

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 4

April 21, 2023

**SUBJECT: LATENT PRINT ENVELOPE, FORM 05.16.00 – REVISED; AND,
LATENT PRINT BACKING CARD, FORM 05.21.00 – ACTIVATED**

PURPOSE: The purpose of this Order is to revise the Latent Print Envelope, Form 05.16.00, and establish the Latent Print Backing Card, Form 05.21.00; they will be exclusively utilized by Technical Investigation Division. These forms are essential for preserving and documenting latent print evidence collected in the field.

PROCEDURE:

I. LATENT PRINT ENVELOPE, FORM 05.16.00 – REVISED. The below boxes, columns and information therein have been removed from the form:

- DIVISION;
- RD AND CC #;
- SUBJECT’S NAME;
- IDENTIFYING NO. (MAIN, SID, FBI, OTHER);
- FPS NAME & SERIAL NO.;
- CONCLUSIONS (ID, EXCL., INC.);
- DATE adjacent to the box titled “CONCLUSIONS”;
- The box titled “VICTIM’S EXEMPLAR INCLUDED”;
- The box titled “AFIS”; and,
- The box titled “CHEMICAL PROCESS.”

The following information was added to the form:

- SERIAL NO. was added to the LATENT PRINT INVESTIGATOR BOX;
- FRICTION RIDGE ONLY was added above #LIFTS and #PHOTOS boxes; and,
- The box titled “OTHER EVID.”

The use, completion, and distribution of this form remain unchanged.

II. LATENT PRINT BACKING CARD, FORM 05.21.00 – ACTIVATED.

A. Use of Form. This form will be used by Technical Investigation Division to preserve and document latent print evidence collected in the field.

B. Completion. The completion of this form is self-explanatory and it shall be completed by Technical Investigation Division only.

C. Distribution.

1 – Original, Technical Investigation Division.

1 – **TOTAL**

FORM AVAILABILITY: The Latent Print Envelope, Form 05.16.00 and the Latent Print Backing Card, Form 05.21.00, are available through Supply Division for Technical Investigation Division use only.

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.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

CARD NAME: LATENT PRINT BACKING CARD

CARD SIZE: 3" X 5"

BACK OF CARD

Date	Time	Crime
Victim		
Address		
Prints Lifted From		
Prints Lifted By		Serial No:
DR NO.	SKETCH	
	05.21.00 (03/3/23)	

FRONT OF CARD

The front of the card will be blank and glossy

GLOSSY SIDE

LATENT PRINT ENVELOPE

TRACKING #

DATE	CRIME TYPE	LATENT PRINT INVESTIGATOR, SERIAL NO.	FRICTION RIDGE ONLY #LIFTS	#PHOTOS	OTHER EVID	DR #
VICTIM/EVIDENCE						
ADDRESS						
VEHICLE DESCRIPTION						
ADDITIONAL INFORMATION						