

LP SOP-22 Evidence Storage

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Purpose:

To outline the latent print unit's policy pertaining to evidence storage.

Responsibility:

Latent Print Examiners

Procedure:

1. Evidence under the control of a latent print examiner, which is not in the process of being examined, shall be kept in a secure area. Secure areas shall include any of the following:
 - a. Latent evidence storage closet in the latent print processing lab (any evidence).
 - b. A securable latent print examiner's office or securable cabinet/desk (for the temporary storage of case files, latent lifts, photographs and image disks only).
 - c. Assigned cabinet in the latent print processing lab (any evidence).
2. Evidence which has been transferred to the latent print section but has not yet been assigned to an examiner shall be kept in the latent print evidence storage closet in the latent print processing lab.
3. Upon case completion, the evidence shall be properly packaged and returned to evidence receiving or transferred to the next appropriate section or examiner for analysis.