

Latent Evidence Policy/Procedure 95-LES-2 (Revised)

TO: All Latent Evidence Staff

FROM: SAC Jerry Richardson

SUBJECT: Capture/Retaining and/or Standards (95-LES-2 is revised)

Effective Date: February 10, 2000

All latent prints and known standards that were utilized to effect an identification will be retained on the Image Processing System. The images will remain on the hard drive until backed up on to CD by the key operator. If the image processing system is not in service for an extended period of time, the TC-III camera or photocopier may be used.

Footwear/Tiretread:

Images may be retained on the Image Processing System. The images will remain on the hard drive until backed up on a CD by the key operator. If the Image Processing System is not used, the images may be recorded on the TC-III or the photocopier. Further, at least one of each of the known footwear impressions will be retained on the SICAR database.

Any time the TC-III or photocopier is used to record latent prints, footwear impressions or tiretread impressions, the copies produced will be attached to the analysts notes, properly identified and be given a page number.

The method used and date that the latent prints, footwear images or tiretread images were retained will be recorded in the appropriate space on the Case Information form and that form will be made a part of the analyst's notes.