



Latent Prints Submission Guidelines Cheat Sheet



Wisconsin State Crime Laboratory

Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with a Criminalistics supervisor or the Laboratory Manager. If possible, we will do our best to address the special needs of your case.



General LP Guidelines

- Items taken directly from a subject on a possession case (i.e. body cavity, pockets, or waistband) will not be processed for latent prints.
- Evidence processing prior to submission may limit the analyses that can be conducted on an item. When possible, collect and submit items to the lab for full sequential processing.
- Items not suitable for latent prints: Fired cartridge cases, heavily textured or soiled items, those less than one square inch in size (e.g. knotted baggie corners, .22 unfired cartridge cases, 1 cc syringes).
- Include elimination standards for all individuals who may have touched the evidence (residents of the house, owners of a stolen vehicle, law enforcement, etc.).



Packaging Evidence

- Separate drugs from packaging and submit them as separate items.
- An item is comprised of one piece of evidence; If items are packaged together, the number of items per package will be considered the number of items submitted (e.g. 3 baggies packaged together = 3 items). *Exception: Latent lifts from the same case can be packaged together.*
- Secure large or potentially dangerous items with string or wire to prevent shifting & contact with other items or the interior of the packaging.
- Do not tightly wrap non-porous items as this may damage or destroy any latent prints.
- Air dry wet or damp items before packaging in paper. If an item is submerged in water, place it in a container with the same water for transport to the laboratory.
- Clearly describe the item(s) on the transmittal.

There is no submission limit on standards, latent lifts, or image media, regardless of case type.

Homicides

- First submission: Limited to ten (10) items

If no probative results are found, submit the next tier of 10 items



Other Violent Felonies

e.g. Armed Robberies/Assaults/Batteries

- First submission: Limited to seven (7) items

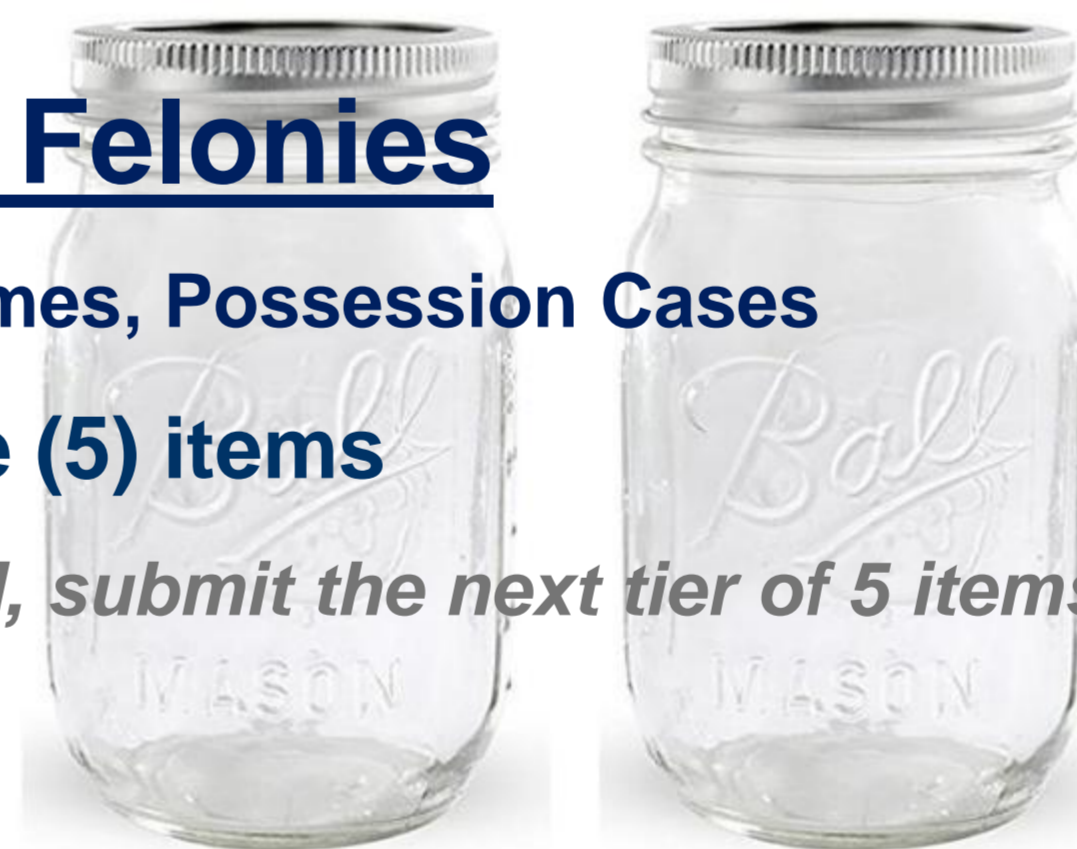
If no probative results are found, submit the next tier of 7 items

Non-Violent Felonies

e.g. Burglaries, Property Crimes, Possession Cases

- First submission: Limited to five (5) items

If no probative results are found, submit the next tier of 5 items



Note: Latent print processing can damage any item; please contact the laboratory to discuss options for electronics or items of monetary or sentimental value.

Digital Images

• Digital images of latent prints must be submitted on digital media; evidence is not accepted via e-mail.

• Submission of image media on CD/DVD must be separated by case; Each case should be submitted on separate discs with separate transmittals.

• Images of latent prints should contain a visible scale on the same plane as the prints.



• Latent impressions should be photographed in a lossless format (i.e. TIFF or RAW).



General Information

• Evidence shall be connected with felony investigations (WI Statute §165.75).

• When multiple sections of the laboratory are involved, the submitting agencies should contact either a WSCL supervisor or manager in their service area for guidance.

• Notify the WSCL of trial dates. Allow at least 1 month for complete analysis. Additional time is necessary if multiple disciplines are requested.

• Notify the lab if evidence analysis is no longer needed.

WSCL Contact Information

Madison (608) 266-2031

Milwaukee (414) 382-7500

Wausau (715) 845-8626