



<b>ATF-LS-QD2</b> <b>Typewriting Examinations</b>	Published Online: <b>March 2018</b>
Authority: Technical Leader	
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**PRINCIPLE:**

To determine, if possible, whether or not a given typewriter was used to make the questioned typewritten entries.

**SPECIAL HANDLING:**

1. Evidence containing body fluids that is received in the Document Section should be dried under a hood and then repackaged in a paper box or envelope. Items should be handled in order to prevent examiner exposure and preserve DNA, if requested by the submitter. Contents should be documented on the front of the packaging.
2. When handling a contaminated document, the examiner must have on a lab coat and rubber gloves. The evidence should be opened and examined only under a biohazard safety hood. After examination the document should be heat sealed. The work area should be disinfected and the lab coat placed in a biohazard bag and sent to the laundry. The gloves must be placed in a properly labeled biohazard disposal after the examination is concluded.
3. Evidence submitted requesting a latent print examination should be placed in a plastic or mylar sheet protector covering the evidence. In this case, item and examiner identifying marks should be placed on the protective sheet.

**SPECIMEN(S):**

1. An item containing an unknown/questioned typewritten entry.
2. A suspect typewriter from which to obtain sufficient known standards and/or typewritten standards from the suspect machine.
3. Typewriter ribbon

**SUPPLIES REQUIRED:**

Paper, pen, photocopies of evidence

**APPARATUS REQUIRED:**

Stereoscopic microscope, hand magnifier, typewriter alignment grids or plates, FBI typestyle manuals, photocopier, and Bouffard Typewriter Database

**CALIBRATION REQUIREMENTS:**

Microscope maintained in house.

No special calibration beyond routine maintenance is required.

## **PROCEDURE:**

The method for conducting a typewriting examination will generally include the following:

1. The evidence is marked with ink with the appropriate item number as it appears on the Laboratory transmittal sheet, the case number, and the examiner's initials or other mark. Items on the transmittal sheet and may be amended by adding "Q" and "K" identifiers. Such amendments should be notated on a copy of the transmittal placed in the case jacket and the contributor should be notified via phone or email. A tag is placed on the typewriter, if submitted, containing its item number and the case number. The typewriter ribbon is removed and an item number is placed on the cartridge. After the ribbon is read the ribbon and cartridge are placed in an envelope and marked. Any standards taken from the suspect typewriter are documented with the examiner's name, the date, serial number of the typewriter and normally located in the top right hand corner.
2. Visual examination and measurements of the questioned typewritten entry(ies) are taken.
3. When applicable, attempt to classify the questioned typewritten entry using a typewriter classification system and/or the Bouffard Typewriter Database, and single element typestyle manual.
4. Examine the questioned typewritten entry using typewriter grids or plates to determine alignment and pitch in horizontal and vertical spacing.
5. Examine the questioned typewriter/typewritten entries for alignment defects and typeface defects.
6. Using a stereoscopic microscope, examine the questioned typewritten entries.
7. Make a written note of any defects.
8. If a known typewriter is submitted, the individual typeface on the machine should be examined for class and individual characteristics.
9. If a known typewriter standard for the questioned typestyle is available, it should be examined for class characteristics.
10. Compare the questioned typewritten entry with the set of known typewriting assessing the similarities as well as dissimilarities.
11. Make written notes on the photocopies and/or worksheet(s) of a representative sample of the significant characteristics of the evidence documenting the similarities and dissimilarities of each item.
12. Formulate a conclusion based on all the evidence examined.
13. A complete technical review is conducted by another qualified examiner and documented and initialed on Technical Case File Review Form.
14. Record findings in written form and have results recorded on a formal laboratory report.
15. The bases and reasons for the conclusion(s), opinion(s), or finding(s) should be included either on the examiner's worksheet or on photocopies and may be also included in the report.

## **DOCUMENTATION:**

Work notes consisting of photocopies of a representative sample of the significant characteristics of the evidence on which the examiner marks similarities and/or dissimilarities together with the written observations of the examiner. Measurements from test grids should also be included. A Questioned

Document Worksheet will accompany each case and should include the equipment and/or procedures used, the identifying or eliminating features, and the results of analysis.

**REFERENCES:**

ASTM E2494-08 The Standard Guide for the Examination of Typewritten Items

FBI, Typewriter Single Element and Printwheel Typestyle Manual

Hilton, Ordway, Scientific Examination of Questioned Documents Elsevier Science Publishing Co., Inc., New York, New York, 1982.

Osborn, Albert S., Questioned Documents, Nelson-Hall, Inc., Chicago, Illinois, 1929.

Various professional papers written on various aspects on typewriter identification as well as workshop materials.