

A. Purpose:

Guidelines regarding the documentation of physical evidence received for analysis by the latent print section.

B. Responsibility:

Latent Print Section Examiners

C. Procedure:

1. Upon receiving evidence for analysis each assigned examiner will verify the listed items on the "Request For Examination Form" as compared to the actual items received. Any discrepancy will be noted on the examiner's worksheet (QR-LP1a through QR-LP1d) or bench notes.
2. A record of each item received will be made on the latent print examiner's worksheet or bench notes.
3. Received evidence shall be either photographed or photocopied. This will be at the option of the assigned examiner.
4. All latent print evidence of value will be photographed or digitally scanned and made part of the examiner's case file. All latent prints that are being photographed for identification or comparison purposes will include a scale and will be itemized. Itemization can be reflected through a variety of methods some of which include: the direct marking of evidence prior to photography; placards or labels used with photography; and the marking of printed photographs. The method to be utilized is at the option of the examiner. Regardless of the method chosen, there should be not doubt as to the latent print in question.
5. All submitted lifts and photographs utilized for comparison purposes shall be labeled with the Laboratory Case #, Submission #, Item # and the examiner's initials. Some submissions may not contain sufficient space for this information. If this is the case, the submission should be photographed, digitally scanned or photocopied and the pertinent information can then be added to the printed photograph, or photocopy.
6. Known exemplars are considered materials for comparison unless a submission number is assigned. In either event, a photograph, photocopy or digital image of the exemplar will be

retained as part of the case file. This includes elimination prints and prints obtained from AFIS, SPBI, FBI or any other source.

7. Copies of the final report, bench notes, worksheets, and any other pertinent paperwork will be kept in the examiner's case file. Retained laboratory generated lifts, negatives, and photographs* will be kept in a sealed envelope in a latent print file storage cabinet designated for such use.
8. All pages of the complete case file excluding the final report will be consecutively numbered by the examiner prior to technical review. Memorandum received after the file has been assigned for technical review need not be numbered but should contain documentation as to when it was received. The purpose of numbering case file pages is for the logical reassembly of the case file and materials associated with specific technical and administrative reviews when such reviews have occurred on more than one occasion.

*At the option of the examiner, photographs 8"x10" or larger and small photographs affixed to standard letter sized paper may be kept in the case file.

D. Sources of Error:

E. References:

1. Latent Print Work Sheets QR-LP1a
2. Latent Print Work Sheets QR-LP1b
3. Latent Print Work Sheets QR-LP1c
4. Latent Print Work Sheets QR-LP1d