



LPU – 4

Evidence

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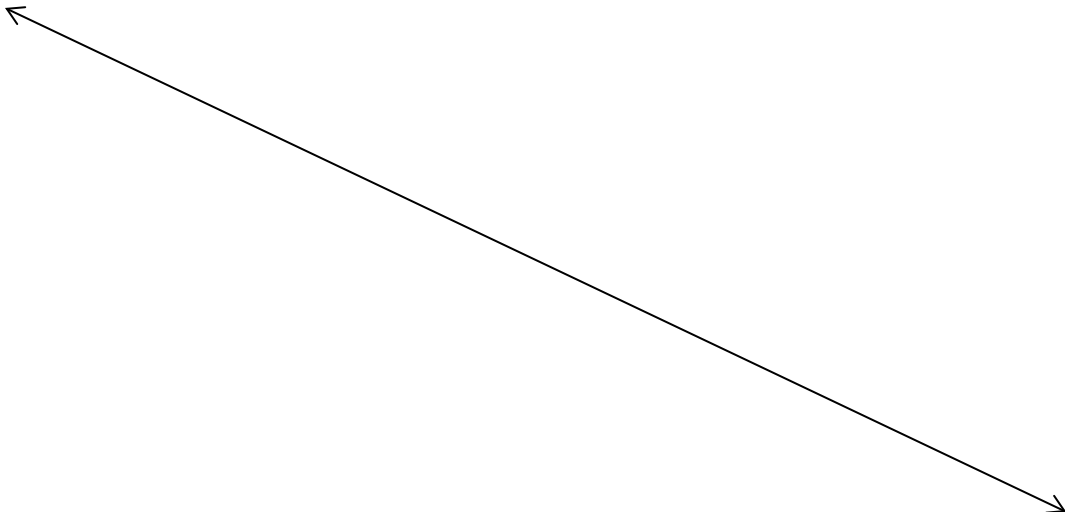
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Crime Laboratory – Latent Fingerprint Unit	
Standard Operating Procedure Manual	
SOP # 4-1	Subject: Evidence Receipt, General Requirements
Approved: David C. Schultz	Matthew Mathis

Evidence Receipt, General Requirements

In general, evidence submission shall be submitted according to current Lab evidence policies. This policy mandates specific requirements that shall be adhered to in addition to the policies outlined in the Lab Quality Manual and Policy Manual.

1. All evidence that is received by the Latent Print Unit shall be properly packaged and sealed upon receipt. The packaging must be sufficient so as to assure the integrity and preservation of the evidence. Evidence that does not meet this standard will be rejected.
2. All evidence shall be submitted to the receiving analyst and custody transferred within the PLIMS/Property Control System. The receiving analyst shall verify contents and assure that the evidence submitted is consistent with the description. In the event of a discrepancy, the analyst will return custody of the item to Property Control for correction. If a case assignment is open in PLIMS the employee will enter a notation of the conditions that resulted in the rejection.
3. No evidence shall be accepted by the Latent Print Unit without an active crime lab evidence analysis request or lab assignment with the exception of routine latent print submissions. The Latent Fingerprint Unit is the custodian of latent fingerprint card submissions and shall receive latents from Property Control on a daily basis.

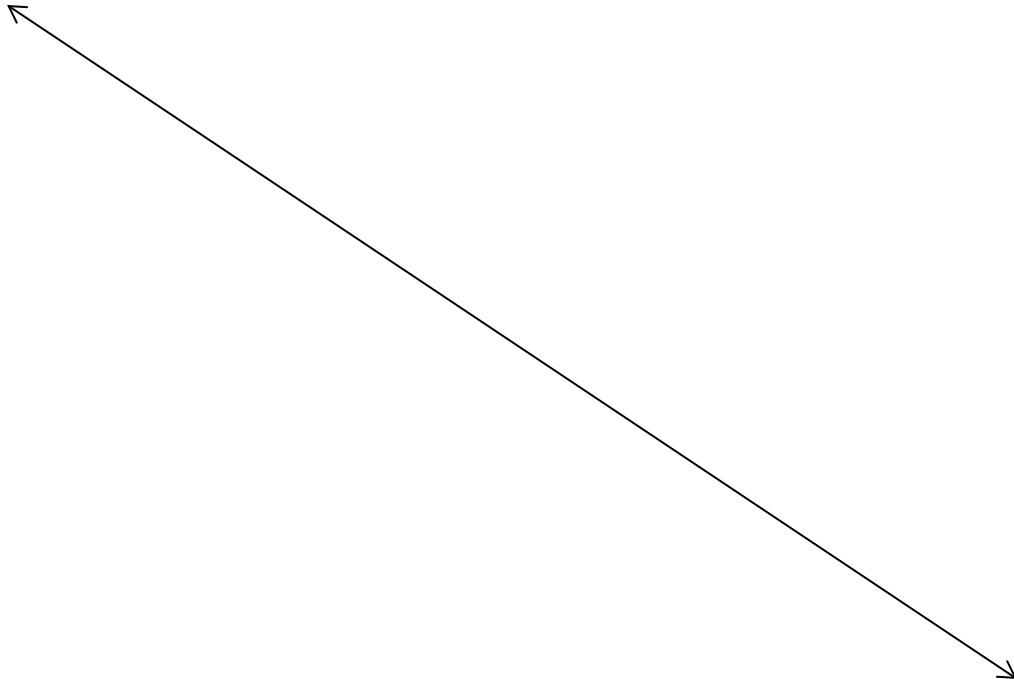


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SOP # 4-2	Subject: Documentation
Approved: David C. Schultz	Matthew Mathis

Evidence Documentation

1. All incoming evidence custody shall be transferred through the CMPD PLIMS Barcode Readers.
2. Physical evidence packaging and latent print packet form 0-21-PD shall be dated and initialed upon receipt by the receiving analyst in addition to the electronic custody transfer. Items of evidence shall not be intentionally and directly marked, altered or changed by an analyst of the Latent Print Unit except as described under LPU-8 of this SOP
3. When analysis is complete the evidence shall be placed in the original packaging if possible, and sealed with evidence tape. If it is not possible to utilize the original packaging the item shall be repacked with new packaging. The analyst shall sign and date across the tape. Care shall be taken to not obliterate or cover any previous seals and initials. If item is re-packaged with new packaging the old packaging shall be packed with the evidence.



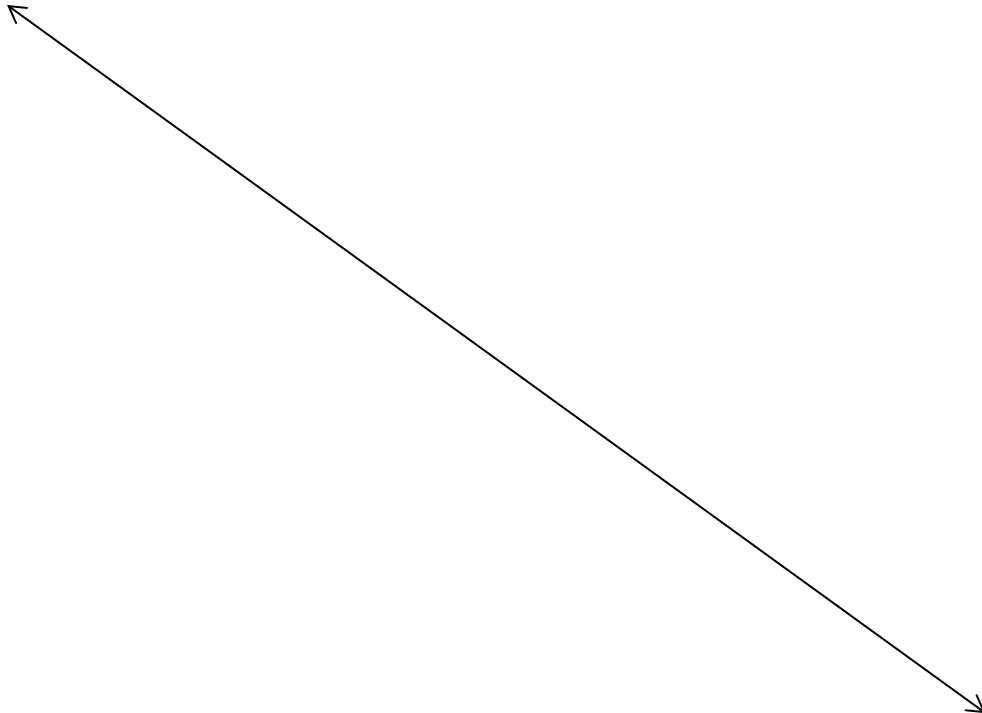
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SOP # 4-3	Subject: Routing
Approved: David C. Schultz	Matthew Mathis

Section Routing, Sequence of Processing

1. In general, some latent print development techniques can be destructive to other types of forensic evidence. When receiving the Lab Analysis assignment the analyst shall verify that the items submitted are routed to the right lab section. The sequence of processing should be as follows.
 - a. Firearms (Weapons safety check)
 - b. Biology
 - c. Questioned Documents
 - d. Latent Prints
 - e. Chemistry
 - f. Firearms

2. Any evidence that is rejected by the Latent Print Unit will be forwarded to the next lab section or returned to the Property Control Bureau if no further analysis is requested.



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SOP # 4-4	Subject: Storage & Security
Approved: David C. Schultz	Matthew Mathis

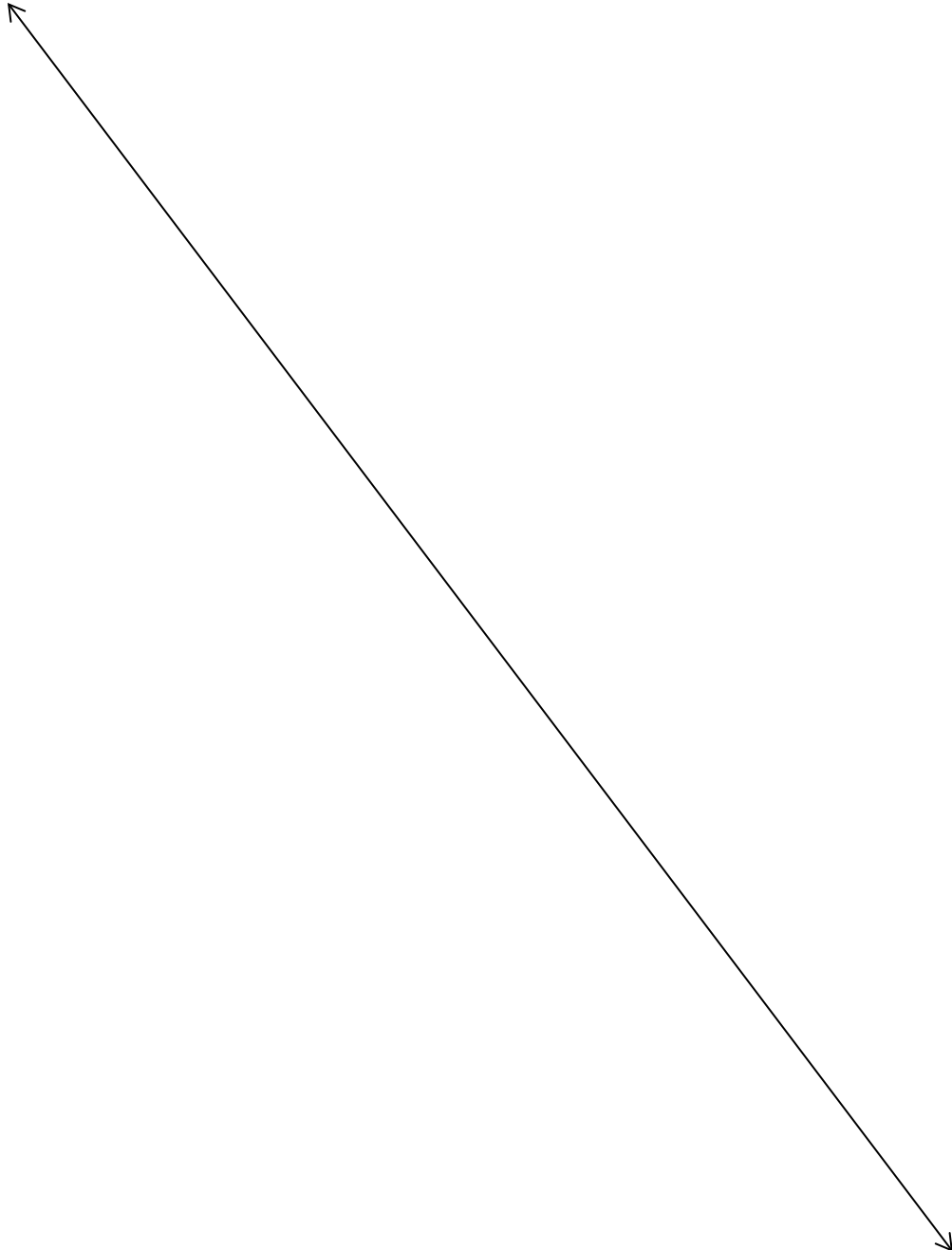
Evidence Storage & Security

Latent fingerprint submissions are maintained within the custody of the Latent Print Unit. These items are subject to frequent requests for comparison. For the purpose of this policy all latent print lift cards and digital images shall be considered as both evidence in the process of examination and examination records. When not in process of examination latent lift cards and photographs shall be stored as evidence. This shall apply from initial receipt of the items until disposition of the items, or the disposition of the case, with the items turned over to the clerk of the court.

1. All evidence received by this Unit shall be stored in such a manner as to assure the integrity of the evidence and restrict access to only persons authorized.
2. Physical evidence submitted for processing shall be stored in the provided lockable storage cabinets located in the processing lab. The cabinets will remain locked at all times when not in use.
3. Latent Fingerprint cards will be stored in the provided file cabinets located in the AFIS Computer room. Access will be restricted to latent unit staff only. Latents will be stored according to case number. Latents removed from the file will be replaced as soon as the case analysis is complete. Property crime and robbery latent prints older than 2 years shall be archived. Homicides and rapes may be stored in the Latent Print Section indefinitely, until the case is disposed with the latents being surrendered to the Clerk of the Courts, or storage space is exhausted.
4. Latent archiving will be conducted as per current CMPD procedure. All latents archived after 24 months will be documented electronically in the PLIMS system, containerized, and scanned to Latent Print Archives.
5. The AFIS latent file room will remain locked during non-working hours.
6. The Latent Print Unit will remain locked at all times and during non-working hours both entry doors will be double locked.

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7. All ten print and palm print inked standards will be stored in the provided secured storage on the 5th floor or archived off site.
8. Latent lift cards that are in active status may be maintained within the analysts assigned work area or personal storage area. Latent print packets that are in active status may remain unsealed until completion of the case. Active cases are cases that are undergoing screening, evaluation, case examination, or technical/peer review.

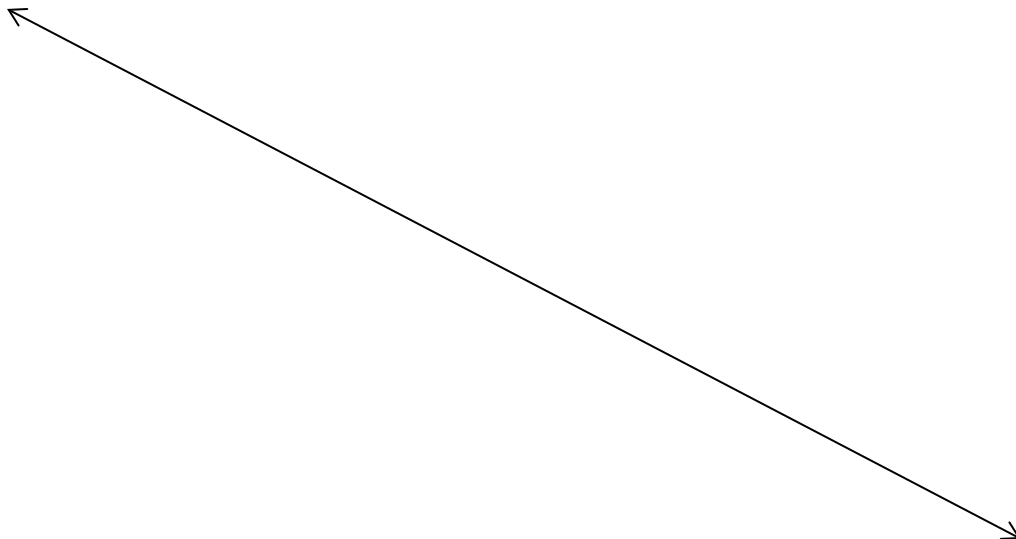


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SOP # 4-5	Subject: Drugs
Approved: David C. Schultz	Matthew Mathis

Drugs

1. Requests for drug case latent processing may only be submitted by CMPD Vice/Narcotics, all other requests for services must come from the District Attorney's Office.
2. No drugs will be accepted by the Latent Print Unit where the drugs are not completely sealed and isolated from the drug's external packaging (as opposed to the evidence packaging). The Latent Print Unit will not remove any drugs from packaging or manipulate the packaging in any way that would expose the drugs.
3. Drugs packaged in small baggies or small zip lock bags will not be processed by the Latent Print Unit and will be rejected upon receipt.
4. Any drugs displaying visual contamination or other foreign substance on the external packaging will be rejected with the exception of used paraphernalia.
5. When a drug related case is completed the drug evidence shall be immediately returned to the Chemistry Section. If Chemistry has completed the case, the drug packaging evidence shall be immediately returned to the Property Control Bureau.



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SOP # 4-6	Subject: Firearms
Approved: David C. Schultz	Matthew Mathis

Firearms

1. All firearms shall be verified as safe upon receipt and/or prior to latent print processing utilizing an approved bullet trap. Any firearm found loaded (ammunition in the firearm) will be addressed as prescribed in the Policy Manual 4.10.
2. New gloves will be worn by the Latent Print Analyst prior to handling additional weapons to prevent cross contamination of the evidence if weapons will be subject to biological swabbing.
3. All firearms will be handled in a safe manner. All unloaded firearms will be handled as loaded at all times while in the Latent Print Unit's possession.
4. All magazines and ammunition will be considered as part of the firearm for processing purposes.
5. Firearms seized from a suspect's person or classified as found property will be rejected unless there are specific circumstances that require processing or by direct order of Lab Command Staff. Person means hands, pockets, waistband, etc.
6. Firearms may be swabbed by the Latent Fingerprint Unit prior to processing to expedite the case through the lab on a priority basis. Firearms that are rejected or otherwise not processed for latent prints will not be swabbed. Swabs will be documented as a child item and separately packaged and tagged from the parent item.
7. Swabbing shall be taken from the grip area, back strap and front strap on handguns. If submitted with a magazine the base plate shall be swabbed.
8. Swabbing shall be taken from the stock grip and fore stock on rifles and long guns.
9. Any firearms contaminated with apparent blood or any other biological substance shall not be swabbed by the Latent Print Section and will be returned to the Biology Section for swabbing.

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SOP # 4-7	Subject: Biohazards
Approved: David C. Schultz	Matthew Mathis

Biohazards

1. Latent print packets containing biohazards (e.g. latent lifts contaminated with possible blood or post-mortem impressions containing biological contaminants) must be labeled with a “Biohazard” label.
2. No evidence that is a known biohazard requiring specific storage conditions such as biological fume hoods, refrigerators or freezers will be accepted by the Latent Print Unit.
3. All material should be checked and monitored for biohazards upon receipt and handled as contaminated utilizing standard universal precautions until determined otherwise.
4. Material that has become wet that has not been rejected shall be thoroughly dried before acceptance by the Latent Print Unit.
5. No bio-hazardous material should be accepted or stored in the Latent Print Unit, holding areas or storage lockers unless properly packaged and labeled as a biohazard, and proper storage conditions exist within the unit at time of submission.
6. No handling of bio-hazardous evidence should be carried out without the employee(s) wearing appropriate protective clothing, such as latex surgical gloves and masks, lab coats and aprons. These should be disposable except for lab coats. Full face protection should be provided if there is any danger of splashing or airborne dispersion.
7. After handling bio-hazardous evidence, all protective clothing should be disposed of and all handlers **must** wash their hands thoroughly with an appropriate chemical germicide or soap and water.
8. To prevent cross contamination of evidence, gloves will be changed when handling different items of evidence.
9. Obviously contaminated post mortem prints must be sealed in a clear plastic bag during analysis to prevent office cross contamination and removed from the plastic bag prior to long term storage.

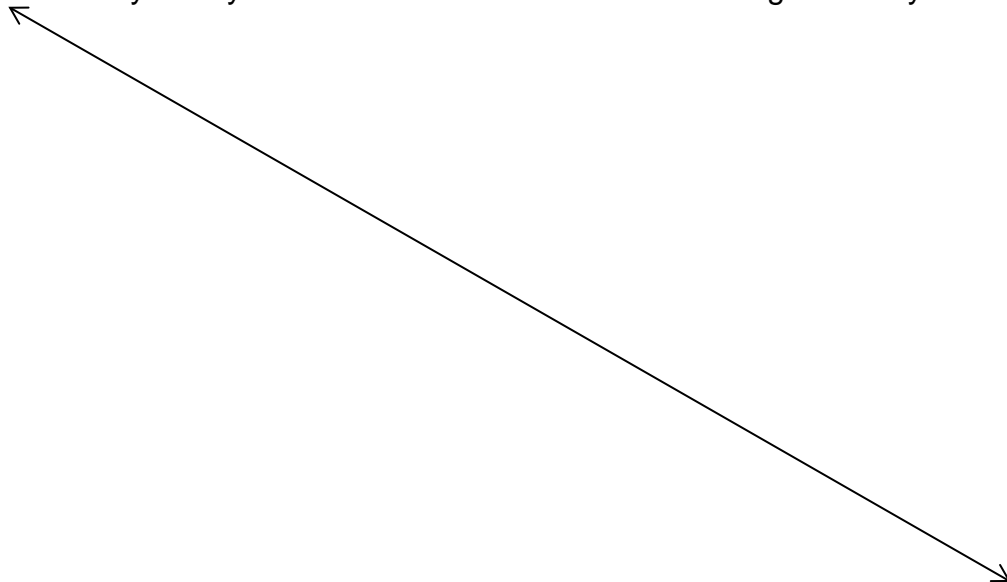
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SOP # 4-8	Subject: Currency
Approved: David C. Schultz	Matthew Mathis

Currency

These policies shall apply in addition to CMPD Directive 700 but shall not supersede it.

1. All currency submitted to the Latent Print Unit for processing shall be physically counted and inventoried prior to acceptance by both the receiver and submitter.
2. The inventory shall be consistent with what is listed on the Evidence Property Control Sheet and shall be initialed by both the submitter and receiver after inventory acknowledging accuracy.
3. Currency shall be inventoried according to bill denomination, quantity of each denomination, and total dollars and black and white photocopied for case record.
4. After processing, the currency will be immediately returned to the Property Control Bureau after a re-inventory as described above in 1 & 2.
5. The Section Administrator shall be immediately notified upon the discovery of any errors or inconsistencies found during inventory.



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SOP # 4-9	Subject: Latent Print Cards
Approved: David C. Schultz	Matthew Mathis

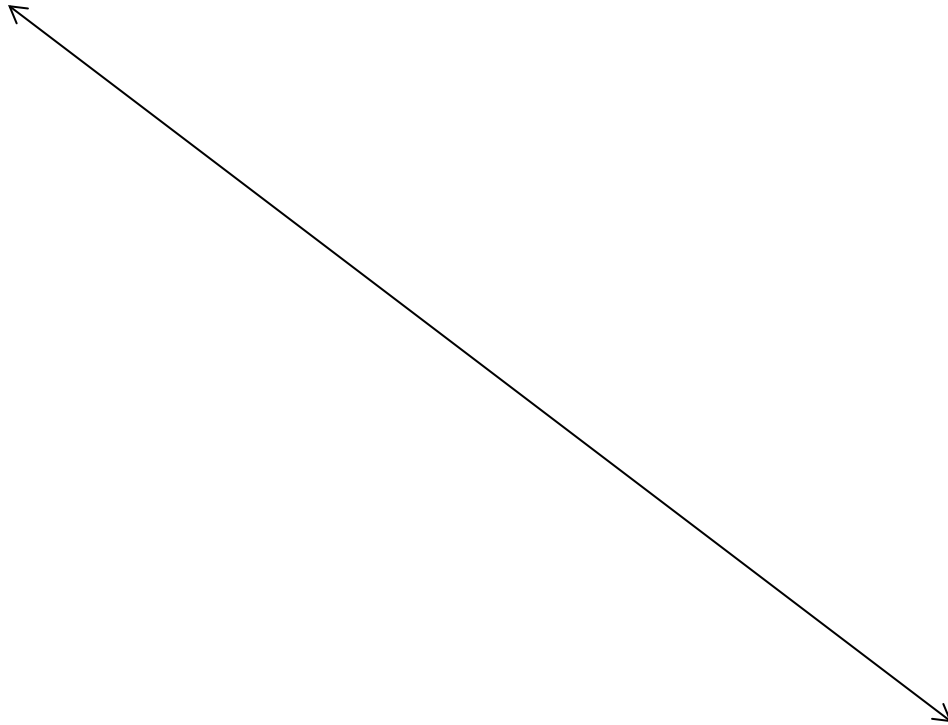
Latent Print Cards

1. Latent print cards shall be received daily from the Property Control Bureau. Cards will be analyzed on a rotating schedule by the section analysts or divided equally to expedite the process.
2. The outside of the latent print packet, 0-21-PD, shall be initialed and dated immediately by the receiving Latent Print Analyst.
3. The total number of lift cards received and the total number of lifts of value shall be placed on the outside front bottom of the 0-21-PD latent packet. Those submissions that possess palm impressions shall have a P placed next to the above markings.
4. Latent cards will be evaluated and inventoried. All impressions shall be assigned a quality value. Latents will be assigned one of the following values.
 - a. **Value (V)** Can identify or exclude
 - b. **No Value (NV)** No technical value or not a friction ridge impression
 - c. **AFIS Value (AV)** Sufficient quality for electronic search.
5. All latent print cards shall be entered into PLIMS by the receiving analyst. The total quantity of cards will be entered as child items of the parent submission. Cards that possess latent impressions of value will have grandchild latent impressions created. All cards and latents shall be assigned individual numbers by PLIMS. Card numbers shall be written on both sides of the latent cards. Impression numbers shall be written in an available location in proximity to the impression. Both sides of the latent card shall be scanned and attached to its record in PLIMS. If a latent impression is present in PLIMS it possesses value.
6. Latent lift cards submitted to the Latent Print Section, where all marks contained on the cards are of no value, shall have the parent item description changed to NO VALUE - Latent Fingerprint Submissions in the drop down menu for Item Type in PLIMS. Child item cards and grandchild item impressions will not be created. No value cases will be returned to Property Control.

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7. All latents of AFIS value shall be searched in AFIS. Latents from major cases may be registered to the data base if they do not return a candidate. IAFIS entry is at the discretion of the analyst. When latent prints are searched through AFIS, the AFIS Latent Print Entry Log must be completed. If a database search does not result in identification, the result will be documented on the latent packet indicating the latents were searched with an AFIS X NEG. A negative AFIS result means that no matching print was located in the database; it does not mean that no matching print exists in the database. A negative AFIS search will not be peer reviewed. AFIS candidate lists will not be retained.
8. Property crime and robbery latent prints older than 2 years shall be archived.
9. Photographic images of latent prints shall be the subject of this same procedure except that they shall be direct child items of the parent, such as a firearm or other item. Grandchild impression items shall be created from the photograph.
10. Latent cards that are submitted improperly as specified in LPU 8-8 will be rejected and returned to property control.

Note: Archiving shall be performed as per current CMPD practices at the time of archiving.



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SOP # 4-10	Subject: Rejection of Evidence
Approved: David C. Schultz	Matthew Mathis

Rejection of Evidence

Evidence submitted to the Latent Fingerprint Unit may be rejected for any one of the following reasons.

1. Improper or incomplete documentation **of evidence and lift cards**.
2. Latent Fingerprint cards displaying something other than friction ridge impressions or where all of the impressions contained within the submission are of no value.
3. Improperly packaged evidence.
4. Evidence that has been contaminated or handled without gloves.
5. Evidence that has been previously processed by another lab, agency or officer.
6. Evidence that was removed from the suspect's person by officers.
7. Unsealed drugs.
8. Where possession has already been established by the officer/investigator and processing would yield no investigative value.
9. Any cases that will not be prosecuted.
10. Cases previously identified to a suspect without a request from the District Attorney's Office.
11. Cases without victim elimination prints.
12. Wet, putrefied or decomposing evidence will be assessed on a case by case basis but in general will be rejected.
13. Dangerous, explosive or infectious evidence will be rejected.
14. Found Property that is not part of a criminal or administrative investigation.
15. Fired shell casings will not be processed as per NIBIN/IBIS Protocol unless they are submitted as part of an investigation conducted by the Homicide Unit. Cases that are excluded from this subsection are ADW with Life Threatening injuries and Officer Involved Shootings. Live Cartridges that are of .22 caliber will not be processed.

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SOP # 4-11	Subject: Requests for Services
Approved: David C. Schultz	Matthew Mathis

Request for Service

All requests for analysis must be submitted electronically in the *PLIMS*. This request may be submitted only by employees of CMPD, contracted external agencies, Federal Agencies, the District Attorney's Office, Public Defenders Office or U.S. Attorney's Office.

Request Acceptance Criteria

Latent evidence is unique in that it is subject to recurring analytical requests. In order to properly manage available resources and assure a quality product the following criteria shall be followed.

1. Requests must be properly completed and electronically submitted by authorized personnel only.
2. If the request is for latent print analysis, the request **MUST** include complete suspect information including SID or PID numbers.
3. If the case involves crimes against property, only one (1) open request per case number will be accepted at a time. A subsequent request may be submitted upon closure if no suspects have been identified.
4. Property crimes that have been previously identified to a suspect, other than requests for previously identified AFIS cases that request a different suspect, must include victim eliminations and be requested by the District Attorney's office.
5. Third requests for property crimes submitted for the same unidentified case may be accepted, but will be placed into a hold queue in PLIMS. These requests will be assigned as backlog and workload permits, and handled on a case by case basis or as ordered by command staff. Once a case is placed into the hold queue subsequent requests will be returned and not completed. Generally, fourth requests for the same case will not be accepted if the request is for comparative analysis. Crimes against person cases are not restricted by this policy section.
6. Mass suspect screenings will not be accepted.