



# DEPARTMENT NOTICE

24-049

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## Collection of DNA Evidence at Crime Scenes

(Supersedes DN 23-083)

The purpose of this Department Notice is to provide members with additional training and information in the collection of DNA evidence. Members should have the ability to collect basic DNA evidence at crime scenes that does not otherwise require a CSI response. Examples include blood left behind by a suspect when breaking a window in an auto boost, video showing a suspect touching an exterior window at an attempted burglary, or possible trace DNA left behind when a suspect touches a surface of a glovebox latch or the steering wheel of a stolen vehicle.

To ensure this DNA evidence is collected for potential testing, members may swab for this evidence. Each station has DNA collection kits that contain swabs, sterile water, an evidence envelope, and evidence tape for sealing the packaging when complete. If swabs are collected, note the details of the collection in your incident report. This documentation is critical for successful follow-up and prosecution. Instructions on collection techniques of DNA evidence and contamination prevention are included in the attached training material.

Please review the following training video [SFPD DNA Collection Instructions \(vimeo.com\)](#) as well as the attached training material on how to properly collect DNA evidence and the chain of custody procedures using Evidence on Q. CSI can be contacted at (415) 678-3506, or via the DOC, for additional assistance.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*