



# Priority Action Report

**Forensic Document Examination**

Pattern/Physics

Rigo Vargas

2/14/2017





# Subcommittee Leadership

Position	Name	Organization	Term	Email
Chair	Rigo Vargas	MS Forensic Lab	3	<a href="mailto:rvargas@mcl.ms.gov">rvargas@mcl.ms.gov</a>
Vice Chair	John Osborn	Private Examiner	2	<a href="mailto:Jposborn@aol.com">Jposborn@aol.com</a>
Executive Secretary	Thomas Riley	Private Examiner	3	<a href="mailto:Tomriley57@gmail.com">Tomriley57@gmail.com</a>





# Subcommittee Members (Liaisons)

Position	Name	Organization	Term	Email
KAVI Liaison	Mark Goff	Michigan Department of State Police	3	<a href="mailto:Goffm3@michigan.gov">Goffm3@michigan.gov</a>
Quality Liaison	Peter Tytell	[Individual]	4	<a href="mailto:Typeter@aol.com">Typeter@aol.com</a>
Legal Liaison	David Parrett	Forensic Document Examination Services, LLC	3	<a href="mailto:Davparqde@gmail.com">Davparqde@gmail.com</a>
Human Factor Liaison	Mara Merlino	Kentucky State University	4	<a href="mailto:Mara.merlino@kysu.edu">Mara.merlino@kysu.edu</a>





# Subcommittee Members

Name	Organization	Term	Email
Donna Eisenberg	U.S. DHS/ICE Forensic Lab	3	<a href="mailto:donna@donnaeisenberg.com">donna@donnaeisenberg.com</a>
Lisa Hanson	Bureau of Criminal Apprehension Forensic Science Laboratory	3	<a href="mailto:Lisa.hanson@state.mn.us">Lisa.hanson@state.mn.us</a>
Kevin Kulbaki	Internal Revenue Service	3	<a href="mailto:kkulbackifde@gmail.com">kkulbackifde@gmail.com</a>
Mark Lancaster	Northern Kentucky University	3	<a href="mailto:markjlancaster@gmail.com">markjlancaster@gmail.com</a>
Elaine Wooton	Department of Homeland Security	4	<a href="mailto:Elaine.wooton@ice.dhs.gov">Elaine.wooton@ice.dhs.gov</a>
Hector Maldonado	Federal Bureau of Investigation	2	<a href="mailto:Hector.maldonado@ic.fbi.gov">Hector.maldonado@ic.fbi.gov</a>
Kesha White	Florida Department of Law Enforcement	3	<a href="mailto:Keshawhite@fdle.state.fl.us">Keshawhite@fdle.state.fl.us</a>



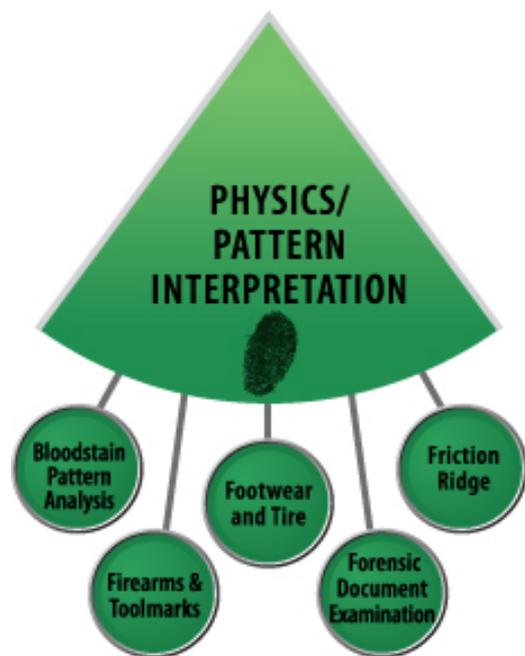


# Subcommittee Members

Name	Organization	Term	Email
Karen Nobles	Forensic Document Services	3	<a href="mailto:Karennobles@cox.net">Karennobles@cox.net</a>
Gary Licht	Iowa Division of Criminal Investigation Criminalistics Laboratory	4	<a href="mailto:Licht@dps.state.i.us">Licht@dps.state.i.us</a>
Chris Saunders	South Dakota State University	2	<a href="mailto:Chrostopher.saunders@sdstate.edu">Chrostopher.saunders@sdstate.edu</a>
Derek Hammond	United States Army Criminal Investigation Laboratory	2	<a href="mailto:Derek.l.hammond4.civ@mail.mil">Derek.l.hammond4.civ@mail.mil</a>
Joseph Stephens	United States Secret Service	4	<a href="mailto:Joseph.stephens@uss.s.dhs.gov">Joseph.stephens@uss.s.dhs.gov</a>
Brett Bishop	Washington State Patrol	4	<a href="mailto:Brett.bishop@wsp.wa.gov">Brett.bishop@wsp.wa.gov</a>



# 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

- Standard Guide for Minimum Training Requirements for Forensic Document Examiners
- Scope of Expertise in Forensic Document Examination
- Standard for Examination of Handwritten Items
- Standard for Examination of Indented Writing
- Standard for Examination of Alterations and Obliterations
- Standard Terminology Relating to The Examination of Questioned Documents
- Standard for Source Conclusions
- Forensic Document Examination Bibliography





# Standards/Guidelines Development Priority 1 Document (Training)

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 (Training)

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 (Training)**

- Document tied up by members of the LRC
- Course of action still being decided





# Standards/Guidelines Development Priority 2 Document (Scope of Expertise)

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](mailto:Lisa.hanson@state.mn.us)

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





# Standards/Guidelines Development Priority 2 Document (Scope of Expertise)

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 (Scope of Expertise)



- This document has been submitted to the ASB for vetting.





# Standards/Guidelines Development Priority 3 Document (Handwriting)

Document Title: Standard for Examination of Handwritten Items

Scope: This standard provides procedures that should be used by forensic document examiners (Scope of Expertise in Forensic Document Examination) 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](mailto:Licht@dps.state.i.us)

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





# Standards/Guidelines Development Priority 3 Document (Handwriting)

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 3: Document Title*



# **Task Group/Subcommittee Action Plan (Handwriting)**

- Document in final stages of review in the Subcommittee.
- A New Work Proposal has been submitted to the ASB.





# Standards/Guidelines Development Priority 4 Document (Indentations)

Document Title: Standard Guide for Indentation Examinations

Scope: This standard provides procedures that should be used by forensic document examiners (Scope of Expertise in Forensic Document Examination) 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](mailto:Licht@dps.state.i.us)

**Date of Last Task Group Meeting:** N/A





# Standards/Guidelines Development Priority 4 Document (Indentations)

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 4: Document Title*

# Task Group/Subcommittee Action Plan (Indentations)



- Document finished at the Task Group level
- Needs Subcommittee review and approval





# Standards/Guidelines Development Priority 5 Document (Alterations)

Document Title: Standard Guide for Examination of Altered Documents

Scope: This standard provides procedures for examinations that should be used by forensic document examiners (Scope of Expertise in Forensic Document Examination) 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 5 Document (Alterations)

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 5: Document Title*

# **Task Group/Subcommittee Action Plan (Alterations)**



- Document finished at the Task Group level
- Needs Subcommittee review and approval





# Standards/Guidelines Development Priority 6 Document (Terminology)

Document Title: 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](mailto:Carl.mcclary@atf.gov)

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





# Task Group/Subcommittee Action Plan (Terminology)

- This document is being combined with the Terminology lists submitted from the other Physics/Pattern subcommittees.





# Standards/Guidelines Development Priority 7 Document (Source Conclusions)

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](mailto:hicklin@noblis.org)

**Date of Last Task Group Meeting:** Unknown



*Priority 7: Document Title*



# **Task Group/Subcommittee Action Plan (Source Conclusions)**

- This document is still in the vetting process





# Standards/Guidelines Development Priority 8 Document

Document Title: Forensic Document Examination Bibliography

Scope: Create a detailed, searchable list of research performed in the Forensic Document Examination field

**Task Group Name:** Bibliography

**Task Group Chair Name:** Joe Stephens

**Task Group Chair Contact Information:** [Joseph.Stephens@ic.fbi.gov](mailto:Joseph.Stephens@ic.fbi.gov)

**Date of Last Task Group Meeting:** N/A



**National Institute of  
Standards and Technology**

U.S. Department of Commerce





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

- Research publications are being collected
- Searchable platform being decided
- Vetting of research being performed





# Summary of Standards/Guidelines Priority Actions

- Standard Guide for Minimum Training Requirements for Forensic Document Examiners
- Scope of Expertise in Forensic Document Examination
- Standard for Examination of Handwritten Items
- Standard for Examination of Indented Writing
- Standard for Examination of Alterations and Obliterations
- Standard Terminology Relating to The Examination of Questioned Documents
- Standard for Source Conclusions
- Forensic Document Examination Bibliography





# Priority Action Report

**Forensic Document Examination**

Pattern/Physics

Rigo Vargas

2/14/2017



