



**CHANDLER POLICE
DEPARTMENT
GENERAL ORDERS**
Serving with Courage, Pride, and Dedication

Order

F-07 FIELD INVESTIGATIONS

Subject

**500 Latent Processing
Procedures**

Effective

10/26/16

Summary

This order describes the proper use and procedures for latent print processing and submission by patrol officers.

A. POLICY

1. **LATENT LIFTS ARE EVIDENCE.** A complete chain of custody must be maintained on all latent print evidence.
2. **DO NOT SUBMIT LATENT LIFTS TO PROPERTY & EVIDENCE.** All latent lifts will be secured in the Forensic Services Section.
3. Only Forensic Services Section approved lifting materials and packaging will be used for latent print processing
4. The Forensic Services Section may not accept incomplete latent lift cards or improperly sealed latent envelopes

B. TRAINING

1. Officers shall be trained in latent print processing and collection techniques prior to processing latent prints in the field
2. Any officer who desires training in latent processing and collection should contact the Forensic Services Section to arrange training

C. LATENT LIFTS

Rev

1. All latent lifts shall be marked with the following information:
 - a. Case number and item number given to lift cards
 - b. Lift number
 - c. Officer's signature or initials
 - d. Date lifted (time is optional)
 - e. Crime type
 - f. Address/location where processing was accomplished
 - g. A written description of where the lift came from (be specific)
 - h. Optional: A diagram showing where on the evidence the latent lift came from, orientation of the latent, etc.
2. When the object being processed has been assigned its own item number, the item number must be included in the written description of where the latent came from
3. When processing a vehicle, record the following information on one of the latent lift cards:



- a. Vehicle make
 - b. Vehicle model or body type
 - c. License plate number or the complete VIN
 - d. Vehicle color
4. If more than one vehicle is processed under one (1) case number, the latent lifts for each vehicle will be packaged separately, or the vehicle information will be recorded on each latent lift card to discriminate from which item the lift was obtained
 5. Latent lift cards are considered both evidence and case notes. If both sides of the lift card are used, then each side will bear the case number and the officer's handwritten initials.
 6. When annotating information on the lift (tape) side of the latent card, avoid writing on the latent image

D. SUBMISSION OF LATENT LIFTS

1. All latent lifts must be submitted in a properly completed and sealed latent envelope
2. A properly completed and sealed latent envelope contains the following:
 - a. Packing tape across the edge of the envelope's flap
 - b. Officer's initials or badge number written across the seal onto the envelope
 - c. Case number
 - d. Crime type
 - e. Address / location where the processing was accomplished
 - f. Processing date
 - g. Officer's name or badge number
 - h. Quantity of lift cards enclosed
3. The officer will record the chain of custody for the latent evidence on the exterior of the envelope. The chain of custody must include to whom the evidence was released, or the name of the secured latent drop box it was placed in.
4. Latent print envelopes shall be submitted to one of the following secured latent drop boxes:
 - a. Main Station: Next to the main door to the Forensic Services Section
 - b. West Substation: On the wall in the evidence packaging room
 - c. South Substation: On the wall in the evidence packaging room
5. **DO NOT SUBMIT LATENT LIFTS DIRECTLY TO CRIME SCENE TECHNICIANS OR FORENSIC SERVICES ADMINISTRATIVE STAFF.** Latent print examiners may accept latents from priority cases at their discretion.

