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16-069
04/29/16

Mandatory Processing of 852 Vehicles by Trained Patrol Units

The City has experienced an increase in the number of auto-burglaries. Evidence has shown that this increase is due in part to repeat offenders. In an effort to reduce this trend, officers trained in fingerprint processing shall be tasked with the responsibility of processing 852 vehicles.

Over 320 officers have received basic latent fingerprint training which will enable them to process vehicles at the scene. Each trained officer has been provided with a processing kit. Lateral officers who have prior experience but have not been issued kits should contact the CSI office at (415) 553-1506 and leave their contact information. Fingerprint kits shall be provided for them.

Effective May 1, 2016, every 852 vehicle shall be processed for fingerprints. Officers not trained in processing shall request the assistance of a trained officer in the district. If none are available, a request for assistance from an outside district station unit shall be made. If extenuating circumstances or inclement weather prevents processing for fingerprints, the reason must be documented in the report with the approving supervisor's name and star number.


The eventual goal is to train all patrol officers to process 852 vehicles for fingerprints. This training will be facilitated by CSI members. Upon development of a training schedule it shall be the responsibility of the district station Captains to ensure that their Platoon Commanders make every effort to coordinate and facilitate this training.

The procedure and chain-of-evidence shall be as follows:

- Document any recovered latent prints per the guide on the back of this bulletin. Each submission will be evaluated by a member of CSI and a feedback form will be sent to the officer. Officers will be notified of any identifications resulting from their efforts.
- Place the lift card envelope, unsealed, in the station CSI locker with a copy of the 852 report attached.
- Generate a call for CSI response via Department Operations Center as you would for a firearm, for example. This procedure will replace the previously used station log as each CSI evidence collection will generate a documented CSI run.
- CSI will respond to the station and collect the evidence.
- If prints are developed and placed in the CSI locker for pick-up, note in your report that latent prints were developed and retained by CSI.

While processing an 852 vehicle, the member should concentrate on the point of entry and surrounding area, edges of any opened doors and frames, window surfaces that may have been touched, and suitable contents of the glove box or vehicle interior that have been obviously disturbed. Proper documentation is critical to support successful follow-up and prosecution.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


GREGORY P. SUHR
Chief of Police

Lab. No. N/A Agency _____ Case No. _____

Victim _____

Crime Location LOCATION WHERE PROCESSING WAS DONE

Offence _____ (Street Address) _____ (City) _____
Date _____ Time _____

Location of Prints INCLUDE VEHICLE LICENSE PLATE OR VIN NUMBER HERE; DESCRIBE EXACTLY WHERE PRINTS WERE LIFTED FROM (e.g. 'OUTSIDE TOP EDGE FRONT PASSENGER WINDOW')

SKETCH of LIFT LOCATION

LATENTS ON BACK
OF CARD ONLY

WHERE APPROPRIATE, SKETCH LOCATION OF RECOVERED PRINTS

LATENTS ON BACK
OF CARD ONLY

Lifted By _____ ID# _____

CSI FORENSIC SUPPLY 925 686-6667 CAT.# 1-4060

Fingerprint lift card included in station kits

AREA # N/A OFFENSE _____ CASE # _____

BURGLARY: RESIDENTIAL COMMERCIAL DATE _____

VICTIM _____ ADDRESS WHERE PROCESSING WAS DONE

NUMBER OF SUSPECTS _____ DESCRIPTION(S) _____

IDENTIFIED SUSPECT(S) SF#'S CSI USE ONLY

NUMBER OF LIFT CARDS _____ ELIMINATION PRINTS: Y N

AFIS QUALITY: Y N TBD PALMS ONLY

AFIS SEARCH DATE: SF CSI USE CAL ID# CSI USE

MEMBER MAKING LIFT _____ ADD VEHICLE LICENSE HERE

Latent fingerprint envelope