

*"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1136.2, LATENT PRINTS**

EFFECTIVE:	1/9/2018
RESCINDS:	1136.1
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	CRIME CENTER SECTION COMMANDER
ACCREDITATION STANDARDS:	35.01, 35.03, 35.05
CHIEF OF POLICE:	ORLANDO ROLÓN

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**POLICY:** The Orlando Police Department is committed to the successful resolution and prosecution of all criminal offenses committed within the City of Orlando. This policy has been created to ensure that proper procedures are utilized in the identification, processing, examination, and storage of latent print evidence.

**PROCEDURES:**

**1. DEFINITIONS**

AFIS: Automated Fingerprint Identification System

Fingerprint Powders: Powders used to visualize friction ridge detail; can be magnetic, non-magnetic, fluorescent, bi-chromatic, or a variety of monochromatic types.

Known Print (STANDARDS): The intentional (controlled) recording of the friction ridge skin using a thin layer of black printer's ink or a Live Scan digital recording.

Latent Print: The unintentional recording of the friction ridge skin on the surfaces of the fingers, palms, and feet.

Latent Print Lift Card: A plain or glossy card with a white contrasting background upon which lift tape containing possible latent fingerprints are placed. See attachments A, B and C for examples of the three sizes of latent lift cards.

Latent Print Lift Tape: A one-sided adhesive clear or frosted tape upon which recovered latent prints are preserved.

Patent Print: Friction ridge impression of unknown origin, visible without development.

**2. COLLECTION OF LATENT PRINTS**

Employees should be cognizant of the presence of potential latent prints at any and all crime scenes. The following procedures should be utilized so as to maximize all evidentiary possibilities for the obtaining of latent print evidence:

**2.1 EXAMINING THE CRIME SCENE FOR LATENT PRINTS**

Examine the crime scene to determine what items and/or surfaces the suspect may have handled or touched.

- a. Once it is established that there are surfaces conducive for latent print processing, the officer or CSO will attempt to obtain latent prints utilizing black print powder. Should specialized processing be required that exceeds the officer's or CSO's capability, a CSI will be notified to process the scene. (35.01c, 35.03a)

- b. Should a patent print (visible print) exist, it should be photographed *before* any attempts to enhance it are made.

## 2.2 GUIDELINES FOR PROCESSING WITH POWDERS

When using powder to process an item for the presence of latent prints, the following guidelines must be adhered to:

- a. The surface area must be dry.
- b. A slight amount of black powder should be placed upon the print brush.
- c. Lightly apply the print brush containing the powder to the side of the actual area to be dusted, working inward. An excessive amount of powder applied directly to latent print can obliterate the details of the latent print. Should this occur, simply shake off the remaining powder from the brush and brush over the area again.
- d. Apply the adhesive side of the print tape directly onto the entire area of the developed latent.
- e. Apply a slight amount of pressure to the smooth side of the print tape to remove any folds, bubbles, etc.
- f. Carefully remove the print tape from the processed area.
- g. Apply the print tape which now contains the latent print to the back (blank area) of the latent print lift card.
- h. Repeat these steps, if necessary, to obtain maximum clarity. If a second or third lift is made of the same print, label the print card as follows: 1<sup>st</sup> lift, 2<sup>nd</sup> lift, etc. (This rule also applies if you apply too much print powder.)
- i. After transferring lift tape to the latent print lift card, initial and date above and below the print tape. This will ensure the integrity of the lift.
- j. Should the submitting employee somehow transfer his or her own prints to the lift tape while placing it onto the lift card, those prints should be crossed out **and initialed** prior to submission.
- k. Once the latent print has been secured on the latent print lift card, the reverse side of card must be completely **and legibly** filled out, to include all pertinent information.

## 3. SUBMISSION OF LATENT PRINTS

### 3.1 GUIDELINES FOR SUBMITTING THE LATENT LIFT CARD

When submitting latent prints, the following guidelines **MUST** be followed:

- a. ALL latent print submissions require an Incident Report which must include at least a brief case narrative as this is a requirement for latent comparison results to be entered into the Latent Print Spreadsheet. This includes those instances where normally only a misdemeanor arrest affidavit, narrative supplement, or Florida Crash Report (hit and run with latent prints) would be necessary. All employees are reminded to ensure that they are using the correct, original case number (most often the initial property theft/burglary/stolen vehicle case) rather than the incident number assigned to a recovery or follow-up investigation.
- b. The Case Number on the incident report must exactly match the Case Number on the submitted latent print cards.
- c. Attach the latent lift cards to a legibly hand-printed or computer-typed Latent Print Work Request (Attachment D) with all fields on the Work Request completed, including vehicle license tag/VIN information, suspect

information (if available), special handling, and remarks. Blank Work requests may be found next to the Latent Print Drop Box or in Word under the add-ins-tab for Investigative Forms.

- d. To ensure the proper chain of custody, print into the Latent Print Log Book the lifting/submitting employee's name, case number, date of submission, and number of lift cards submitted. Log Book is also located next to the Latent Drop Box. If the submitting employee is not the employee who lifted the latents, both employees' names must be listed on the Work Request and the Log Book entry; a clear explanation of the lift card(s) chain of custody shall also be noted in the report narrative.
- e. Place the completed Work Request, attached to the latent lift cards, into the Latent Print Drop Box.
- f. Should a situation arise in which the submitting employee is unable to place his or her latent lift cards in the drop box, then the employee must make arrangements to give the latent lift cards directly to a Latent Print Examiner.
- g. A Latent Print Examiner will collect latent print cards and Work Requests from the drop box on a daily basis on weekdays, not including holidays. The Latent Print Examiner will ensure that each submission is documented in the Latent Print Log Book at the time of collection.
- h. When the Latent Print Examiner determines that a Work Request is incomplete or needs additional information prior to examination, an email will be sent to the submitting employee (and supervisor) requesting that the submitting employee contact the Latent Print Examiners in order to make necessary corrections while still maintaining the chain of custody. Failure to respond to the email in a timely manner may result in a delay of the investigative process.

### 3.2 GUIDELINES FOR SUBMITTING PHOTOGRAPHED LATENTS

Photographed Latent print evidence will be submitted to the Latent Print Examiner as follows:

- a. Developed latent print(s) will be submitted to the Forensic Imaging Lab to be photographed.
- b. The Forensic Imaging Lab will print the photo(s) and deliver them directly to the Latent Print Examiners.

## **4. EVALUATION/COMPARISON OF SUBMITTED LATENT PRINTS**

After receiving photographed latent prints or latent print lift cards, the Latent Print Examiner will:

- a. Evaluate the submitted latent prints to determine whether they are: of value (contain sufficient ridge detail for comparison purposes), no value (lack sufficient ridge detail for comparison purposes), or are of AFIS quality (contain sufficient ridge detail for entry into the AFIS).
- b. Document the results of the examinations and disposition on the Latent Print Spread Sheet.
- c. Enter those latent prints, which have been determined to be of AFIS quality, into AFIS for electronic comparison to a statewide/nationwide criminal database.
- d. Upon receiving a comparison request from the submitting employee or detective assigned to the case, the Latent Print Examiner will obtain (if available) record fingerprints and palm prints of the subject and perform a comparison to the submitted latent prints.
- e. Ensure all submitted latent print evidence is kept in a secured area with only the Latent Print Examiners and the Technology and Forensics Unit Supervisor having access.

- f. Issue a report to the submitting/assigned employee documenting the results on all latent print comparison cases. (Note: a report will only be generated in AFIS submissions in which a positive identification was made).

## **5. VERIFICATION**

The OPD Latent Print Examiners will technically and administratively review each other's cases and will not issue any verbal notification or written report regarding a positive identification until such time as the identification is **VERIFIED** by a second qualified Latent Print Examiner.

1136.2 P&P 01/2018

**ATTACHMENT A**

Latent Lift Card: **Fingerprint size.**  
Sample shown approximately actual size.  
Actual size of card is 4.625" x 2.625".

<b>ORLANDO POLICE DEPT.</b>	
<b>Latent Lift</b>	
Case #	_____
Date	_____
Offense	_____
Address	_____
Latent Lifted By	_____
EXACT Location of Latent	_____
	_____

**ATTACHMENT B**

Latent Lift Card: **Palm print size.**  
Sample shown is approximately 75% of actual size.  
Actual size of card is 8.5" x 5.5".

**ORLANDO POLICE DEPT.**  
**Latent Lift**

Case # \_\_\_\_\_

Date \_\_\_\_\_ Offense \_\_\_\_\_

Address \_\_\_\_\_

Latent Lifted By \_\_\_\_\_

EXACT Location of Latent \_\_\_\_\_

\_\_\_\_\_  
Diagram (if applicable)

**ATTACHMENT C**

Latent Lift Card: **Shoe/foot print size.**  
Sample shown is approximately 70% of actual size.  
Actual size of card is 8.5" x 11.

**ORLANDO POLICE DEPT.**  
**Latent Lift**

Case # \_\_\_\_\_

Date \_\_\_\_\_ Offense \_\_\_\_\_

Address \_\_\_\_\_

Latent Lifted By \_\_\_\_\_

EXACT Location of Latent \_\_\_\_\_

\_\_\_\_\_

Diagram (if applicable)

ATTACHMENT D

ORLANDO POLICE DEPARTMENT  
LATENT PRINT WORK REQUEST

EVALUATE LATENTS  Case Number \_\_\_\_\_  
COMPARISON  Date Submitted \_\_\_\_\_  
Offense \_\_\_\_\_ Address \_\_\_\_\_  
Victim \_\_\_\_\_  
Submitting Officer \_\_\_\_\_ Employee # \_\_\_\_\_

Remarks, special handling, suspects, etc.

DO NOT WRITE BELOW THIS LINE – FOR LATENT PRINT ONLY

Latents submitted are of value and have been retained on file   
Latents submitted are of NO value   
Comparison made with the following results:

CR	TY	RL	ID

\_\_\_\_\_  
Latent Print Examiner

\_\_\_\_\_  
Emp #

\_\_\_\_\_  
Date