



# DEPARTMENT NOTICE

23-086

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## Forensic Services Division

The purpose of this Department Notice is to provide an overview and explanation of the services offered within the evidence processing units of the Forensic Services Division.

### Crime Lab Units and Services

M-F, 7 am to 5 pm

Contact: 415-671-3200

**Requests for Crime Lab services are made by members of the Investigations Bureau using SFPD Form 64.**

#### Firearm/Toolmark Unit

- Utilizes NIBIN (National Integrated Ballistic Information Network) database which contains images of spent bullets, cartridge casings, and test fires from confiscated weapons.
- Evidence is automatically submitted to crime lab for testing and no SFPD Form 64-request is required for all non-homicide or OIS crime guns and cartridge casings for operability testing and NIBIN entry.
- For all evidence requiring a full microscopic comparison, including homicides and OIS events, a SFPD Form 64-request is needed.
- The unit will provide a lab report with NIBIN results, operability statement and, if requested, microscopic comparison results. The lab will also provide notification of NIBIN matches, when available.
- The unit can also perform and issue reports, upon request, in toolmark comparison, fracture matching, shooting distance determination, footwear impressions, and serial number restorations.

#### Forensic Biology Unit

- Utilizes CODIS (Combined DNA Index System) database which contains crime scene DNA profiles and DNA profiles from Arrestees, Suspects and Convicted Offenders.
- A SFPD Form 64-request is not required for Sexual Assault Kits as these are automatically submitted to crime lab for testing. Limited serology testing (sperm search, presumptive saliva testing, etc.) is performed. If additional serology testing is required, then a SFPD Form 64-request is needed.
- For all other requests a SFPD Form 64-request is required.
- The Forensic Biology Unit will provide a lab report with results of testing and CODIS entries, if any, and will also provide notifications of any CODIS matches.
- The unit can also perform paternity and kinship testing and provides liaison for CODIS familial searching, missing persons, unidentified human remains searching, Interpol, and international DNA profile searching.

### Chemical Analysis Unit

- Provides training on the proper use of and relevant state regulations for breath testing devices used for DUI investigations.
- Provides training on the proper use of presumptive screening devices for the preliminary screening of controlled substances.
- Provides on-site maintenance and troubleshooting to deployed breath testing devices at district stations throughout the CCSF.
- Provides assistance at DUI check points.

### Trace Evidence Unit

- For all testing of gunshot residue on kits, gloves and clothing, a SFPD Form 64 request is required.
- Upon completion of examination Trace Unit will provide a lab report with results of testing.
- Unit also provides quality control checks for the GSR collection kits used in the field.

### **Crime Scene Investigation:**

24/7

Contact/Service Request: [REDACTED]

Vehicle requests: [REDACTED]

**Requests for Crime Scene Investigation services are made by first responding officers at crime scenes or members of the Investigations Bureau by direct contact with CSI or through D.O.C.**

CSI is responsible for documentation, collection, processing, and preserving crime scene evidence including:

- Fingerprint development and identification (powders, chemicals, photography)
- Collection of DNA evidence, trace evidence (hair, fibers, paint chips, glass fragments, accelerants in arson cases etc).
- Grid searches, excavating, sifting, metal detection.
- Casting impressions (tool marks, tire and shoe).
- Direction and sequence of force determination on glass.
- Light technology application for evidence (Ultraviolet, Infra-red, etc.).
- Copper and lead detection (shooting scenes).
- FARO scanning, laser measuring, CAD diagramming and crime scene reconstruction.
- Trajectory analysis on vehicles and crime scenes.
- Bloodstain Pattern Analysis and reconstruction.
- Chemical processing for blood (Amido black, Luminol, Blue Star).
- IR photography.

### **Digital Evidence Units and Services:**

M-F 8 am – 6 pm

Contact: [REDACTED]

**Requests for Digital Evidence services are made by members of the Investigations Bureau using SFPD Form 64A.**

## Photo Lab

Processes requests for and/or maintains archives of:

- CSI crime-scene case photos/video.
- In office victim photos (i.e.: injured officers, civilian victims), in company of Investigator.
- Event/promotional/ non-evidence photos.
- Historical staff and department photos /negatives.
- Scanning negatives, editing, printing, mounting of requested photos.
- Production of court materials, crime bulletins.
- Duplication of older media like VHS.
- Maintain photo equipment for CSI.

Requests can be made via email to [REDACTED], or [REDACTED]. The office can be reached at [REDACTED].

## Mobile Device Forensics

Processes requests for the following:

- Forensic examination and retrieval of data from cell phones / mobile devices in a manner that preserves the evidence under forensically acceptable conditions, ensuring that the retrieved evidence is court admissible.
- Mobile Device warrant review and advice regarding evidentiary value of data, etc.
- Use of forensic tools (GrayKey, Cellebrite, etc.) on mobile devices to unlock and extract damage from mobile devices.
- Use of forensic tools to examine:
  - Call logs
  - Text messages
  - Contact lists
  - Email
  - Photos / Videos / multimedia
  - Location data
  - Voicemail
  - Some 3<sup>rd</sup> party application data
  - SQLite database analysis
- Translate submitted mobile device exports to a readable format.
- Repair broken mobile devices to extract evidentiary data.
- Facilitate advanced repairs of mobile devices with FBI/outside vendors.
- Provide copy of evidence to investigator or DA / discovery requests.
- Archive case data as required.

Requests need a signed search warrant or proof of consent and a SFPD Form 64A. Phones left on and placed in Airplane mode can be dropped off at 1995 Evans with an appointment. Examiners,

[REDACTED] regarding your phone.

## Computer Forensics

Processes requests for the following:

- Forensic examination and retrieval of data from digital devices and digital media in a manner that preserves the evidence under forensically acceptable conditions, ensuring that the retrieved evidence is court admissible.
- Device warrant review and advice regarding evidentiary value of data etc.
- Use of forensic tools to perform unlocking and data extraction from laptops, Windows PCs, loose media (USB, SD Cards, external hard drives, etc.), portable media devices, GPS units and other digital devices which could contain data.
- Use of forensic tools on digital devices to examine:
  - Documents / Spreadsheets / Data files
  - Internet / search history
  - Messages
  - Contact lists
  - Emails
  - Photos / Videos / Multimedia
  - Location data / system logs
  - Financial history
  - Some 3<sup>rd</sup> party application data
  - Password cracking of locked/encrypted files
  - SQLite database analysis
  
- Assist in retrieval and examination of vehicle telematics data.
- Provide copy of evidence to investigator or DA / discovery requests.
- Archive case data as required.
- Repair of broken devices to retrieve data.

Requests need a signed search warrant or proof of consent and a SFPD Form 64A. [REDACTED]

## Forensic Artist

Can be requested to produce:

- Subject sketches
- Stolen items sketches
- Reconstruction sketches
- Skull reconstruction (physical)
- Video evidence sketches
- Aging sketches
- Victim interview in company of Investigator
- Assist outside agencies on requests
- Archive digital /physical product sketches

Sketches can be requested for any investigation with a SFPD Form 64A. [REDACTED]

### Video Forensics

Processes requests for the following:


- Homicide video retrieval
- OIS video retrieval
- Video clarifications
- Requests to get video to play
- Providing of:
  - Codecs
  - Player software
  - DVR passcodes
- Limited Bureau video retrieval will be on a case-by-case basis, call for availability.
- DVR examination of seized and submitted devices with search warrant or consent.
- Repair or image HDD of submitted DVRs.
- Process foreign language DVRs.
- Create Court compilation of submitted or gathered video clips.
- Duplicate VHS tapes and like media to digital media.

### Audio Forensics

- Duplicate case file cassette tapes from 1960's- present onto CD or USB
- Archive digitized audio cases.
- Amplify/clarify audio from:
  - Jail tapes
  - BWC
  - Telephone
  - Police radio
  - DVR surveillance video
  - Other upon request

### **All Units within Forensic Services provide:**

- Training for SFPD Academy Recruit Classes, Investigators/Sergeant School, and attorneys case consultation.
- Referrals for testing services not performed by the Laboratory or CSI.
- Court testimony.

  
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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*