FINGERPRINT DISCOVERY REQUEST

INTRODUCTION**:**

This is a request for disclosure of materials pertaining to friction ridge (fingerprint) analysis performed in the case of (CASE NAME, COUNTY, CASE NUMBER). This request applies to all fingerprint analysis that has been, is currently being, or will be performed in the instant case. The request is ongoing. In the event that new materials responsive to this request are produced, discovered, or otherwise come into the possession of the prosecution or its agents, said materials should be provided to the defendant without delay.

In the event that there is a charge for reproducing any of these materials please include an itemized list indicating the number of items (for example number of pages of documents, number of photographs, number of CD-ROMs, etc.) and the cost of copying per item.

1. Case file: **Please provide a complete copy of the case file including all records made by the laboratory in connection with this case. If the file includes photographs, please include photographic quality copies.**
2. Bench notes: **Please provide a copy of all bench notes recorded by latent print examiners in the course of analyzing any and all evidence in this case.**
3. Protocols**: Please provide a copy of all Fingerprint Technician Quality Assurance and Training Guidelines and Protocols used in the laboratory that analyzed the fingerprint evidence. This includes, but is not limited to, the Quality Manual [see SWGFAST (Scientific Working Group on Friction Ridge Analysis Study and Technology), *Quality Assurance Guidelines for Latent Print Examiners,* version 2.11 (Aug. 22, 2002), §3]. To minimize any burden of duplicating these items, we invite you to provide them in electronic form.**
4. Chain of custody and current disposition of evidence**: Please provide copies of all records that document the treatment and handling of fingerprint evidence in this case, from the initial point of collection up to the current disposition.**
5. Software: **Please provide a list of all Automated Fingerprint Identification Systems (AFIS) used in this case, including name of software program, manufacturer and version used in this case.**
6. Data files**: If AFIS was used in any way in this case, please provide the following: (6.1)** Latent prints: **All electronic images of any and all “latent” prints**

(prints recovered as evidence in this case) entered into an AFIS in this case in standard (.eft or .wsq) format.

(6.2) Encoding: Please provide the encoding record, indicating the ridge details (or “minutiae”) marked by laboratory personnel prior to any and all AFIS searches.

(6.3) Search results: Hard copy printout or electronic output in easily readable format of the results of any and all AFIS searches run in connection with this case. Information provided should include, but is not limited to:

(6.3.1) ranked list of “candidate matches”

(6.3.2) identification numbers of all images appearing on the “candidate list”

(6.3.3) “match scores” of all images appearing on the “candidate list.” (6.4) Candidate matches: Electronic images of all items appearing on the

candidate list in standard (.eft or .wsq) format.

(6.5) Client’s records: Electronic images of any and all ten-print records associated with or identified to our client in standard (.eft or .wsq) format.

These files should include all data necessary to, (i) independently reanalyze the raw data and (ii) reconstruct the analysis performed in this case.

1. Digital Enhancement: **If the fingerprint evidence in this case was digitally enhanced at any time for any reason, please provide:**

(7.1) A list of all software used for digital enhancement in this case, including name of software program, manufacturer and version used in this case.

(7.2) Any existing validation studies of that software.

(7.3) Documentation that the enhancement process complied with the requirements the guidelines recommended by the Association for Information and Image Management (AIIM). If the enhancement process did not comply with AIIM guidelines, it is sufficient to respond: “The enhancement process did not comply with the AIIM guidelines.”

1. Documentation of Corrective Actions for Discrepancies and Errors:

(8.2) According to SWGFAST, *Quality Assurance Guidelines for Latent Print Examiners,* version 2.11 (Aug. 22, 2002), §8.2, “The specific policies, procedures, and criteria for any corrective action taken as a result of a discrepancy in a technical case review should be clearly documented in writing.” Please provide a copy of all documentation of corrective actions maintained by the laboratory that performed fingerprint analysis in this case. If the laboratory does not comply with the SWGFAST requirement that it maintain this documentation, it is sufficient to respond: “The laboratory does not comply with the SWGFAST requirement that it document corrective actions.”

(8.3) Please provide any and all laboratory records of erroneous individualizations, erroneous verifications, clerical or administrative errors, or missed individualizations committed by the laboratory. [For definitions of these terms, please see SWGFAST, *Quality Assurance Guidelines for Latent Print Examiners,* version 2.11 (Aug. 22, 2002), §2.2.] Please provide the name(s) of the

case(s), the name(s) of the examiner(s) involved, the reported cause(s) of the error(s), the resolution(s) of the case(s), and any corrective action(s) taken.

1. Accreditation**: Please provide copies of all licenses or other certificates of accreditation in fingerprint analysis held by the laboratory.**
2. Laboratory personnel: **Please provide background information about each person involved in conducting or reviewing the DNA testing performed in this case, including:**

(10.1) Current resume

(10.2) Job description

(10.3) All proficiency test results

**(10.4) All Testimony Reviews [see SWGFAST, *Quality Assurance Guidelines for Latent Print Examiners,* version 2.11 (Aug. 22, 2002), §10].**