



**BCI Latent Print Submission Policy**  
**Effective 3/13/2026**

As part of BCI's on-going effort to effectively and efficiently assist law enforcement in Ohio, the Laboratory has adopted the following policies for all latent print evidence submissions:

**PACKAGING REQUIREMENTS**

Upon receipt, evidence items must be packaged to protect them from loss, cross transfer, cross contamination and/or deleterious change.

- Small evidence items must be submitted in a minimum of ~ 5x7 package(s).
- Package questioned and known items separately.
- Latent lifts collected from one crime scene may be packaged together; however, each individual lift should be labeled as to where it was collected from

**LABORATORY REQUEST DETAILS**

- I. Provide a summary narrative of the case facts. The synopsis should provide the following information:
  - How the evidence relates to the crime in question
  - To whom the evidence belongs
  - Where the evidence was located
- II. To accommodate timely results for all law enforcement agencies throughout Ohio, BCI works evidence in order of submission. Rush requests impede this process; therefore, they will be accepted on a limited basis. Consult with a BCI Laboratory Supervisor with any rush request. Criteria that may constitute a rush request include significant public safety concerns and approaching jury trial proceedings.

**EVIDENCE ITEM ACCEPTANCE**

The types and number of evidence items accepted are dependent on the case type. Known exemplars will not count against the number of items that may be submitted.. The evidence type, case circumstances, and current laboratory testing methods will be considered in order to determine the best workflow for the evidence. If a probative identification is made to a subject, additional items will not routinely be examined, unless circumstances dictate the need for additional analysis (i.e. multiple perpetrators).

- I. **Presumed limits on the first laboratory submission:**
  - Crimes against a person(s) (includes Homicides, Robbery, Assault) – 5 evidence items
  - Property Crimes (includes Burglary) – 2 evidence items
- II. **Preferred evidence items on first laboratory submission (as applicable):**
  - Latent prints recovered from the scene (lifts). If no probative identification is made or no latent lifts from the scene are available, items or objects left or touched by the perpetrator may be submitted.
  - Crimes against a person(s) – Evidence (with the exception of weapons and paper) may be assigned to both the DNA and Latent Print sections at the time of submission
    - Items used as weapons (e.g. knives, guns) will generally be assigned for DNA testing only. Exceptions to include both DNA and Latent Print testing may be made with approval of laboratory management.
    - Paper (e.g. robbery notes, threatening letters) will generally be assigned for Latent Print testing only. Exceptions to include both DNA and Latent Print testing may be made with the approval of laboratory management.
  - Property Crime – Evidence will be initially assigned to either the DNA or Latent Prints section, depending on case circumstances
    - Items foreign to the scene (e.g. tools or flashlights brought to the scene) will generally only be tested for DNA.
    - Items touched or moved by the perpetrator (e.g. victim's property) will generally only be tested for latent prints.

The following evidence items will not be accepted for Latent Print analysis:

- Fired and unfired cartridges



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- Money (unless suspected counterfeit)
- Baggies containing unknown powder
- Syringes
- Latex gloves
- Lighters, lug nuts, pad locks

Before testing, BCI recommends that the forensic scientists, lead investigator(s) and the prosecutor confer and identify which items are best suited for testing.

We invite you to direct your questions concerning the policy to:

Jennifer Duvall, Comparative Sciences Laboratory Manager  
(740) 845-2514  
[Jennifer.Duvall@OhioAGO.gov](mailto:Jennifer.Duvall@OhioAGO.gov)

Thank you for your cooperation in helping BCI to provide consistent, quality service to law enforcement agencies throughout Ohio and we look forward to working with you.

### BCI Laboratory Supervisors

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