SAN DIEGO

POLICE DEPARTMENT

FIELD EVIDENCE TECHNICIAN

RESOURCE GUIDE

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1.0 INTRODUCTION

A Field Evidence Technician (FET) uses their critical thinking and their expertise of the law, to document crime scenes, identify, collect, and preserve evidence. This will play a crucial role in the administration of justice.

A special skill set that an FET embodies is their attention to detail and the ability to prioritize tasks. This directly translates into sequential processing, which is necessary when processing a crime scene, and will assist in navigating any challenges presented.

This guide cannot encompass all possible situations and circumstances encountered. FET's will use common sense and sound judgement when presented with circumstances not covered by the guide. This guide will be used to assist in determining the course of action that should be taken for most crime scenes. Nothing in the Resource Guide supersedes the San Diego Police Department Policy and Procedure, and all employees will adhere to all Policy, Procedure, and Department Orders, as well as direction from supervisors.

2.0 CRIME SCENE PRESERVATION

Crime scene preservation is the first step in assuring the integrity of the investigation.

2.1 Protecting the Crime Scene

Step 1:
Officer safety first. Verify that the scene has been secured and safe to enter. Make sure entering the scene doesn't pose an immediate risk to you and other officers.

Step 2:
Verify your BWC is on and recording both video and audio. All crime scene processing by an FET will be recorded by BWC.

Step 3:
Check that the perimeter of the scene is neither too small nor too big.

Step 4:
Determine if the scene should be processed by the laboratory.

- Will reconstruction of trajectory be requested?
- Will reconstruction of blood spatter be requested?
- Will the search for bodily fluids be necessary?

Notify your sergeant if you believe the laboratory should be called out.

Step 5:
Have all unauthorized persons removed from the scene, including fellow officers.

Step 6:
Deny access to unauthorized persons, including supervisors and fellow officers.

Step 7:
Walk the scene with case agent to obtain a briefing.

2.2 Personal Protective Equipment

Determine if the scene necessitates wearing coveralls, a lab coat, shoe covers, or a mask.

Gloves should always be worn and changed frequently.

You shall not process a crime scene and respond to process another crime scene without changing uniforms or clothing, including shirt, pants, and boots. Boot covers should be used to help mitigate contamination.

2.3 Contamination and Cross-Contamination

Crime scene equipment shall be wiped down with a "Hype-Wipe" (20% bleach solution towelette) after every use. Hype-Wipes are included in the Officer's Tool Kit and will be available in the FET locker at each division. This does not apply to camera equipment.

Contamination and cross-contamination can happen during the following:

- The processing of the scene
- The collection of evidence
- The packaging of an item of evidence
- The transfer of evidence from person to person or place to place

3.0 NOTE TAKING

The more information you have in your notes, the easier it will be to write the report.

Notes Should be Taken Contemporaneously.

3.1 Basic Information

- How were you notified, by whom, and at what time
- What is the address you responded to
- Time of arrival
- Who gave you the briefing
- Who was at the scene, if relevant
- Time of first digital image
- Time of first collection/receipt of evidence
- Time of departure

Department Policy 4.13 B. – Officers' Notes

1. *Officers shall use a PD-145, or other suitable notepad, when taking notes.*
2. *All relevant information (this includes exculpatory facts or statements) written in the notepad shall be immediately transferred to an official police record.*
3. *Notepads may be used until all pages are filled. Notepads that are completed or will no longer be used shall be destroyed by the officer.*
4. *Officers may retain a current PD-145 at a department location until the notepad is completed.*

4.0 PHOTOGRAPHY

Photography is a non-intrusive, critical element of a legal case. Photographic documentation provides visual evidence that may be used as a tool and plays a crucial role in the pursuit of justice.

4.1 Camera Basics

Step 1:
Verify the camera battery is fully charged, if it is not, replace it.

Step 2:
Verify the camera date and time.

Department Procedure 3.26 IV., E., 9. *– Officers and detectives are reminded to ensure that the date and time is properly set on their cameras as this data is encoded on every photograph taken (whether displayed in the image or not). Having incorrect dates or times encoded on photographs could lead to problems in subsequent prosecutions.*

Step 3:
Set the diopter. This will match the focus of the viewfinder to your eye.

Step 4:
Set the camera to Auto or Manual mode.

- Auto mode allows the camera to decide the ISO, the aperture, the shutter speed, and controls the flash.
- Manual mode allows the settings of the ISO, the aperture, the shutter speed, and the flash, to be determined by the photographer.
    - Meter the image, then:
        - Set the ISO
            - The higher the number the more sensitive the image will be to the light.
            - Safe range for the ISO is between 100 and 1250. The higher the ISO the grainer the image will appear.
        - Set the F-stop
            - The F-stop controls the aperture and is responsible for the depth of field in an image.
            - A small F-stop number equals a larger aperture, more light allowed in the lens, and less depth of field.
            - A large F-stop number equals a small aperture, less light allowed in the lens, and more depth of field.
        - Set the shutter speed
            - A long shutter speed (slow) will affect motion resulting in a blurry image.
            - A short shutter speed (fast) will stop motion.
            - More light enters the camera, the longer a shutter is open.

Step 5:
Set the lens to manual focus or auto focus. Use manual focus when taking close-up photos of comparison or interpretation/reconstruction evidence (i.e., fingerprints, shoeprints, tire tracks, blood spatter, trajectory, injuries).

4.2 Format Memory Card

Step 1:
Make sure all the images on the memory card have been downloaded.

Step 2:
Format your memory card prior to starting a new scene.

Department Procedure 3.26 IV., E., 2. *– Images from only one crime scene shall be placed on the memory device at any one time.*

Department Procedure 3.26 IV., E., 10. *– Officers and detectives are reminded NOT to delete files or photographs that did not turn out to their satisfaction. Deleting files, even of unusable photographs will create a discrepancy in the file numbers which may create problems in subsequent prosecutions.*

4.3 Detachable Flash

Replace all batteries in the flash prior to starting a scene.

4.4 Use of a Tripod

Tripod to be used when the shutter speed is 1/60th of a second or less to avoid shake. Should be used for documenting impression evidence.

4.5 Nighttime Photography

Step 1:
Put the camera and lens in manual mode

Step 2:
Place and lock the camera onto the tripod

Step 3:
Frame the image and focus

Meter the image by setting the following:

- ISO
- Shutter speed
- F-stop

4.6 Overall Photographs

Capture the scene as it is when you arrive.

Shoot the scene from left to right.

Overlap each image for continuity.

Document the points of entry and exits.

Document of windows and doors, if applicable.

4.7 Location Photographs

Taken after placards are placed.

Taken to show spatial relationships between items of evidence in the scene and/or landmarks.

Take from at least two angles, each at 90° to the item of evidence.

If evidence is located on a vertical surface, a tape measure shall be used to document the height of that item in the photographs.

4.8 Close-Up Photographs

Fill the frame

Use a scale

Use an arrow to depict north, up, or front

- An arrow pointing north is used for most evidence
- An arrow pointing up is generally on a vertical surface
- An arrow pointing to the front is generally used when processing a vehicle

5.0 CRIME SCENE PROCESSING

Sequential processing is used when processing a scene. There must be a logical order in which things are done so as not to compromise the evidence.

5.1 Working the Scene

Step 1:
Working the scene

- Determine if the scene should be worked "in to out," or "out to in."
- Determine if the scene is in a controlled environment or an uncontrolled environment.
- Determine if there is transient evidence that should be collected.

If the scene encompasses multiple areas, complete one area at a time. This will help the flow of the report, completion of the diagram(s), and testimony.

Step 2:
Placement of placards should never be on the item of evidence.

Each item shall be represented by a unique number, whether it be a placard or an adhesive label. *For example, there should not be both a placard 1 and a label 1 etc.*

Letters should be used for evidence that is not tangible, i.e., bullet holes, strike marks, impression evidence, print evidence. Letter placards or adhesive letters signify evidence items that will be represented by photographs.

Step 3:
Once all items of visible evidence have been photographed and collected, do another search.

Scenes usually need to be processed in layers.

5.2 Documenting Blood Spatter

Step 1:
Place a number placard or an adhesive number by the bloodstains that will be collected.

Place a letter placard or an adhesive letter to represent bloodstain areas that will be photographed. These areas should be no larger than 3′ by 3′.

Step 2:
Mark off a manageable area of blood spatter (3′×3′) with the use of adhesive measuring tape, pocket rods, or a tape measure. These measuring devices shall be vertical and horizontal to the blood spatter.

Do not cover any bloodstains with measuring devices.

Place an arrow in the area to depict up or north.

Step 3:
Place camera on tripod.

Set the camera to TIFF format.

Set the lens to manual focus.

Step 4:
Place the camera 90° to the blood spatter.

Step 5:
Photograph the bloodstain area.

Step 6:
Photograph each bloodstain that has been identified with a number as an item of evidence.

The image shall include the number/letter identifier, the scale, and the arrow.

Step 7:
Verify that the blood spatter is in focus.

5.3 Documenting Trajectory

Step 1:
Place a placard(s) or an adhesive letter(s) by the bullet hole(s) to be documented.

Place an arrow by the bullet hole(s) to depict north, up, or front if the bullet hole is in a vehicle.

Step 2:
Document the location of the bullet hole(s) using the adhesive measuring tape, pocket rods, or a tape measure. These measuring devices shall be vertical and horizontal to the bullet hole(s).

Step 3:
Take location and close-up images of each bullet hole prior to inserting a trajectory rod.

Step 4:
A trajectory rod requires two anchor points (holes and/or strike marks) to be used.

Insert the trajectory rod. Do not force the rod.

Step 5:
Set the camera lens to manual focus.

Step 6:
Photograph the "left to right" and "up to down" angle of the rod.

A minimum of two photographs will be taken.

The image shall include the letter identifier, the scale, and the arrow.

5.4 Documenting a Blood-Trail

Step 1:
Mark the first bloodstain and the last bloodstain with a placard for collection.

If the blood-trail is long, collection of a bloodstain in the middle may be warranted.

Step 2:
Place a cone/flag at the start of the blood-trail and then frequently enough between, so that the trail is visible in the photographs.

Step 3:
Determine if there is more than one blood-trail.

Represent an additional blood-trail by using different markers.

Step 4:
Photograph the blood-trail walking it one way then turning around and walking it the other way.

Step 5:
Photograph and collect the bloodstains that have been identified as items of evidence.

Step 6:
Measure the length of the blood-trail and write the length in your notes. This measurement will be used in the diagram.

5.5 Documenting the Path of Tire Tracks

Step 1:
Identify the tire track with a letter placard.

Place a cone at the start of the tire track and then frequently enough between the start and the end so the tire track is visible in the photographs.

Step 2:
Determine if there is more than one tire track. Represent an additional tire track by using different markers.

Step 3:
Photograph the tire track walking it one way then turning around and walking it the other way.

Step 4:
Measure the length of the tire track(s), the width, if available, between the interior sides of the tires, and the width to the exterior sides of the tire. Write those measurements in your notes. These measurements will be used in your diagram.

Refer to section 4.0 Impression Evidence for collection and preservation of the tire tracks.

5.6 Documenting Drag Marks

Step 1:
Identify the drag mark with a letter placard.

Place a cone at the start of the drag mark and then frequently enough between, the start and the end, so that the drag mark is visible in the photographs.

Step 2:
Consider marking each side of the drag mark to show the width.

Step 3:
Photograph the drag mark walking it one way then turning around and walking it the other way.

Step 4:
Measure the length and width of the drag mark and write the length in your notes. These measurements will be used in your diagram.

6.0 CRIME SCENE DIAGRAM

A crime scene diagram complements the photographs, notes, and the report.

The diagram will depict the physical dimensions of an area and the spatial relationship between items of evidence within the scene.

Photography captures the details of the scene; the diagram will provide the layout of the scene.

The sketch should be done after the photographs are taken and prior to movement of evidence.

Step 1:
Determine the area to be covered in the diagram.

Determine the orientation of the diagram. North should be at the top of the paper.

Step 2:
Decide what type of diagram would best suit the scene.

- Bird's Eye View
  - View of the crime scene from above
  - Maybe not the best choice if there is evidence on a vertical surface
- Elevation View
  - View of the evidence on a vertical surface
  - Perfect choice for blood spatter and trajectory
- Exploded or Cross-Projection
  - Utilizes the concept of bird's eye view and elevation view, by laying down vertical surfaces (imagine a box and exposing the interior by laying it flat). Items are measured using x, y, and z (z representing the height of the item).

If multiple diagrams are required, use the type to best suit each situation.

Step 3:
Determine which measuring technique should be utilized and what reference points will be used.

- Triangulation –Good for scenes that are irregularly shaped.
  - Select two fixed points (points that are not moveable) referenced R1 and R2 and document their location.
  - From these points, measurements will be taken to the center mass of each item of evidence.
- Baseline – Objects are measured at a right angle from the established baseline (measuring tape) that is extended along a cardinal direction.
- Rectangular Coordinates – Can be used when object can be measured from two perpendicular lines, such as a corner where two walls meet. Measure at a right angle to the center mass of the item of evidence

Determine the scale that will be used. Be consistent within the diagram. The only time the scale should change is when a new diagram is being drawn.

Accurate measurements are not only taken on the x and y axis, but the z axis (elevation), if applicable.

Step 4:
Documentation that should be on every diagram:

- Header to include case/event number, location, date, initials, and ID
- Diagram area, i.e., northwest bedroom
- Legend – For example, Placard 1 - Bloodstain
- Orientation of the diagram – North should be at the top of the diagram
- "Not to Scale" written on the diagram to mitigate any potential disputes
- Reference points that were used

Step 5:

After completing your final crime scene diagram and having it approved by a supervisor, scan the document into NETRMS using the incident / crime case number for your crime scene. Each FET processed scene will include a report and a sketch; a digital copy SHALL be forwarded to the FET Sergeant at **(Redacted – record exempt)** or uploaded to the "Incoming" Folder on the FET G: Drive.

7.0 EVIDENCE COLLECTION AND PACKAGING

When deciding whether to collect an item of evidence, you need to understand why you are collecting that item.

Will the item be submitted to the lab for analysis?
Is it being collected for court purposes?
Is the item being collected for safety purposes?

Answering these questions will help in the decision of how that item will be packaged for impound.

All collected evidence needs to adhere to Department Policy and Procedure for the collection and impounding of that evidence.

Department Procedures 3.02 and 3.03 –
This Department procedure establishes guidelines for the processes and responsibilities associated with impounding, releasing, and disposing of property and evidence.

7.1 Collection of Evidence

Step 1:
Fill out the evidence bag with the following information:

- A brief description of the item of evidence
- Where was the item collected from
- Initial, ID, date, and time of collection

Step 2:
Don a new pair of gloves.

Step 3:
Opening the bag with one hand, use the other hand to pick up the item of evidence and place it in the bag.

Evidence shall only be collected after donning a new pair of gloves.

If the evidence bag/envelope will not be immediately sealed, fold the bag over or clasp the envelope.

As a rule, each item of evidence should be packaged separately, this includes the collection of cartridge cases.

Step 4:
Seal the bag with evidence tape.

The evidence tape should span the distance, side to side.

Initials, ID, and date are to be written half on the tape and half on the packaging.

This starts the chain of custody.

7.2 Collection of a Bicycle

Step 1:
Understand why the bicycle is being collected.

Step 2:
If the bicycle is to be processed for prints and DNA:

- Place a paper bag around the seat, not so tight that it will destroy print evidence, and seal the bag closed with evidence tape.
- Place a paper bag around each handlebar, not so tight that it will destroy print evidence, and seal with evidence tape.
- Attach a wire tag with the event information printed on one side, to the bicycle. *The placement of the wire tag should be somewhere that will not be processed for prints or DNA evidence, i.e., the spoke of a wheel, or the brake cable.*
- Generate a barcode and place the barcode label on the other side of the wire tag.
- Write "Hold for Prints" on the paper bag that is covering the seat.
- Wearing gloves, impound the bicycle.

Step 3:
If the bicycle is not to be processed by the lab, attach a wire tag with the case information on one side and the barcode label on the other side.

7.3 Collection of Wet Evidence

Wet or damp evidence that is going to be collected needs to be placed in an unsealed plastic bag, inside a paper bag.

Department Procedure 3.02, V., E., 1. *–*
Extremely wet DNA evidence is to be impounded in one of the lockers located in the After-Hours Room designed for Biological Impounds.

Wet evidence, whether it is packaged in plastic or paper, will mold if it is not given the opportunity to dry.

Items of evidence should never be impounded in plastic. This includes items in a Patient's Belongings bag received from the hospital.

Items packaged in plastic shall be removed and placed in a paper bag. The original packaging shall be retained with the item of evidence as it still has evidentiary value.

7.4 Collection of Fabric with Visible Blood Pattern Evidence

This fabric may be damp but is not wet.

Photograph the pattern on the fabric prior to collection.

Step 1:
Fill out the bag with the following information:

- Brief description of what is being collected
- Where is it being collected from
- Write "Damp at the time of collection" on the bag
- Initials, ID, Date, and time the item was collected

Step 2:
Don a new pair of gloves.

Lay out a piece of butcher paper. If you have no butcher paper, expose the interior surface of a large paper bag.

Step 3:
Don a new pair of gloves.

Lay the fabric flat on top of the butcher paper.

Step 4:
Lay an additional piece of butcher paper on top of the fabric.

Step 5:
Fold the item, keeping the butcher paper in place, to fit in the bag.

Step 6:
If the items need to be dried prior to being impounded, follow *Department Procedure 3.02, V., E., 1.*

7.5 Collection of Paint Transfer

Step 1:
Identify the area that appears to have paint transfer on it with an adhesive number. Place a vertical scale next to the transfer. Photograph the paint transfer, the identifying adhesive number, and the scale to show height, in the image.

Step 2:
Create a bindle/pharmacy fold for the item.

Step 3:
Using a new razor blade, cut around the area and use the edge of the blade to peel the paint up. Be sure to collect the bottommost layer.

Step 4:
A control sample needs to be collected.

Identify a like area that has no paint transfer on it and photograph it with an adhesive number. For example: If the paint transfer was on the rear driver-side quarter panel, the control sample should also be collected from the rear driver-side quarter panel.

Step 5:
Repeat Steps 2 and 3. This will be the control sample.
Write "Control Sample" on the envelope to be impounded.

7.6 Collection of Hair and/or Fibers

Step 1:
Photograph the item prior to collection if possible.

Step 2:
Create a bindle/pharmacy fold for the item.

A clean sticky note may be substituted for the bindle/pharmacy fold.

Step 3:
Collect the hair/fiber with a pair of tweezers or gloved hand and place in the bindle/pharmacy fold, or on the adhesive edge of a sticky note.

The adhesive edge of the sticky note may also be used to collect the hair/fiber. The sticky note will be folded in half, adhesive to adhesive, so the evidence stays in place.

Step 4:
Place folded bindle/pharmacy fold or the sticky note in a coin envelope, then into a clasp envelope, and seal the envelope.

If the hair/fiber is submitted to the lab for comparison purposes, collection of the known sample is required.

7.7 Gunshot Residue Evidence Collection

Gunshot Residue Evidence Kits are produced by Trace Unit in the Crime Laboratory.

The kits produced for individuals will have a four-digit number assigned to them. Inside the kit will be two discs, each marked with the kit number and a letter designator "L," or "R," for the left and right hand respectively. Prior to use, verify that the kit number on the discs matches the number on the outside of the kit envelope.

The kits produced for vehicles will have a four-digit number assigned to them preceded by a "V." Inside the kit will be four discs.

7.7.1 Gunshot Residue Evidence Collection from an Individual

Generally, the Trace Unit will not process GSR collected from a victim or any clothing. When considering a victim of a gunshot wound, it is a known fact they already fall into what we describe as a gunshot residue environment.

Step 1:
Open the Gunshot Residue Evidence Kit, wipe your hands with the enclosed towelette and put on the enclosed gloves.

Step 2:
Remove the enclosed folded paper and lay it out to provide a clean working surface for taking the sample.

Step 3:
Remove the disc marked "R" from the clear plastic cylinder. DO NOT separate the disc from the plastic cap.

Step 4:
Repeatedly, press the metal disc onto the back of the subject's RIGHT HAND slowly, concentrating on the thumb, index finger, and the web area, extending to the tip of the finger. It is crucial that this step be done slowly. If the disc is not pressed slowly against the surface, no particles will be recovered.

Step 5:
Carefully return the disc to the plastic cylinder.

Step 6:
Repeat steps 2, 3, and 4 using the "L" disc on the subject's LEFT HAND.

Step 7:
Place both vials containing the used discs into the envelope and seal with the provided evidence seal. Write initials, date, and time of collection on the seal.

Step 8:
To aid in identification of who you took the sample from, obtain a finger impression from the subject in the space provided on the outside of the envelope. (optional)

7.7.2 Gunshot Residue Evidence Collection from a Vehicle

Gunshot Residue Evidence Kits are produced by Trace Unit in the Crime Laboratory.

Determine how many of the discs will be used and set the unused discs to the side. DO NOT DISCARD. Return unused discs to the division's FET Sergeant.

Determine what area(s) a sampling will be collected from. Depending on the case, samples are generally collected from the headliner above the driver, front passenger, rear driver-side, and rear passenger-side windows.

If only one disc is used, the location of the sampling shall be written on the Gunshot Residue Evidence Kit envelope.

If more than one disc is used, mark the top of the plastic cylinder with "A," "B," "C," "D." On the Gunshot Residue Evidence Kit envelope, the area that was sampled and the corresponding letter to the disc of that sampling shall be written on the envelope.
For example:

A – Front passenger headliner.
B – Driver headliner.
C – Rear driver-side headliner.
D – Rear passenger-side headliner

Step 1:
Open the Gunshot Residue Evidence Kit, wipe your hands with the enclosed towelette and put on the enclosed gloves.

Step 2:
Remove the disc marked from the clear plastic cylinder. DO NOT separate the disc from the plastic cap.

Step 3:
Repeatedly, press the metal disc onto the area of the headliner to be sampled. It is crucial that this step be done slowly. If the disc is not pressed slowly against the surface no particles will be recovered.

Step 4:
Carefully return the disc to the plastic cylinder.

Step 5:
Mark the top of the plastic cylinder with a "A," "B," "C," or "D." Write on the envelope the letter and the corresponding area that has been sampled.

Step 6:
Repeat steps 2, 3, 4, and 5 for any additional areas to be sampled.

Step 7:
Place vial(s) containing used discs into the envelope and seal with the provided evidence seal. Write initials, date, and time of collection on the seal.

7.8 Collections of Liquids

As with the collection of any item of evidence, thought must be given as to why the liquid would need to be collected.

If the liquid is an accelerant, is it something that the Metro Arson Strike Team should be called out for?

If the liquid is unknown, possibly hazardous, should the HAZMAT Team be called? If there is a question on how to proceed, the FET Sergeant should be notified, if a Divisional FET Sergeant is not available, check citywide for any FET Sergeant. If no FET sergeant is

available, contact the Crime Lab FET Sergeant during business hours or the watch commander if outside regular business hours.

If collecting liquid from another container:

Step 1:
Photograph that container. If possible, photograph the level of the liquid in the container.

Step 2:
Collect the liquid in a non-breakable, airtight container.

Step 3:
If the liquid may spoil or turn, store the liquid in the refrigerator. Make sure "REFRIGERATE" is printed on the bag.

If the impound is after hours, and the item of evidence cannot wait until regular business hours for the Property Room to receive it, a sergeant or above may contact the Watch Commander to notify the Property Room on-call personnel. They will respond to receive the impound.

Department Procedure 3.02, V., E., 5. *- Indicate in the "Remarks" section of the evidence data entry screen any item requiring special handling or storage (i.e., refrigeration or freezer, fragile items, biohazards, etc.).*

7.9 Collection of Tape

Step 1:
Photograph the tape in place.

Step 2:
Fill out the bag or box that will be used for collection prior to the collection of the tape.

Step 3:
If the tape is adhered to an item, the tape should be left intact on the item, if possible.

If the tape must be removed from the item, cut it off, do not unwind the tape. This shall be documented in the notes and with photography.

If the tape is layered, do not separate the layers. Do not fold the tape in on itself.

Step 4:
If possible, lightly attach the exposed adhesive side of the tape to a piece of plastic or acetate. This will keep the adhesive portion of the tape from being stuck to the interior surface of the paper bag or box.

Minimize your contact with the tape.

If you have no access to acetate or a plastic, place the non-adhesive side down in the bottom of the bag or a box.

Fold over only the top of the bag so that the tape is loose in the bag.

Seal the bag.

"TAPE" should be written big and in marker on the bag or box so that the evidence will be properly handled during impound.

7.10 Collection of Narcotics

The collection of narcotic evidence follows the same principles as collecting physical evidence, but caution must be taken.

The evidence should be left in its original container. If that is not possible, photographs of the original container shall be taken.

Department Procedure 3.02 V., C., 10. *- Narcotics, narcotics paraphernalia, prescription medication, and marijuana, even legal amounts, must be impounded separately. Misdemeanor narcotics should be separated from felony narcotics.*

Department Procedure 3.02 V., F., 2., a. *- When impounding multiple items under the same incident number, the officer can store all of the items within one narcotic envelope (PD-247) prior to sealing it. The multiple barcodes can be placed on the face of the envelope. This is only acceptable with narcotic impounds, as the seal is not broken to inventory the contents and they are accepted as is.*

Department Procedure 3.02, IX., F., 2. *- Officers are required to examine the contents of a prisoner's property. Any contraband or illegal items must be impounded as a separate barcode number from the prisoner's personal items. Narcotics, narcotic paraphernalia, and prescription medication must be impounded as separate item numbers. These items are stored in the Narcotics Vault, which is part of the Crime Lab, not in the Property Room.*

Department Procedure 3.02, IX., F., 3. *- Marijuana that is legal to possess will not be accepted at jail. It shall be weighed and impounded at the Headquarters Property Room under a separate bar code as bulk/personal property and a property release form shall be provided to the owner. Only 28.5 grams may be released. The marijuana must be impounded in a sealed narcotic envelope and placed in the narcotic bin. Marijuana will not be thrown away or destroyed, except in accordance with applicable laws and Department procedures.*

Department Procedure 3.15, IV., F. *- Suitable containers should be used for transporting and impounding narcotic evidence. It should be collected and impounded carefully to preserve its evidentiary value. All sharp objects shall be securely covered to avoid accidental injuries. Note any precautions on the package to avoid injuries (e.g., "Caution-syringes", "Broken glass pipes"). The smallest container possible should be used to save storage space. Paper bags, manila envelopes (no smaller than 7"x10") and boxes are appropriate for most items. Plastic bags should not be used for wet marijuana plants.*

Department Procedure 3.15, IV., F., 4., a. *- Only syringes full of liquid are to be impounded. Syringes are typically not analyzed by the Lab. Place syringes in protective plastic tubes. In the "Additional Description" field in EvidenceOnQ, indicate that the syringe is "LOADED". Vault personnel will then process for analysis.*

Department Procedure 3.15, IV., F., 4., b. *- All empty syringes, or those containing small amounts of liquid, collected from individuals charged with a misdemeanor, will be discarded into the biohazard sharps container located on the impound tables at each command. Do not create a barcode label for*

these items. If the used syringe(s) is related to an arrest, the syringe(s), if possible, should be photographed by the officer prior to disposal in the biohazard sharps container.

Department Procedure 3.15, IV., F., 6. *- Unknown liquids, such as GHB, should be put into a screw top plastic container, if possible. During business hours, these plastic containers can be obtained from the narcotics vault. If after hours, officers are instructed to secure the container as safely as possible and indicate the contents in the "Additional Description" field in the EvidenceOnQ database. Laboratory personnel will repackage as needed.*

Department Procedure 3.15, IV., F., 7. *- Please double bag any suspected Fentanyl impounds. Please mark the impound with "Fentanyl" for safety reasons.*

7.11 Receiving Evidence

To establish chain of custody, the following needs to be written on the bag by the releasing party:

- A brief description of what is in the bag
- Where they collected/received the evidence
- Date and time they collected/received the evidence
- Their name and ID (if applicable)

To maintain the chain of custody, the following needs to be written on the bag by the receiving officer:

- Where was the bag received
- Date and time the bag was received
- Initials and ID

If the bag is sealed, do not take custody of that item. It is the responsibility of the officer who collected the item and sealed the bag to impound it. Do not barcode or impound evidence you have not seen.

7.12 Sealing Evidence for Impound

The importance of sealing an item of evidence properly cannot be understated.

It serves proof the item collected at the scene is the same one that is being presented in court.

Evidence tape is tamper-proof because it is made to break away if disturbed after application.

Established procedures will maintain the integrity of the evidence and ensure the appropriate chain of custody.

Step 1:
Only seal evidence using evidence tape.

Staples and/or packing tape do not substitute for evidence tape and should not be used.

Step 2:
The evidence tape should span side to side on the bag or envelope.

Step 3:
Write initials, ID and date, half on the evidence tape and half on the packaging.

8.0 DNA

DNA is used as a tool in forensic science to identify criminal offenders as well as exonerating the innocent.

8.1 Collection of DNA Reference Mouth Swabs from Adults

Department Procedure 3.02 –

1. *An "Advisal and Consent to Collect DNA Reference Sample" form and a "Request for Expungement of Voluntary DNA Sample" form are required when collecting a DNA reference sample from an adult individual.* ***The consent form is used to inform the individual of the right to refuse to have a sample collected, and is required unless the reference sample is collected for one of the following reasons:***
    a. *The person is a suspect and being arrested for a felony;*
    b. *The person is a suspect and a Fourth Amendment waiver subject;*
    c. *The person is compelled to provide a DNA reference sample through a court order;*
    d. *The person is a victim of a sexual assault and had consented to a SART exam.*
2. *In the event a suspect, who is not subject to sections a through c above, is willing to give a sample for purposes of the current investigation only but is not willing to have the sample entered into the database, the second paragraph of the form shall be crossed out and initialed by the officer.*
3. *Suspect samples will be entered into the DNA database(s) for comparison with other profiles.* ***Suspect DNA reference sample profiles are uploaded to the State and/or National DNA database(s) for a maximum of two years. Victim, elimination, and consensual partner DNA reference samples are never entered into the database.***
4. *Completed consent forms shall be uploaded in the Department's evidence tracking system with the sample. In order to have the sample analyzed by the Crime Laboratory, a consent form must be submitted. If no form was collected or the form was incomplete, the reference will not be analyzed by the Crime Laboratory unless permission is granted by the Chief's Office.*
5. *An individual who voluntarily provides a DNA reference sample will be provided with an expungement form and the officer must fill in the case/event number at the top of the form.*
6. *If the individual submits a completed expungement form in person at SDPD Headquarters, withdrawing their consent to the collection and testing of their mouth swab, the detective will request that the Property Room destroy the mouth swab and the Crime Laboratory will remove the sample from the DNA database.*
    a. *DNA consent forms and expungement forms are provided within the Mouth Swab Collection Kit. These forms are also available in the Resource Library in Lab Resources/DNA Forms.*

8.2 Collection of DNA Reference Mouth Swabs from Juveniles

Department Procedure 3.08 –

1. *Deoxyribonucleic acid (DNA) collection is a useful law enforcement tool for identifying and prosecuting criminal offenders and exonerating the innocent. The collection of DNA evidence plays an important role in solving a wide variety of crimes.*
2. *Only under specific circumstances may a juvenile's DNA be taken and submitted to the state's DNA and forensic identification database and data bank. This procedure will generally be performed by a probation officer within Juvenile Hall in conjunction with a court order. Refer to Penal Code section 296(a)(1) and (3) for further details.*
3. *A juvenile's DNA may not be taken except by mouth swab pursuant to the procedures described in this section. If a juvenile's DNA is taken without adhering to subsection D below, the DNA sample shall be destroyed, and any profiles uploaded to the local database will be removed.*
4. *An officer may take mouth swab samples from a juvenile only in the following circumstances:*
    A. *Authorized by Law: If specifically authorized by law in cases of sexual assault or in the investigation or identification of a missing or abducted minor (refer to Welfare and Institutions Code section 625.4(i)); or*
    B. *Court Order or Warrant: The officer has a court order or a search warrant to take mouth swab samples from the juvenile. This includes juveniles who are 4th waivers (officers shall confirm the 4th waiver status of the juveniles through DCU at Juvenile Hall) (PC 625.4(i)(2)); or*
    C. *Consent: The juvenile and parent, guardian, or attorney voluntarily consent, and all the following conditions are met (PC 625.4(a)):*
        1) *The juvenile consents in writing, after being orally advised of the purpose and manner of the collection, the right to refuse consent, the right to sample expungement, and the right to consult with an attorney, parent, or legal guardian prior to providing consent.*
        2) *A parent or legal guardian of the juvenile, or an attorney representing the juvenile, is contacted, is provided the admonition specified in paragraph a. above, is allowed to privately consult with the juvenile, and, after that consultation, concurs with the juvenile's decision to consent. The parent, legal guardian, or attorney will also if present, need to sign the consent form.*
        3) *If the parent, legal guardian, or attorney is not present, consent to the DNA collection may be obtained via telephone or other means. Such consent must be either audibly recorded on an officer's Body Worn Camera or obtained in the presence of a witness. The parent, legal guardian, or attorney consent shall be documented in the report and noted in the consent form.*
        4) *The detention of a juvenile shall not be unreasonably extended solely for contacting a parent, legal guardian, or attorney pursuant to paragraph b. above, if a parent, legal guardian, or attorney cannot be reached after reasonable attempts have been made.*
5. *The juvenile must be provided with a form for requesting expungement of the voluntary DNA sample. The expungement form will be inside the DNA Mouth Swab Collection Kit as well the Resource Library in Lab Resources/DNA Forms.*
6. *Prior to collecting a mouth swab sample:*
    A. *The juvenile must be identified and how they were identified (i.e., school identification card, passport, California I.D. card, etc.) must be documented.*

B. A supervisor or field lieutenant must approve the collection of the DNA reference sample.

1) During normal business hours, the officer shall contact the detective sergeant assigned to the unit affected (i.e., Sex Crimes, Child Abuse, or Juvenile Services Team).

2) After business hours, officers must notify and obtain approval from their immediate supervisor. Officers must document the approving supervisor's name in the report.

C. If the sample is consensual, officers must read the "Advisal and Consent to Collect DNA Reference Sample" form to the juvenile and the juvenile's attorney, parent, or legal guardian, fill out the form in entirety, and obtain the signature of the juvenile and the parent, legal guardian, or attorney in accordance with paragraph 4.c. above.

1) This form must be included with the police report.

2) The consent form will be inside the DNA Mouth Swab Collection Kit, in the Resource Library, or on the Department F drive.

D. If the sample is consensual, the officer must provide the juvenile with a form for requesting expungement of the voluntary DNA sample in accordance with paragraph 4 above and must fill in the case/event number at the top of the form.

7. Checklist for collecting mouth swab samples:

a. Confirm that consent was properly obtained in accordance with paragraph 4 above.

b. Confirm that approval was obtained from a supervisor in accordance with paragraph 6 above.

c. Collect the mouth swab sample in a controlled environment, outside of public view.

d. Have another officer present to witness the collection and document the witness officer's information in the report.

e. Follow the instructions in the "San Diego Police Department Mouth Reference Swab Collection Kit" envelope.

f. Collect mouth swabs from one individual at a time, completing the entire process prior to beginning the collection of mouth swabs from an additional individual.

8.3 Collection of Reference Mouth Swabs

Step 1:
Complete the appropriate Consent Form (if necessary) and ensure all signatures are included.

Step 2:
Put gloves on just before collecting swabs from the subject's mouth; do not touch any other items when wearing gloves.

Step 3:
Remove cotton swabs from packaging (swabs may be collected together). Do not handle the cotton-tipped end of the swabs. They should only come in contact with the subject's mouth.

Step 4:
Rub the cotton-tipped end of the swabs against the inside of the cheek and gumline while slowly rotating the swabs for 10-15 seconds (ensure the entire cotton surface of the swab is used for collection).

Step 5:
Place the swabs in the unlabeled envelope (DO NOT place back into the paper swab packaging).

Step 6:
Place the unlabeled envelope (with swabs) into the labeled envelope and fill out the information.

Step 7:
Place the labeled envelope into the original "Reference Mouth Swab Collection Kit."

Step 8:
Seal the kit with the evidence tape.

Step 9:
Provide the appropriate Expungement Form to the subject.

Step 10:
Impound the kit in in the Property Room at your earliest opportunity.

Step 11:
In EvidenceOnQ, ensure the required information is included:

- **a.** Fill in the donor's information (name, DOB, etc.) in the appropriate field
- **b.** Item Type – select "MOUTH SWAB" from the drop-down menu
- **c.** Consent for DNA – select the appropriate information from the drop-down menu
- **d.** Select the Documents tab to attach Consent Forms

8.4 Collection of Possible DNA Evidence from an Item

Step 1:
Decide on the surface area to be swabbed.

- Textured areas on an item of evidence that are not likely to yield usable fingerprint evidence should be swabbed.

Step 2:
Determine if the area will require one or two swabs.

Step 3:
Put gloves on just before collecting swabs; do not touch any other items when wearing gloves. Discard gloves as soon as you are done collecting.

Step 4:
Determine if the area is wet or dry. If the area (blood) is wet, there is no need to dampen the swab(s).

Step 5:
Wearing gloves, dampen the swab(s) with sterile water. The swab(s) only need to be moistened, not wet. If the swab(s) is too wet, it may dilute the sample.

- Excess water can be removed from the swab(s) by shaking the swab.

Step 6:
Holding the swab(s) close to the cotton tip (to prevent the stick from breaking), scrub the area with the cotton swab(s), rotating it to use the entire surface of the swab(s).

- If the item being collected is minute, just use the tip of the swab for the collection (i.e., a small stain). Write on the envelope the sample was collected on the tip of the swab to assist the analyst.

Step 7:
Place the swab(s) in the smaller, unlabeled clasp envelope. Do not break the stick.

Step 8:
Place that envelope in the clasp envelope with the information printed on it.

Step 9:
Fill out the required information on the envelope in its entirety.

Step 10:
Place that envelope in the Biological Stain Collection Kit and seal the envelope.

Step 11:
Fill out the required information on the envelope in its entirety.

Step 12:
Use one swab kit for each stain collected.

9.0 COLLECTION OF FIREARMS AND FIREARM RELATED EVIDENCE

Prior to collection of a firearm, the firearm should be documented with photographs.

A new pair of gloves shall be donned before every step.

9.1 Firearm/Revolver Photography

Step 1:
Identify and record the firearm visually by manufacturer, model, and serial number. Visually inspect the firearm without manipulating it, and ask yourself the following questions:

- Is the firearm potentially loaded?
- Does the firearm have a safety, and is the safety on?
- Is the firearm in such disrepair that it may discharge by manipulating it?
- Do you know how this firearm works?
- Is the firearm potentially unstable?

If you are unsure of any of the above, call for a supervisor. Officer safety and the public's safety is paramount. Unloading the firearm is not required prior to photographing and should not be done unless the risk is so great to the officer and the public that it must be done to safely complete the steps below. Always point the firearm in a safe direction at all times and assume that it is loaded until you verify it is not.

Step 2:
Construct the firearm box.

Step 3:
Open a paper bag exposing the interior surface.

Step 4:
Place the firearm/revolver on the interior surface of the paper bag. Place a scale on the interior surface of the paper bag with the firearm/revolver. Take photographs of the firearm/revolver to include the make, model, and serial number with the scale.

Step 5:
Turn the firearm/revolver over and take photographs of the other side.

Proceed to step 8 if the firearm is a revolver.

Step 6:
Photograph the cartridge removed from the chamber. Place in a coin envelope and note on the envelope that the cartridge was removed from the chamber.

Step 7:
Photograph the magazine removed from the firearm. Photograph the cartridges removed from the magazine and place in a manila envelope, noting on the envelope that the cartridges were removed from the magazine.

Step 8:
Open the cylinder.

Step 9:
Photograph the rear side (headstamp) *and* front side (projectile) of the cylinder with cartridges in place.

Step 10:
Using a Sharpie, mark the cylinder, on either side of the top strap, to indicate which cylinder was in line with the barrel.

If the revolver is being submitted for print processing, the mark does not need to extend the length of the chamber but must be substantial enough to be recognized.

Step 11:
When the cylinder is removed, the chamber that was in line with the barrel should be marked "1" on the rear of the cylinder. Continue to mark the remaining chambers sequentially.

Step 12:
Remove the cartridges from the cylinder, marking each with the number of the chamber from which it was removed, and place in a manila envelope.

9.2 Firearm Collection

Department Procedure 3.02 IX., C., 8. *- All firearms are to be unloaded before they are impounded in the Property Room unless it is not safe to unload or cannot be unloaded.*

Step 1:
Render the firearm safe.

Step 2:
Place the firearm in a paper bag.

Step 3:
Place the empty magazine in a paper bag.

Step 4:
Place the bagged firearm and the bagged magazine in the firearm box.

Due to contamination issues, the firearm and magazine should not come in contact with the interior surface of a firearm box.

Place a barcode label on the firearm box and attach one to a wire tag in the box.

Department Procedure 3.02 IX., C., 2. *- All firearms must have a wire tag attached with the barcode affixed to the tag.*

If the firearm is "Hold for Prints," the barcode label will be attached to a wire tag and placed in the box, on top of the paper bag, and not attached to the firearm.

Step 5:
The cartridges removed from the chamber and magazine will be packaged separately and receive their own barcode. The cartridges will not be impounded in the firearm box.

9.3 Collection of a Revolver

Step 1:
Remove the cartridges from the cylinder after they have been photographed in place.

Step 2:
Place the revolver in a paper bag.

Step 3:
Place the bagged revolver in the firearm box.
Due to contamination issues, the revolver should not come in contact with the interior surface of a firearm box.

Place a barcode label on the firearm box and attach one to a wire tag in the box.

Step 4:
The cartridges removed from the cylinder will be packaged separately and receive their own barcode. The cartridges will not be impounded in the firearms box.

Department Procedure 3.02 IX., C., 9. *- When it is necessary to impound a loaded firearm for the investigation or the prosecution of the case, it shall be impounded in the Watch Commander's Office.*

"LOADED FIREARM" must be clearly written on the firearm box.

9.4 Collection a Firearm Submerged in Water

The firearm should never be exposed to the air as the firearm will oxidize.

Collection of the submerged firearm shall be done in a plastic container that has a lid.

Filling the container with the same water, place the firearm in the container without exposing it to the air.

This firearm will be impounded in the Watch Commanders Office.

9.5 Collection of Bullets

Do not use anything that is metal to retrieve a bullet that is lodged in something.

The metal may create additional markings on the bullet and hinder the analysis.

Each bullet should be collected as its own item of evidence, receiving its own barcode.

9.6 Collection of Cartridge Cases

Each cartridge case should be collected as its own item of evidence, receiving its own barcode.

10.0 MOBILE DEVICE COLLECTION, IMPOUND, AND LOCKER PROCEDURE

A mobile device may provide an investigator insight to a subject's activities, movement, and communications.

10.1 Collection of Mobile Devices

Step 1:
Determine if the device is to be processed for latent print evidence or DNA evidence. If "no," then continue to step 2. If "yes" package the device and impound.

Step 2:
Determine if the device is "on" or "off." If the device is "on" proceed using the Mobile Device Locker. If the device is "off" package the device and impound.

Step 3:
When possible, place the device in Airplane Mode. This mode should be accessible, even if the device is locked.

Step 4:
Place the device in a clear bag and attach the barcode to the bag. Do not use evidence tape on the clear bag containing the device.

Step 5:
Connect the device to the appropriate charging cable. The cables are located in the exterior zippered pouch of the Faraday bag.

Step 6:
Place the device inside the Faraday bag and connect the cables. Close the Faraday bag and check all the cable connections.

Step 7:
Complete the Courtesy Hold Form (one for each device) and drop in the Complete Form bin. The forms are located in a bin on the side of the Mobile Device Locker.

Step 8:
Close and lock the locker. Remove the key from the cabinet door and drop the key into the slot of the Key Box on the left side.

If no cabinet is available in the Mobile Device Locker, proceed with the following steps:

10.2 Procedure for Impound if No Mobile Device Locker Available

Step 1:
Determine the remaining battery life for the device collected "on," and document on the Courtesy Hold Form.

Step 2a:
Enable Airplane Mode and proceed to Step 4.

Step 2b:
If unable to enable Airplane Mode, process to Step 3.

Step 3:
If Airplane Mode cannot be activated, wrap the entire device with aluminum foil (located in the Property Room) at least five times and verify that no wires or exterior surface of the device is exposed.

Package the device and impound the device.

Step 4:
Complete the Mobile Device Courtesy Hold Form only for powered "on" devices.

Fill out a separate form for each device impounded.

Affix a barcode label to the form.

In addition, the following information is required on the completed form: SDPD case number, assigned detective (if known), investigative unit, estimated battery level, and whether Airplane Mode is "on" or "off."

Check "None available" in the "Locker cabinet used" field. Drop the completed form in the bin marked "COMPLETED Mobile Device Courtesy Hold forms" on the locker.

11.0 IMPRESSION EVIDENCE

Impression evidence refers to both three-dimensional depressions and two-dimensional marks. Photography of these impressions and marks are a simple and nonintrusive technique to preserve this evidence.

Overall and location images shall be taken prior to close-up images taken of marks or impressions.

All impressions should have a unique identifier such as "L1," "L2," etc. for latent prints or item placard numbers or letters for shoe and tire tracks.

11.1 Photographing Fingerprint Evidence

Step 1:
Set the camera to TIFF format.
Set the lens to manual focus.

Step 2:
A scale shall be placed in the image. The scale should be horizontal or vertical in the framed image.

Step 3:
An arrow shall be placed, or drawn, and captured in the image to denote north, up, or to the front of the item to assist in the analysis of the print.

Step 4:
Camera is 90° to the print.
The print, the identifier, the scale, and the arrow should fill the frame of the image.

11.2 Photographing Shoe/Tire Impression Evidence

Step 1:
Set the camera to TIFF format.
Set the lens to manual focus.

Step 2:
Mount the camera to the tripod so the lens is parallel to the surface of the impression. All impression images shall be taken 90° to the impression.

Step 3:
Use an L shape ruler to capture both width and length.

The ruler must be on the same plane (level) as the impression. For example, for a shoe print in sand, the scale needs to be placed at the lowest level of the impression to produce an image that represents a true size.

Step 4:
An arrow shall be placed in the image to depict north.

Step 5:
Detach the flash from the camera utilizing the sync cord or the Bluetooth adapter.

The creation of a shadow may be required over the impression, so the flash is visible.

Step 6:
Set the timer or use the shutter release cable to prevent shaking of the camera.

Step 7:
Check to make sure:

The tripod is situated over the print and filling the frame, and the L shape rulers have been placed on the same plane as the print.

The unique identifier and arrow are visible in the frame.

Step 8:
Take an image of the impression at 90° with the flash illuminating the entire impression.

Step 9:
Take additional photographs of the impression with the flash located at 15°, 30°, 45°, from each side of the print.

There will be at minimum of 13 digital images of each print.

Tire impression evidence: It is imperative that if a full rotation of the tire is available, it is captured in digital images. For example, if the circumference of an average tire is approximately 80 inches, a minimum of 80 inches of the impression must be digitally captured.

11.3 Casting Shoe/Tire Impression Evidence

Using dental stone for casting is the most common method used for collecting three dimensional impressions. Prior to casting an impression, digital images shall be taken.

Take note of:

- Weather conditions. If it is cool and damp outside the cast will take longer to set.
- Build a dam around the impression so the casting material will not run out.
- Remove leaves and/or large twigs that are in the impression.
- If the impression is made in sand or very fine, dust-like dirt, consider setting the impression with aerosol hairspray. This is done by spaying the aerosol hairspray over the impression and letting the fine mist fall into the impression.

Step 1:
Mix the casting material into a pancake-batter consistency.
Be ready to pour after the casting material is mixed as it will start to harden.

Step 2:
Pour the casting material over your hand to allow it to flow into the impression.

Step 3:
Denote north on the back of the cast and write your initials and ID on the cast.

Step 4:
When the cast is dry, do not wipe off the debris the cast has picked up. There may be trace evidence in it. Place the cast in a paper bag, then in a box. Write “fragile” on the box prior to impound
Tire impression evidence: Imperative to cast a full rotation of the tire if it is available.

12.0 LATENT PRINT PROCESSING AND PRINT PHOTOGRAPHY

Textured areas on an item of evidence that are not likely to yield usable fingerprint evidence should be swabbed prior to processing that item for latent print evidence.

Do not swab for DNA evidence after processing for prints.

The use of oblique lighting (illumination from an angle rather than straight on) may assist in the location and the photography of latent print evidence.

A visible fingerprint should be photographed prior to additional development or lifting.

All fingerprint evidence photographed should have a unique identifier such as "L1," "L2," etc. for latent prints.

Overall and location images shall be taken prior to close-up images are taken of fingerprint evidence.

Elimination prints are not necessary.

12.1 Photographing Fingerprint Evidence

Step 1:
Set the camera to TIFF format.

Set the lens to manual focus.

Step 2:
A scale shall be placed in the image.

Step 3:
An arrow shall be placed, or drawn, and captured in the image to denote north, up, or to the front of the item to assist in the examiner in the analysis of the print.

Step 4:
Camera is 90° to the print.

The print, identifier, scale, and the arrow should fill the frame of the image.
The image shall be in focus.

Step 5:
Upload the images to EvidenceOnQ and check the fingerprint box in the drop-down menu.

12.2 Developing Latent Prints

Gloves shall be worn while processing for latent prints.

Step 1:
Prepare your fingerprint brush by spinning it to loosen fibers that may be stuck together.

Step 2:
With the lid secure, flip the powder container over so the powder covers the interior surface of the lid.

Flip the container upright.

Remove the lid and use the powder that is on the interior surface of the lid.

Do not dip the brush into the powder container.

If the powder is clumpy, like it has moisture in it, discard and open a new container.

Step 3:
Using the brush, apply the powder to the surface.

Gently dust away excess powder while looking for developed prints. *Oblique lighting may be necessary.*

Step 4:
Determine if 2″ or 4″ tape will be used.

If layering of the tape is required to lift the entire developed print as one (i.e., a handprint including the palm and fingers), consider the following:

- There needs to be enough overlap when first piece of tape is lifted, the other pieces will lift and not shift.
- If multiple latent print cards are required to lay the tape, tape the back sides (information side) together first so they do not separate when applying the developed prints.

Prepare the roll of lifting tape by removing the first layer and discarding it. This only needs to be done once, each time a roll of tape is used.

Fold (dog ear) the end of the tape for easy access.

Apply the tape to the print by anchoring one side.

With one side anchored, apply the tape while smoothing it onto the surface as you go.

Be sure to allow enough space around the print for easy removal.

The tape can either be torn off the roll when applied or use the roll to help with the control of the tape when lifted from the surface.

Fold (dog ear) the end of the tape for easy access.

Step 5:
Lift the tape containing the developed print and place it on the front (glossy side) of the latent print card.

Draw an arrow to denote orientation of the tape on the item. *This arrow will match the arrow on the back of the latent print card.*
Place only one lift on a card.

Step 6:
Fill out the back of the card in its entirety. *This is the start of the chain of custody.*

On the right side of the back of the latent print card, there is a blank space. Draw the item that the lift was collected from in that space.

Place an "x" on the drawing in the location where the print was collected from.

Draw the arrow on the back of the card, next to the picture to depict the orientation of the tape to the item.

Step 7:
Determine if a second lift of the same print is necessary.

Repeat steps 2 through 5.

On the back of the first card write "1 of 2."

On the back of the second card write "2 of 2."

Step 8:
All latent print cards for a single incident shall be barcoded together as a single item and impounded in one latent print envelope.

The latent print envelope shall be filled out in its entirety prior to impound.

12.3 Factors to Consider

- It is always best to collect the item if you can impound it. Mark "Hold for Prints."
- Smooth surfaces are generally the best for the development of latent prints.
- Dust for prints wherever it is reasonable someone would have touched.
- Prints are very durable and can withstand rain, wind, and sun. A vehicle that has been sitting in the elements should still be processed for latent print evidence.
- If the print won't lift, or is in dust, wet paint, or wet blood, photograph it by following the steps in section 5.1.

13.0 SUBJECT PROCESSING

Determine why the subject needs to be processed.

Are they the suspect, victim, or witness? How you process them and what you collect from them is dependent on that answer.

Always have an additional officer present while processing a subject.

If you have processed the scene that is associated with the subject, you shall wear a lab coat, or have changed your clothes.

Subject in this section may be a suspect, a victim, or a witness.

13.1 Documentation in Notes

- Who is being processed and their date of birth
- Name and ID of the witness officer
- Location of the processing
- Time of your arrival
- Time of the subject's arrival
- Time of first photograph
- Time of first collection

13.2 Find a Location

Step 1:
To photograph a subject, find a blank wall inside or find a location outdoors that does not have a busy background, and is not in public view.

Step 2:
Remove handcuffs if it is safe to do so.

13.3 Photographing the Subject

Step 1:
Set your lens on your camera to 55mm to minimize distortion.

Set your camera to manual focus.

Step 2:
Bounce the flash if indoors.

Step 3:
Take a full-length, head to toe, photograph of the subject.

Move in closer to the subject, take a waist to the top of the head photograph.

Move in closer to the subject and take a face photograph.

If the subject is wearing a hat, the subject shall be photographed with the hat on, and then again when the hat is removed.

Step 4:
Have the subject turn to the right and repeat the series.

Continue with the back side and the right side of the subject.

Step 5:
Photograph the palm side and back side of the subject's hands.

Step 6:
Document injuries (visible and claimed), tattoos, and scars with a scale. Take location and close-up views.

Step 7:
Document the height of the subject with a scale in place.

If the weight of a subject is important to the case, the subject shall be photographed on the scale and then the digital or analog readout shall be photographed.

13.4 Examine the Subject for Potential Evidence

Step 1:
If the subject is under arrest, determine if the clothing and/or shoes will be used in conjunction with the prosecution.

Step 2:
Examine the subject, including the clothing and shoes. Depending on the scene and the time frame since the event looking for the following:

- Bloodstains
- Defects such as tears
- Logos on the clothing that may have been captured on video
- Dirt, debris, or stains

Step 3:
Photograph what may be potential evidence with a scale.

13.5 Collection of Potential Evidence

Collection of evidence from a subject shall be done sequentially so that the evidence is not compromised.

Step 1:
If relevant, collect transient evidence such as the following, first:

- GSR
    - If the subject's hands are bagged, remove each bag as its own item of evidence. *Left and right hand bags will be package separately, each with its own barcode.*
        - Proceed with collecting GSR from the subject's hands.

- Hairs and/or fibers
- Swabs of possible DNA evidence
- Swabs of bloodstains

Step 2:
Collect fingernail scrapings if relevant.

Step 3:
Collect plucked head hair if relevant.

A minimum of sixty strands, with the roots, from at least five different areas of the head.

Step 4:
Collect reference mouth swabs.

Step 5:
Prior to the collection of clothes, determine if the subject will require coveralls, a lab coat, or a pair of booties. Prepare these items and set to the side.

If the subject is wearing layers of clothes, it may be necessary to photograph the subject as each layer is removed.

Examine each new layer as it revealed for potential evidence.

Collect each article of clothing in its own bag if it is potential evidence.

14.0 REPORT WRITING

A Crime Scene Report shall be generated for all casework performed in the field.

The report shall reflect everything done by the Field Evidence Technician in relation to the call for service.

Each event will be introduced in a short paragraph that will include the following information:

- Location responded to
- Arrival date and time
- Who was met at the scene
- What time the first digital image was taken
- The time the first item of evidence was collected or received

The report generated reflects the work that has been completed in a case and is not a narrative.

Each event will have a photography list generated for the images taken, followed by an evidence list that will account for all items, including their barcode.

The "Disposition of Evidence" section shall be the final section of the report.

All Crime Scene Reports will be written in Microsoft Word with the proper heading and font as detailed in Appendix A. All Crime Scene Reports, after being approved, will be scanned into NETRMS using the crime case number that was pulled for the crime scene. If no crime case number was pulled an incident number will be used. All Crime Scene Reports will be approved by an FET supervisor. If a Divisional FET sergeant is not available, check citywide for any FET sergeant. If no FET sergeant is available, contact the Crime Lab FET Sergeant during business hours. If it is outside business hours, any patrol sergeant may sign the document. Digitize your content and email to the FET Sergeant at **(Redacted – record exempt)** or upload to the "Incoming" Folder on the FET G: Drive.

Refer to Appendix A for report formatting and examples.

APPENDIX A
REPORT TEMPLATES
AND
EXAMPLES

SAN DIEGO POLICE DEPARTMENT
EVENT REPORT

VICTIM:
SUSPECT:
CHARGE:
CASE #:
EVENT #:
DIVISION: Detective / Sergeant
EVENT DATE:
SCENE LOCATION:
FIELD EVIDENCE TECH.:

Scene

I arrived at the scene located at (address), on (date), at approximately (time) hours. I met Detective (name and ID), at this location. I took digital images # through #, starting at approximately (time) hours. I collected and/or received items of evidence starting at approximately (time) hours.

Subject Processing

I arrived at (address or division) on (date), at approximately (time) hours to process subject (name). I met Officer (name and ID) at this location. I took digital images # through # starting at approximately (time) hours. I collected items of evidence starting at approximately (time) hours.

Search Warrant

I arrived at (address) on (date), at approximately (time) hours to assist in the execution of a search warrant. I met Detective (name and ID) at this location. I took digital images # through # starting at approximately (time) hours. I collected items of evidence starting at approximately (time) hours.

Vehicle Processing

I arrived at (address)(name also if it is a tow yard) on (date), at approximately (time) hours to process a (make and model of vehicle) with California license plate "*******"(if no plate, use the VIN). I met Detective (name and ID) at this location. I took digital images # through # starting at approximately (time) hours. I collected items of evidence starting at approximately (time) hours.

DISPOSITION OF EVIDENCE

Each item of evidence was assigned a unique barcode and will be impounded in the ***Headquarters Property Room*** under ***Event #***.

SAMPLE

, ID #
Field Evidence Technician
October 14, 2026

Approved By: _____ Date Approved: _____

SAMPLE

SAN DIEGO POLICE DEPARTMENT
EVENT REPORT

VICTIM:	DOE, John
SUSPECT:	DOE, Jane
CHARGE:	664/187(a) PC
CASE #:	25-000000
EVENT #:	25000000000
SOUTHERN DIVISION:	Detective / Sergeant
EVENT DATE:	January 13, 2025 (Monday)
SCENE LOCATION:	123 ABC Road
FIELD EVIDENCE TECH.:	Your Name

Scene

I arrived at the scene located at 123 ABC Road, on January 13, 2025, at approximately 2313 hours. I met Detective (name and ID), at this location. I took digital images #1 through #46, starting at approximately 0007 hours, on January 14, 2025. I collected items of evidence starting at approximately 0024 hours, on January 14, 2025.

Photography

#1:	View of the street signs at the intersection of ABC Road and EFG Street.
#2 - #20:	Views of the 200 block of ABC Road.
#21 - #30:	Views of the blue, four-door Toyota Camry with California license plate "NoTReal," parked on the north curb line of the 200 block of ABC Road.

The blue cones in digital images #31 through #39 represent an apparent blood trail.

#31 - #39:	Location views of the items of evidence identified with placards 1 through 4.
#40:	View of the folding knife, identified with placard 1.
#41:	View of the folded medical and legal documents, identified with placard 2.
#42:	View of the apparent bloodstain, identified with placard 3, from which a sample was collected.
#43:	View of the apparent bloodstain, identified with placard 4, from which a sample was collected.
#44 - #46:	Views of the folding knife, identified with placard 1.

SAMPLE

Evidence

********:* One Benchmade, blue, folding knife (placard 1) with apparent bloodstains on it. This item was collected from the asphalt west of the blue, four-door Toyota Camry with California license plate "NoTReal," parked on the north curb line of the 200 block of ABC Road.

********:* Medical and legal documents (placard 2). This item was collected from on top of the hood of the blue, four-door Toyota Camry with California license plate "NoTReal," parked on the north curb line of the 200 block of ABC Road.

********:* One swab of an apparent bloodstain (placard 3). This item was collected from the sidewalk in front of the residence located at 123 ABC Road.

********:* One swab of an apparent bloodstain (placard 4). This item was collected from the door mat outside the residence of 123 ABC Road.

Suspect Processing

I arrived at the Southern Division substation on January 14, 2025, at approximately 0236 hours to process suspect Jane Doe. I met Officer/Detective (name and ID) at this location. I took digital images #47 through #70 starting at approximately 0240 hours. I collected items of evidence starting at approximately 0247 hours.

Photography

#47 - #59: Views of the front, left, back, and right sides of the suspect.

#60 - #61: Views of the suspect's hands.

#62 - #63: Views of the injury on the suspect's left hand.

#64 - #65: Views of the tattoos on the suspect's right arm.

#66 - #68: Views of the apparent bloodstain on the suspect's right ear.

#69 - #70: Views of the tear in the suspect's shirt.

Evidence

********:* Two reference mouth swabs.

********:* One swab of an apparent bloodstain. This item was collected from the suspect's right ear.

********:* Fingernail scrapings. This item was collected from the suspect's left hand.

********:* Fingernail scrapings. This item was collected from the suspect's right hand.
********:* This item consists of the following:

SAMPLE

- One pair of size "7," white, Nike Air athletic shoes with apparent bloodstains on them.
- One pair of soiled and stained, white ankle socks.

This item was removed and collected from the suspect.

********:* One pair of blue, Morena shorts with apparent bloodstains on them. This item was removed and collected from the suspect.

********:* One size large, white, Walls tee shirt with apparent bloodstains on it, and a tear in the back panel of the shirt. This item was removed and collected from the suspect.

********:* One pair of size medium, black, Hanes underwear. This item was removed and collected from the suspect.

Search Warrant

I arrived at 123 ABC Road, on January 14, 2025, at approximately 0330 hours to assist in the execution of a search warrant. I met Detective (name and ID) at this location. I took digital images #71 through #108 starting at approximately 0335 hours. I collected items of evidence starting at approximately 0400 hours.

Photography

#71 - #72: Views of the front of the residence located at 123 ABC Road.

#73: View of the entrance to the residence.

#74 – #80: Views of the living room.

#81 - #86: Views of the kitchen.

#87 - #90: Views of the bathroom.

#91 - #96: Views of the bedroom.

#97 - #103: Views of the garage.

#104: Location view of the items of evidence identified with placard 5 through 8.

#105: View of the Benchmade knife packaging, identified with placard 5.

#106: View of the drinking glass, identified with placard 6.

#107: View of the drinking glass, identified with placard 7.

#108: View of bottle of Pinnacle Vodka, identified with placard 8.

SAMPLE

Evidence

The following four items of evidence, identified with placards 5 through 8, were collected from on top of the living room table.

********:* Plastic packaging for a Benchmade folding knife (placard 5).

********:* One clear drinking glass (placard 6).

********:* One clear drinking glass with apparent lipstick on the rim (placard 7).

********:* One Pinnacle Vodka bottle approximately one-third full of a clear liquid (placard 8).

Vehicle Processing

I arrived at Tater's Towing, located at 8 Dust Lane, on January 14, 2025, at approximately 0600 hours to process the blue, four-door Toyota Camry with California license plate "NoTReal." I met Detective (name and ID) at this location. I took digital images #109 through #162 starting at approximately 0610 hours. I collected items of evidence starting at approximately 0630 hours.

Photography

#109 - #117: Views of the exterior of the vehicle.

#118: View of the Vehicle Identification Number.

#119 - #149: Views of the interior of the vehicle.

#150 - #153: Views of the trunk compartment.

#154 - #157: Views of the engine compartment.

#158 - #159: Views of the fuel compartment.

#160 - #162: Views of the cell phone identified with placard 9.

Evidence

********:* One black, Samsung cell phone with a shattered screen (placard 9). This item was collected from the glove compartment, after search.

SAMPLE

DISPOSITION OF EVIDENCE

Each item of evidence was assigned a unique barcode and will be impounded in the ***Headquarters Property Room*** under ***Event #2500000000o***.

Name, ID #
Field Evidence Technician
October 14, 2026

Approved by: _____ Date: _____

SAMPLE