

LATENT EVIDENCE POLICY/PROCEDURE 00-LES-6

TO: All Latent Evidence Staff
FROM: SAC Jerry Richardson
SUBJECT: Image Processing Reports
Effective Date: **August 3, 2000**

It is the responsibility of all Latent Evidence Section analysts to print out a report on the Latent Evidence Section image processing system for all images (latent prints, imprint impressions and all known standards) retained which relate to homicide cases. These reports may be necessary for homicide cases which will be tried capitally and a “motion for relief” filed which will often require that all files be turned over to the court for review. Since these reports are considered a part of the file, they are not exempt from the review process.

All reports related to homicides should be printed at the time the images are retained and attached to the case file notes with appropriate case file numbers, page numbers, dates, and initials. Reviewers should also be aware of this procedure and ensure that these reports are included in the file during the administrative review.

cc: SBI Legal Counsel John Watters
Deputy Assistant Director John Neuner