



Priority Action Report

Forensic Document Examination

Pattern/Physics

Rigo Vargas

2/23/2016





Subcommittee Leadership

Position	Name	Organization	Term	Email
Chair	Rigo Vargas	MS Forensic Lab	3	rvargas@mcl.ms.gov
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Legal Liaison	David Parrett	Forensic Document Examination Services, LLC	3	Davparqde@gmail.com
Human Factor Liaison	Mara Merlino	Kentucky State University	4	Mara.merlino@kysu.edu





Subcommittee Members

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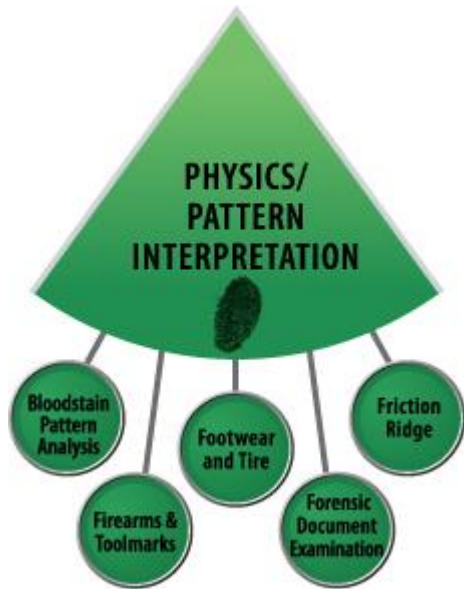


Subcommittee Members

Name	Organization	Term	Email
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Discipline Description



Questioned Documents

The Subcommittee on Forensic Document Examination will focus on standards and guidelines related to the discipline, including: (1) source of handwriting, (2) source of machine-produced documents, typewriting, or other impressions and marks, (3) materials and devices involved in the production of documents, (4) genuineness and alterations, (5) preservation and/or restoration of legibility, (6) documentation and reporting, and (7) training and competency.



Summary of Standards/Guidelines Priority Actions

Priority	Working Title of Document
Top	Standard Guide for Minimum Training Requirements for Forensic Document Examiners
Top	Scope of Expertise in Forensic Document Examination
Top	OSAC Standard Terminology Relating to The Examination of Questioned Documents
Top	OSAC Standard for Examination of Handwritten Items
Top	OSAC Standard for Source Conclusions





Standards/Guidelines Development Priority 1 Document

Document Title: Standard Guide for Minimum Training Requirements for Forensic Document Examiners

Scope: This guide provides minimum requirements and procedures that should be used for the fundamental training of forensic document examiners

Objective/rationale:

Issues/Concerns:

Task Group Chair Contact Information: Rigo Vargas

Date of Last Task Group Meeting: N/A



Standards/Guidelines Development Priority 1 Document

Key Components of Standard: Document lists all of the necessary topics one must become well versed in to be a forensic document examiner.

Document illustrates the necessary qualifications of the principal trainer, the one-on-one apprentice style format, and the length of time necessary to complete the training.

Other fields of expertise utilize an apprenticeship style training program to include, iron workers, construction workers, doctors, and pilots.



Priority 1: Document Title **Task Group/Subcommittee Action Plan**

Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
OSAC Registry			





Standards/Guidelines Development Priority 2 Document

Document Title: Scope of Expertise in Forensic Document Examination

Scope: This guide describes the responsibilities and general qualifications of individuals engaged in the scientific practice of forensic document examination. This document can provide guidance to anyone encountering matters involving forensic document examination.

Task Group Name: Scope of Work

Task Group Chair Name: Lisa Hanson

Task Group Chair Contact Information: Lisa.hanson@state.mn.us

Date of Last Task Group Meeting: 1/29/2016





Standards/Guidelines Development Priority 2 Document

Key Components of Standard: Forensic Document Examination is a forensic science discipline with an ever-expanding and complicated range of questions that are raised concerning documents. In addition to the varied materials that may be considered a “document,” the methods by which documents are manufactured continues to develop with technology advancements. The skill set required to apply scientific and technical approaches followed by proper interpretation is substantial and includes expert knowledge of materials analyses, critical reasoning, written and verbal communication and scientific practice. A misconception is that this expertise is “handwriting analysis” while examination considerations are far greater.



Priority 2: Document Title

Task Group/Subcommittee Action Plan



Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Submit to ASB	SDO-300		





Standards/Guidelines Development Priority 3 Document

Document Title: OSAC Standard Terminology Relating to the Examination of Questioned Documents

Scope: This technical report includes terminology that relates to the examinations performed by forensic document examiners.

Task Group Name: Terminology

Task Group Chair Name: Carl McClary

Task Group Chair Contact Information: Carl.mcclary@atf.gov

Date of Last Task Group Meeting: 1/28/2016



Priority 3: Document Title

Task Group/Subcommittee Action Plan



Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Submit to ASB	SDO - 300		





Standards/Guidelines Development Priority 4 Document

Document Title: OSAC standard for Examination of Handwritten Items

Scope: This standard provides procedures that should be used by forensic document examiners (SWGDOC Standard for Scope of Work of Forensic Document Examiners) for examinations and comparisons involving handwritten items and related procedures.

Task Group Name: Handwriting

Task Group Chair Name: Gary Licht

Task Group Chair Contact Information: Licht@dps.state.i.us

Date of Last Task Group Meeting: 1/29/2016





Standards/Guidelines Development Priority 4 Document

Key Components of Standard: The procedures outlined here are grounded in the generally accepted body of knowledge and experience in the field of forensic document examination. These procedures shall be used by a forensic document examiner in the analysis, comparison, and evaluation of handwritten items.



Priority 4: Document Title



Task Group/Subcommittee Action Plan

Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Submit to ASB	SDO-300		





Standards/Guidelines Development Priority 5 Document

Document Title: Standard for expressing source conclusions

Scope: This document defines standard terminology and usage for forensic examiners expressing source conclusions:

Task Group Name: Source Conclusions

Task Group Chair Name: Austin Hicklin

Task Group Chair Contact Information: hicklin@noblis.org

Date of Last Task Group Meeting: Unknown



Priority 5: Document Title

Task Group/Subcommittee Action Plan



Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Completion			





Standards/Guidelines Development Priority 6 Document

Document Title: Standard Guide for Indentation Examinations

Scope: This standard provides procedures that should be used by forensic document examiners (SWGDOC Standard for Scope of Work of Forensic Document Examiners) for examinations and comparisons involving visualization and recording of indentations.

Task Group Name: Indentations

Task Group Chair Name: Gary Licht

Task Group Chair Contact Information: Licht@dps.state.i.us

Date of Last Task Group Meeting: N/A





Standards/Guidelines Development Priority 6 Document

Key Components of Standard: When sheets of paper are in direct or indirect contact with one another, impressions on the top sheet can produce indentations on the sheet(s) below. This standard establishes procedures for visualizing those indentations.



Priority 6: Document Title

Task Group/Subcommittee Action Plan



Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Begin Revision Process			





Standards/Guidelines Development Priority 7 Document

Document Title: Standard Guide for Examination of Altered Documents

Scope: This standard provides procedures for examinations that should be used by forensic document examiners (SWGDOC Standard for Scope of Work of Forensic Document Examiners) for examinations involving altered documents.

Task Group Name: Alterations & Obliterations

Task Group Chair Name: Lisa Hanson

Task Group Chair Contact Information: Lisa.hanson@state.mn.us

Date of Last Task Group Meeting: N/A





Standards/Guidelines Development Priority 7 Document

Key Components of Standard: The procedures outlined here are grounded in the generally accepted body of knowledge and experience in the field of forensic document examination. By following these procedures, a forensic document examiner can reliably reach an opinion concerning whether a document has been altered.



Priority 7: Document Title

Task Group/Subcommittee Action Plan



Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Begin Revision Process			





Standards/Guidelines Development Priority 8 Document

Document Title: Standard for Bias (TBD)

Scope: Attempt to address possible Bias and task relevant and task irrelevant information at the Standard level.

Task Group Name: Bias

Task Group Chair Name: TBD (members have been chosen)

Task Group Chair Contact Information: TBD

Date of Last Task Group Meeting: N/A





Priority 8: Document Title **Task Group/Subcommittee Action Plan**

Planned Actions	OSAC Process Stage (e.g., SDO 100)	Assignee	Estimated Completion Date
Begin Creative Process			



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Top	Standard Guide for Minimum Training Requirements for Forensic Document Examiners
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Top	OSAC Standard for Examination of Handwritten Items
Top	OSAC Standard for Source Conclusions





Research Gaps Identified

- 1. Handwriting
- 2. Building Databases
- 3. Validation
- 4. Education and Training
- 5. Human Factors





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