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A Guideline to Documenting Latent Print Cards and Envelopes

Please observe the below guidelines when submitting latent print cards and envelopes to C.S.I. We are making identifications from submitted latent cards and correct documentation is critical.

1. The "Address" line is the *location where the processing was done*;
2. The "AFIS Quality" determination will be made by CSI – please leave blank.
3. Record *Vehicle license numbers* on each card and on the front of the envelope.
4. Describe exactly where the print was lifted from and sketch if appropriate.
5. On vehicle windows and P.O.E. windows, indicate if print is on the inside or outside.
6. Orient the latent on the surface by indicating which way is "up." This can be done by marking an "up" arrow on the lift tape before lifting it off the surface.
7. If, after making a lift, the image just appears to be a black smudge and you cannot see any ridge detail on the card, we cannot use it for comparison or AFIS purposes. If in doubt, however, please submit the lift. See examples below.



Ridge Detail Visible



No Ridge Detail


Please do not seal the latent envelopes – just tuck in the flap.

Hand-deliver the latent prints to a member of C.S.I. at the earliest opportunity so that the quality and documentation may be reviewed.

Officers will be notified when an identification results from their processing efforts.

The Crime Scene Investigations office is located in Room 419 at the Hall of Justice on Bryant Street. Call (415) 553-1506 between the hours of 0700 and 1600, or you may contact a CSI member via Operations Center at (415) 553-1071 between the hours of 1600 and 2400.

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



GREGORY P. SUHR
Chief of Police