

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 10

September 29, 2021

SUBJECT: INVESTIGATION REQUEST, FORM 12.01.00 – REVISED AND RENAMED; AND, PACKAGING ANALYZED EVIDENCE – GENERAL – REVISED

PURPOSE: This Order revises and renames the Investigation Request, Form 12.01.00, as Latent Print Investigation Request. The revisions to this form include additional fields to capture detailed investigative information. In addition, Department Manual Section 4/535.07, has been revised to include the procedure for completion of the Latent Print Investigation Request, Form 12.01.00.

PROCEDURE:

- I. INVESTIGATION REQUEST, FORM 12.01.00 – RENAMED AND REVISED.** The Investigation Request, Form 12.01.00, has been revised and renamed as the Latent Print Investigation Request. Attached is the revised form.
 - A. Use of Form.** This form shall be used to record requests to Technical Investigation Division (TID) for latent print services. Technical Investigation Division personnel assigned to perform the service(s) requested will complete applicable sections of the form. Officers requesting services from the Latent Print Unit should complete the appropriate fields.
 - B. Completion.** The completion of this form remains unchanged.
 - C. Distribution.**
 - 1 – Original, TID
 - 2 – Copies, TID
 - 3 – TOTAL**

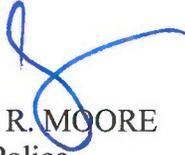
- II. PACKAGING ANALYZED EVIDENCE – GENERAL – REVISED.** Department Manual Section 4/535.07, *Packaging Analyzed Evidence – General*, has been revised. Attached is the revised manual section with the revisions indicated in italics.

FORM AVAILABILITY: The revised Latent Print Investigation Request, Form 12.01.00, is available via the Latent Print Unit Incident Tracking System located on the Department's Local Area Network (LAN).

AMENDMENT: This Order amends Section 4/535.07 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

Should you have any questions regarding this form, please contact Technical Investigation Division, at (213) 473-3106.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order No. 10 , 2021

535.07 PACKAGING ANALYZED EVIDENCE – GENERAL. Evidence to be analyzed shall be packaged in, or tagged with, the appropriate Analyzed Evidence Envelope, Laboratory Envelope or Analyzed Evidence Tag.

Employees booking evidence to be analyzed shall place an Evidence Seal (Red), Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Evidence Seal shall be placed on the top surface where the tape ends meet.

Note: The packaging of any item that requires Deoxyribonucleic Acid (DNA) or latent print processing shall be clearly marked “Hold for Touch DNA” or “Hold for Prints” and booked into an Evidence and Property Management Division facility, Area property room, or Area property room interim storage if the property room is closed.

If an investigating officer (IO) determines that the item shall be classified as “Hold for Touch DNA,” the IO shall make a telephonic request to Forensic Sciences Division (FSD) for the analysis and FSD shall make arrangements with Evidence and Property Management Division for the evidence courier to transport the item. If an IO determines that the item shall be classified as “Hold for Prints,” the IO shall *complete a Latent Print Investigation Request*, Form 12.01.00, via the Latent Print Units (LPU) Incident Tracking System or telephonically. The LPU will either respond to the Area Evidence and Property Management Division to process the evidence or make arrangements with Evidence and Property Management Division for the evidence courier to transport the item. If the item is designated as “Hold for Touch DNA” and “Hold for Prints,” the IO shall notify both FSD and *Technical Investigation Division (TID)*, who shall coordinate the transport (by evidence couriers) for the analysis.

Analyzed Evidence Envelopes:

- Analyzed Evidence - Shelf Storage Envelope, Form 12.51.00
- Analyzed Evidence - To Be Refrigerated Envelope, Form 12.51.01
- Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02
- Analyzed Evidence - Narcotics Envelope, Form 12.51.03
- Analyzed Evidence - Climate-Controlled Storage Envelope (Green), Form 12.51.06

Analyzed Evidence Tags:

- Analyzed Evidence - Shelf Storage Tag, Form 10.12.03
- Analyzed Evidence - To Be Refrigerated Tag, Form 10.12.04
- Analyzed Evidence - To Be Frozen Tag, Form 10.12.05
- Analyzed Evidence - Narcotics Tag, Form 10.12.06
- Analyzed Evidence - Climate-Controlled Storage Tag (Green), Form 10.12.10

Evidence Seals:

- Evidence Seal - Los Angeles Police Department (Red), Form 10.12.07
- Evidence Seal - Forensic Science Division/Technical Investigation Division (Yellow), Form 10.12.11
- Evidence Seal - Evidence and Property Management Division (Blue), Form 10.12.12

INSTRUCTIONS: COMPLETE A SEPARATE FORM FOR EACH TYPE OF REQUEST

DATE/TIME OF REQUEST	ENTERED BY	TYPE OF CRIME	DR#
<input type="checkbox"/> POWDER <input type="checkbox"/> CHEMICAL PROCESSING			CHARGE

**CRIME SCENE LOCATION, VEHICLE or EVIDENCE PROCESSING REQUEST
(MUST SUBMIT DR# FOR ALL EVIDENCE TO BE PROCESSED)**

VICTIM LAST NAME, FIRST NAME, NAME OF BUSINESS OR EVIDENCE ITEM NUMBER(S)	DIV. OCC'RD	R.D.
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ADDRESS WHERE LATENT PRINT UNIT SHOULD RESPOND TO (IF VEH IMPOUND, PROVIDE TOW YARD ADDR) APT#

VICTIM/BUSINESS CONTACT NUMBER	ALTERNATE CONTACT #
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VEH INFO	YEAR	MAKE/MODEL	COLOR	TYPE	VEH LICENSE NO.	LAST 4 OF VIN	IMPOUND DATE
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REQUESTED BY (NAME, SERIAL NO., DIVISION, AND EXT.)

(LPU USE ONLY) APPOINTMENT DATE / TIME

REMARKS OR SPECIAL INSTRUCTIONS INCIDENT#:

INVESTIGATOR (NAME, SERIAL NO.)	DATE & TIME COMPLETED	NO. OF LIFTS/PHOTOS/OTHER
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LATENT PRINT INVESTIGATION REQUEST

12.01.00 (9/2021)