

Indiana State Police Electronic Evidence Submission Setup Packet

Introduction

The Indiana State Police started taking in evidence electronically in October of 2017. This policy was started for a few reasons: quicker response times on public safety matters, identifications of deceased individuals, and AFIS only cases.

Advantages for contributors:

- No packaging of evidence
- No physical evidence to transfer
- No need for the agency to come to the lab
- No need to create discs for digital images
- Quicker turnaround time

Electronic evidence may include scans of lifts, digital photographs, or exemplars. Roughly 60% of all cases submitted for latent prints could be submitted electronically.

“I want to submit my lifts/photographs electronically; now what?”

Equipment

With the majority of latent print cases being able to come in this way, we wanted to make this process as simple as possible. Other than a camera for photographs, the only piece of equipment needed is a flatbed scanner.

Flatbed scanner – Epson Perfection V500 or V550



All-in-one copier scanners do not typically meet the required quality requirements, thus are not recommended.

Setup of the scanner is fairly simple; the most important part is the settings of the scanner. The settings should be as follows:

- Professional Mode (not Home)
- Latents
 - 1200 ppi
 - 24-bit Color
- Exemplars
 - 600 ppi
 - Grayscale

If you want help selecting equipment and/or setting it up, please, contact:

Mallory Webb
MWebb@isp.IN.gov
(812) 868-2766

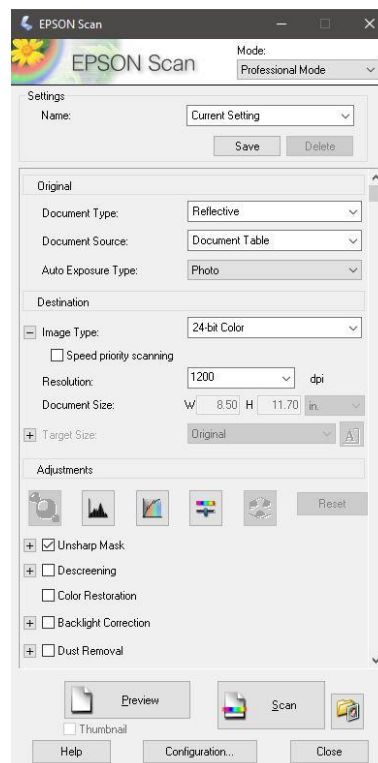


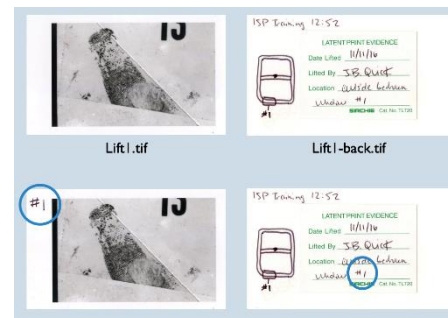
Image Quality

The potential for examination is directly related to the digital image quality. Reference the Latent Print Physical Evidence Bulletin for detailed image quality requirements. There are minimum standards that shall be met for electronic submissions. Any deviation in image quality requires approval. Images *should* be captured, stored, and transmitted without compression or with lossless compress (TIFF, RAW, or BMP). TIFF is the preferred file format. If a JPEG is all that is available, the quality will have to be evaluated by an Electronic Evidence Custodian.

- Digital Photograph Requirements
 - Minimum of 1000 ppi
 - Single Lens Reflex (SLR) camera with interchangeable lenses
 - 1000 ppi can easily be met by filling the entire frame with the latent print to be photographed
 - **Must** include a scale



- Lift Scan Requirements
 - Front of lift/ area used for examination shall be scanned at a minimum resolution of 1000 pixels per inch (ppi)
 - Back of lift for information and documentation purposes
 - Shall be scanned at a minimum of 300 ppi
 - File name or markings on the back of the lift shall clearly indicate which front of lift scan it corresponds to
 - Typically, when scanning, no scale is needed, images will be 1:1
 - Lifts must be scanned individually
 - No group scans



- Exemplar Requirements
 - If the associated individuals have a criminal history, then the preferred method of obtaining their ten print cards is through the state archive. To do this, you will need to provide a State Identification Number (SID). Name and date of birth could be enough for us to locate individuals, but SID would be guaranteed.
 - If you do send your exemplars electronically they should be scanned
 - Minimum of 600 ppi
 - Name of individual clearly visible
 - Documentation of back (300 ppi) if there are pertinent markings

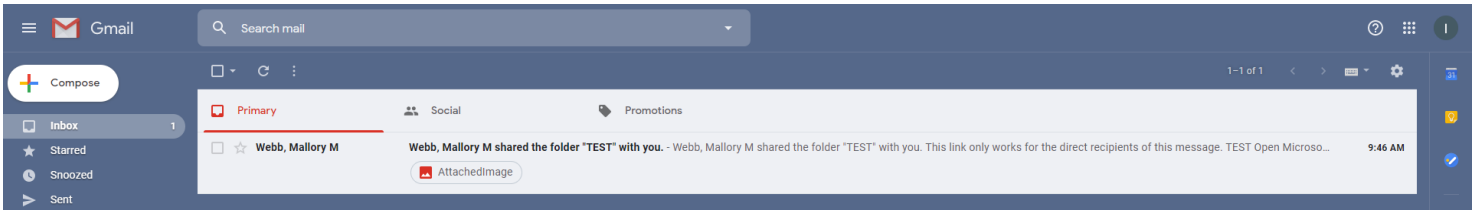
Submission of Digital Images

Once you have your scanned images or photographs, they need to be submitted through email or file sharing. The preferred and easiest method is through file sharing. We use a secure web based Microsoft file sharing site.

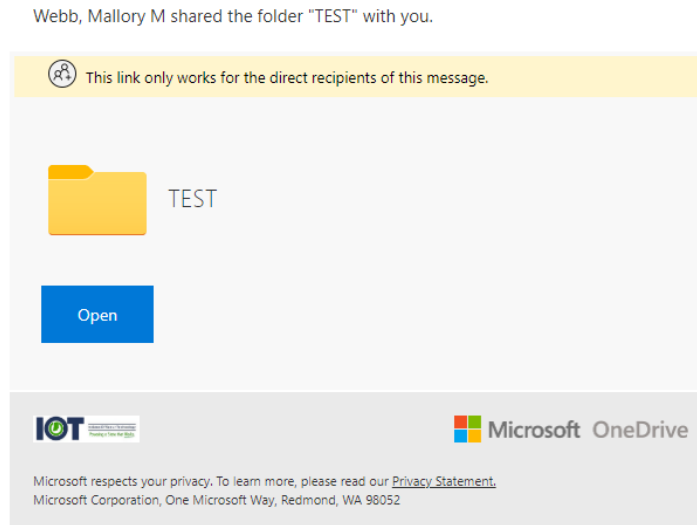
- When using file sharing you must email us that you uploaded a case and reference which cases you uploaded.
- If emails are too large they will get kicked back to you and we will not know you tried to submit something.

If you are interested in setting up a free Microsoft file sharing account, all we need from you is an email address and an agency name. We will create a folder for your agency and send you an invitation through email to set up your account. Anyone from your agency who creates an account will have access to this folder.

The email will come from an Electronic Evidence Custodian. If you do not receive an email, *be sure to check your spam folder.*




The body of the email will appear as seen below.



You will click the “Open” button and it will take you to the following screen; where you will click “Send Code”.

Request Verification Code

You've received a secure link to:

 TEST

To verify your identity, we'll send a code to you at


[Send Code](#)

By clicking Send Code you allow State of Indiana to use your email address in accordance with their privacy statement. State of Indiana has not provided links to their terms for you to review.

An email will be sent to you containing a verification code. Be sure to check your spam folder for this email. Once you enter the code, check the Keep me signed in box and click “Verify”.

Enter Verification Code

You've received a secure link to:

 TEST

To open this link, enter the code we just emailed to [Send again](#)

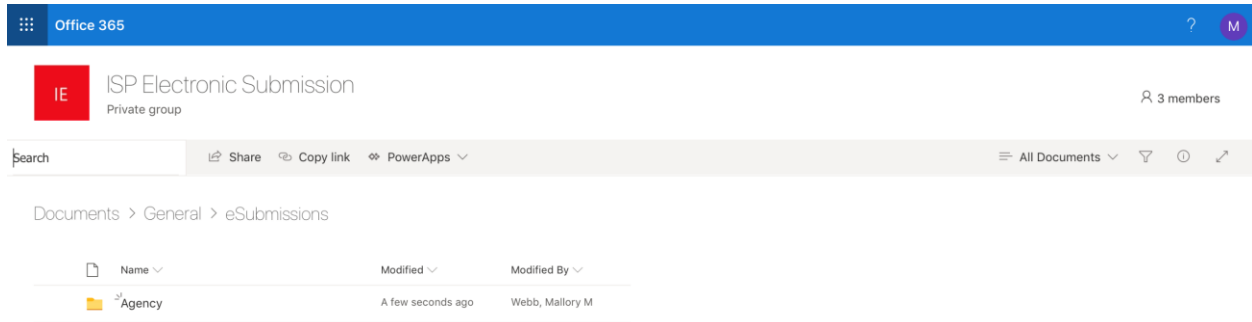
ⓘ

[Verify](#)

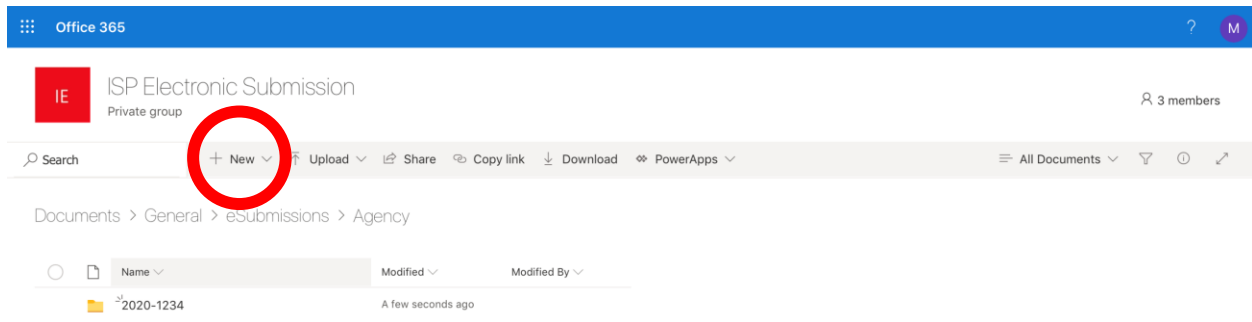
Keep me signed in

Once you are logged in, you will see a folder titled your agency's name. Within this folder are electronic evidence instructions for your reference.

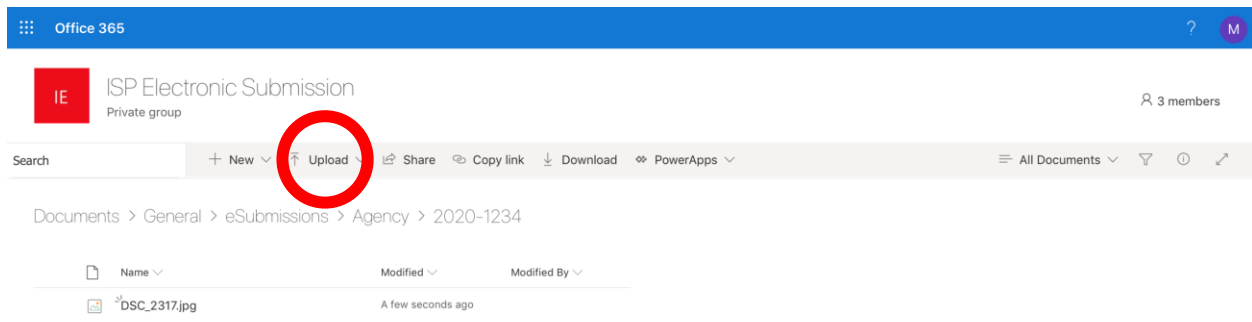
We suggest you bookmark this page so you can find it easily. Now you are ready to upload your images. To begin, click into your agency's folder.



Then, create a folder with your case number as the name.



Next, you have to import all the images you want to submit into your newly created folder (scans of lifts/photographs/other documentation), use the "Upload" button (circled below). There is also a drag and drop feature, but it does not always work.



You can upload the Request for Laboratory Exam form to the file sharing site as well. Once all images are uploaded, you will need to send an email to esubmission@isp.in.gov, stating you have uploaded images to the file sharing site and reference the case numbers you submitted.

You are done; it is that simple.


Once we receive an email with your submission, please allow two working days for us to process your request.

You will get a confirmation email that your evidence was received, as well as, a completed request form with our case information included and an evidence receipt showing what evidence was received.

Request for Laboratory Examination Form

All electronic items submitted shall have their file names associated with an agency item number on the request form and each item shall be described as *electronically submitted*. There should be separate numbers for latent impressions (lifts or photographs) and exemplars.

See example below.



**INDIANA STATE POLICE
REQUEST FOR LABORATORY EXAMINATION**
State Form 38830 (R4/2-16) v2018
Page 1 of 2
This form will expire 07/01/2019. For an updated version, go to www.in.gov/isp/labs

Lab Case #
Agency Case # 1234-567

New Case Additional Case Lab Use Only Received Date: Assigned to: Lab Case #

Lab Notes

Investigating Officer(s) E-mail Address

Telephone Number County of Occurrence

Type of Investigation Contributing Agency Indiana State Police Other

Agency Agency Case #

Court Date Related Case #

Individuals Associated with Case

Individual 1 Individual 2

Lab Use Only	Agency Item No.	Description of Item(s) Submitted	Drug	DNA	Latent Prints	Firearms	Microanalysis	Documents
	1	Electronically submitted scans of lifts, files lift1.tif, lift2.tif, and lift3.tif	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Electronically submitted digital photograph, file Img1824.tif	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	Electronically submitted exemplars, file JohnDoe.tif	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Depending on the requests you have chosen above, further information is required below.

Permission to Defer

In order to improve case efficiency, the latent print unit will work to identify each person of interest one time. All other comparisons will be deferred until a time at which they are necessary (additional person of interest, court proceeding, etc.). All sufficient latent prints will be preserved for future comparison and evidence may be re-submitted at any time. In cases without known suspects, latent prints will be entered into AFIS until a person of interest is obtained.
May we have your permission to defer comparisons after identifying each person of interest?

Yes No Name of Authorizing Individual

Do Not Defer

Is there any additional case information required for a latent print examination? Yes No

Back of lifts, file Lift1back.jpg, Lift2back.jpg, and lift3back.jpg included for documentation.

Additional Information for Latent Print Examination LIMS Request #

Individual Information

Indiana State Identification (SID) numbers are needed to reliably search and locate ten print or palm print cards on file with Indiana State Police Records Division for comparison to any latent prints. SID# can be obtained through a criminal history search.

Individual 1 Date of Birth Indiana SID #

Additional Identifiers (SSN, FBI#, etc.)

Individual 2 Date of Birth Indiana SID #

Additional Identifiers (SSN, FBI#, etc.)

Are there any items or portions of items that do not need to be processed for latent prints (eg. packing material, contents of a safe)? No Yes

Were any items processed for latent prints prior to submission to the laboratory? No Yes

Certain latent print development processes may be damaging to items. Are there any items you wish to preserve, understanding the potential to develop latent prints will be reduced? No Yes

Additional Types of Electronic Evidence

Limited Questioned Document cases are able to be submitted electronically. For example:

- Original document not available (scan of check)
- Questioned writing is on large surface (wall/door)
- Known writing is non-original (photocopy)

Please, refer to the Questioned Documents Physical Evidence Bulletin for detailed instructions or contact the unit supervisor, Courtney Baird (CBaird@isp.IN.gov).

*If you have questions regarding these procedures, please contact
an Electronic Evidence Custodian.*

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