
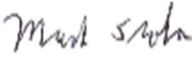
	GAITHERSBURG POLICE DEPARTMENT		
	Latent Fingerprint Evidence		
	GENERAL ORDER 1104.1	Related CALEA Standards: 42.2.1, 82.2.1, 83.2.1, 83.2.2, 83.2.3, 83.2.7, 84.1.1, 84.1.3	
Effective Date 06/23/2016			
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE 	DATE 06/23/2016	

I. DEPARTMENT POLICY

It is the policy of the department to process every crime scene where it is likely that latent evidence may be obtained, *especially in the event of a Part I Offense or serious Part II Offense.*

II. LATENT FINGERPRINT PROCEDURES

A. Recovery and Labeling

1. Only personnel trained in the recovery of latent fingerprint evidence will attempt to process surfaces for latents.
2. Before an officer attempts to lift latent fingerprints, the surface(s) from which the latents will be lifted should be photographed, especially if the latent(s) to be lifted are obvious.
3. All surfaces and/or articles within the crime scene could potentially contain latent evidence. Therefore, officers at the scene, or discovering evidence from the crime scene, will take precautions to ensure that the scene is not unnecessarily disturbed until a determination is made regarding processing.
4. If a crime scene or article is not printed, the officer responsible for the report should indicate that fact, and the reason(s) why the scene was not processed.
5. Any officer from this Department who processes a crime scene or article for latent fingerprints shall ensure that the details, such as evidence collected and its submission for analysis, are recorded in the associated event report.
 - a. Even attempts that yield no evidence should be documented.
 - b. If the processing officer finds that the information is not documented in the initial report, the officer shall submit a supplement report.

6. When attempting to lift latent fingerprint evidence, the fingerprint dust is lightly applied to the surface(s) and is removed from the surface using wide tape.
7. The tape is then transferred to an appropriate sized white card and any excess tape is trimmed away.
8. The card is labeled with all pertinent information, including:
 - a. Location from where the particular latent was recovered,
 - b. Date and time of recovery, and
 - c. Name of the recovering officer.
9. All recovered/stolen vehicles will be processed, if possible. Until a recovered/stolen vehicle is processed, officers should avoid touching any area of it that an occupant would have likely touched, such as:
 - a. Inside and outside rear-view mirrors,
 - b. Door handles and doors,
 - c. Ashtray, and
 - d. Glovebox
10. It is the responsibility of the recovering officer to ensure that all computer cancellations are made and the owner is notified of the recovery.
11. An officer(s) touching any area or article at or near the crime scene will immediately notify the officer who will attempt to lift latents of the items, where the officer(s) inadvertently touched them.
12. If an item of potential evidentiary value is recovered away from the crime scene, but cannot be processed at the location where it was recovered, officers will make every attempt to photograph it before they seize it, and will then make every effort to avoid touching any surface that might contain latents.
 - a. Officers should consider loosely wrapping the item(s) they seize in paper or placing it in a suitable container that best preserves any latents that might be recovered from it later.

B. Processing and Developing

1. The white cards containing the recovered latent fingerprints will be placed into a *Latent Evidence Envelope* by the recovering officer and sealed.
2. The recovering officer completes a *Receipt for Property* form (MCP 526) and *Request for Impression Evidence Examination* form (MCP 41) and transports the evidence to the MCP 6th District station, prior to or at the conclusion of the officer's tour of duty.
3. Upon arrival at the 6th District station, the officer will enter information about the evidence into the TRAQ computer system.
 - a. The TRAQ system logs the evidence into the data base and assigns it a tracking number via bar code.
4. The officer then places the evidence into the designated secure evidence receptacle for temporary storage until the MCP 6th District Evidence/Property Custodian accepts custody and transports it to the Forensic Services Section for analysis.
 - a. To properly document chain-of-custody, the submitting officer will ensure that he/she completes the chain-of-custody area on the MCP Form #526 form.
5. If the quality of the latents is suitable for analysis, they are entered into the data base at the Regional Automated Fingerprint Identification System (R.A.F.I.S.) in an attempt to match the recovered latents with those already on-file. If a suspect is identified, the submitting officer is notified in-writing by R.A.F.I.S. If a suspect is not identified, the submitting officer receives a receipt from R.A.F.I.S.

III. ELIMINATION PRINTS

A. Purpose

1. Elimination prints are prints obtained from a person(s) for the purpose of eliminating them as a suspect. If an officer determines the need for elimination prints, he/she will follow the procedures below.
2. Obtain an *Elimination Print* card from the MCP Forensic Services Section and make arrangements with the person whose prints are needed to come to the station to be printed.

- a. The person's fingerprints are inked and placed on the card in the same manner as any other fingerprint card.
3. The submitting officer will insert the card into a *Latent Evidence* envelope, complete a *Receipt for Property* form (MCP 526), *Latent Examination Request* (MCP 25) and follow the evidence submission procedures previously listed in this directive.