



Latent Print Section
Technical-Administrative Review
Comparative & Analytical Division



1. Technical/Administrative Review (TR/AR)

1.1 Purpose

1.1.1 Personnel conducting Technical/Administrative reviews are responsible for reviewing casework for technical and administrative accuracy prior to the report being released. The reviewer is responsible for evaluating that the case record fully supports the reported conclusions. The case record may include notes, documents, images, and other supporting documentation.

1.2 Definitions

1.2.1 A technical review shall be conducted on all case records. **A technical review is not synonymous with the verification phase of the ACE-V process nor does it necessarily include the re-examination of the images in the case.** At a minimum, a technical review shall consist of the following:

1.2.1.1 For latent print comparisons:

- Are the laboratory case number, item number, initials, and date on all items?
- Have all items been inventoried?
- Have all appropriate AFIS searches and/or latent comparisons been conducted?
- Have all AFIS searches been registered to the ULF as appropriate?
- Do file names for images retained within **the digital image management system (e.g. Mideo)** accurately reflect what is in the image?
- Have all appropriate examinations been conducted?
- Are the conclusions consistent across the case record and within accepted practices?
- Have all appropriate verifications been conducted and documented?
- Are both primary and verifier signatures on worksheet **and images** as needed?

1.2.1.2 For latent print processing:

- Have all processing techniques been conducted in the proper sequence?
- Have all appropriate examinations been conducted?
- Are all conclusions on the final report consistent with the case record?
- Have overall photographs been captured prior to processing of the packaging and items of evidence?
- Are the laboratory case number, item number, initials, date, and a scale captured within each photograph or scan of friction ridge detail?
- Do file names for images retained within **the digital image management system (e.g. Mideo)** accurately reflect what is in the image?
- Have all suitability determinations been checked on the physical evidence?

1.2.2 An administrative review shall be conducted on all case records. At a minimum, an administrative review shall consist of the following:



- 1.2.2.1 For both latent print comparison and latent print processing:
- Is the case record complete, accurate, and understandable?
 - Is all documentation free from any spelling and grammatical errors?
 - Does all documentation contain the laboratory case number and the examiner's initials?
 - Has a technical review been conducted?
 - Is the chain of custody complete and accurate?

1.3 Documentation

- 1.3.1 Any discrepancies will be annotated by the reviewer and communicated with the original examiner for corrections **utilizing a review DUI. Refer to the Quality Manual for further information regarding the review DUI.** Once corrections have been made and the case re-submitted for either TR or AR, the reviewer will indicate the corrections have been made by digitally signing in order to complete the review.
- 1.3.2 Once the reviewer(s) has completed the TR/AR and the requirements set forth in this document have been met, the reviewer(s) will digitally sign within the Laboratory Information Management System (LIMS).

1.4 References

- [1] Organization of Scientific Area Committees for Forensic Science (OSAC), Best Practice Recommendation for *Technical Review in Friction Ridge Examination*, Ver. 1.0 September 2019
- [2] Review DUI Guide – 12.29.2020 Houston Forensic Science Center, Qualtrax, Corporate Policies and Procedures