

BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 1, 2000

GENERAL ORDER I-4

SUBJECT: LATENT FINGERPRINT EXAMINATIONS AND INVESTIGATIVE PHOTOGRAPHY

- 1 - Identification Technicians and Crime Scene Unit Supervisor* are responsible for conducting latent fingerprint examinations, investigative photography and other identification tasks as needed.
- 2 - Requests for services shall be made:
 - (a) Directly by radio to the Communications Center where a log is maintained showing the requesting officer, type of offense, name and address of victim, and the initials of the Identification Technician who completed the assignment.
 - (1) First Platoon Public Safety Dispatchers shall deliver the ID Log to the Identification Sergeant in the Detective Division by 0700 hours each day. The ID Sergeant shall check the written requests received against the log to ensure that services have been provided. In the absence of the ID Sergeant, the **Acting Crime Scene Unit Supervisor*** shall check the requests.
- 3 - The investigating officer shall also submit in writing the latent/photo request, BPD form 0, if ID services were not performed during his/her tour of duty. The request form shall be placed in the Service Division ID Request tray.
 - (a) When the assignment is finished, the identification employee shall complete the form, route the original to the Service Division, and copies to the Detective Bureau and the investigating officer.
- 4 - Any question as to the immediate availability of an identification employee shall be resolved by a **Crime Scene Unit,*** Supervisor or Commanding Officer.
- 5 - If an investigation is urgent and no qualified personnel are on-duty, the Identification Sergeant, or in his/her absence, the Detective Bureau

HALL OF JUSTICE REQUESTS

- 6 - Articles brought to the Hall of Justice for latent fingerprint/examination shall be placed in a security locker in the Property Room along with a BPD "**Do Not Touch**" sign.
 - (a) The requesting procedure in paragraph 3 shall be followed.
 - (b) The requesting officer shall also complete a Property Record Card(s), form 314-409, and attach the card(s) to the article(s).
 - (c) After examinations are completed, the articles will be turned over to the Property Officer for storage.

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- (d) In cases where the property is to be returned, it shall be the responsibility of the investigating officer to return the articles(s) to the owner and obtain a property receipt.

LATENT FINGERPRINT COMPARISONS

- 7 - Request for latent fingerprint comparisons shall be made as in paragraph 3, except these requests shall be placed in the tray on the Identification Sergeants desk.

INVESTIGATIVE PHOTOGRAPHY REQUESTS

- 8 - Requests for investigative photography shall be handled as outlined in paragraph 3, and shall be completed by the assigned Identification Technician during his/her tour of duty.
 - (a) Exposed rolls of 35mm color film shall be forwarded to the Identification/**Crime Scene Unit*** for processing
 - (b) If a Polaroid camera is used, the Identification Technician shall insert the positive print in an envelope, complete a Property Record Card, attach the Property Card to the photo envelope, and place the photo in the Outer Property Room.
- 9 - If an investigation is urgent and no qualified personnel are on-duty, the Identification Sergeant, or in his/her absence, the Detective Bureau Commanding Officer, may be called at home.

FILING

- 10 - The Identification Sergeant shall maintain an organized file of lifts or photographs of latent fingerprints which are suitable for comparison purposes.
 - (a) Files of those identified and/or eliminated shall be maintained as long as legally required.
- 11 - The Identification Sergeant shall maintain an organized file of film negatives.
 - (a) One print of each negative shall be placed in the photo report envelope and filed in the Service Division.
 - (b) Other prints may be distributed as necessary.

STATISTICAL REPORTS

- 12 - The Identification Sergeant shall keep necessary fingerprint and photographic records to enable him/her to compile monthly and annual reports.

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13 - The Identification Sergeant is assigned to the Detective Division and is responsible to the Detective Division Commanding Officer.

Reference: CALEA Standards