

# 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

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**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.	<b>SKETCH</b>	
	05.21.00 (03/3/23)	

**FRONT OF CARD**

The front of the card will be blank and glossy

GLOSSY SIDE
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## TRACKING #

[illegible]