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17-142
06/30/17

Mandatory Processing of 852 Vehicles by Trained Patrol Units (Supersedes DB 16-069)

The purpose of this Bulletin is to update the policies and procedures related to the mandatory processing of 852 vehicles and emphasize *the procedure for submitting print cards to CSI has changed.*

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 600 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 exist (e.g. inclement weather prevents processing for fingerprints, the owner refuses, etc.) the reason must be documented in the report with the approving supervisor's name and star number.

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

- Document any recovered latent prints; see exemplar at the end of this bulletin. **Include the License Plate number on each card.** 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.
- It is not necessary to include a copy of the incident report with the latent print envelope.
- **There is a new lockbox for Latent Print envelopes in the PHQ mail room at 1245 3rd St.**
- Place the lift card in an envelope, unsealed, in the T&O transfer to Headquarters. Indicate the station of origin on the upper left side of the envelope.
- **It is no longer necessary to generate a call to Department Operations Center as the lockbox will be routinely checked for print submissions.**
- **CSI will no longer respond to district stations to pick up print cards.**
- CSI will respond to the PHQ mail room and collect the evidence.
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 a successful follow-up investigation and prosecution.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for evidence collection from 852 vehicles.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

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

Victim _____

Crime Location LOCATION WHERE PROCESSING WAS DONE

(Street Address) (City)

Offence _____ 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 925 688-6667 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