

## **LCS Unit Order 51**

### **LANCASTER STATION**

#### **UNIT ORDER # 51**

### **HANDLING PROCEDURES FOR COMPLETED LATENT PRINT CARDS AND ENVELOPES**

To ensure the chain and custody of evidence is adhered to, the following procedures have been established:

Upon completion of the latent print card, all cards shall be placed into the provided envelope and secured. In order to maintain security, all latent print cards shall be brought to the station as soon as possible or practical. Within the station evidence room, there is a secured metal box, where all cards shall be placed into. Latent print cards may be delivered directly to the crime lab during their normal business hours.

A community service assistant has the responsibility of checking the latent print box on a daily basis. The latent print box shall remain locked at all times. The key to the box is located on the watch sergeant's key ring. All cards are to be gathered Monday through Friday and delivered to the crime lab for processing.

A representative from the crime lab will note the date and time each card is received. The green copy of the latent print card may be given to the individual investigator for their records.

Any required follow-up or requests needed regarding the status of any submitted card will be the responsibility of the handling investigator.

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