



# DEPARTMENT NOTICE

22-116

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## Latent Print Submissions to CSI

The purpose of this notice is to update the policies and procedures of submitting latent prints to CSI. Latent prints are valuable items of evidence, and as such, chain of custody must be maintained.

Prior to submitting latent print cards to CSI, please make sure to fill out the front and back of all cards completely and complete all information on the front of the Latent Print Envelope (with the exception of the "CSI use only" fields). Place all latent print cards in the envelope, initial the flap of the envelope, secure the initials and envelope with a piece of tape, and hand deliver the envelope to the CSI Latent Print Lockbox in the mail room at PHQ (located on the wall to the right of the citation drop boxes). The envelopes can be delivered to the lockbox as part of normal T & O procedures from the station. CSI members retrieve the latents from the lockbox on a regular basis, and will log them once received.

Note in the narrative of your report that latent prints were developed, and that they were hand delivered to the CSI Lockbox, and will be retained by CSI.

Please do NOT place latent prints in the CSI/Crime Lab mailbox in the mailroom, and do not send them via inter office mail. Latent envelopes must be placed directly in the lockbox to maintain chain of custody. Please use only SFPD Latent Print Envelopes, as the box will not accommodate any other size of envelopes.

Please do NOT book latent print cards as evidence into the Property Control Division (PCD). Latent Prints are examined and maintained in the CSI Unit, not at PCD. Do not create labels for latent print cards in Evidence OnQ since they are not being booked into PCD.

Latent print cards that are not filled out completely, and/or are not received in a completed SFPD Latent Print Envelope will be returned to the submitting member for proper completion and submission. SFPD Latent Print Envelopes are available through the Supply Division and should be maintained at the district stations in the same manner as other standard SFPD forms.

Please contact any member of CSI with questions regarding this procedure or call the CSI office directly at (415) 553-1506 during normal business hours.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*