

OFFICE OF THE CHIEF OF POLICE

NOTICE
14.5

January 9, 2018

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: LATENT EVIDENCE ENVELOPE, FORM 05.16.01 – REVISED

In preparation for accreditation, the Latent Evidence Envelope, Form 05.16.01, has been revised as follows:

- On the front of envelope, the CRIME TYPE box was renamed as the TOTAL # OF LATENT CARDS box;
- The TOTAL # of LATENT CARDS box was renamed as the ADDITIONAL INFORMATION box;
- The TOTAL # of LATENT PHOTOS box was deleted; and,
- All boxes on the backside of the envelope have been deleted.

The revised Latent Evidence Envelope will be available for distribution in 30 calendar days. All other versions of the Latent Evidence Envelope shall be marked “obsolete” and placed into the Area/divisional recycling bin. The use, completion, and distribution of the form remain unchanged.

Any questions regarding this Notice may be directed to the Latent Print Unit, Technical Investigation Division, at (213) 473-8247.



CHARLIE BECK
Chief of Police

DISTRIBUTION “D”