



CASE MANAGEMENT POLICY:

The Houston Forensic Science Center (HFSC) strives to provide timely, high-quality results for stakeholders. The intent of this policy is to prioritize testing on select evidence items based on stakeholder needs, allowing HFSC to release investigative information in a timelier manner. HFSC can better optimize its systems, resulting in better service, if the incoming evidence items per request is standardized. This policy applies to latent lift card evidence only.

COMPARISONS FOR COURT:

HFSC's latent print section requires 30-day notice to perform analysis and comparisons required for court. HFSC understands the evolving nature of criminal investigations and court schedules, however the section cannot provide accurate and complete information if it does not have sufficient time to perform analysis and review results.

ITEM SUBMISSION LIMITS:

The type and number of items initially analyzed will be based on offense type. Known ten-prints from suspects, complainants or elimination subjects will not be counted in the number of items submitted.

ALL CRIME TYPES :

The initial request will be limited to the first thirty (30) lift cards and/or possible suitable latent print images developed.

Once the initial request is completed, an additional request will be created for the subsequent thirty (30) lift cards and/or possible suitable latent print images. This will continue until all items and images have been analyzed.

BURGLARY OF MOTOR VEHICLE:

Analysis will *not be performed* on latent lift cards in the first submission of testing in the following instances:

- If the location description is missing
- If the lift card/portal request does not clearly indicate interior or exterior in the location description of a vehicle
- If the lift is from the exterior of a vehicle
- Item submission limits apply
- If an exception is needed, please notate that in the portal request or notify the Latent Print section.