A. Purpose:

To give guidance regarding the documentation required when contact is made regarding a submitted case, whether that contact was initiated by the laboratory or an outside individual.

B. Responsibility:

Latent Print Section Examiners

C. Procedure:

1. The preferred method of documenting communications regarding cases is to put a note in the Case Synopsis area in Justice Trax. All documentation should include the date of the communication, the subject of the communication and the names of the people who were involved in the communication (laboratory and outside individuals). Examples of when the communication must be documented in Justice Trax are (but are not limited to):
   a. Non-examination of evidence (decision by laboratory) – include how this was communicated to the submitting agency (i.e. e-mail, phone call, etc.)
   b. Cancellation of case by submitting agency
   c. Any deadlines involved in the case
   d. A request is made for further examination after the evidence has already started being examined
   e. A new suspect in the case
   f. If other units could be affected by the subject of the communication

2. If communication is made that is relevant only to the Latent Print Unit, it is acceptable to document the communication in the latent print case jacket only. Examples of this are (but are not limited to):
   a. Agency contacted to ask about previous processing of evidence
   b. Agency representative calls to ask for a clarification about the final report. If this clarification is generic in nature and does not involve another unit, it is acceptable to document in Justice Trax only
   c. Contact with a State's Attorney pertaining to Latent Print testimony only

3. If the Latent Print Unit receives a possible candidate for an Unsolved Latent Database impression (CT-AFIS or NGI systems), there are instances when a memo is written to the submitting agency (see LP SOP-32 ULD Entry and Candidate Review).

4. If any communication is done via e-mail and it may affect another unit, copies of the e-mail(s) will be placed in the Latent Print case folder and copies will be given to Case Management. It

will be Case Management's responsibility to inform the other units and to add the e-mail communication to the main case folder in Evidence Receiving.