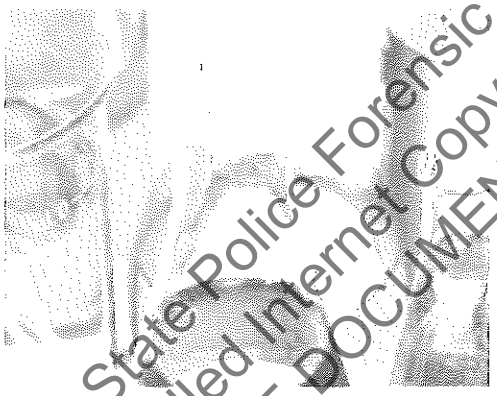
Idaho State Police
Forensic Services

Approval for Quality System Controlled Documents



Discipline/Name of Document: Latent Print Training Manual and Training Record

Revision Number: 3

Issue Date: 2/4/2008

APPROVED BY: Corinna C Ousley
Quality Manager

2/4/08
Date Signed

Latent Print Examiner Training Manual

Idaho State Police Forensic Services Latent Print Discipline

Rev. 3
Issued 2-4-2008
Issuing Authority: Quality Manager
Training Manual Latent Section

TABLE OF CONTENTS

Introduction of Training

Base training level for all Latent Print Examiners - minimum training requirements

A. All new latent print examiners will be assigned to another qualified latent print examiner who will act as their coach.

B. Students must pass written tests and/or practical exercises on required objectives.

C. Training usually lasts 1 1/2 to 2 years depending upon the progress of the examiner and their demonstrated aptitude and ability. Training blocks may be completed in any order.

D. During the training phase the trainee shall attend workshops and/or training classes in the areas of latent print processing, latent print comparison, crime scene processing, courtroom testimony, digital imaging, and photography. Training on additional topics may be attended as approved. Attendance of outside training courses/workshops is subject to course availability and budget constraints. Requests for training shall be approved through the chain of command. A list of recommended latent print training courses may be found in Appendix "B" of this training manual.

E. All cases processed and examinations performed during training will be verified by the assigned coach or by another qualified latent examiner. All reports shall be co-signed by the verifying examiner during the training phase.

F. Reading is an on-going process during the training phase and shall include books, articles, and journals held in the Latent Section Library. A list of required reading for each training block is listed in the trainee's Training Record. A list of recommended reading for latent examiners may be found in Appendix "A" of the training manual.

G. During training, the trainee shall accompany their coach and other trained latent examiners on field case processing. Allowing the trainee to accompany more than one latent print examiner will afford them the opportunity to learn the various techniques that each examiner utilizes and to develop their own style of crime scene processing. The trainee's coach and the programs supervisor shall determine the point at which the trainee is able to work field cases on their own.

H. The trainee shall satisfactorily complete competency tests in the areas of latent print processing and latent print comparisons.

1 Laboratory Introduction

1.1 An orientation to the Idaho State Police Forensic Services (FS).

1.2 An understanding of the organization structure, chain of command, and policies/procedures for FS.

1.3 An understanding of laboratory security and the need for confidentiality.

1.4 An understanding of the quality assurance/quality control guidelines for FS.

1.5 An understanding of the safety guidelines for FS.

2 Evidence Handling

2.1 An understanding of the case/evidence acceptance policy and evidence receiving procedures.

2.2 An understanding of evidence packaging and chain of custody.

2.3 An understanding of evidence handling, prevention of contamination, and documentation.

3 Personal Identification Methods and Their Uses

3.1 An understanding of early non-scientific methods of personal identification (Bertillion system, photography, scars, tattoos, sight recognition, marks, and mutilations).

3.2 An understanding of other scientific methods, other than friction ridge identification (handwriting, DNA, iris scans, and odontology).

3.3 An understanding of the basic foundations of the science of friction ridge identification (permanence and individuality).

3.4 An understanding of the criminal and civil applications of friction ridge analysis.

3.5 An understanding of the existence of various criminal and civil fingerprint files (FBI, U.S. military medical records, state and local fingerprint and palm print repositories).

6 Automated Fingerprint Identification System (AFIS)

6.1 An understanding of AFIS and the Western Identification Network (WIN).

6.2 An understanding of the capabilities and limitations of:
- 6.2.1 Inked print to inked print comparison system
- 6.2.2 Latent print to inked print comparison system
- 6.2.3 Inked print to latent print comparison system
- 6.2.4 Latent print to latent print comparison system

6.3 An understanding of the minimum prerequisites for a candidate latent print to be searched.

7 Recording Inked Fingerprints, Palm Prints, and Footprints

7.1 An understanding of the various methods for recording known friction ridges for criminal history or personal identification and the ability to properly evaluate ridge structure based on each method.

7.2 An understanding of the benefits associated with obtaining victim/elimination prints and complete friction ridge exemplars (major case prints).

7.3 An understanding of the proper method of completing fingerprinting card information, sequence for recording fingers, and method of printing plain impressions.

7.4 An understanding of the proper method for using ink and roller to record fingerprints, palm prints, and footprints (including equipment maintenance).

7.5 An understanding of the proper method for recording complete friction ridge exemplars.
- 7.5.1 Introductory knowledge of chemical (inkless) systems for recording fingerprints.
- 7.5.2 Introductory knowledge of recording friction ridge detail using printer's ink.
- 7.5.3 Introductory knowledge of recording friction ridge detail using powder and adhesive sheets.
- 7.5.4 Introductory knowledge of electronic capture systems (Live Scan) for recording fingerprints.

10.4 An understanding of the potential for loss, contamination, and destruction of other types of forensic evidence (indented hand writing, body fluids, etc.) when more than one discipline is to process the same item of evidence. An ability to preserve other types of forensic evidence when processing for latent prints.

10.5 An understanding of the professional duties, including moral obligations, of Latent Print Examiners.

10.6 An understanding of the personal safety hazards posed by blood bourn pathogens (AIDS virus, hepatitis, etc.) present on body fluid contaminated evidence that is to be processed for latent prints. Knowledge shall include proper work area disinfection, procedures for handling needles and sharps, and use of personal protective equipment, clothing, gloves, etc.

10.7 Introductory knowledge concerning the qualitative/quantitative parameters applied when evaluating latent impressions for identification purposes.

10.8 Introductory knowledge concerning the individual friction ridge characteristics (ending ridge, bifurcation, dots) and unit spatial relationships involved in comparing known and latent impressions.

10.9 Introductory knowledge of various crime scene search techniques, including commonly prescribed searching sequences (grid, spiral, strip, etc.).

10.10 Introductory knowledge of the potential explosion, fire, and contamination safety hazards associated with latent print development powders, solvents and chemicals.

11 Powder Development of Latent Prints

11.1 An understanding of the basic types of brushes and their composition.

11.2 An understanding of surfaces and environmental factors determining brush type, powder type, and color selection.

11.3 An understanding of the proper procedures for using different types of hair, fiberglass, and magnetic brushes.

11.4 An understanding of equipment maintenance and safety procedures relative to powder development of latent prints.

11.5 Introductory knowledge of lifting tape, gel lifters, hinge lifters, etc.

13.3 An understanding of chemical enhancement procedures used for post-ninhydrin ALS processing.

13.4 An understanding of equipment maintenance relative to ALS detection of latent prints.

13.5 Introductory knowledge of luminescence, fluorescence, inherent luminescence, light wavelengths, band-pass filters, and light delivery systems as they relate to ALS detection of latent prints.

14 Preservation of Latent Prints

14.1 An understanding of latent print photography to include:

14.1.1 Equipment and Materials
- 14.1.1.1 Different types of cameras used for latent print photography.
- 14.1.1.2 Film vs digital
- 14.1.1.3 Filters
- 14.1.1.4 Lighting techniques
- 14.1.1.5 Use and maintenance of cameras and other photography equipment

14.1.2 Photographic Procedures
- 14.1.2.1 Accuracy of image size
- 14.1.2.2 Exposure
- 14.1.2.3 Film development

14.1.3 Photography of chemically developed latent prints of various colors.

14.1.4 Photography of latent prints developed with powders.

14.1.5 Photography of patent and plastic prints (in blood, paint, putty or wax, etc.).

14.1.6 Photography of ALS luminescence photography.

14.2 An understanding of and ability to utilize latent print lifting techniques to include:
- 14.2.1 Various types of tape (transparent/frosted, polyethylene, etc.)
- 14.2.2 Hinge lifters
- 14.2.3 Gel lifters
- 14.2.4 Casting material (Mikrosil, AccuTrans)

14.3 An understanding of, and the ability to demonstrate proper procedures for handling and marking physical evidence received for examination.

14.4 An understanding of proper procedures for packaging physical evidence for subsequent latent print examination without reducing its evidentiary value.

15.11 An understanding of what constitutes a valid individualization (identification) and the ability to render a proper conclusion of individualization.

15.12 An understanding of the necessity for verification by another qualified latent print examiner.

16 Digital Imaging

16.1 An understanding of the operational environment of computer based imaging and storage as related to latent and inked prints.

16.2 An understanding of the proper procedures for camera capture and digital scanning of latent and inked print images.

16.3 An understanding of digital enhancement techniques using Adobe Photoshop or other like programs to improve the quality of latent print images.
- 16.3.1 Color reversal
- 16.3.2 Position reversal
- 16.3.3 Enlargements
- 16.3.4 Use of layers
- 16.3.5 Image contrast
- 16.3.6 Image calibration
- 16.3.7 Use of digital filters

16.4 Introductory knowledge of the digital image system.

17 Latent Print Section Case Management and Reporting

17.1 An understanding of and the ability to demonstrate proper procedures for maintaining chain of custody (documentation and physical control).

17.2 An understanding of and the ability to demonstrate proper procedures for case file (note taking) recording of activities. Documentation shall be such that another qualified Latent Print Examiner could evaluate what was done and replicate any comparisons.

17.3 An understanding of and the ability to demonstrate proper procedures for reporting latent print examination findings in an accurate, concise, and clear manner.

20 Student Internship

20.1 An understanding of and the ability to practically demonstrate all phases of friction ridge training under the direction of a qualified Latent Print Examiner.

20.2 The ability to function independently as a competent latent print examiner. As such, it should be well understood that frequent consultation with other latent print examiners concerning difficult examinations, identifications, etc., is encouraged for the duration of one's career. Completion of the training program does not remove the moral requirement to resolve uncertainties involved in instances of difficult comparisons, examination, etc.

21 Student Progress Record

Training Blocks

	Date / Initials of Reviewer
1 Laboratory Introduction	_____
2 Evidence Handling	_____
3 Personal Identification Methods and their Uses	_____
4 History and Background of Fingerprint Identification	_____
5 Fingerprint Classification Systems	_____
6 Automated Fingerprint Identification System (AFIS)	_____
7 Recording Inked Fingerprints, Palm Prints, and Footprints	_____
8 Post-mortem Identification	_____
9 Sections and Services of a Forensic Laboratory	_____
10 Introduction to Latent Prints	_____
11 Powder Development of Latent Prints	_____
12 Chemical Development of Latent Prints	_____

Appendix A Recommended Reading for Latent Examiners

Journal of Forensic Identification
by The International Association for Identification

Advances in Fingerprint Technology 2nd Edition
by Henry C. Lee & R. E. Gaensslen

Quantitative - Qualitative Friction Ridge Analysis
An Introduction to Basic and Advanced Ridgeology
by David Ashbaugh

Fingerprint Techniques
by Andre A. Moenssens

Fingerprints and the Law
by Andre A. Moenssens

Scott's Fingerprint Mechanics
by Robert D. Olsen, Sr.

An Introduction to Lasers, Forensic Lights
and Fluorescent Fingerprint Detection Techniques
by Dr. E. Roland Menzel

Fingerprint, Palms and Soles
by Harold Cummins and Charles Midlo

Fingerprints and Other Ridge Skin Impressions
By Christophe Champod et. al

Techniques of Crime Scene Investigation 5th edition
by Berry A. J. Fisher

Criminal Investigation
Basic Perspectives
by Paul B. Weston & Kenneth M. Wells

Effective Expert Witnessing
by Jack V. Matson

Law for the Expert Witness
Daniel A. Bronstein

Appendix B Recommended Training Courses for Latent Examiners

1. Fingerprint Classification
   40 hrs.

2. Latent Fingerprint Processing/Chemical Techniques
   40 hrs.

3. Latent Print Comparison Techniques Course
   40 hrs.

4. Palm Print Comparison
   24 hrs.

5. Digital Imaging Workshop
   40 hrs.

6. Advanced Ridgeology/Complex Comparison Course
   40 hrs.

7. Expert Testimony
   40 hrs.

8. Homicide Investigation Techniques Course
   40 hrs.

3. Clan-Lab Certification Course
   40 hrs.

4. P.O.S.T. Instructor Development Course
   32 hrs.

5. Latent Fingerprint Photography
   40 - 80 hrs.

6. Basic Black & White Photography Workshop
   8 hrs

7. International Association for Identification Annual Education Conferences
   40 hrs.

8. Pacific Northwest Division of IAI meetings and training conferences
   24 hrs.

Latent Print Examiner
Training Record

Idaho State Police Forensic Services
Latent Print Discipline

2 Evidence Handling

Required Reading Completion Date / Reviewer / Trainee

a. ISPFS Quality Manual
Quality Procedure (QP) 15 Evidence Handling.

_____/_____/_____

b. Latent Print Section AM Section 5.

_____/_____/_____

Evidence Procedures
(Sign-in/out, packaging, storage)

	Examiner	Coach
Date:_____	_____	_____

4 History and Background of Fingerprint Latent identification

Required Reading	Completion Date / Reviewer / Trainee
a. Fingerprint Techniques, Andre Moenssens. Chapter 1, "The History of Fingerprinting." Pages 1-26. Chapter 2, "The Nature of Friction Skin." Pages 27-63.	_____/_____/_____
b. Finger Prints, Palms and Soles, by Harold Cummins and Charles Midlo. Chapter 1, "History." Pages 3-21. Chapter 2, "General Considerations." Pages 22-42.	_____/_____/_____
c. Criminalistics, by Richard Saferstein. Chapter 14, "History of Fingerprints." Pages 406-408.	_____/_____/_____
d. Advances in Fingerprint Technology by Lee, Gaensslen. Chapter 1, "History and Development of Fingerprinting." Pages 1-38.	_____/_____/_____
e. Friction Ridge Skin, by James F Cowger, Chapter 1, pages 1-7.	_____/_____/_____
f. Fingerprints and The Law, by Andre A. Moenssens. Chapter 1, "History Perspective." Pages 1-9.	_____/_____/_____
g. Quantitative-Qualitative Friction Ridge Analysis, by David R. Ashbaugh. Chapter 2, "History of Fiction Ridge Identification." Pages 11-60.	_____/_____/_____

6 Automated Fingerprint Identification System (AFIS)

Required Reading — Completion Date / Reviewer / Trainee

a. Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Chapter 8, Section 111, "Computer Identification of Latent Fingerprints." Pages 355-357.

_____/_____/_____

b. Criminalistics, by Richard Saferstein. Chapter 14, "AFIS." Pages 415-416.

_____/_____/_____

c. Advances in Fingerprint Technology, by Lee, Gaensslen. Chapter 8, "AFIS." Pages 275 - 321.

_____/_____/_____

d. Local Latent Library Article on AFIS.

_____/_____/_____

e. Latent Print Section AM Section 13.

_____/_____/_____

AFIS Terminal Orientation

	Examiner	Coach
Date:_____	_____	_____

8 Post-mortem Identification

Required Reading — Completion Date / Reviewer / Trainee

a. Friction Ridge Skin, by James F. Cowger. Chapter 2, "Printing the Deceased." Pages 28-33. _____/_____/_____

b. The Science of Fingerprints, FBI, Chapter 11, "Problems and Practices in Fingerprinting the Dead." Pages 129-156. _____/_____/_____

c. Fingerprint Techniques, by Andre A. Moenssens. Chapter 5, "Postmortem Fingerprinting." Pages 145-150. _____/_____/_____

d. Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Chapter 2, Section 30, "Postmortem Fingerprinting." Pages 84-89. _____/_____/_____

e. Local Latent Library Article on "Post-mortem Identification." _____/_____/_____

Recording Postmortem Prints

	Examiner	Coach
Date:_____	_____	_____

Injecting Postmortem Prints

	Examiner	Coach
Date:_____	_____	_____

Processing Bodies for Latent Prints
(optional based on availability)

	Examiner	Coach
Date:_____	_____	_____

10 Introduction to Latent Prints

Required Reading — Completion Date / Reviewer / Trainee

a. The Science of Fingerprints, by FBI.
Chapter 13, "Latent Impressions."
Pages 170-172. _____/_____/_____

b. Friction Ridge Skin, by James F. Cowger.
Chapter 4, "The Evidence Print."
Pages 71-109. _____/_____/_____

c. Criminalistics, by Richard Saferstein.
Chapter 14, "Fundamental Principles
of Fingerprints." Pages 408-413. _____/_____/_____

d. Fingerprint Techniques, by Andre A.
Moenssens. Chapter 4, "Latent Prints."
Pages 102-106. _____/_____/_____

e. Scott's Fingerprint Mechanics, by
Robert D. Olsen, Sr. Chapter 3,
"Latent Fingerprints and Crime Scene
Procedures." Pages 111-151. _____/_____/_____

f. Forensic Science an Introduction to
Criminalistics, by Deforest, Gaensslen,
& Lee. Chapter 2, "General Crime Scene
Procedures. Pages 416-423.

_____/_____/_____

g. Latent Print Section AM Section 12

_____/_____/_____

h. Quantitative-Qualitative Friction Ridge Analysis,
by David R. Ashbaugh. Chapter 3-5,
III "Fiction Ridge Medium" Pages 61-86
IV " The Identification Process" Pages 87-148
V "Poroscopy and Edgeoscopy" Pages 149-164.

_____/_____/_____

i. Local Latent Library Article on
"Introduction to Latent Prints."

_____/_____/_____

Powder Processing
(Standard, magnetic, and fluorescent)

	Examiner	Coach
Date:_____	_____	_____

Lifting Techniques
(Various tapes, casting mediums, gel lifts, etc.)

	Examiner	Coach
Date:_____	_____	_____

12.5.1 Amido Black

Required Reading	Completion Date / Reviewer / Trainee
a. Scott's Fingerprint Mechanics, by Robert D. Olsen, Sr. Chapter 7, "Techniques for Latent Prints in Blood." Pages 323-324.	_____/_____/_____
b. Advances in Fingerprint Technology, by Lee & Gaensslen. Chapter 3, "Enhancement of Bloody Fingerprints." Pages 83-87.	_____/_____/_____
c. Local latent lab library articles on amido black and blood prints.	_____/_____/_____
d. Latent Print Section AM Section 10.1.	_____/_____/_____
e. Local Latent Library Articles on "Amido Black."	_____/_____/_____

Amido Black

	Date	Examiner	Coach
Mixing of Chemical	_____	_____	_____
Application, Examination, and Preservation	_____	_____	_____

12.5.3 Gentian Violet/Crystal Violet

Required Reading — Completion Date / Reviewer / Trainee

a. Advances in Fingerprint Technology
by Lee, Gaensslen.
Pages 70, 86, 88-89, 154.
_____/_____/_____

b. Local latent lab library articles on
gentian violet. _____/_____/_____

c. Latent Print Section AM Section 10.4.
_____/_____/_____

d. Fingerprints and Other Ridge Skin Impressions
by, Champod, Lennard, Margot, and Stoilovic
Pages 160-161.
_____/_____/_____

Gentian Violet/Crystal Violet

	Date	Examiner	Coach
Mixing of Chemical	_____	_____	_____
Application, Examination, and Preservation	_____	_____	_____

12.5.5 Ninhydrin

Required Reading		Completion Date / Reviewer / Trainee
a.	The Science of Fingerprints, by FBI. "Ninhydrin Method." Pages 177-179.	_____/_____/_____
b.	Advances in Fingerprint Technology, by Lee & Gaensslen. "Fingerprint Development by Ninhydrin and its Analogues." Pages 104-127, 156.	_____/_____/_____
c.	Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Pages 273, 276-291.	_____/_____/_____
d.	Friction Ridge Skin, by James F. Cowger. Pages 96-98.	_____/_____/_____
e.	Local latent lab library articles on ninhydrin.	_____/_____/_____
f.	Latent Print Section AM Section 10.5.	_____/_____/_____
g.	Fingerprints and Other Ridge Skin Impressions by, Champod, Lennard, Margot, and Stoilovic Pages 115-128.	_____/_____/_____

Ninhydrin

	Date	Examiner	Coach
Mixing of Chemical	_____	_____	_____
Application, Examination, and Preservation	_____	_____	_____

12.5.7 Dye Stain Solutions

Required Reading — Completion Date / Reviewer /Trainee

a. Local latent lab library articles on Dye Stain Solutions.

_____/_____/_____

b. Latent Section AM Section 10.7.

_____/_____/_____

c. Fingerprints and Other Ridge Skin Impressions by, Champod, Lennard, Margot, and Stoilovic Pages 142-145.

_____/_____/_____

Dye Stain Solutions (Rhodamine 6G)

	Date	Examiner	Coach
Mixing of Chemical	_____	_____	_____
Application, Examination, and Preservation	_____	_____	_____

12.5.9 Sticky-Side Powder

Required Reading	Completion Date / Reviewer / Trainee
a. Local latent lab library articles on sticky side powder.	_____/_____/_____
b. Latent Section AM Section 9.6.	_____/_____/_____
c. Fingerprints and Other Ridge Skin Impressions by, Champod, Lennard, Margot, and Stoilovic Pages 161-162.	_____/_____/_____

Sticky - Side Powder

	Date	Examiner	Coach
Mixing of Chemical	_____	_____	_____
Application, Examination, and Preservation	_____	_____	_____

12.5.11 Super-Glue (Cyanoacrylate Fuming)

Required Reading — Completion Date / Reviewer / Trainee

a. Advances in Fingerprint Technology by Lee & Gaensslen. Pages 37, 67-70. _____/_____/_____

b. Local latent lab library articles on cyanoacrylate (super glue) fuming. _____/_____/_____

c. Latent Section AM Sections 10.2. _____/_____/_____

Super-Glue (Cyanoacrylate Fuming)

	Date	Examiner	Coach
Application of CAE (Chamber method)	_____	_____	_____
Application of CAE (Fuming wand)	_____	_____	_____
Application of CAE (Vacuum Chamber)	_____	_____	_____
Examination and Preservation	_____	_____	_____

14 Preservation of Latent Prints

Required Reading — Completion Date / Reviewer / Trainee

a. Advances in Fingerprint Technology, by Lee & Gaensslen. Pages 63, 93. _____/_____/_____

b. Fingerprint Techniques, by Andre A. Moenssens. Pages 109-112, 271-273, 150-157, 143, 135, 119-120, 136. _____/_____/_____

c. Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Pages 369-395, 126-127, 133-135,139-141, 141-151, 175-177, 177-182, 218-219. _____/_____/_____

d. Friction Ridge Skin, by James F. Cowger. Pages 76-78, 111-128, 85-88, 90-93. _____/_____/_____

e. Police Photography, by Larry S. Miller. _____/_____/_____

f. Local latent lab library articles on photographing latent prints. _____/_____/_____

g. Techniques of Crime Scene Investigation, 5th edition, by B. Fisher. Page 113-115. _____/_____/_____

h. Latent Print Section AM Sections 6. _____/_____/_____

i. Forensic Science An Introduction to Criminalistics, by DeForest, Gaensslen & Lee Appendix 3. Pages 426-449. _____/_____/_____

j. Close-up & Macro Photography For Evidence Technicians. _____/_____/_____

15 Evaluation and Comparison of Latent Prints

Required Reading — Completion Date / Reviewer / Trainee

a. Friction Ridge Skin, by James F. Cowger. Pages 129-206. _____/_____/_____

b. Finger Prints, Palms and Soles, by Harold Cummins and Charles Midlo. _____/_____/_____

c. Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Pages 5-46, 171-175. _____/_____/_____

d. Fingerprint Techniques, by Andre A. Moenssens. Pages 27-63, 86-88, 252-293, 294-301. _____/_____/_____

e. Advances in Fingerprint Technology, by Lee & Gaensslen. Pages 39-56. _____/_____/_____

f. Demystifying Palm Prints packet, by Ron Smith. _____/_____/_____

g. Local latent lab library articles on Evaluation and Comparison. _____/_____/_____

h. Latent Print Section AM Section 12. _____/_____/_____

i. Fingerprints and Other Ridge Skin Impressions By, Champod, Lennard, Margot, Stoilovic Pages 21-28. _____/_____/_____

Evaluation of Latent Prints

	Examiner	Coach
Date:_____	_____	_____

Comparison of Latent Prints

	Examiner	Coach
Date:_____	_____	_____

Digital Photography

	Examiner	Coach
Date:_____	_____	_____

Digital Acquisition Devices

(Flatbed scanner, negative scanner, and digital camera(s))

	Examiner	Coach
Date:_____	_____	_____

Digital Image Enhancement

	Examiner	Coach
Date:_____	_____	_____

18 Preparation of Court Exhibits

Required Reading	Completion Date / Reviewer / Trainee
a. Scott's Fingerprint Mechanics, by Robert D. Olsen Sr. Pages 437-442.	_____/_____/_____
b. The Science of Fingerprints, by the FBI. Pages 193-196.	_____/_____/_____

Preparation of Court Exhibits

	Examiner	Coach
Date:_____	_____	_____

Preparation of Curriculum Vitae

	Examiner	Coach
Date:_____	_____	_____

Preparation of Qualifying Questions

	Examiner	Coach
Date:_____	_____	_____

20 Student Internship

20.1 Each trainee is required to keep a record documenting the following areas:

20.1.1 All field cases responded to and/or assisted with. (to include crime scenes, vehicle processing, clan labs, recording of deceased prints etc).

20.1.2 All moot courts.

20.1.3 All court cases where they testified.

20.1.4 All training classes instructed or assisted with.

20.1.5 All discipline related classroom training.

20.1.6 The trainee shall document any comparison exercises (to include number of prints examined, number of comparisons, and number of individualizations).

20.1.7 The trainee shall document the total number of cases processed and lab number of any processing cases worked.

20.1.8 The trainee shall also document total number of cases worked, lab number of cases worked, number of prints examined, number of prints individualized, number of comparisons, and number of AFIS individualizations.

20.1.9 The trainee shall complete a determined number of cases under close supervision (co-signed).