

Indiana State Police Electronic Evidence Submission Setup Instructions

Point of Contact:
Mallory Rafferty
mrafferty@isp.in.gov
(812) 868-2766

Introduction

The Indiana State Police started taking in evidence electronically in October of 2017. This policy was started to reduce turnaround time, for 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:

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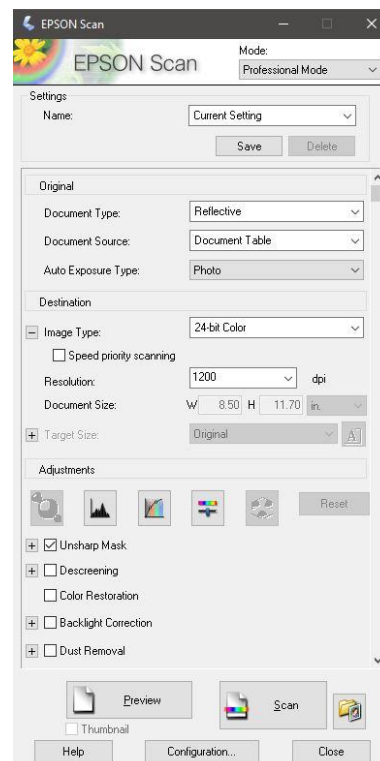


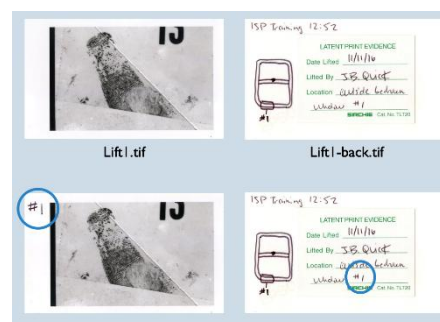
Image Quality

The potential for examination is directly related to the digital image quality. Reference the Latent Print Physical Evidence Bulletin (PEB-10) 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

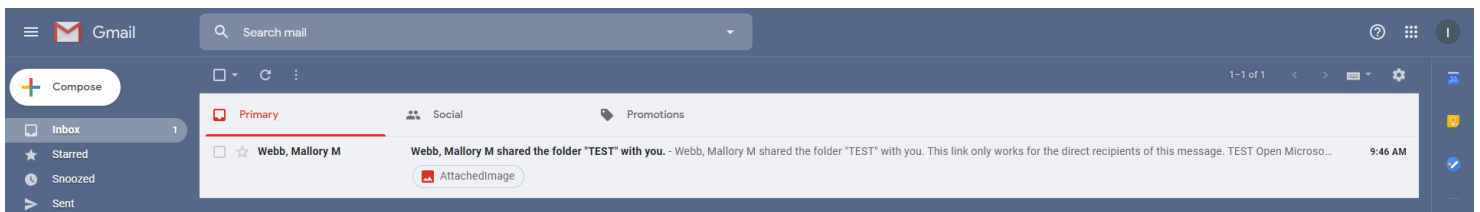
Submission of Digital Images

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.

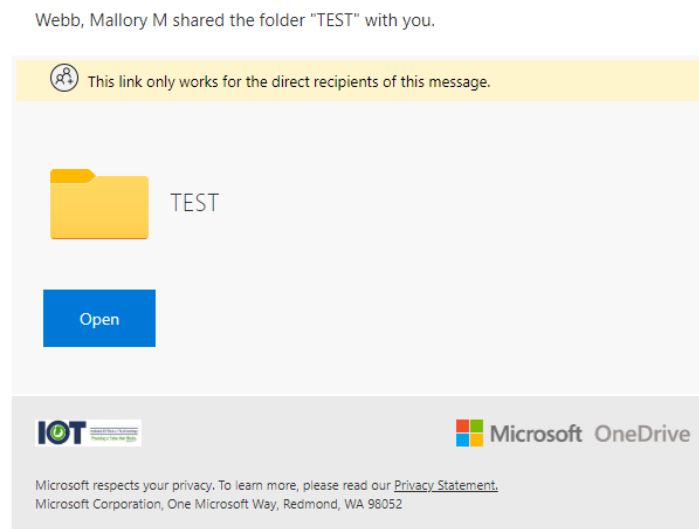
- When using file sharing you must email us that you uploaded a case and reference which cases you uploaded.
- If emails containing images are too large they will get kicked back to you and we will not know you tried to submit something.

If you are interested in setting up a 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 by email to set up your account. Anyone from your agency who creates an account will have access to this folder.

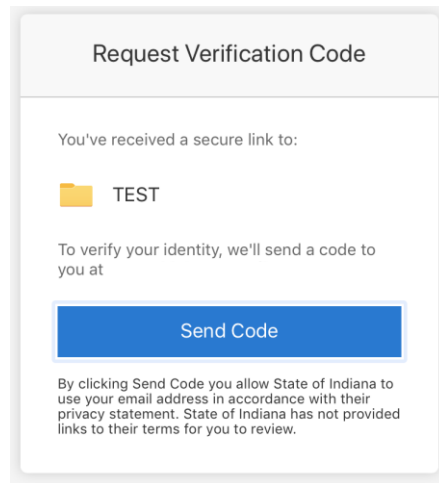
The email will come from an Electronic Evidence Custodian. If you do not receive an email, *be sure to check your spam folder.*



The body of the email will appear as seen below.

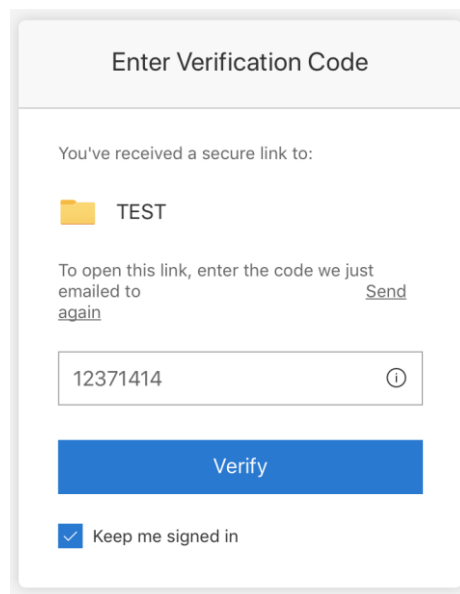


You will click the “Open” button, and it will take you to the following screen; where you will click “Send Code”.



The screen is titled "Request Verification Code". It contains the text "You've received a secure link to:" followed by a yellow folder icon and the word "TEST". Below this, it says "To verify your identity, we'll send a code to you at". A blue button labeled "Send Code" is centered. At the bottom, there is a small disclaimer: "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."

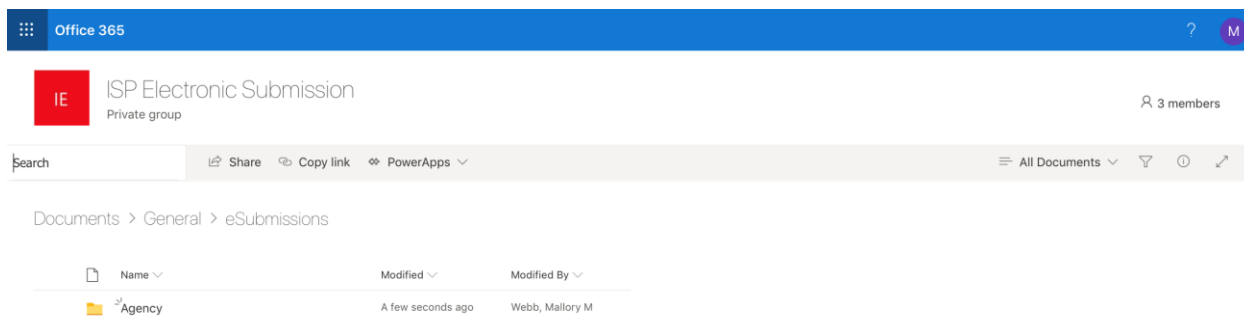
An email will be sent to you containing a verification code. Be sure to check your spam folder for this email. Once you enter the code, check the Keep me signed in box and click “Verify”.



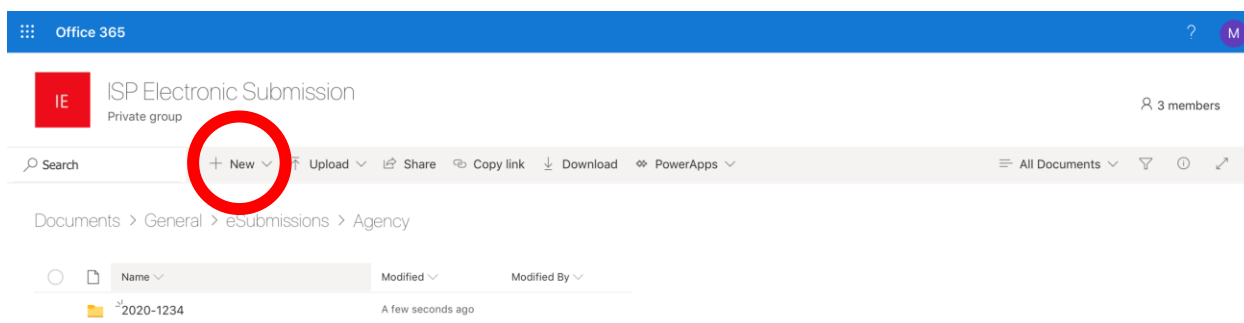
The screen is titled "Enter Verification Code". It contains the text "You've received a secure link to:" followed by a yellow folder icon and the word "TEST". Below this, it says "To open this link, enter the code we just emailed to [Send again](#)". A text input field contains the code "12371414" and has an information icon (i) to its right. A blue button labeled "Verify" is centered. At the bottom, there is a checkbox labeled "Keep me signed in" which is checked.

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

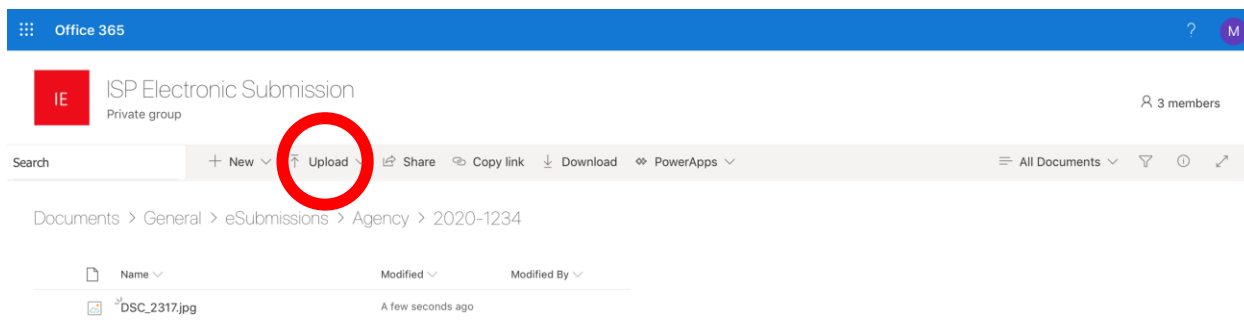
We suggest you bookmark this page so you can find it easily.
Now you are ready to upload your images. To begin, click into your agency's folder.



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



Next, you must 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.

Filling out the 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.

Individuals Associated with Case						
Individual 1	John Doe			Individual 2	Jane Doe	
Lab Use Only	Agency Item No.	Description of Item(s) Submitted	Drug	DNA	Latent Prints	Firearms
	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"/>
	2	Electronically submitted digital photograph, file Img1824.tif	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

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

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	John Doe	Date of Birth	07/01/1980	Indiana SID # 987654321
Additional Identifiers (SSN, FBI#, etc.)				
Individual 2	Jane Doe	Date of Birth	12/16/1978	Indiana SID # 123456789
Additional Identifiers (SSN, FBI#, etc.)				



INDIANA STATE POLICE REQUEST FOR LABORATORY EXAMINATION

State Form 38930 (R4/2-16) v2018

Page 2 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

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 Joe Smith

Do Not Defer

Is there any additional case information required for a latent print examination?

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

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 saying that your evidence has been received, as well as a completed request form with our case information included and an evidence receipt showing what evidence was received.

Additional Types of Electronic Evidence

Limited footwear and tire impression cases can be submitted electronically.

Please, refer to the Footwear and Tire Impressions Physical Evidence Bulletin (PEB-12) for detailed instructions or contact the unit supervisor, Kathy Boone (kboone@isp.IN.gov).

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

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