

# CRIME SCENE INVESTIGATION SECTION



## OPERATIONS MANUAL

FRESNO POLICE DEPARTMENT  
(REVISED 1/16/18)

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## **MISSION STATEMENT**

The Mission of the Crime Scene Investigations Section is to provide members of the Fresno Police Department with Professional, and efficient, levels of essential crime scene documentation, evidence handling and identification services.

## **VISION STATEMENT**

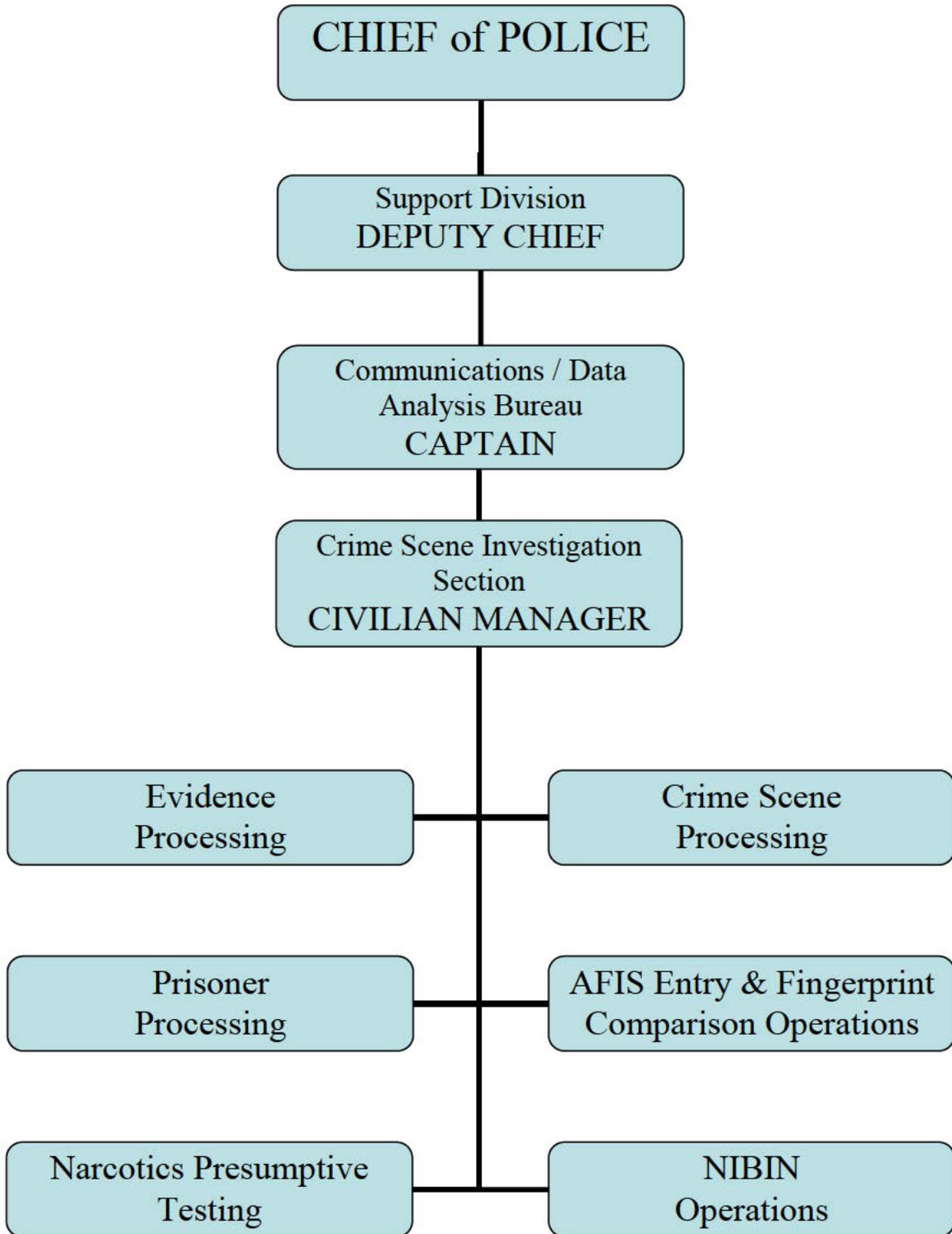
The Crime Scene Investigations Section will continue to provide exceptional levels of crime scene documentation, evidence handling, and identification services to department members, and the community, in a professional manner now and into the future.

## **GOALS AND OBJECTIVES**

The key objectives of the Crime Scene Investigations Section are:

1. Uphold the integrity of crime scene with the use of photography and evidence documentation, collection processing and preservation.
2. Utilize all available fingerprint resources to identify potential suspects, establish identifies for members of the community and to exonerate the innocent.
3. To enhance our knowledge, and skills, through continuous education training.

**ORGANIZATIONAL CHART**



**PROCEDURES BULLETIN**  
**CSI SHIFT HOURS**  
**PB # 01 (Rev. 1/15)**

**INTRODUCTION**

The current shift hours are:

Dayshift Squad A 0600-1630 hrs

Dayshift Squad B 0730-1800 hrs

Nightshift Squad A 1730-0400 hrs

Nightshift Squad B 1930-0600 hrs

**PROCEDURES BULLETIN PB # 02**  
**PRISONER PROCESSING**  
**(Updated 12/01/10)**

INTRODUCTION

FPD adult arrestees taken into custody on felony or misdemeanor charges that cannot be identified and cited in the field shall be transported by the arresting officer to the Crime Scene Investigation Section (CSI) for identification and processing prior to being transported to the FSD Jail. Per FPD policy and procedures 900, when an arrestee is transported into CSI for identification and/or processing a minimum of two sworn officers must be present for safety purposes.

This Bulletin describes the procedures utilized by department members for the identification and/or Live Scan System mugging and printing of misdemeanor arrestees.

**A. ADULT CITATION PROCESSING**

1. If the Citation is being issued by an officer in the Section, inform the officer that we need a copy of the citation in order to process the arrestee and record the information. Direct the officer to the copy machine down the hallway by the entrance to the Communications Section.
2. If the subject has already been cited and released, and is responding to Headquarters for processing, and the Records Section failed to make a copy of the citation before sending him/her down to CSI, it will be necessary to take the subject's Cite form down the hall to make a copy for CSI processing use.
3. Place the subject's Right Thumb print on the citation copy and on the green copy of the citation if the subject was brought to CSI by an officer.
4. Begin the Live Scan process. Follow each of the prompts as dictated by the Live Scan device. If the Live Scan quick search finds a match, the Live Scan will automatically populate most of the demographic fields relative to the arrestee's personal history. Complete the rest of the demographic fields.
5. The Live Scan will then host the demographic information over to the Imageware software. You will still need to enter information in several of the data fields. The most important of these fields is the Agency Case Number field. You must enter the number using the following format: FPD 10-123456. Choose CIT in the RECORD TYPE field.
6. Take the arrestee's mug shot. Make sure to zoom the camera so that the arrestee's ears are on the two vertical lines, and that his/her eyes are on the horizontal line.

7. Save the image.
8. Write the Booking and JID #'s on the white copy of the citation.
9. On the main Live Scan screen, you must then highlight your arrestee's name and then SEND the record to the state Department of Justice in Sacramento.
  - a. It is important to remember that the Live Scan print record will be searched at DOJ and DOJ will send back a CLETS response indicating whether or not a prior record was located. In most instances, the CLETS response is received by the DOJ drop printer located down at dispatch within several hours of transmission from the Cogent workstation.

The responses are routed to CSI on a daily basis. The Dayshift Supervisor will have them attached to the correct citation paperwork.

## B. ADULT ARREST REPORT PROCESSING

1. Place the subject's Right Thumb print on each of the copies of the Arrest Report. Place your initials, the date, the time and the arrestees FPD #, if known, in the appropriate boxes that the processing technician will stamp on each of the AR's.
  - a. Begin the Live Scan process. Follow each of the prompts as dictated by the Live Scan device. If the Live Scan quick search finds a match, the Live Scan will automatically populate most of the demographic fields relative to the arrestee's personal history. Complete the rest of the demographic fields.
  - b. The Live Scan will then host the demographic information over to the Imageware software. You will still need to enter information in several of the data fields. The most important of these fields is the Agency Case Number field. You must enter the number using the following format: FPD 10-123456. Make sure to select ARR in the RECORD TYPE field.
  - c. Take the arrestee's mug shot. Make sure to zoom the camera so that the arrestee's ears are on the two vertical lines, and that his/her eyes are on the horizontal line.
  - d. Save the image.
  - e. Write the TRANSACTION # on the top of each of the copies of the Arrest Report. Put the Booking # in the appropriate box on the Arrest Report.
  - f. On the main Live Scan screen, you must then highlight your arrestee's name and then SEND the record to the state Department of Justice in Sacramento. It is important to remember that the Live Scan print record will be searched at DOJ and DOJ will send back a CLETS response indicating whether or not a prior record was located. In most instances, the CLETS response will received by the DOJ drop

printer located down at dispatch within several hours of transmission from the Cogent Live Scan workstation.

The responses are routed to CSI on a daily basis. The Dayshift Supervisor will have them attached to the correct arrest report.

C. DOJ 8715

Once you've completed the prisoner processing sequence, for Arrest Reports, or Citations, and the subject is gone, you must fill out the DOJ 8715 form. Complete all of the fields, making sure to check the ARREST box, or CITATION box as appropriate. The completed 8715 form ultimately makes its way to PLO.

D. BLUECHECK ONLY ID SEARCHES

There may be occasion, such as warrant arrests, where it may only be necessary to use the blue check in an effort to verify a subject's identity. If that is the case, and you get a positive response from the Blue Check, you must write the FRT #, which will be available on the Blue Check screen, on the top of the Arrest Report.

E. IN CUSTODY JUVENILES AND JUVENILE CITATIONS

Juveniles who **will be booked into Juvenile Hall** will be mugged and printed by the Juvenile Hall Intake Staff. This is an agreement between the Fresno Police Department and the Probation Department.

F. BRINGING JUVENILES TO CSI FOR PROCESSING

Before bringing a juvenile into the prisoner processing area, it is required that all adult prisoners be secured in the holding cells and the door closed between the cells and the prisoner processing area. There must not be any sight or sound contact between adult prisoners and the juvenile.

**CSI will only mug and print a juvenile in the following instances:**

1. Question of identity

If an in custody juvenile is brought into CSI for the purpose of determining true identity, roll an inked set of prints and do a ten print search or, take the juvenile's thumb print and compare it to an existing record. If the Juvenile is going to be taken to Juvenile Hall and booked, do not mug and print the juvenile. If the juvenile is going to be cited and released and, the arresting officer wants a record created, go ahead and process the juvenile. The intent is not to duplicate the processing that Juvenile Hall will do.

## 2. Juvenile Citation

Juveniles who are brought into CSI for processing and then cited and released by the arresting officer can be processed if the arresting officer wishes to create a record with our Department.

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**PROCEDURES BULLETIN**  
**CALIFORNIA DEPARTMENT OF JUSTICE**  
**ADULT 8715 ARREST DISPOSITION FORM**  
**PB # 04 (Issued 01/00, Rev. 10/03)**

INTRODUCTION

This Bulletin discusses the California Department of Justice JUS 8715 DISPOSITION OF ARREST AND COURT ACTION form. The JUS 8715 multi-page form created by DOJ and provided to local California law enforcement agencies for the purpose of tracking **adult** arrestees through the justice system from the time of arrest to any final court disposition.

In 2000, DOJ made it a requirement that local agencies to also submit 8716 form for all **juvenile** arrests. In the case of our Department and this Section, cadets handwrite one or more 8715 forms on each arrested adult who is mugged and printed AND their prints transmitted to DOJ using the Live Scan device. If no prints are submitted to DOJ through the Live Scan, no 8715 is required. The reason being that DOJ wants to first receive the arrestees fingerprints through Live Scan at the time of booking. The arrest fingerprints and arrest data are added to an existing record of the subject in the DOJ system or, if no existing record is found, a new DOJ record is created using the arrest prints and data.

The 8715 form(s) that the Section typed at the time of booking are routinely picked up by members of the Department's Prosecution Liaison Office. The PLO staff then attaches the 8715 to the subjects D.A.'s Office filing paperwork package. The filing package, with the 8715, is then taken to the D.A.'s Office for the purpose of filing charges for prosecution. Two things can happen at this point,

1. If the D.A.'s Office determines that there No Charges will be Filed (NCF'd) on the subject for whatever reason, the reviewing D.A. marks the NCF field in the D.A.'s section of the 8715 form and the whole filing package is returned to PLO. If the charges are not re-filed by the Department, the returned 8715 form(s) is sent back to the Section where the copies are separated. One copy is mailed to DOJ so that they can record the NCF disposition on the subject criminal history "rap" sheet. The blue copy is sent to the property section to assist them in the disposition of any evidence they may have in their custody.
2. The D.A. files charges on the subject and a court date is set for trial(s). At the conclusion of the trial(s), the Court writes in the final disposition of the original arrest on the 8715 form. The court sends the disposition results to DOJ by mailing a copy of the 8715 form(s) or sending the disposition electronically using an automated DOJ reporting system available in some counties. The Fresno County Courts currently have the DOJ automated reporting system. The court also sends back to PLO, a copy of the 8715 form(s) with the final disposition of the arrest. This copy is supposed to be sent to records so that it can be placed in the original case to show final disposition.

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When DOJ receives the final arrest disposition from the courts system, the subjects record is updated with the information to include, sentence, fine, probation, parole, etc.. Anyone running a DOJ "rap" through the CLETS system would see the information from the original arrest (Live Scan fingerprint card) and either the NCF by the D.A.'s Office or the disposition of the arrest by the court.

In the event the 8715 never arrives at DOJ, the subjects arrest record will always show the arrest with a disclaimer that no final disposition has been received. If instead the 8715 arrives at DOJ but, no arrest fingerprints were ever received from the arresting agency, DOJ will attempt to contact the arresting agency and request that they submit a set of arrest fingerprints. Obviously, in most instances that is impossible so what happens is that DOJ will not add to or create any arrest of the subject. DOJ's goal is to first receive the fingerprints; update or create a master criminal history record; and when the 8715 form arrives, add the NCF or final court disposition.

### 8715 POLICY AND PROCEDURES

- A. An 8715 form is to be created on all adults when an arrest tag or citation is created with reportable charges that are sent to DOJ.
- B. An 8715 form will be prepared for each case.
- C. An 8715 form should not be retained by DOJ (PC 647 F, local Muni Code violations).
- D. After the 8715 form is prepared it is to be put in the PLO tray. PLO will pick up the 8715 forms in the morning for attachment to the D.A. filing packages.

### REPEATERS AND THE CORRECTION OF 8715 FORMS

When a repeater is found and the JUS 8715 form is still in the completed tray awaiting pickup, locate the form, type a corrected form, and discard the old form. If the repeater is found after the 8715 form has been picked up by PLO, prepare a corrected 8715 and forward it to PLO along with a copy of the repeater follow up report.

**PROCEDURES BULLETIN**  
**CSI P # PHOTO FILE PROCEDURES**  
**PB # 05 (Rev. 10/03)**

**INTRODUCTION**

CSI maintains a Photographic # ( P # ) file and log book as a way to file and retrieve miscellaneous photo CD's which are routinely shot by CSI members but, do not involve an FPD criminal case or Case number. Examples being public relations photographs, Unit photos, Special Projects, recruitment bulletins, training, I.A. investigations, special events, awards, etc.. As a rule of thumb, any non-case photos taken or received by CSI can be placed in the P # File. On occasion, photos are taken using a P # because no determination has been made if a crime has occurred or if a case number will be drawn. If at a later date a case number is issued, the P # photo images can be uploaded into the FPD RMS system and a follow up report is written by the Technician who took the photographs.

**P # File PROCEDURES**

- A. When a Technician is given a P # photo assignment the procedure is to draw a P # from the P# Log Book which, is kept on top of the evidence negative file cabinet. Two drawers of the evidence negative file cabinet are reserved for P # CD's. The Technician issuing the P # writes down the date, subject or type of photo assignment, and their initials in the P # Log Book next to the number that was drawn.
- B. When the Technician returns from a photo assignment, a P # CD envelope is to be filled out with the P #, date, subject of the photos, and Technicians name written on the outside. The CD with the downloaded photos is placed inside the envelope.
- C. No reports are written for P # photographic assignments.
- D. The final CD is then filed in the same file cabinet that house the P# log book.

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**CASE NO.:** ██████████  
**CRIME:** PC 187(A)  
**VICTIM:** ██████████  
**LOC OF OCCUR.:** ██████████  
**DATE OF OCCUR.:** ██████████  
**I.D. TECHS:** ██████████

**NOTE: NOT TO SCALE - ALL MEASUREMENTS ARE APPROXIMATE.**

**BACK YARD PATIO**

<u>#</u>	<u>DESCRIPTION</u>	<u>FROM S/WALL OF HOUSE</u>	<u>FROM E/WALL OF HOUSE</u>
Stand #1	Cigarette butts	6'4" South	5'3" West
Stand #2	Lighters & bottle	1'7" South	4'4" West
Stand #3	Bloodstained shirt & towel	1'1" South	6'5" West
Stand #4	Partial shoe track	2'1" South	12'6" West
Stand #5	Piece of broken glass	6'10" South	12'0" West
Stand #6	Drinking glass	1'9" South	14'2" West
Stand #7	Bloodstained hammock	1'9" South	14'6" West
Stand #8	Blood drops	2'1" South	14'10" West
Stand #9	Piece of broken glass	7'1" South	19'1" West
Stand #40	Piece of broken glass	6'3" South	1'8" West
Stand #50	Cigar tip	0'2" South	7'9" West

**LIVING ROOM**

<u>#</u>	<u>DESCRIPTION</u>	<u>FROM N/WALL OF LIVING ROOM</u>	<u>FROM E/WALL OF LIVING ROOM</u>
Stand #10	Screw, video tape, & bb gun	15'0" South	7'9" West
Stand #11	Video tapes	1'72" South	1'10" West
Stand #12	Video tapes	15'1" South	4'2" West
Stand #13	Video tapes	10'8" South	4'5" West
Stand #14	Video tapes	11'4" South	8'7" West
Stand #15	Screw	9'8" South	9'5" West
Stand #16	Paper & possible blood drop	5'9" South	8'11" West

**KITCHEN (AQUARIUM ON S/KITCHEN COUNTER)**

<u>#</u>	<u>DESCRIPTION</u>	<u>UP FROM BOTTOM</u>	
Card "A"	Blood smear (interior)	4"	0'5" N/of S/end of aquarium
Card "B"	Blood smear (interior)	2"	0'2" W/of E/end of aquarium

**ADDITIONAL SCENE MEASUREMENTS:**

Back yard	26'0"	North - South	90'0"	West - East
Back yard patio	8'0"	North - South	61'1"	West - East
House	41'0"	North - South	61'1"	West - East
Living room	21'0"	North - South	14'3"	West - East
Kitchen / Dining area	21'0"	North - South	8'6"	West - East
Garage	20'1"	North - South	20'5"	West - East
Dining room / Entry way	18'3"	North - South	7'4"	West - East
Front room	15'7"	North - South	15'7"	West - East
West - East Hallway	4'5"	North - South	13'6"	West - East
North - South Hallway	22'0"	North - South	3'11"	West - East
Master bedroom	15'6"	North - South	14'2"	West - East
“ ” dressing area	5'3"	North - South	5'11"	West - East
Master bathroom	4'11"	North - South	5'1"	West - East
Southeast bedroom	11'2"	North - South	9'3"	West - East
Northeast bedroom	10'5"	North - South	11'1"	West - East
Northwest bedroom	10'11"	North - South	11'5"	West - East
Northeast bathroom	7'9"	North - South	8'0"	West - East
Laundry room				
(adj to & E/of bathroom)	3'3"	North - South	5'11"	West - East

- Sketching - Supplemented by aerial photographs

1. A detailed drawing that includes exact measurements showing the relative position of all relevant items at the scene.
  - a) There are two phases of all crime scene sketches:
    - 1) Phase One - the rough sketch made at the scene
      - (a) Regardless of artistic ability, this drawing must include all relevant detail.
      - (b) The measurements must be exact on this sketch.
      - (c) The scale need only be approximate.
    - 2) Phase Two - the refined sketch or drawing
      - (a) May be drawn by another person under the direction of the investigator who made the rough sketch.
        - (1) Artist
        - (2) Engineer
        - (3) Draftsman
          - a. Most counties have many experts available for the refined drawing.
      - (b) The final product must be complete and totally accurate in all detail.
        - (1) Measurements exact
        - (2) Scale exact and noted
          - a. 1" to 1' or 1/4" to 1'
        - (3) North should always appear at the top of the drawing
        - (4) The drawing must be identified with this minimum information:
          - a. Case numbers
          - b. Location shown
          - c. Table of Contents

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2. **Nothing need be touched or moved.**
  - a) Hands in the pocket
  - b) Stand in one place as much as possible
3. Develop a plan to establish issues of this crime.
  - a) The sequence of events - overlapping evidence
  - b) P.O. Entry
  - c) P.O. Attack
  - d) P.O. Exit
  - e) What must be established in this case?
4. Who did what to whom? Based on statement up to this point, does it make sense?
5. Do you have unique problems?
  - a) Suspect normally has access to area
  - b) Suspect was allowed to re-enter the scene.

D. Step Four - Photography - A series of views of the scene

1. Three types of crime scene photos
  - a) Overall - define
  - b) Orientation
  - c) Close up - with rulerAt this point limited to overalls in most cases.  
Exception: fragile evidence.

E. Step Five - Sketching - Supplemented by aerial photographs

1. A detailed drawing that includes exact measurements showing the relative position of all relevant items at the scene.
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    - 1) Phase One - the rough sketch made at the scene
      - (a) Regardless of artistic ability, this drawing must include all relevant detail.
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        - (2) Scale exact and noted
          - a. 1" to 1' or 1/4" to 1'
        - (3) North should always appear at the top of the drawing
        - (4) The drawing must be identified with this minimum information:
          - a. Case numbers
          - b. Location shown
          - c. Table of Contents

The grounds sketch and, in some instances, the locality sketch can be replaced by an aerial photograph. Where a commercial map is available it may, with the consent of the District Attorney, be substituted for your hand sketch.

**Rules of sketching**

1. The drawing should always be positioned so that North is at the top of the sketch.
2. You should make your own measurements, that is, don't rely on others to read off the numbers from the tape.
3. The rough sketch need only be approximately to scale but the formal drawing used in court must be exact scale. The scale should be noted on the sketch.
4. The items in the drawing should be limited to relevant evidence and the surrounding non-evidenced item that may be material to reconstruction. The overall photographs will reveal *all* items present at the scene — relevant and non-relevant.
5. There should be a table of contents and legend that will clearly identify the drawing and items in the drawing such as
  - a. case number — date
  - b. location of drawing
  - c. name of person preparing the drawing
  - d. if the formal drawing for court has been prepared by another person (draftsman, etc.), you must examine and certify the drawing before taking the stand.
  - e. all items of evidence should be located on the drawing by measurements from at least 2 fixed locations.

**METHODS FOR MEASURING FROM 2 FIXED LOCATIONS**

1. Coordinate method

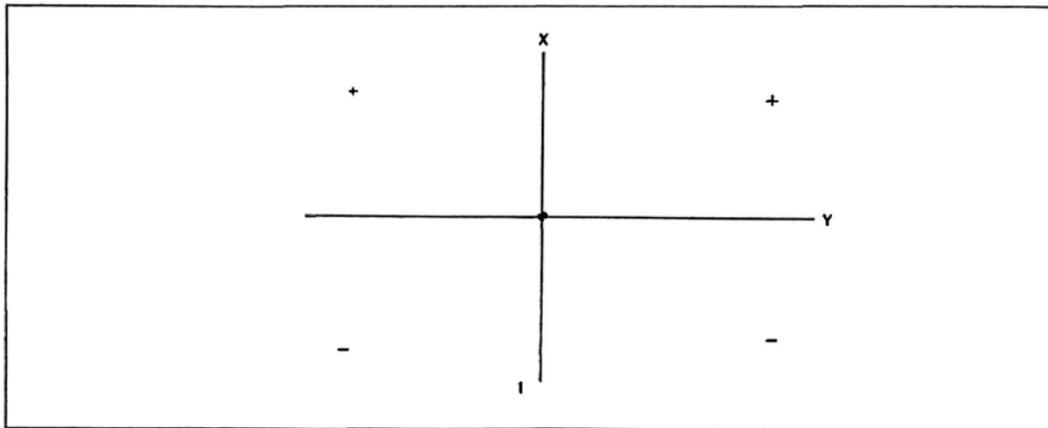


Figure X-1. Coordinate Method Sketching

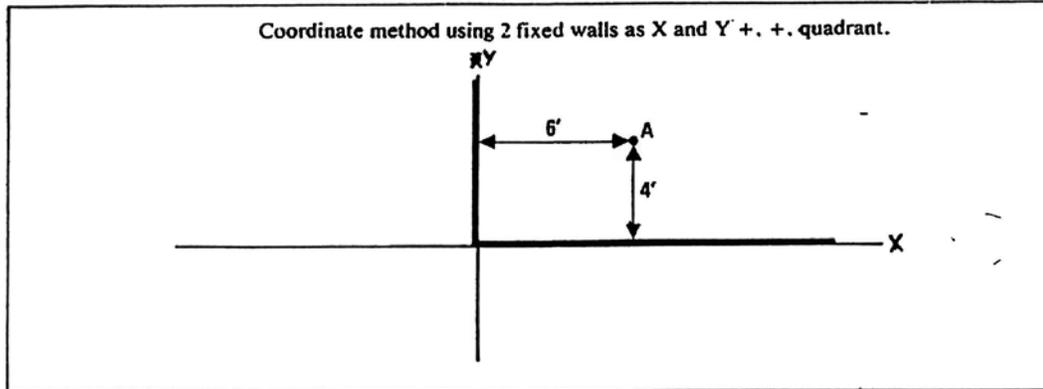


Figure X-2. Coordinate Method Sketching

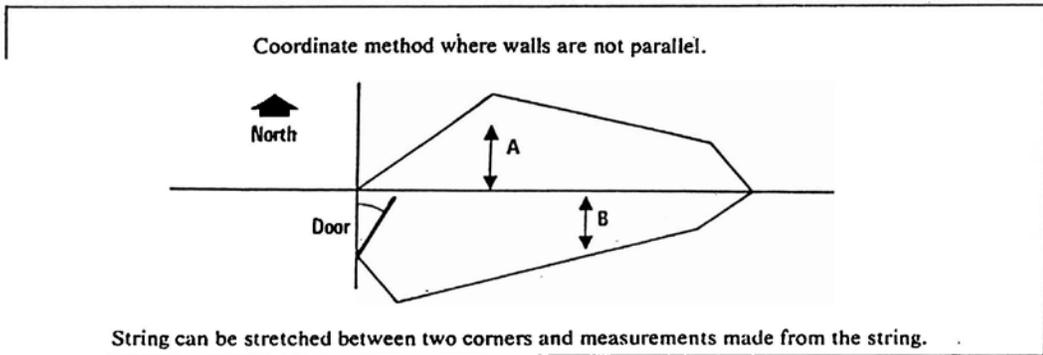


Figure X-3. Coordinate Method Sketching

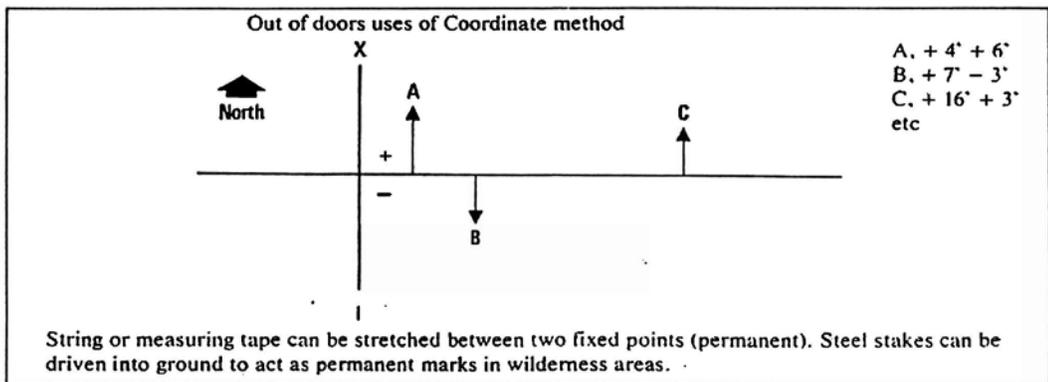


Figure X-4. Coordinate Method Sketching

**Polar/Radial Method**

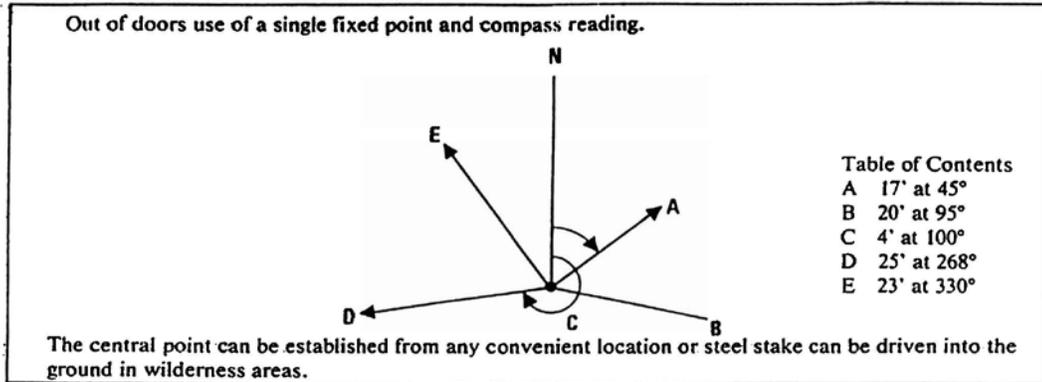


Figure #5. Polar/Radial Method Sketching

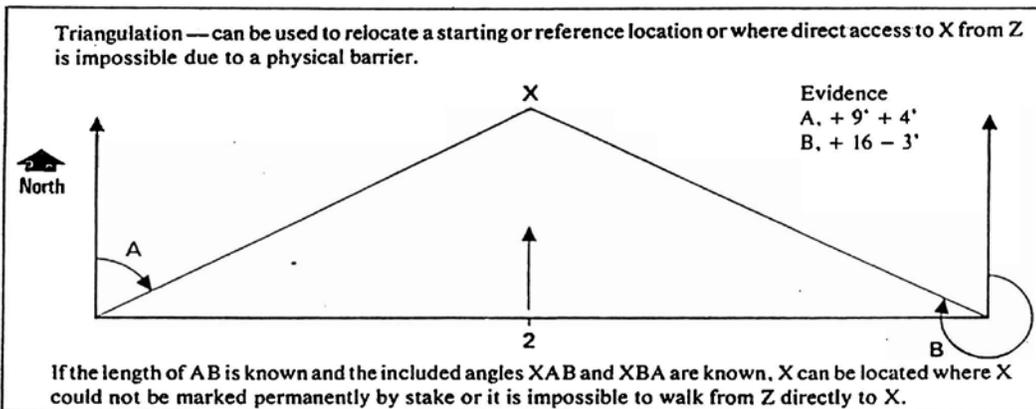


Figure #6. Triangulation Method — Sketching

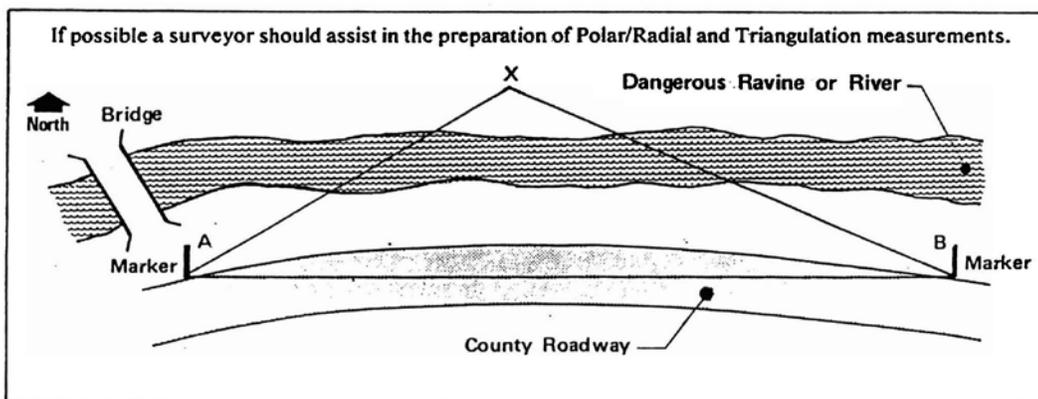


Figure #7. Triangulation Method — Sketching

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STATE OF CALIFORNIA  
 DEPARTMENT OF JUSTICE  
 BUREAU OF FORENSIC SERVICES

**PHYSICAL EVIDENCE  
 SUBMISSION FORM**

FFS 1 Revised 11-5-99)

BFS CASE NO: FR 00-1024  
 BFS RELATED CASE NO: \_\_\_\_\_

INFORMATION AND REPORT SECURITY  ROUTINE  AGENCY ONLY  AGENT ONLY

SUBMITTING AGENCY: FRESNO POLICE DEPT AGENCY CASE NO: 00-1059  
 COUNTY OF PROSECUTION: FRESNO RELATED AGENCIES/CASE NUMBER(S): \_\_\_\_\_  
 OFFENSE(S): PC 215.9 DATE OF INCIDENT: 2-5-00 DATE NEEDED: 1-2-01 REASON: \_\_\_\_\_  
 INVESTIGATING OFFICER: B. FAIN # 351 PHONE: 5384854599 FAX: 5384884642

S, V, OTHER, OFFICER	SUBJECTS			DATE OF BIRTH	CHI # (LATENTS AND DNA)
	LAST NAME	FIRST NAME	MI		
	<u>GILLISPIE</u>	<u>JARRIS</u>		<u>11-4-74</u>	

**EVIDENCE SUBMITTED**

ITEM NUMBER	DESCRIPTION OF EVIDENCE (ONE ITEM PER LINE WHEN POSSIBLE) EVIDENCE MUST BE TAPE OR HEAT-SEALED. INITIAL/MARK THE SEAL	COMMENTS OR REQUESTS FOR SERVICE
<u>1</u>	<u>PROCESS SUMMS FOR #IB-7354</u>	
<u>2</u>	<u>BIOLOGICAL EVIDENCE items 1-2</u>	
	<u>DA ARLEN HADZEL</u>	
	<u>DATT 00-4352</u>	

**CHAIN OF CUSTODY FOR ITEMS LISTED ABOVE**

ITEM NUMBER	RECEIVED FROM (SIGN NAME LEGIBLY)	DELIVERED TO (SIGN NAME LEGIBLY)	DATE	BFS USE
<u>1-2</u>	<u>D. P. Sol # 6</u>	<u>K. Klemmer</u>	<u>3/1/00</u>	

*For BFS Use Only*

Container(s)	Vault Location
<u>envelope(s)</u>	
<u>Bag(s)</u>	
<u>Box(s)</u>	
<u>Miscellaneous</u>	

FOR CRIMINALISTICS AND QUESTIONED DOCUMENT CASES PLEASE SUBMIT A POLICE REPORT OR ATTACH A SEPARATE SHEET WITH A SUMMARY OF THE CASE

INSTRUCTIONS FOR SUBMITTING EVIDENCE ARE ON THE REVERSE SIDE

REQUESTING AGENCY  
 NCIC#

OFFICE OF THE ATTORNEY GENERAL  
 CALIFORNIA DEPARTMENT OF JUSTICE  
 BUREAU OF FORENSIC SERVICES

BFS No. FR-00-000915  
 New  Additional   
 Resubmitted

**REQUEST FOR  
 PHYSICAL EVIDENCE EXAMINATION**

REQUESTING AGENCY: FRESNO P.D. COUNTY OF: FRESNO  
 OFFENSE: PC187 DATE OF OFFENSE: 2-19-00 AGENCY CASE # 00-14383  
 SUSPECT(S) UNKNOWN

VICTIM(S) GAWOR, RALPH WMA 43  
 Investigating Officer: DET. D. MARTIN Phone # 498-1195  
 DATE NEEDED: \*AS SOON AS POSSIBLE Purpose: INVESTIGATION  
 Attach copy of report or state summary of circumstances on back of sheet: \*SEE BACK OF THIS PAGE

**EVIDENCE SUBMITTED**

Item #	Description	Purpose of Exam
1	SPENT BULLET, TAG# IB 7412, ITEM #5	WHAT CALIBER, SAME GUN?, WHAT TYPE OF GUN COULD HAVE FIRED THESE BULLETS?
2	COPPER JACKET, TAG# IB 7417, ITEM #13	
3	BULLET FRAGMENT, TAG# IB 7417, ITEM #14	
4	TAURUS, .357 MAG. PISTOL #473787 7415, ITEM #3	
5	6-LIVE CARTRIDGES (CFL), FROM ABOVE GUN TAG# IB 7415, ITEM	COULD THIS GUN HAVE FIRED THE ABOVE BULLETS?

ATTACH ADDITIONAL SHEETS AS REQUIRED

**CHAIN OF CUSTODY**

Item #	Received From	Delivered To	Date	Time
1 thru 5	<u>[Signature]</u> #6	<u>[Signature]</u>	2-23-00	1310

Completed by Laboratory: \_\_\_\_\_ Court Due Date: \_\_\_\_\_ Current Priority: \_\_\_\_\_

Item #	Priority	Scheduled Analysis

Notify Lab Immediately if Due Date or  
 Priority Change

PLACE THIS FORM IN ENVELOPE ON OUTSIDE OF EVIDENCE PACKAGE

**PROCEDURES BULLETIN**  
**CARD ROOM APPLICANTS**  
**PB # 09 (Rev. 10/03)**

**\*\*WE WILL NO LONGER FINGERPRINT CARD ROOM APPLICANTS. ALL CARD ROOM APPLICANTS WILL GO TO THE HUMAN RESOURCES DEPARTMENT (HRD) AT CITY HALL TO BE FINGERPRINTED ON A LIVE SCAN DEVICE. HRD WILL CHARGE THE APPLICANT \$15.00 CHECK OR MONEY ORDER ONLY, FOR THE LIVE SCAN FINGERPRINTING SERVICE\*\***

**PROCEDURES BULLETIN**  
**MESSAGE APPLICANTS**  
**PB # 10 (Rev. 10/03)**

**NOTE: WE NO LONGER FINGERPRINT ANY MESSAGE APPLICANTS. ALL MESSAGE APPLICANTS WILL GO TO HUMAN RESOURCES DEPARTMENT (HRD) IN CITY HALL TO BE FINGERPRINTED. HRD WILL CHARGE THE APPLICANT \$15.00 FOR THE LIVE SCAN FINGERPRINTING SERVICE. HRD WILL ONLY ACCEPT A CHECK OR MONEY ORDER.**

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**PROCEDURES BULLETIN**  
**TEMPORARY STORAGE OF WORK ASSIGNMENTS IN SHIFT TRAYS**  
**PB # 30 (Rev. 10/03)**

In the CSI main office, two filing cabinet “Shift Drawers” have been created for the purpose of providing Technicians assigned to one of the Section’s two shifts (days and nights), with a temporary storage location for un-finished assignments and paperwork related to assignments. All CSI members shall use these shift drawers for the temporary storage of un-finished assignments/paperwork instead of their personal mail trays. Use of shift drawers provides a more secure, centralized temporary storage location for work assignments and eliminates the need for other members of CSI to search through multiple personal mail trays when attempting to locate work assignments and paperwork related to assignments. Each shift drawer will contain hanging folders for each tech to place their unfinished work. The shift drawers are a “catch all” storage location for that shifts un-finished work assignment paperwork.

**A. SHIFT DRAWER PROCEDURE**

Un-finished work assignments such as reports, latent print envelopes with the comparison requests, sketches and other miscellaneous assignment paperwork shall be stored in the appropriate shift drawer hanging folder by the Technician(s) working on the assignment prior to going off duty.

**B. PROHIBITED**

CSI members will NOT store un-finished work assignment and associated assignment paperwork in their personal mail tray. Personal mail trays are for the placement and storage of incoming mail and/or personal paperwork.

Major case envelopes, i.e. 187 and O.I.S. envelopes, are not to be placed in the shift drawers. They shall always remain in the major case drawer.

**PROCEDURES BULLETIN**  
**PHOTO CASE ID CARD**  
**PB # 19 (Rev. 10/03)**

**INTRODUCTION**

As a matter of routine evidence photography procedure and basic ID Training, all evidence photographs taken by members of CSI shall include a close up photograph of a Photo Case ID Card at the beginning each case. The CSI Photo Case ID Card procedure is as follows.

1. Prior to taking evidence photographs in a case the CSI member shall write on a 3 x 5 size card, in large print using the marking pen stored in the camera case the following:
  - a. The Number of the Case being photographed
  - b. The crime type
  - c. The date and time
  - d. The initials of the Technician taking the photographs
2. A close up photograph shall then be taken of the Case ID Card at the beginning of each series of photos taken in the case. It is important that the Technician taking the case card photo fill the view frame with the case card.

Because of the critical importance of Case ID Cards, if you have any questions regarding this procedure contact your shift supervisor or shift Technician III for direction. Attached is an example of how a Case ID Card should be filled out.

**EXAMPLE OF PHOTO CASE ID CARD**

<b>00-234567</b>	
<b>PC 211</b>	
<b>02/02/01</b>	
<b>2330</b>	<b>SW</b>

**PROCEDURES BULLETIN**  
**CSI REQUEST FOR SERVICES FORM**  
**PB # 20 (Rev. 10/03)**

**INTRODUCTION**

The “Request For Services” form was created by CSI for use by Department members and members of outside agencies who wish to request CSI services. See the attached CSI Request For Services form. This Bulletin describes the procedures upon the receipt of a CSI Request for Services form.

- A. Completion and Submission of CSI Request for Services Form.
1. Forms are located in the front counter drawers adjacent to the Section secretary’s desk.
  2. Completed request forms may be turned over to any Crime Scene Technician or placed in the supervisor’s box.
  3. Completed request forms may also be routed to the Section via inter-office mail.
  4. The Technician receiving the form will review the submitted request to insure it contains all the necessary information (i.e.: case information, type of service requested, officer’s name/badge, comments and/or special instructions, listed suspect’s name and DOB or FPD#, etc.).
- B. All completed forms requiring print comparisons will be attached to both the known finger/palm cards of the suspect (or elimination prints) and the latents to be compared.
1. The forms with the attached latents and known prints will be placed in the Latent Comparison tray located in the office area of the Section.
  2. As explained in CSI Bulletin # 30, the Day, or Midnight shift drawers are to be used by CSI members for the temporary storage of assigned unfinished latent comparisons.
- C. All completed forms requiring crime lab processing will accompany the item(s) to be processed.
1. If the officer has booked the item(s) into PECS a technician will need to contact PECS and make arrangements for the item(s) to be checked out to the Section.
  2. The technician receiving the property and request will initial and date the request form in the area directly above the requesting officer’s name.

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3. If the technician receiving the property is unable to process the request the item(s) and form are to be placed on the back counter of the crime lab and a supervisor or lead worker are to be notified. This supervisor/lead worker will then become responsible for assigning the processing request.
  4. If a technician begins the processing but is unable to complete a request in the course of their assigned shift, they are to mention in the comments section of the request form, their progress to date, and complete the bottom portion of the form in the area assigned to the technician's signature and ID#.
- D. Completed processing with positive results.
1. If the processing results are positive (i.e.: identified latent(s), latent(s) developed, number restored, etc.) a follow up report detailing the results will be completed by the technician in RPW.
  2. If no special instructions were noted on the request form the processed items are to be placed into PECS at the completion of processing.
- E. Completed processing with negative results.
1. If the processing results are negative (i.e.: latent(s) not identified, no latent(s) developed, or no number restored, etc.) a report shall be generated in RPW.
  2. If the officer's instructions state the item(s), that were not previously booked into PECS can be discarded, the technician will discard the item(s) after noting it in the narrative of the RPW report.
  3. When the officer's instructions state the item(s) can be discarded at the conclusion of processing and the item(s) were originally booked into PECS, the Technician returning the item(s) to PECS shall notify the PECS staff that the item(s) can be discarded. To insure that there is no miss-communication with PECS, it would be prudent to provide PECS with a copy of the completed Request for Services Form.

**FRESNO POLICE DEPARTMENT  
CRIME SCENE INVESTIGATION SECTION  
REQUEST FOR SERVICES FORM**

**FPD CASE INFORMATION**

**Crime:** \_\_\_\_\_ **Date of Occurrence:** \_\_\_\_\_  
**Victim(s):** \_\_\_\_\_ **Case #:** \_\_\_\_\_  
**Location of Occurrence:** \_\_\_\_\_

**TYPE OF SERVICE BEING REQUESTED**

- Process Evidence for Latent Print Evidence**       **Check or Pawn Slip Fingerprint Comp.**  
 **Latent Print Comparison**                               **Restoration of Serial Number**  
 **Elimination Comparison to Victim/Witness**       **OTHER (Describe below)**

Comments/Special Instruction(s)  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_ Person Requesting Service: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ If Outside Agency, Agency Name: \_\_\_\_\_

**IF REQUESTING PRINT COMPARISON PLEASE PROVIDE SUSPECT - VICTIM - WITNESS  
INFORMATION**

Booking No.	Name	Booking No.	Name

Technician Accepting Request: \_\_\_\_\_ Date: \_\_\_\_\_

Technician Working Request: \_\_\_\_\_ Date: \_\_\_\_\_

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GANG REGISTRATION FORM -- 186.30 P.C.

Type or print neatly and complete all fields. Be sure to have the registrant sign this form and initial each registration requirement.

<input type="checkbox"/> Initial Registration		<input type="checkbox"/> MOVING INTO/WITHIN THIS JURISDICTION			<input type="checkbox"/> MOVING OUT OF THIS JURISDICTION		
FULL NAME OF REGISTRANT		Last		First		Middle	
ALIASES/GANG MONIKERS			DOB	PLACE OF BIRTH	RACE	SEX	DESCENT
HEIGHT	EYE COLOR	HAIR COLOR	WEIGHT	BUILD	SOCIAL SECURITY NUMBER	WHY DID YOU JOIN THE GANG?	
TEETH <input type="checkbox"/> BRACES <input type="checkbox"/> BROKEN <input type="checkbox"/> FALSE <input type="checkbox"/> DECAYED <input type="checkbox"/> BUCK <input type="checkbox"/> CROOKED <input type="checkbox"/> GOLD <input type="checkbox"/> MISSING <input type="checkbox"/> SILVER <input type="checkbox"/> SPACES <input type="checkbox"/> STAINED		FACIAL HAIR <input type="checkbox"/> BEARD <input type="checkbox"/> LOWER LIP <input type="checkbox"/> CLN. SHAVE <input type="checkbox"/> MUSTACHE <input type="checkbox"/> FU MANCHU <input type="checkbox"/> SIDEBURNS <input type="checkbox"/> FUZZ <input type="checkbox"/> UNSHAVEN <input type="checkbox"/> GOATEE <input type="checkbox"/> VAN DYKE		COMPLEXION <input type="checkbox"/> ACNE/POCK <input type="checkbox"/> MEDIUM <input type="checkbox"/> DARK <input type="checkbox"/> PALE <input type="checkbox"/> FRECKLED <input type="checkbox"/> SALLOW <input type="checkbox"/> LIGHT/FAIR		HAVE MEMBERS OF YOUR GANG BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES? (CHECK ALL THAT APPLY): <input type="checkbox"/> DRUG SALES <input type="checkbox"/> ROBBERY <input type="checkbox"/> KIDNAPPING <input type="checkbox"/> WITNESS INTIMIDATION <input type="checkbox"/> BURGLARY <input type="checkbox"/> MURDER OR MANSLAUGHTER <input type="checkbox"/> RAPE <input type="checkbox"/> SHOOTING FROM A CAR <input type="checkbox"/> GRAND THEFT <input type="checkbox"/> SHOOTING AT A OCCUPIED HOME OR CAR <input type="checkbox"/> ASSAULT WITH A DEADLY WEAPON	
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS			LOCATION	DESCRIPTION	PICTURE	TEXT	
NAME OF REGISTRANTS GANG			CLIQUE NAME	HOW LONG IN GANG?	# OF MEMBERS IN GANG		
AREAS FREQUENTED BY GANG/TERRITORY			NAMES OF AFFILIATES		MONIKER	DOB	
1. _____			2. _____		3. _____		
HOME ADDRESS	STREET NUMBER	STREET NAME		APARTMENT OR UNIT NUMBER		TRANSIENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
	CITY	COUNTY		STATE	ZIP CODE	TELEPHONE NUMBER	
WORK ADDRESS OR SCHOOL INFORMATION	STREET NUMBER	STREET NAME		APARTMENT OR UNIT NUMBER		NAME OF SCHOOL ATTENDING	
	CITY	COUNTY		STATE	ZIP CODE	TELEPHONE NUMBER	
PARENT OR LEGAL GUARDIAN	NAME						
	STREET NUMBER	STREET NAME		APARTMENT OR UNIT NUMBER			
	CITY	COUNTY		STATE	ZIP CODE	TELEPHONE NUMBER	
PAROLE/PROBATION OFFICER			PAROLE/PROBATION OFFICER LOCATION			PAROLE/PROBATION OFFICER TELEPHONE #	
VEHICLE #1	LICENSE PLATE NUMBER	STATE	YEAR	MAKE AND MODEL	STYLE	COLOR(S)	
VIN NUMBER			DRIVER'S LICENSE NUMBER		STATE	YEAR OF EXPIRATION	

- Subject admits being a gang member during the incarceration classification procedure
- Subject admits gang membership in a non-custodial situation
- Subject has been identified as a gang member by a reliable informant or source or is required to register with law enforcement as a gang member (PC 186.30)
- Subject has been identified as a gang member by an untested informant or source with corroborative evidence
- Subject has been seen wearing gang clothing
- Subject has been seen displaying gang symbols and/or hand signs
- Subject has identifiable gang tattoos
- Subject has been seen frequenting gang areas
- Subject has been seen affiliating with documented gang members
- Subject has been arrested with known gang members for offenses consistent with usual gang activity

REGISTRATION NOTIFICATION STATEMENT

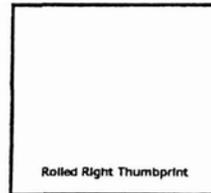
- \_\_\_\_\_ My responsibility to register as a convicted gang member lasts for 5 years after the last imposition of a registration requirement pursuant to P.C. § 186.30.
- \_\_\_\_\_ I have been advised that the gang to which I belong, associate with, or commit crimes with called \_\_\_\_\_ is a criminal street gang whose members engage in or have engaged in a pattern of criminal activity as described in subdivision (e) of Penal Code Section 186.22.
- \_\_\_\_\_ I must register with the law enforcement agency having jurisdiction over the area where I live, or am located, *within 10 days* of coming into that area.
- \_\_\_\_\_ Upon changing my location or place of residence, either within the present registering agency's jurisdiction, or anywhere inside or outside of the state, I must inform the law enforcement agency where I last registered of the change of location or residence. This notification must be in person and must take place *within 10 days* of the change of location or place of residence.
- \_\_\_\_\_ Upon release from incarceration, placement, or commitment, I must register or re-register if I have previously registered, with the law enforcement agency having jurisdiction over the area where I live or am located *within 10 days*.
- \_\_\_\_\_ *Within 10 days* of changing my name, I must notify the law enforcement agency having jurisdiction over the area where I am registered or am required to register, notifying them about the name change.
- \_\_\_\_\_ I understand if I have no residence address, that I am still required to register pursuant to P.C. § 186.30.
- \_\_\_\_\_ Every registrant who is a parolee must provide proof of registration to his/her parole agent *within 10 days* of release on parole.
- \_\_\_\_\_ Every registrant who is a probationer must provide proof of registration to his/her probation officer, or if summary probation to the probation office, *within 10 days* of being placed on probation. If the probationer remains in custody after he/she is placed on probation, the probationer must provide proof of registration *within 10 days* of being released from custody.
- \_\_\_\_\_ I must submit to fingerprinting and photographing, which may include photographing of any tattoos, by any law enforcement agency with whom I am required to register. I must comply with this requirement within the registration time requirements of the applicable section.

I have been notified of my duty to register as a convicted gang member under PC § 186.30. I have read, understood, and initialed each registration notification requirement specified above.

I certify, *under penalty of perjury*, the above information is true and accurate.

\_\_\_\_\_  
 REGISTRANT'S SIGNATURE

\_\_\_\_\_  
 DATE OF NOTIFICATION/REGISTRATION



REGISTERING AGENCY	NAME OF AGENCY (DO NOT ABBREVIATE)	REGISTERING OFFICERS NAME AND TITLE	PHONE NUMBER
REGISTERING AGENCY CONTACT PERSON	UNITY	NAME	PHONE NUMBER
CII NUMBER		CDC NUMBER	CYA NUMBER
FBI NUMBER		SOCIAL SECURITY NUMBER	ORIGINATING AGENCY CASE NUMBER
CONVICTION CAUSING REGISTRATION	COURT CASE NUMBER	DATE OF ARREST	ARRESTING AGENCY



**REGISTRATION RECEIPT**

TEMPORARY REGISTRATION RECEIPT (Expires 10 days from date)  
 PERMANENT REGISTRATION RECEIPT  
 Penal Code Section 290 (PC 186.30) CII Number \_\_\_\_\_  
 Penal Code Section 457.1  
 Health and Safety Code Section 11590 OLN \_\_\_\_\_  
Name of Registrant \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Residence Address \_\_\_\_\_  
Name of Registering Agency \_\_\_\_\_  
Right Thumb Print \_\_\_\_\_ Date of Annual Update N/A Date of Registration \_\_\_\_\_  
Signature of Registering Officer / Badge Number \_\_\_\_\_  
Signature of Registrant \_\_\_\_\_

SS-8072 (Rev. 8/98) OSP 99 23068

**FPD TECHNICAL SERVICES BUREAU  
 GANG MEMBER REGISTRATION FORM - PC 186.30**

Fresno Police Department  
 Technical Services Bureau, Basement, Rm # 13  
 2323 Mariposa Street  
 Fresno, CA 93721  
 Telephone #: (559) 621-2650  
 Fax # (559) 485-0869

Registrant Last Name				First Name		Middle	
Sex	Race	Hgt.	Wgt.	Eyes	Hair	DOB	Place of Birth
CDL ...				SSN #			
Address:		Street:					
City:	Fresno	State:	CA	Zip Code:			
Any Scars, Marks, Tattoos, Amputations, or Physical Oddities?							

FPD MAGEC UNIT

Investigator Initials: \_\_\_\_\_ Date: \_\_\_\_\_

\*Approval to register above subject as Gang Member per PC 186.30

FPD Technical Services Bureau Use Only				
Printed By:	Searched By:	Date & Time Processed	Lft Thumb	Rt Thumb
Henry Classification:				
FPD #		Emug #		

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**PROCEDURES BULLETIN**  
**FIELD EQUIPMENT CHECK OUT LOG**  
**PB # 24 (Rev. 10/03)**

**INTRODUCTION**

For the purpose of tracking the use and location of Section assets, all members of the Section will follow the below listed check out and check in procedure when taking equipment (radio, camera kit, re-chargeable flashlight, and vehicle) into the field.

- A. Prior to taking portable radios, crime scene camera kits, re-chargeable flashlights, or vehicles into the field, Section members will fill out the equipment check-out sheet located in the break room. See attached example of check-out sheet.
- B. Upon their return to the Section from the field, members shall fill out the “Date In” and “Time In” sections of the equipment check-out sheet indicating that the checked-out equipment has been returned in working order to the appropriate equipment storage location.
- C. If the member using the equipment experiences any problems with the equipment while in the field, when checking in the equipment they should note the problem on the check-out form and notify, either in person or by email, their shift supervisor (Supervising ID Technician or Tech III). The shift supervisor will then forward the information to the Section’s day shift supervisor who will investigate the problem and seek repairs if necessary. If necessary to document the problem, members can write additional comments in the row of columns below the equipment check-out entry of the equipment in question.
- D. Each shift supervisor (Supervising ID Technician or Tech III) is responsible for spot checking the equipment check out sheet(s) to insure that members under their supervision are following Section procedures and using the check-out sheet as required.



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Bill Lockyer, Attorney General

<b>California Department of Justice DIVISION OF LAW ENFORCEMENT Patrick Lunney, Director</b>	<b>INFORMATION BULLETIN</b>	
<i>Subject:</i> Proposition 69 – DNA Fingerprint, Unsolved Crime and Innocence Protection Act, Effective November 3, 2004	<i>No.:</i> 05-BFS-01 <i>Date:</i> 3/21/2005	<i>For further information contact:</i> Bureau of Forensic Services DNA Laboratory, Richmond Phone: (510) 620-3300

**To: California Law Enforcement Agencies and Personnel**

Effective November 3, 2004, voter initiative **Proposition 69** amended portions of the California Penal Code and California Government Code with the **DNA Fingerprint, Unsolved Crime and Innocence Protection Act**. Proposition 69 expands and modifies state law related to collection and use of criminal offender DNA samples and palm print impressions.

This Information Bulletin addresses central features of Proposition 69, including the responsibilities of law enforcement, correctional agencies, and mental health and sex offender treatment facilities with respect to the State's DNA Data Bank Program (PC 295 et seq.).

- **Buccal Swabs:** DNA is collected from qualifying persons by buccal swab (inner cheek scrapings), unless the Department of Justice (DOJ) requests a blood sample. (PC 295(e).) Until buccal swab collection kits are distributed to agencies following training, existing blood/saliva collection kits should be used. Note the following regarding buccal swab collection:
  - **Thumbprint, Palm Prints.** The buccal swab sample must be accompanied by two right thumbprints. A full palm print impression of each hand must be collected and submitted separately from the DNA kit. The preferred, but not required, method of palm print submissions is electronic transmission via a live scan device. (PC 296(a).)
  - **Training.** The Department of Justice provides training in buccal swab sample collection. Training began on August 5, 2004. Questions about remaining training dates and locations may be directed to the DNA Data Bank Program at [PC296.PC296@doj.ca.gov](mailto:PC296.PC296@doj.ca.gov). Buccal kits will be distributed to an agency only after it undergoes DOJ-approved training.
  - **Funding.** Because Proposition 69 provides for substantial funding routed directly to counties, the Department of Justice will not reimburse collecting agencies for buccal swab or palm print collection expenses. Reimbursement will continue for collections using existing blood/saliva kits, until an agency begins buccal collections.
  - **Re-testing.** Based on agency experience and initial testing, DOJ estimates that approximately 5 percent of buccal swab collections may fail to generate a full DNA profile. In these circumstances, DOJ will require the supplemental



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state hospital upon a finding of not guilty by reason of insanity, and those classified as mentally disordered sex offenders.

- Adult and juvenile out-of-state offenders accepted into California for service of custody, probation, or parole under an interstate compact or other agreement, following a qualifying conviction or adjudication, or with a prior felony of record. (PC 296.1(a)(5).)
- Federal prison inmates with a prior California or out-of-state qualifying felony conviction or adjudication of record. Requires California connection (e.g., the inmate will be released in California) and approval of the FBI Director. (PC 296.1(a)(6).)
- Adults and juveniles who enter a plea conditioned upon collection of a DNA sample. (PC 296(a)(5).)  
Adults arrested on or after November 3, 2004, for felony PC 290 sex crimes, murder, voluntary manslaughter, or attempts to commit those crimes. (PC 296(a)(2).) Note: The arrestee provision is not retroactive to arrests that took place before November 3, 2004. Also as authorized by statute, and as augmented by DOJ policy, samples taken from arrestees are expunged upon appropriate notice to DOJ verifying that the sample donor has not been convicted of a qualifying offense or referred to a designated institution in the case as described above.
- Beginning in 2009, all adults arrested for any felony offense on or after January 1, 2009. (PC 296(a)(2)(C).) This expansion of the arrestee provision is not retroactive to arrests that took place before January 1, 2009.

□ **Timing of DNA Sample Collections:**

Qualifying individuals are sampled as an administrative consequence of felony conviction/adjudication (PC 295(d)), or of a judicial finding that a felony has been committed with concurrent referral to designated institutions, as described above. (Individuals sampled at arrest on certain felony crimes ultimately must be convicted of a qualifying offense or referred to a designated institution for the sample to be retained.) Accordingly, samples are required from qualifying persons as soon as possible after a current qualifying felony arrest, a current qualifying conviction/ adjudication, and in any event prior to completion of a term of probation, parole, or before a nexus with criminal justice system or any government control has ended. Thus, courts must verify *before sentencing or disposition* that samples have been obtained. (PC 296(f).) The timing of collection is generally as follows:

- Persons arrested on or after November 3, 2004, for murder, voluntary manslaughter, a felony PC 290 sex offense, or an attempt to commit one of those crimes must provide DNA samples and palm print impressions immediately following arrest or during booking. (PC 295(i)(1)(A); 296.1(a)(1)(A).)
- Persons convicted or adjudicated of a felony, or of a misdemeanor or other offense with a prior felony conviction, shall provide DNA samples and palm print impressions "immediately following . . . conviction [i.e., plea or verdict] . . . or adjudication." (PC 295(i)(1)(A).)

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identity and qualifying status. This includes review of all available criminal history records.

□ **Expungement Procedures:**

- A person who has provided a DNA sample under Proposition 69 may request that his/her blood or buccal specimen be destroyed and corresponding profile expunged from searchable databases if any of the following circumstances exist, and the person has no other qualifying offense of record:
  - A DNA sample was collected upon the person's arrest, but no charges were filed within the applicable statute of limitations. (PC 299(b)(1).)
  - A DNA sample was collected upon the person's arrest, but the person was found not guilty or otherwise acquitted of the charges. (PC 299(b)(4).)
  - A DNA sample was collected based on conviction for a qualifying offense, but the conviction was subsequently reversed and the case dismissed. (PC 299(b)(2).)
  - A DNA sample was collected based on conviction for a qualifying offense, but a court subsequently found the person to be factually innocent of that crime. (PC 299(b)(3).)
  - A DNA sample for a suspect was profiled and entered into the Database, but the person is no longer considered a suspect by the investigating agency. (PC 297(b)(2).)
- The California District Attorneys Association is working with the California Department of Justice to develop a streamlined procedure to facilitate the expungement process. Further information will be provided when this procedure is finalized.

□ **Related Crimes:**

- **Misdemeanor refusal to provide sample.** A person who refuses to provide a mandated DNA sample or accompanying thumb or palm print impressions is guilty of a misdemeanor punishable by up to one year in county jail and a \$500 fine. (PC 298.1(a).) California law continues to authorize a collecting agency to use reasonable force to collect DNA samples, specimens and print impressions from a qualifying offender who refuses to provide them. (PC 298.1(b) and (c).) There is no need for a court order, as long as mandated regulations are in place. (PC 298.1(c).)
- **Felony sample tampering.** It is a felony for any qualifying offender to knowingly facilitate the collection of a wrongfully-attributed DNA sample or identification information, or to knowingly tamper with any DNA sample or collection container with the intent to deceive the government as to his or her identity. (PC 298.2.)
- **Unauthorized use and/or disclosure.** Any person who knowingly misuses or discloses to an unauthorized entity a DNA sample collected or profile obtained for DNA Database purposes may be charged with a felony or misdemeanor offense. (PC 299.5(i)(1)(A).) Imposition of substantial fines may also occur if

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**Attachment 1**

**RAP Sheet Flags for ACHS after Proposition 69**

The following language currently appears in the Automated Criminal History System and on Summary Criminal Histories (rap sheets) representing the status of DNA and Palm Print collection. This language may change in the future, but the general types of flags will include those as follows:

**Flags showing DNA samples have already been collected:**

**\*\*DO NOT COLLECT DNA. SAMPLES VERIFIED BY SUBMITTING AGENCY RECEIVED BY THE CAL-DNA LAB. FOR INFO (510) 620-3300 OR [PC296.PC296@DOJ.CA.GOV](mailto:PC296.PC296@DOJ.CA.GOV).**

**\*\*DO NOT COLLECT DNA. VERIFIED DNA SAMPLES ARE ON FILE WITH THE CAL-DNA LAB.**

**\*\*DO NOT COLLECT DNA. DNA SAMPLES HAVE BEEN RECEIVED, TYPED, AND UPLOADED INTO THE CAL-DNA DATA BANK.**

**Flags showing DNA has not been collected and under what conditions it can be:**

**(New sample required)**

**\*\*COLLECT DNA. THE DNA SAMPLE PREVIOUSLY SUPPLIED IS INADEQUATE. REQUEST KITS AND INFO AT (510) 620-3300 OR [PC296.PC296@DOJ.CA.GOV](mailto:PC296.PC296@DOJ.CA.GOV).**

**(Collect from qualified sex & arson registrants under PC 290/457.1)**

**\*\*COLLECT DNA IF PC 290 SEX or PC 457.1 ARSON REGISTRANT. REQUEST KITS AND INFO AT (510) 620-3300 OR [PC296.PC296@DOJ.CA.GOV](mailto:PC296.PC296@DOJ.CA.GOV).**

**(Collect from qualified offenders under specified conditions)**

**\*\*COLLECT DNA IF INCARCERATED, CONFINED, OR ON PROBATION OR PAROLE FOLLOWING ANY MISDEMEANOR OR FELONY CONVICTION. REQUEST KITS AND INFO AT (510) 620-3300 OR [PC296.PC296@DOJ.CA.GOV](mailto:PC296.PC296@DOJ.CA.GOV).**

**Flags showing Palm Print collection status:**

**(Palm prints already collected, additional Live Scan palm print collections welcome, but not required)**

**\*\* PALM PRINT ON FILE AT DOJ FOR ADDITIONAL INFORMATION PLEASE E-MAIL [PALM.PRINT@DOJ.CA.GOV](mailto:PALM.PRINT@DOJ.CA.GOV)**

No palm print flag is listed if no palm prints are on file with DOJ, but palm prints may be taken at any time 10-print cards would be collected, for instance on arrest, independent of PC 296.

# PROP 69 Codes

## State, County, and Municipal Law Enforcement Agencies

- I. Collect DNA Samples From Arrestees
  - A. Collect buccal swab samples, right thumb prints, full palm print from each hand from **adult persons** arrested on or after November 3, 2004 for the following, if their DNA samples and print impressions are not already in the possession of the Department of Justice:
    1. A felony PC 290 offense
      - a. Kidnapping with intent to rape (§207/261)
      - b. Kidnapping with intent to commit sodomy (§207/286)
      - c. Kidnapping with intent to commit lewd or lascivious act (§ 207/288)
      - d. Kidnapping with intent to commit oral copulation (§ 207/288a)
      - e. Kidnapping with intent to commit forcible penetration (§ 207/289)
      - f. Kidnapping for ransom with intent to rape (§ 209/261)
      - g. Kidnapping for ransom with intent to commit sodomy (§ 209/286)
      - h. Kidnapping for ransom with intent to commit lewd or lascivious act (§ 209/288)
      - i. Kidnapping for ransom with intent to commit oral copulation (§ 207/288)
      - j. Kidnapping for ransom with intent to commit forcible penetration (§ 209/289)
      - k. Assault with intent to commit rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (§ 220)
      - l. Sexual battery (§ 243.4)
      - m. Rape (§ 261)
      - n. Forcible spousal rape (§ 262(a)(1))
      - o. Rape or penetration of genital or anal openings by foreign object acting in concert with another person (§ 264.1)
      - p. Enticing "chaste" female to prostitute herself (§ 266)
      - q. Sexual contact through false pretenses (§ 266c)
      - r. Pimping a minor (§ 266h(b))
      - s. Pandering a minor (§ 266i(b))
      - t. Procuring a child for lewd acts (§ 266j)
      - u. Abducting a minor for prostitution (§ 267)
      - v. Aggravated sexual assault of a child (§ 269)
      - w. Incest (§285)
      - x. Sodomy (§ 286)
      - y. Lewd or lascivious acts (§ 288)
      - z. Oral copulation (§ 288a)

- IV. Confirmation of Subject Identity & Qualifying Status
- A. Must confirm the subject's identity prior to DNA collection.
  - B. Must confirm that the person is a qualifying offender before collecting samples, specimens, or print impressions. (§ 298(b)(5).) Fill out form provided by DOJ as part of collection process.
    - 1. Always review the inmate's state and county custody documentation and criminal history to ensure that DNA samples and print impressions are not already in DOJ's possession. DOJ may be contacted if questions arise concerning collection status. (See DOJ Proposition 69 Information Bulletin.)
- V. Collection Mechanics
- A. Samples, specimens, and print impressions must be collected using DOJ-approved collection kits, and in accordance with DOJ's instructions. (§ 295(i)(2); § 298(b)(4).)
  - B. The preferred, but not required, method of palm print submissions is electronic transmission via a live scan device.
  - C. The withdrawal of blood, when requested by DOJ, must be done in a medically-approved manner by trained and certified health care providers. (§ 298(b)(2).)
  - D. Buccal swab samples may be collected by law enforcement or correctional staff or others properly trained to do so. (§ 298(b)(3).)
  - E. The DOJ DNA Laboratory may request collection of blood specimen(s) where buccal swab is insufficient. (§ 295(e).)
  - F. California law continues to authorize a collecting agency to use reasonable force to collect DNA samples and specimens from a qualifying offender who refuses to cooperate. (PC 298.1(b) and (c).) There is no need for a court order.
- VI. Communication of Fact of Collection
- A. In order to avoid redundant DNA collection from the same subject, it is important to communicate the fact of collection to DOJ by promptly submitting the collection kit. Other law enforcement and/or correctional agencies that may assume jurisdiction over the subject should be notified as well.
- VII. Must inform the DOJ DNA Laboratory within two years whether a suspect whose sample has been submitted to the Data Bank Program – upon arrest or otherwise – remains a suspect in a criminal investigation. (§ 297(b)(2).)

**PROCEDURES BULLETIN**  
**ABSENT WITH SUBSTITUTE**  
**PB # 35 (Issued 10/11/05)**

PROCEDURE

A. ABSENT WITH SUBSTITUTE (AWS) TRADE TIME REQUESTS

A Technician requesting an AWS trade must:

- a. Notify the shift supervisor in writing no more than thirty days and no less than twenty-four hours in advance, unless there are extenuating circumstances in which case the supervisor may use their discretion in accepting and approving the request;
- b. Complete an AWS Form; and
- c. Provide a substitute Technician who is of a similar skill level as determined by the shift supervisor, and capable of working the position for which the requesting Technician is scheduled to work during the substitute shift.
- d. Probationary Crime Scene Technician I's are not eligible to participate in AWS.
- e. Technicians may not substitute if he/she is scheduled to work the shift immediately prior to or following the AWS substitute shift.
- f. After proper approval of an AWS trade, Technicians may request a time transfer of hours from their vacation, holiday, or comp time account to the like account of the substituting Technician. The Time Transfer Request form must be approved by a supervisor prior to sending it to the Fiscal Affairs Bureau.

Once a Technician has agreed to substitute for another Technician, and the substitution has received supervisor approval, the substituting Technician is responsible for work on the specified date and time of the traded shift or partial shift. In the event the substituting Technician cannot work the shift or partial shift, the substituting Technician is responsible for obtaining a replacement substitute. When no replacement substitute can be provided, and the initial substituting Technician fails to work the shift or partial shift, holiday or vacation leave shall be charged to the account of the employee normally scheduled to work. The Technician who fails to work the traded shift or partial shift is subject to disciplinary action.

The hours worked by the substitute will be excluded by the City in the calculation of the hours for which the substitute Technician would otherwise be entitled to overtime compensation under the Fair Labor Standards Act, the Fresno Municipal Code, and/or any applicable Memorandum of Understanding. When one Technician substitutes for another, each Technician will be credited as if they worked their normal schedule for that shift.

**B. REQUEST APPROVAL**

The following conditions must be met for the AWS request to be approved:

- a. It must be acceptable to the supervisor whose shift will be affected.
- b. The substitute Technician shall not be scheduled to work more than 15 hours in any 24 hour period as the result of a substitution. Calling in sick for the employee's own regularly scheduled shift prohibits that employee from working AWS for any other employee immediately before or after the sick employee's scheduled shift.
- c. Technicians are limited to working AWS a maximum of 20 hours per week; and
- d. Technicians are limited to working AWS a maximum of 40 hours per week during their scheduled annual vacation; and
- e. Technicians may take up to 80 AWS hours off per month.

**C. AWS RESTRICTION**

Technicians will be placed on AWS restriction when any of the following have occurred:

- a. Failure to show up as a substitute for a shift, or a partial shift, per a previously approved agreement, without finding a suitable replacement; or
- b. Calling in sick when required to substitute for another Technician, per a previously approved agreement, without finding a suitable replacement.

Technicians placed on AWS restriction will remain on such restriction for three months from the date of their last approved AWS. Notification will be made in writing by a supervisor indicating the Technician is on restriction and the ending date of the restriction. Technicians placed on AWS restriction will be given thirty days to fulfill prior approved AWS trade agreements.

**D. AWS REQUEST DENIAL**

An employee on modified duty, or under on-going or periodic medical treatment for an injury or illness, will not be allowed to participate in the AWS program until they have been released by the attending medical provider for full duty with no work restrictions.

It is a requirement that any employee requesting to participate in the AWS program as a substitute be able to perform the full range of essential duties of the position. Employees may be required to present a physician's verification that participation in the program is medically authorized and will not aggravate an underlying medical condition.

The Department reserves the right to have an employee medically examined under the provisions of FMC 2-1668 Physical Examination At Request of Appointing Authority in

the event of a medical dispute or disagreement regarding the employee's status and prior to the employee's participation in the AWS program.

When the reviewing supervisor determines that the substitution is not satisfactory, that supervisor will notify the Technician in writing, on the AWS Form, as soon as possible after the determination has been made.

Technicians placed on AWS restriction will not be allowed to participate in the AWS program.

E. AWS REQUEST CHANGE

Should there be a change in any previously approved AWS situation and both employees agree to the change and wish to cancel the approved AWS, the involved employees shall:

- a. Write "Void" or "Cancel" across the face of the AWS form;
- b. Sign and date the AWS form; and
- c. Return the AWS form to the shift supervisor as least 24 hours in advance of the change.

**PROCEDURES BULLETIN**  
**ANNUAL SECTION REVIEW**  
**PB # 36 (Issued 09/27/05)**

PROCEDURE

ANNUAL REVIEW

On an annual basis, the Section Commander will conduct a review of the Section to determine if its continued existence is justified.

**PROCEDURES BULLETIN**  
**CRIME SCENE INVESTIGATION SECTION DUTIES**

**PB # 37**

This Section is responsible for providing 24 hr. technical support to the Patrol Division and Investigations Division personnel both in the field and at Headquarters. Some of the essential services provided by the Section's staff of 19 Identification Technicians and 9 Cadet II's:

- A. Crime scene investigation
- B. Collection and preservation of evidence
- C. Evidence analysis
- D. Mugging, Printing, and Identification of in custody suspects
- E. CAFIS operations
- F. All latent, and known, fingerprint comparisons
- G. Narcotic Presumptive Testing
- H. All Prisoner processing functions

Annually, the Section responds to more than 4,000 field service requests from Department members. The types of crimes handled by Crime Scene Investigation Technicians range from homicide crime scene investigation to the photographing of injuries suffered by victims of assault and domestic violence. Section cadets also fingerprint and photograph more than 13,000 criminal suspects annually.

**PROCEDURES BULLETIN**  
**COURT REQUESTS FOR IDENTIFICATION OF FINGERPRINTS ON**  
**FPD MISDEMEANOR CITATIONS AND TRAFFIC CITATIONS**  
**PB # 38 (Rev. 011408)**

Background

In recent years there has been a dramatic increase in the number of defendants who appear in Court and claim that another person used his/her identity when cited by an FPD officer for a misdemeanor offense or a traffic infraction. As a result, the Court(s) are now routinely summoning CSI Technicians to the courtroom to try and prove or disprove the defendant's false identity claim through fingerprints. If the Technician determines that the fingerprint on the court copy of the citation is of suitable quality for identification, he/she will then take elimination prints from the defendant in court and conduct a comparison to the print on the citation. If the prints do not match, the Technician will ask the Court to make and keep a copy of the citation for their records. The Technician will then take custody of the original citation from the Court and return it to the Crime Scene Investigation for further follow-up using the Department's AFIS system(s). To facilitate the process CSI personnel will utilize the following procedures when handling court requests for FPD citation identity verification.

1. When the follow-up print search is unable to identify the fingerprint on the citation the Technician will do the following.
  - A. If there is an FPD Case number on the citation, the Technician will write a supplemental report detailing the steps taken to identify the print on the citation and the fact that the no identification could be made. A copy of the RPW report shall then be paper clipped to the citation and turned over to the CAFIS unit for filing.
  - B. If there is no FPD Case number on the citation the Technician will forward the citation to the CAFIS unit with a note indicating that the print on the citation could not be identified. The citation will be filed in the CAFIS unit.
  - C. All filed citations should be kept on file in the CAFIS unit for a period of two years from the date of discovery of the identity theft, which would be the day we brought the citation back from court.
2. When the follow-up print search results in a positive identification of the print on the citation, the Technician shall do the following:
  - A. If the citation does not already have a case number, contact the day shift supervisor and request a case number. The dayshift supervisor will run the unit history for the issuing officer of the citation and then forward that information on to the CLO Sgt for the issuing of a case number.

- B. Write a follow-up report detailing the circumstances and how the identification was made. Print the report and place it in a folder with the materials used to conduct the comparison (citation, known prints, etc). Write the subject's name, date of birth, and identifying number(s) on the citation. Initial and date the citation and the known prints used to conduct the comparison (include case number on known prints).
- C. Place the entire folder, containing the copy of the report, and the materials used to conduct the comparison, in the second check tray. At that point, the comparison shall be independently verified by another latent examiner, trained to competency, who is an Identification Technician II or higher.
- D. Once the second check is completed, the second check examiner shall review all of the documents, and reports, for accuracy and completeness. Once done, the second check examiner shall place their initials and date on the citation and known prints, and return the folder, containing all of the documents within, to the originating technician.
- E. Once the originating examiner receives the folder containing the documents that have successfully completed the verification process, the originating examiner can then submit the written report to the RPW system. A second supplement should be created and an Identification Technician Prop 115 resume inserted into the narrative.
- F. Make a copy of the follow-up report and a copy of the citation and forward both copies to the CLO/PLO Sergeant. A copy of the DRAFT RPW report will suffice.
- G. Book into PECS, as separate items, the original citation, any elimination prints, and the AFIS ten print copy that was used to make the positive comparison.

**PROCEDURES BULLETIN**  
**UNSAFE AIR QUALITY AT CRIME SCENES**  
**PB # 39 (11/06)**

**INTRODUCTION**

When a CSI member is dispatched to a crime scene and upon arrival determines that the air quality in the scene presents a safety hazard which necessitates the use of personal respirator equipment to enter or work in the scene, the member shall do the following.

- A. Section members shall not enter the crime scene until the air quality is such that protective breathing equipment is no longer necessary and there is no longer a safety hazard.
  
- B. In those situations where the immediate collection of evidence or the taking of photographs in the crime scene is required, Section personnel shall:
  - 1. Allow sworn members, who possess and are trained in the use of personal respirator equipment, to utilize Section equipment to take photos and/or collect evidence in the scene.
  
  - 2. Contact the DOJ Fresno Regional Laboratory and request the response of DOJ staff who possess and are trained in the use of personal respirator equipment to perform the processing of the scene.









**PROCEDURES BULLETIN**  
**OVERTIME AND INVOLUNTARY ORDER BACK**  
**PB # 42 (Issued: 08/01/08)**

**OVERTIME**

A Crime Scene Technician must work their full shift in a twenty-four (24) hour period or any amount of hours on their day off before overtime rates will apply. Crime Scene Technicians shall not work more than 15 hours in any 24 hour time period. Crime Scene Technicians may be required to stay until their relief has arrived provided it does not require the technician to work more than five (5) hours of overtime.

Overtime at the double time rate of pay shall be avoided. Double time is not permitted for replacement of unscheduled vacation, compensatory leave, or holiday leave. It shall only be used when all other efforts to fill a shift at time-and-one-half have been exhausted. Whenever double time has been authorized by the supervisor the Section Commander shall be notified by memorandum or e-mail explaining the circumstances.

Overtime hours are governed as follows:

- a. Crime Scene Technicians are limited to accrue a total of seventy (70) work hours per workweek including AWS, court appearances, order back, and training;
- b. Crime Scene Technicians must have at least one day off during each workweek;
- c. Crime Scene Technicians working AWS are limited to twenty (20) hours per workweek; and,
- d. Crime Scene Technicians are prohibited from working more than fifteen (15) hours in any twenty-four (24) hour period.

Earned overtime may be received as pay or compensatory leave or a combination of both. If a Crime Scene Technician requests a combination of pay and compensatory leave, two (2) OTTO entries must be completed. Overtime is posted in tenths of an hour. Six minutes equal 0.1 hour. When completed, the OTTO entry must be submitted to the Supervising Crime Scene Technician. Overtime and/or holiday pay downs must be submitted by 5:00 a.m. on the last Thursday in the pay period.

When an Crime Scene Technician signs up to work overtime and wants to cancel for any reason, it is the responsibility of that Crime Scene Technician to arrange for a qualified replacement for that slot. The requested change and the replacement must be approved by the affected shift supervisor.

**ORDER BACK**

When a Supervising Crime Scene Technician becomes aware that overtime hiring will be necessary to maintain shift operations, every effort will be made to find a volunteer to fill that position. When no volunteers are found, an involuntary order back shall occur when the shortage is known to exist. The Crime Scene Technician ordered back shall be notified at the earliest possible time, but not more than fourteen (14) days before the shortage occurs. When a Crime

Scene Technician calls in sick for the oncoming shift, the shift supervisor receiving the call shall check the staffing on the following shift to determine if this vacancy will cause a shift staffing shortage. In the event this occurs, it is that supervisor's responsibility to fill the vacant position. Every effort should be made to obtain a volunteer to fill the position.

Every effort shall be made to order back Crime Scene Technicians who are already working, or scheduled to report to work. A Crime Scene Technician may be ordered back while on a day off if necessary to maintain shift operations. Crime Scene Technicians shall not be ordered back to work more than five (5) hours in addition to their ten (10) hour shift on a regular work day.

Involuntary order backs shall be on a rotational basis subject to the needs of the department.





**PROCEDURES BULLETIN**  
**TEMPORARY HOLDING CELL INSPECTIONS**  
**PB # 44 (Issued 08/01/08)**

**INTRODUCTION**

It is the policy of the Fresno Police Department to comply with the provisions of Department of Corrections code Title 15 which requires in part, that policies and procedures be in place insuring the “maintenance of an acceptable level of cleanliness, repair and safety throughout the facility”. The Crime Scene Investigation Section’s temporary holding cells are to be inspected on a weekly basis by designated Section staff.

**A. WEEKLY INSPECTION OF THE HOLDING CELLS**

1. On a weekly basis each CSI holding cell will be inspected for general cleanliness, safety and maintenance
  - A. The cells should be free of any type of clothing or other personal belongings from an in-custody suspect. If you find any personal belongings, turn those items over to the stand-by officer. If the stand-by officer is unable to resolve who the owner of the items is, he should book them as found property.
  - B. The cells should be free of any sanitation type problems. If you discover a problem, report it to the dayshift supervisor who will contact facilities, or the janitorial staff, to resolve the problem. Examples of sanitation problems would include:
    1. Blood or other bodily fluids in the cell
    2. Toilet plugged and overflowing
  - C. Insure that the cells are in proper working condition. Report any maintenance, or safety, issues to the day shift supervisor, who will contact facilities to begin the repair process. This inspection should include the following tasks:
    1. Check that the cell doors slide freely and securely lock, and unlock, as expected.
    2. Check the toilets and drinking fountains to make sure that they are working as expected.
    3. Insure that there are no plumbing leaks.
    4. Pour one cup of water in the plumbing pee trap located in the center of the floor in front of the cells. A drinking cup for this purpose is located in the gray lockers in the stand by officer area.

- D. A Temporary Holding Cell activity log sheet is maintained in the Crime Scene Investigation Section prisoner processing area. It should be signed off on a weekly basis by the inspecting Crime Scene Investigation Section technician, or whenever any repair activity is completed.































**FRESNO POLICE DEPARTMENT**  
**CRIME SCENE INVESTIGATION SECTION**  
**PROCEDURES BULLETIN PB # 49**  
**CSIS Ride Along Program**  
(Revised 05/012/17)

INTRODUCTION

The ride-along program is vital to show the community and other department members the inner workings of the Crime Scene Investigation Section (CSIS). Members should adhere to the following guidelines and procedures in order to keep the ride-along safe and have the best possible understanding of the CSIS operations. Refer to FPD Procedure 410 (Ride-Along) and FPD Policy 410 (Ride-Along Policy) for any information not present in this procedure bulletin.

A. GUIDELINES

1. The following is a list of guidelines for participants to follow:

- No jeans (regardless of color), baggy pants, T-shirts, sweats, hats or caps allowed.
- No skirts, dresses or high heels.
- Present a professional image, otherwise you could be sent home.
- You can ride for 5 hours, or longer at the CST's discretion.
- The CST, at his/her discretion, can end the ride-along at any time.
- You could get injured.
- You are riding along at your own request. Neither the City nor the Department is making you ride-along.
- We do not provide protective equipment, such as ballistic vests or flashlights.
- You cannot bring a camera, tape recorder, or cell phone camera. This is for the protection of the rights of the people we contact. All information is confidential.
- Do not bring tear gas, pepper spray, handcuffs or any sort of weapon, including firearms. This applies to those people with CCW permits.
- If the CST/officer tells you to stay in the car, do so. This is for your safety.
- You are not to attempt to assist in arresting suspects or become physically involved with suspects unless directed to do so. Do not interrupt officers during an investigation.
- Bring clothing appropriate for the weather.
- Be prepared for the possibility that you will not stop for breaks or meals during the ride-along.

- If you wear a medic-alert bracelet or have a medical condition such as epilepsy or diabetes, let the CST know at the start of the shift.
- Know your location, and know your detail.
- If you cannot make your scheduled appointment, make sure you call cancel your ride-along. Not calling will prohibit you from riding for a year.
- One ride-along is allowed per year from the date of your ride-along.

## B. APPROVAL

1. Once approved by the CSIS Manager, or shift Supervisor, and the applicant has met the qualifications, a date will be set with the approval of the effected shift's Supervisor.
2. The affected shift's supervisor will contact the applicant via email and send the Department ride-along guidelines and the form letter.

## C. DISQUALIFICATION

The following factors may disqualify an applicant and are not limited to:

1. Prior criminal history or conviction;
2. Pending criminal action;
3. Pending lawsuit against the Department; and
4. Denial by Manager or Supervisor.

Automatic Disqualification

1. Being under 16 years of age; or
2. Being on probation or parole.

## D. AVAILABILITY

1. The ride-along program may be available most days and on any shift. Although, normally a ride-along would be scheduled for Fridays or Saturdays beginning at 1930 hours, in hope that the ride along would experience field calls.

## E. CSIS RIDE-ALONG EXPERIENCE

The following are steps to help insure the ride-along has a greater understanding of all aspects of the operations of the CSIS.

1. Guided tour of the Section; including office area, CAFIS, Prisoner Processing, and Evidence Processing Room
2. Guided synopsis and explanation of the photographs and crime scene diagrams, in the binder.
3. Guided explanation of latent print comparisons and the CAFIS computer system using the aids in the binder

## F. RESPONSE TO FIELD CALLS

1. The Department Waiver shall be filled out by the ride-along prior to leaving the CSIS office on any field calls.
2. The ride-along will follow the directions of the CST/officer;
3. The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any CSIS equipment;
4. The ride-along may terminate the ride at any time or the ride may be terminated by the CST if the ride-along interferes with the performance of the CST's duties. In either case the CST will return the participant to the CSIS;
5. CSTs will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person;
6. Under no circumstance shall a civilian ride along be permitted to enter a private residence with a CST without the expressed consent of the resident or other authorized person.
7. CSTs will not allow a ride-along to be present at any scene that has an active Crime Scene Log; including but not limited to homicides or OIS.

## **FRESNO POLICE DEPARTMENT CRIME SCENE BUREAU**

### **PROCEDURES BULLETIN PB # 50 (Revised 06-21-17)**

#### **FPD APPLICANT LIVESCAN PROCEDURES**

#### **INTRODUCTION**

In April, 2017, the Crime Scene Investigation Section was requested to use the section livescan machine to process applicants who are applying for jobs with the Fresno Police Department. This was requested to improve the timeliness in getting the responses from the California Department of Justice, and the FBI, to the FPD personnel department.

#### **A. Completion of Request for Live Scan Service form.**

All applicants shall arrive at the front desk with a FPD Personnel Services Livescan Fingerprinting form. They will need to have a valid California driver's license or California ID card. All applicants will be given a Request for Live Scan Service form. Circle the appropriate type of employment candidate at the top of the form-Sworn or Non-Sworn. Fill in the Job Title of the job they are applying for. They must then fill out the middle section of the form which includes all of their personal demographic information. Each space on the form needs to be completed.

#### **B. Completion of the Demographic Fields on the Livescan.**

After logging on to the livescan, you need to use the drop down menu at the top right of the screen to select APPLICANT. Once you're at the APPLICANT screen, select NEW.

The following fields are to be completed on the demographic screens:

AORI: CA0100500  
AORI LITERAL: CAPDFRESNO  
APP TYPE:

#### **1. Civilian FPD Applicants**

All civilian applicants (with the exception of cadets) will be processed using the NON-SWORN-LEA PERSONNEL option. When you choose this option, CA will pop up in an APLS data field. Right next to this data

field is a blank, white, data field. **You have to manually enter FBI into this field.** All civilian applicants are searched against both the California DOJ database, and also the FBI database. When you enter FBI into its data field, the fee for the transaction automatically changes from \$32 to \$66.

2. Sworn FPD Applicants-PEACE OFFICER F/ARMS CACI

Cadet applicants are to be treated as sworn personnel. Enter POLICE CADET in the APP TYPE. For officers, enter POLICE OFFICER. The APLS data fields will automatically be populated with CA and FBI. The total fees, paid by the department, will be \$66.

TYPE OF PAYMENT: ACC

Under the Agency Address Set Contributing Agency: demographic screens, enter the following:

STREET #: 2326  
STREET: Fresno  
CITY: Fresno  
STATE: CA  
ZIP: 93721

Under Agency Billing:

BIL: 110065

The remaining data fields in this section should auto-populate.

Under the PERSONAL INFORMATION demographic screens, enter all of the requested information. All of the information is available as provided by the applicant, on the REQUEST FOR LIVE SCAN SERVICE form.

Under the EMPLOYER section most of the data fields are already entered. You do need to enter the following:

STREET #: 2326  
STREET: Fresno

After rolling the applicants prints, you must SEND them to the state and FBI. When you do so, on the main livescan screen, you will see an ATI No. Write the ATI No. on the bottom of the Request for Livescan Service form along with your name, date, Transmitting agency and the amount collected. The amount collected should always say \$0.00.

Select SAVE, and then the machine rolls over to do the actual fingerprinting.

At the conclusion of the fingerprinting, you will go back to the main applicant screen that lists all of the recent applicants. Select SEND to transmit the fingerprints to DOJ. Write the ATI No. on the bottom of the Livescan Service Form.

**C. Separate the three copies of the Livescan Service Form as follows:**

WHITE: Supervisors work tray. They will be routed to FPD Personnel  
PINK: Goes with the applicant as a receipt.  
YELLOW: Goes in the binder that is locked up in the PC 187 filing cabinet.







