



DEPARTMENT NOTICE

22-016
02/15/22

Procedures for Requesting Forensic Artist Services

The purpose of this Bulletin is to explain the services of a Forensic Artist and to update the procedures for requesting Forensic Art services. A Forensic Artist renders free-hand drawings, enhancements, and reconstructions for purposes of identification, apprehension, or conviction.

The San Francisco Police Department employs a full-time Forensic Artist, Naomi Glixman, assigned to Crime Scene Investigations (CSI). The Forensic Artist constructs composite sketches as described by a victim or witness, produces hand-drawn video clarification, and provides hand-drawn age progressions. Even though surveillance video evidence may exist, a forensic composite drawing may provide additional potential information to aid in an investigation. Therefore, a sketch should be requested whenever there is a suitable witness or victim, meaning one who got a good look at the suspect, even briefly, from any recognizable angle. Forensic Artist services are available to all units in **any** investigation.

Forensic Artist Naomi Glixman also provides post-mortem renditions as well as both 2-dimensional and sculpted skull-to-face reconstructions of unidentified deceased persons. The Medical Examiner's office will process these requests.

Members requesting services shall contact Naomi Glixman directly, at (415) 706-4710, or by email at: naomi.glixman@sfgov.org. After hours requests shall be made through the Department Operations Center if unable to reach Forensic Artist Glixman directly via cellphone or text at the above number. All requests shall be submitted on SFPD Form 64A (Forensics Services Request). Completed 64A Forms, along with the case Incident Report, may be submitted through email directly to naomi.glixman@sfgov.org or in person at 1995 Evans Avenue, Room 2000.

Questions regarding services or procedures may be directed to Naomi Glixman at (415) 706-4710. The Forensic Artist office is located at 1995 Evans Ave., Room 2000-2001.

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