

**LATENT EVIDENCE POLICY/PROCEDURE 00-LES-7**

**TO:** All Latent Evidence Staff

**FROM:** SAC Jerry Richardson

**SUBJECT:** Identification Section Fingerprint/Palmprint Images

**DATE:** October 13, 2000

**Effective Date:** October 16, 2000

The following procedure will be adhered to when using fingerprint and palmprint images on file in the Identification Section for all cases requiring a comparison to latent prints.

**Photocopies of fingerprint cards received from Identification Section pursuant to a comparison request:**

- 1) When the fingerprint card is received, note the case number, date received, and your initials on the fingerprint card.
- 2) Insert the fingerprint card as an item of evidence in the Laboratory Information Management System (LIMS).
- 3) Compare applicable identifiable latent impressions to the fingerprint images as required and prepare required notes and reports.
- 4) Package the fingerprint cards in an envelope, mark the container with the appropriate identifiers, and return to the submitting agency with all other evidence.

**Fingerprint Images Printed from the NIST Archive System pursuant to a comparison request:**

- 1) Once the fingerprint image is printed, note the case number, date received, and your initials on the fingerprint card or copy.
- 2) Insert the fingerprint card as an item of evidence in the Laboratory Information Management System (LIMS).
- 3) Compare applicable identifiable latent impressions to the fingerprint image as required and prepare required notes and reports.
- 4) Package the printed images in an envelope, mark the container with the appropriate identifiers, and return to the submitting agency with all other evidence.

**Original Fingerprint cards received from the Identification Section and used for comparison purposes pursuant to a comparison request:**

- 1) Request the card from the Identification Section, compare applicable identifiable latent impressions to the fingerprint image as required, and prepare related case notes and reports.
- 2) Mark the fingerprint card with appropriate identifiers(i.e., case number, date, initials, identification symbols, etc.)
- 3) Insert the fingerprint card as an item of evidence in the Laboratory Information Management System (LIMS).
- 4) Copy the card and have an authorized representative from the Identification Section certify the photocopy and return the original fingerprint card to the SBI Identification files.
- 5) Package the photocopy of the fingerprint card in an envelope, mark the container with the appropriate identifiers, and return to the submitting agency with all other evidence.

JR/jr

cc: Special Agent In Charge Dee Loran-Parker

