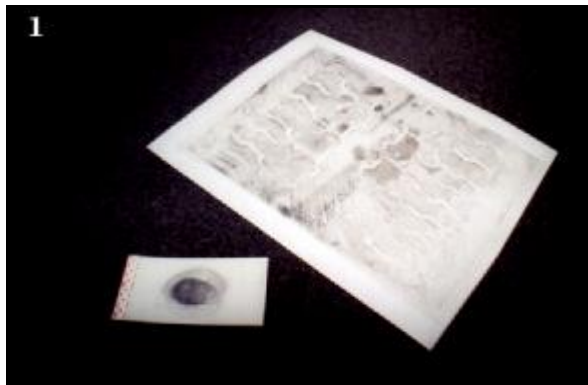




LATENT LIFTS

West Manheim Twp. Police Dept.

Property Manual



1
Mark Lifts of Latent Prints (finger, palm, foot, shoe, tire) **on the back with identifiers** such as name or initials, date & time, type of case, area lifted, and method of processing.



2
Place in a size "A" envelope. Photographs, sketches, Elimination or Known prints, and other Lifts from the same case may be packaged together in a "*master envelope*."



3
Seal with evidence tape and affix tag to front with clear tape. If submitting to Lab, attach *Lab Request* to front, over tag, by stapling top corners.

Points of Interest

- Lifts of **VISIBLE** prints should be packaged the same as lifts of **LATENT** prints.
- Lifts on *transparent backings*, should be marked to indicate top of lift.
- If known, description of print should be included on back of lift, such as left/right hand, shoe, thumb, index finger, etc.
- Only "*Identifiable*" prints should be submitted to APHIS for examination.