



Latent Print Section

Quality SOP

Forensic Analysis 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 Review of casework.
 - 1.2.1.2.2 Quality Reviews of casework.
 - 1.2.1.2.3 Examiner and Technician 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 Conducting or assign an examiner to conduct Technical/Administrative Reviews (TR/AR).
 - 1.2.2.2 Monitoring the performance of examiners assigned to conduct TR/ARs.
 - 1.2.2.3 Assisting the Section Manager in reviewing and managing latent print quality documents.
 - 1.2.2.4 Ensuring Latent Print personnel are following the HFSC and Latent Print Section policies and procedures.
- 1.2.3 All Latent Print Examiners (LPEs) and Technicians (LPTs) are responsible for:
 - 1.2.3.1 Adhering to all Latent Print Section procedures and policies.
 - 1.2.3.2 Supporting continuous process improvement by periodically reviewing Latent Print Section documents to detect procedural drift.
 - 1.2.3.2.1 Select documents will be reviewed by LPEs at least twice a year.
 - 1.2.3.2.2 The documents chosen to be reviewed will be at the Latent Print Manager's discretion.
 - 1.2.3.3 Making recommendations for process improvements.

1.3 Procedure

- 1.3.1 The Latent Print Section Quality Program strongly depends on the TR/AR, QA/QC processes, and operates under the HFSC Quality Manual.
 - 1.3.1.1 Technical/Administrative Review
 - 1.3.1.1.1 The Latent Print Section will perform Technical and Administrative Reviews. See Standard Operating Procedure FAD-LP-TR/AR.
 - 1.3.1.2 Quality Review



- 1.3.1.2.1 The Latent Print Manager or designee will select one completed case from each examiner/**technician quarterly** and perform a Quality Assurance/Quality Control review.
- 1.3.1.2.2 The Latent Print Manager or designee will review the available case record materials during the Quality Review for administrative and technical accuracy.
- 1.3.1.2.3 A verification of compliance will be documented using the appropriate technical or administrative review form.
- 1.3.1.2.4 A QA/QC log will be maintained by the Section Manager.
- 1.3.2 Proficiency Testing
 - 1.3.2.1 All Latent Print Examiners within the Latent Print Section will take an external proficiency test annually in latent print impressions.
 - 1.3.2.2 All examiners that perform Footwear/Tire Track Examinations will take an annual external proficiency test.
 - 1.3.2.3 All Latent Print Technicians and Latent Print Examiners performing evidence processing duties will take an annual proficiency test.

1.4 Records/Results

- 1.4.1 Technical Reviews, Administrative Reviews, and Quality Reviews will be recorded on the appropriate form or worksheet located in HFSC's document control system.
- 1.4.2 **Quarterly** QA/QC records will be maintained by the Latent Print Section Manager or designee. If a serious issue is detected, such as Erroneous Identifications, a Corrective Action/Preventive Action (CAPA) report will be documented as outlined in the HFSC Quality Manual.
- 1.4.3 Proficiency tests will be processed and examined in such a manner that mirrors routine casework. All processes and analysis of proficiency tests will be documented in the case examiner's/technician's notes via the Laboratory Information Management System (LIMS).

1.5 References

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

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