



ATF-LS-LP12 Next Generation Identification	Published Online: March 2018
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- I. **Scope:** This policy is applicable to all Laboratory Services Forensic Science Laboratories
- II. **References:**
CJIS WAN User Agreement Document AE-64272 (category MOU)
ATF Order 8600.9a Security Investigations
ATF Order 7500.2 Computer Protection Plan
ATF-LS-LP4 Report Wording
- III. **Apparatus/Reagents:** The equipment for conducting a search of the Federal Bureau of Investigation (FBI) Next Generation Identification (NGI) database includes a networked personal computer equipped with approved software such as Universal Latent Workstation (ULW).
- IV. **Safety Precautions:** Examiners will follow standard laboratory safety practices appropriate to the work being performed.
- V. **Procedures:**
A User Station Hardcopy Log will be maintained near all NGI workstations. When accessing the system via personal computer, laboratories will maintain hardcopy log(s) of their searches. The logs will record the date of transactions, user name, ATF Laboratory case number and latent print identifier (i.e. 2-L1). In addition to the requirements communicated in this PPG, all NGI transactions will be performed using the appropriate system user guides.

When the examiner has determined that there are one or more latent fingerprints or palm prints suitable to be searched against the FBI NGI database, and it is not apparent as to whether or not there is a suspect in the investigation, the examiner will contact the submitting agent, noting the communication on the case record Communications Log.

If the agent wants the latent print(s) searched against the FBI NGI database, the ATF examiner will conduct the search according to the appropriate system guide, using the following procedures:

- The examiner will request a minimum number of fifteen (15) candidates.
- The NGI search results will be included in the examiner's case notes and Laboratory Report.
- Appropriate system reports documenting searched parameters and individual candidate search results will be generated and included in the case record. These documents will be created and stored in a manner that meets all the Laboratory Services requirements for examination documentation. Search results will not be stored on a personal computer.
- If the NGI search results in a potential comparison candidate, the examiner will include a copy of the NGI screen record print with the other case record documents. The examiner will request a quality copy of the suspect's fingerprint (or palm print) card from the submitting agent for use in comparison with the recovered latent print. The fingerprint or

palm print card(s) will be processed through the evidence room as an additional submission.

VI. Quality Assurance/Quality Control:

Equipment will be maintained in a secure area of the laboratory. Each user will create and use a password to access the system.

When using personal computer software such as ULW, examiners must take care to enhance the print to a quality that is suitable for an effective search. This may be accomplished using other laboratory latent print enhancement instrumentation.

All logs and transaction paperwork must be current and available for review by laboratory management, Quality Programs or the FBI CJIS WAN Inspectors at any time.

The ATF CJIS Systems Officer will ensure that the laboratory is in compliance with the CJIS WAN Memorandum of Understanding.

Any breaches of security will be immediately reported to the appropriate Laboratory Services Section Chief, who will be responsible to report the incident to the ATF CJIS Systems Officer.