



DEPARTMENT NOTICE

20-172
12/11/20

Procedures for Requesting Forensic Artist Services


The purpose of this Department Notice is to explain when the services of a Forensic Artist may be used and to detail the procedures for doing so. A Forensic Artist is one who renders free-hand drawings, enhancements and reconstructions for identification, apprehension or conviction purposes.

The San Francisco Police Department employs a full time Forensic Artist, Naomi Glixman, who is assigned to Crime Scene Investigations (CSI). The Forensic Artist constructs composite sketches as described by a victim or witness, produces hand-drawn video clarification, and provides hand-drawn age progressions. Forensic Artist Glixman also provides post-mortem renditions and sculpted skull-to-face reconstructions of unidentified deceased persons. Even though surveillance video evidence may exist, a forensic drawing may provide additional potential information to aid in an investigation. A sketch should therefore be requested whenever there is a suitable witness or victim, meaning one who got a good look at the suspect, even briefly, from any recognizable angle. Forensic Artist services are available to all units in any type of investigation.

Members requesting forensic art services shall contact the Forensic Art Unit at (415) 553-1664 during business hours (Monday – Friday, 0900-1700, excluding holidays). After hours requests shall be made through Department Operations Center or by calling Naomi Glixman directly at (415) 706-4710. All requests shall be submitted on SFPD Form 64A (Forensics Services Request) to the Crime Scene Investigations Unit. Completed 64A Forms, along with the case Incident Report, can be faxed to (415) 575-8850, submitted through email to naomi.glixman@sfgov.org, or dropped off at 850 Bryant Street, Room 427.

If an urgent request for Forensic Artist services is needed, a request shall be made through Department Operations Center to the Lieutenant in charge of Crime Scene Investigations.

Questions regarding services may be directed to Naomi Glixman at (415) 553-1664 or (415) 706-4710. The Forensic Artist office is located at the Hall of Justice, 850 Bryant Street, Room 427.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.