

**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 analysis form, submission evidence label, laboratory bar code and the laboratory receipt form for consistency as compared to the actual item(s) received. Any discrepancy indicating that the represented contents is in error will be noted on the examiner's worksheet or bench notes. Case Management will also be notified of any found errors.
2. A record of every submission examined 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. Latent impressions of value being digitally scanned do not require that a scale be present but will be uniquely indexed. All latent prints of value that are being photographed will include a scale and will be uniquely indexed. Indexing 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 no doubt as to the latent print in question.
5. All submitted lifts and photographs utilized for comparison purposes should 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 area 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.