 A verification of compliance will be documented.

1.3.2.2.4 A QA/QC log will be maintained by the Section Manager, Technical Lead, or designee.

1.3.2.2.5 Quarterly QA/QC records will be maintained by the Latent Print Section Manager or designee. If a non-conformance is detected the Quality Division will be notified.

1.3.3 Proficiency Testing

1.3.3.1 All Latent Print Examiners and **Processors** will take annually an external or internal proficiency test.

1.3.3.2 Proficiency tests will be processed and examined in a manner that mirrors routine casework. All processes and analysis of proficiency tests will be documented in the case examiner's/processor's notes via the Laboratory Information Management System (LIMS) and digital imaging system.

1.4 References

Defense Forensic Science Center, *CILA LP 5.9 Latent Print Branch Quality*, 15 July 2014.

SWGFAST, *Glossary- Consolidated*, 09/09/03 Ver 1.