

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 shall be kept in a secure location. Secure locations shall include any of the following:
 - a. Latent evidence storage room (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).
 - d. An examiner may leave evidence that is actively being examined on the examination bench during the work day in an appropriate manner that prevents compromise or loss of that evidence. This evidence must be returned to a secure storage location at the end of the workday.
2. Evidence which has been transferred to the Latent Print Unit, but has not yet been assigned to an examiner shall be kept in the latent print evidence storage room.
3. Upon case completion, the evidence shall be properly re-packaged and returned to evidence receiving or transferred to the next appropriate Unit or examiner for analysis.