

# SAN DIEGO POLICE DEPARTMENT PROCEDURE

**DATE:** OCTOBER 28, 2025

**NUMBER:** 5.20 – HUMAN RESOURCES

**NEW** **SUBJECT:** CRIME LABORATORY AWARDS

**RELATED POLICY:** N/A

**ORIGINATING DIVISION:** CRIME LABORATORY

**NEW PROCEDURE:** ☐

**PROCEDURAL CHANGE:** ☒ **EXTENSIVE CHANGES**

**SUPERSEDES:** DP 5.20 –11/20/2017  
Previously titled “ALPS (CAL-ID) Recognition Program”  
issued on 9/5/2025

---

## **I. PURPOSE**

**UPDATED**

This Department procedure outlines the Recognition Programs awarded through the Crime Laboratory.

## **II. SCOPE**

This procedure applies to all members of the Department.

## **III. BACKGROUND**

**UPDATED**

The Automated Latent Print System (ALPS) Recognition Program was established to recognize field personnel who obtain ALPS quality latent prints during criminal investigations. This rewards program is intended to stimulate attention and interest in the recovery of latent print evidence from crime scenes.

The Field Evidence Technician (FET) Recognition Program was established to recognize law enforcement personnel who use their FET training and skills to collect evidence from and document complicated scenes outside of their ordinary duties. It is intended to stimulate attention and interest in processing evidence and crime scenes to enhance patrol investigations.

#### IV. ALPS (CAL-ID) RECOGNITION PROGRAM

UPDATED

##### A. Eligibility

1. The following law enforcement personnel are eligible for receipt of an award:
  - a. Police Officers
  - b. Police Sergeants
  - c. Detectives
  - d. Police Investigative Service Officers
2. Eligibility for receipt of a recognition award requires the recovery of an ALPS quality latent print from a crime scene that results in the identification of a subject that has been suspected of committing a crime.

UPDATED

##### B. Award Criteria

1. Eligible personnel will receive a letter of recognition when a suspect is identified.
2. A letter of recognition and bronze colored lapel pin will be awarded when four suspects are identified.
3. A letter of recognition and silver colored lapel pin will be awarded when four additional suspects, or eight total suspects are identified.
4. A letter of recognition, gold colored lapel pin, and one-day of discretionary leave will be awarded when two additional suspects, or ten total suspects are identified.

UPDATED

##### C. Tracking

It shall be the responsibility of the Crime Laboratory's Latent Print Unit to:

1. Maintain a record of award recipients.
2. Notify commands when personnel have met the necessary criteria to receive an award.
3. Awards will be presented by area commands to ensure proper recognition.

NEW

D. Exceptions

The professional value of such recognition shall not be diluted by giving awards to dignitaries, visitors, or others who have not earned them.

V. **FET RECOGNITION PROGRAM**

NEW

A. Eligibility

1. The following law enforcement personnel are eligible for receipt of an award:
  - a. Police Officers with the FET Designation who have completed the SDPD 40 hour FET Class and stayed current with the annual FET Refresher training.
2. Eligibility for receipt of a recognition award requires processing and preserving evidence from multiple crime scenes and writing an adequate report for each scene.

NEW

B. Award Criteria

1. To receive a supervisor's commendation, eligible personnel must process and document three approved crime scenes within a 6 month period.
2. To receive a Commanding Officer's Commendation, six total approved scenes must be processed and documented within a 6 month period,
3. To receive one-day discretionary leave, nine total approved crime scenes must be processed and documented within a 12 month period.
4. If an individual is the secondary FET at a crime scene, the scene could contribute toward both FETs' crime scene count if both FETs are doing substantial processing and documentation as FETs.
5. Approval of a scene that counts toward this award will be determined through criteria set by the FET Sergeant.

C. Tracking

NEW

1. It shall be the responsibility of the FET Sergeant to:
  - a. Maintain a record of award recipients.

UPDATED

- b. Notify commands when personnel have met the necessary criteria to receive an award.
- c. Write a letter of recognition that will be submitted and maintained in the employee's divisional and permanent personnel records.
- d. Awards will be presented by area commands to ensure proper recognition.