



CASE CHECKLIST

Chicago Police Department
Records Division
Latent Print Unit-177

R.D. NO.

DATE

REPORT NO.

NO.	ACTION	INITIAL COMPLETE
1.	Query eTrack for Status of case. <input type="checkbox"/> CLEAR/CLOSED <input type="checkbox"/> ASSIGNED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> OTHER	<input type="checkbox"/> YES <input type="checkbox"/> DNA
2.	Query eTrack for Inventoried evidence associated with case (i.e., additional latent related evidence, elimination prints, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> DNA
3.	Query eTrack for Crime Scene processing Report & ISP Request Form. Retain in case jacket. Query Suspect information from Latent Print Report Application.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
4.	Analyze impressions on FP Lifts. Check for digital photos, notate evidence, and complete Case Documentation Sheet.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
5.	Compare impressions to Elimination standards, Suspects and AFIS generated subjects.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
6.	Evaluate findings between Impressions and Exemplar prints.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
7.	Verify findings between Impressions and Exemplar prints and notate Conclusions.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
8.	Print and/or Chart enlarged copies of Latent & Known images of initial subject identification (non-elimination identification). Dot out minutiae on Latent & Corresponding Known primary identifications with a contrasting color marker or digitally from available software.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
9.	Complete a Latent Print Examination Report (for Corroboration and/or Approval) and Submit.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
10.	Make Notifications after Approval. <input type="checkbox"/> VIA ETRACK/DETECTIVE <input type="checkbox"/> OTHER/EMAIL <input type="checkbox"/> ASA/FAX	<input type="checkbox"/> YES <input type="checkbox"/> DNA
11.	Record case data on the Latent Unit Total Sheet.	<input type="checkbox"/> YES <input type="checkbox"/> DNA
12.	Ensure case is Acknowledged via eTrack. File case envelope in evidence room according to R.D. No.	<input type="checkbox"/> YES <input type="checkbox"/> DNA

LATENT PRINT EXAMINER'S NAME (PRINT)

STAR NO.

LATENT PRINT EXAMINER'S SIGNATURE