



DEPARTMENT NOTICE

23-083

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Collection of DNA Evidence at Crime Scenes

The purpose of this Department Notice is to provide members training in the collection of DNA evidence. Members should have the ability to collect basic DNA evidence at crime scenes that do 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.

Please review the **attached training material** on how to properly collect DNA evidence and the chain of custody procedures using Evidence on Q. 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 is included in the attached training material. CSI can be contacted at (415) 678-3506, or via the DOC, for additional assistance.

A handwritten signature in blue ink that reads "William Scott".

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 sent to sfpd.writtendirectives@sfgov.org who will provide additional information.