


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 307	Section: CRIMINAL INVESTIGATIONS	Effective Date: APRIL 2021
Title: CATALOGING LATENT FINGERPRINT AND TEN PRINT CARDS		
Accreditation Standards: N/A		
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I. PURPOSE

The purpose of this general order is to identify the process of cataloging and storing latent fingerprint evidence and ten print cards.

II. GENERAL

Latent fingerprint evidence linked to a criminal investigation is often crucial in prosecuting an offender. Latent fingerprints are typically collected from the scene of the crime and/or collected at an in-house evidence processing station. Latent fingerprints can be lifted from an item of evidence and placed on a latent fingerprint card and/or photographed in TIFF file format and stored on a CD.

Once processing of the latent fingerprints is completed the item(s) of evidence are typically sent to the Virginia Department of Forensic Science for analysis, and entered into AFIS/IAFIS. Once entered the AFIS/ IAFIS the database can report varying results to include not on file (no ten print card exist), individualizations (confirmed by (2) examiners), inconclusive, or the latent fingerprint does not possess sufficient information for the database to search.

Once the examinations are completed at DFS and the results are given to the reporting officer the evidence will be returned to the Leesburg Police Department by mail or personal pickup.

III. ASSIGNED PERSONNEL

A. The department's Crime Scene Detective shall manage, and catalog the latent fingerprint and ten print file. The CIS Commander is responsible for oversight. The Crime Scene detective will be knowledgeable about the rules of evidence relating to latent fingerprints, and in the collection and submission of latent fingerprints to the Virginia Department of Forensic Science.

IV. PROPERTY CONTROL

A. It is incumbent upon the evidence custodian / property room attendant to notify the Crime Scene Detective that a case containing latent fingerprint evidence and/or ten print cards has been closed or made inactive.

B. At that time the custody of the latent fingerprint evidence and/or ten print cards shall transition to the custody of the Crime Scene Detective.

V. STORAGE

A. The Crime Scene Detective shall maintain an organized file of the latent fingerprint evidence and ten print cards.

- B. The latent fingerprint evidence and ten print cards shall be stored in the Leesburg Police Department's controlled access laboratory.
- C. The evidence shall be organized in a manner to facilitate quick access by authorized personnel and/or re-submitting the item to the Virginia Department of Forensic Science for analysis.

VI. FILING CLOSED CLEARED BY ARREST CASE

- A. In a solved case the evidence shall be maintained for as long as "legally necessary" or until storage is full whichever is greater. Legally necessary in this instance means storing the latent fingerprint evidence and/or ten print cards until all appeals have been exhausted in the court of law and the defendant has completed their sentence.

VII. FILING UNSOLVED / INACTIVE CASES

- A. If the case is unsolved or made inactive the storage of the latent fingerprint evidence and/or ten print cards shall be stored indefinitely.

VIII. PROPERTY MANAGEMENT RECORDS

- A. The Crime Scene Detective will maintain a records system. This records system will indicate the type, amount of property on hand, chain of custody, final disposition and date and time the property is received and/or released.

IX. EVIDENCE DESTRUCTION

- A. If determined that the latent fingerprint evidence and/or ten print cards can be destroyed they shall be returned to the evidence custodian for destruction. The evidence custodian shall subsequently follow all previous applicable general orders pertaining to destruction of evidence.

XI. PROPERTY INSPECTIONS

- A. The Criminal Investigations Commander or designee will make a routine inspection of the latent and ten print file. This inspection shall ensure that proper record keeping, accountability of evidence, and property storage guidelines are being adhered. Problems found during these inspections will be documented and corrected to ensure that the records are complete and properly annotated.
- B. When a new detective is assigned to manage the latent print / ten print file, a full inventory of the files will be conducted. This inventory will be performed jointly by the newly appointed detective and outgoing detective. The Criminal Investigations Commander will supervise the inventory.