

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**PHOTOS AND FINGERPRINTS**

**SUBJECT**

**DATE:** June 22, 2015

**NO:** P-10

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Arrest **Photos and Fingerprints** of Adults and Juveniles  
**Evidence Identification Technicians**

**I. POLICY**

- A. Evidence Identification Technicians (EIT) are normally available 24 hours a day. Their duties are to respond to crime scenes where photographs, latent fingerprints, or technical evidence collection is requested.
- B. It is the responsibility of the investigating officer to determine if EIT personnel are needed.
- C. In addition to Evidence Identification Technicians, there are Senior Evidence Identification Technicians. Senior Evidence Identification Technicians are assigned to the Latent Print Unit (Latent Print Examiners), the Firearms Unit (IBIS Specialists), and Senior Field Supervisors. The Latent Print Unit is available Monday- Thursday 0730-1200 and 1300-1730. The Firearms Unit is assigned to second watch on each phase. The Senior Field Supervisors are assigned to fourth watch on each phase.

**II. PROCEDURE**

- A. Arrest Photographs will be taken of:
  - 1. All persons arrested on felony, or misdemeanor charges will have head-and-shoulder color photos taken of them in the photograph and fingerprint room.
    - a. The arresting officer will see that photos are taken.
    - b. If the arrested subject is combative or it is not practical to obtain head-and-shoulder photos, the arresting officer will note the reason and the fact that none were taken in the arrest report
      - (1) If a head-and-shoulder photo is necessary, the follow-up investigator will make arrangements to obtain one.
  - 2. Any person whose identity is or may later be in question, (i.e., persons without identification, no DMV record, police record, criminal history).
    - a. Follow step-by-step instructions in stand-up room. The first photograph should be with the subject facing the camera, putting their toes on the line on the floor. The second photograph should be with the subject sideways, with their feet on the footprints on the floor. Photos should be taken showing the subject with and without face apparel. For example, if the subject is wearing dark glasses and head gear, one with glasses, one with head gear, one with head gear and glasses and one wearing no head gear or glasses
  - 3. Stand-up photos of suspects are to be taken by the arresting or assisting officers. The primary responsibility to ensure photographs are taken rests with the arresting officer. The

instructions posted in the stand-up room are sufficient and an EIT will not be called to the office for stand-ups, unless circumstances are extraordinary.

4. Stand-up photos involving non-suspects or non-custodial subjects, may be taken by any authorized department personnel.

B. Arrest Fingerprints and palm prints will be taken of:

1. All persons, including juveniles, arrested on felony or misdemeanor charges. Fingerprinting/palm printing will be done using the LiveScan.
2. The arresting or assisting officer will do fingerprints and palm prints. EIT personnel will not be called to the office for finger/palm printing, unless circumstances are extraordinary.
  - a. When using the LiveScan, the following procedure will be followed (refer to orange notebook for the LiveScan Manual):
    - (1) LiveScan has sub-windows for demographic data entry. Some of the sub-windows, are mandatory and need to be completed by the printing officer. The mandatory sub-windows are profile, arrest, and charges.
    - (2) Each sub-window has its own data base; officers should select the appropriate code/information that is suitable for that field that describes the subject being printed.
    - (3) It will be the responsibility of officer to make sure that fingerprint and palm print information was transmitted via LiveScan to DOJ.
3. Normally, juveniles and adults should give their permission before being photographed. General rules to follow in dealing with minors are as follows:
  - a. An exception would be a minor who is very young, unsophisticated, ill, or confused, i.e., a minor who quite obviously needs a relative or other responsible adult with him/her in order to make a valid waiver of rights.
  - b. Officers should utilize common sense and good judgment in the printing of all minors, particularly those under age 14 and consult with their supervisor if in question.

C. PROCESSING SCENES/VEHICLES:

1. Photographs
  - a. All fatality and serious injury accidents.
  - b. Where there is city property damage.
  - c. All vehicles used in crimes, including license plate or VIN number.
  - d. All major crimes.
  - e. The photo card will contain the name of the victim or suspect, location, investigating officer, photographer, date, and DR Number.
  - f. After photographs are taken, EIT personnel will complete a subsequent report in ARS or Crossroads, as appropriate.
2. Digital Videos
  - a. On major crime scenes, a crime scene video/videos may be recorded
3. Processing scenes

- a. The investigating officer will determine whether a crime scene needs to be processed for latent prints. Areas possibly touched by suspects and printability of surfaces, should be taken into consideration.
- b. If an EIT is unavailable at the time the request for service is made, a FET card will be completed and left at the scene. This includes stolen vehicles stored and held for prints.
- c. Officers should be selective when requesting fingerprinting of a crime scene. If printing of a crime scene obviously is impractical, an EIT should not be called and the reason explained to the victim. (Good public relations should be considered regarding crime scene printing).
- d. When printing of a towed vehicle is necessary (10851 or suspect vehicle), a FET card should be left on the front seat, noting suspect's and/or victim's name, areas to print, and DR number, if known.
- e. On major crimes, at the discretion of supervisors, detectives, and EIT, a rough crime scene sketch may be done. Sketches should be completed within two (2) weeks.
- f. The Leica 3D laser scanner should be used to document homicide scenes and fatality accidents. At the discretion of supervisors, detectives, and EIT, the Leica scanner may also be used on other major cases.
  - (1) EIT personnel will complete subsequent reports and property records when they collect evidence at a crime scene.

### **III. EVIDENCE IDENTIFICATION SECTION**

A. Evidence Identification Technicians are responsible for the daily operation of the photo lab.

- 1. Evidence Identification Technicians are capable of processing crime scenes, i.e., taking photographs, fingerprints, and evidence collection.
  - a. At the discretion of the Senior Evidence Identification Technician or supervisor on duty, off-duty EIT personnel may be called out. In the event a Senior Evidence Identification Technician or supervisor is not available, authorization may be obtained from the Watch Commander.
  - b. Evidence Identification Technicians will work under the direction of the senior investigating officer or the Senior Evidence Identification Technician at the scene.
- 2. Evidence Identification Technicians will not be used on SWAT calls or other types of crime scene investigations in which they could be placed in jeopardy, since they are civilians and unarmed.
  - a. When it is necessary to assign an Evidence Identification Technician to a crime scene, personnel will pay special attention to potential dangerous situations. In those types of situations, officers must remain at the crime scenes until the EIT is done, or the dangerous situation no longer exists.
  - b. Evidence Identification Technicians will continue to be used without the need of sworn officers being present for incidents that do not put them in danger.
- 3. Evidence Identification Technicians are responsible for completing some of the following daily routine tasks, in addition to assisting in crime scene investigations:
  - a. Fingerprinting:
    - (1) Applicants for City employment, business licenses and permits, and private business employment.
    - (2) Sex, arson, and narcotic registrants.

- b. Photographing persons listed above.
  - c. Making identification cards for city employees and applicants.
  - d. Maintaining photographic libraries consisting of photograph negatives, printed photographs, and digital photograph files.
  - e. Maintaining a data library for data obtained by the Leica 3D laser scanner.
  - f. Maintaining a library of completed crime scene sketches.
  - g. Maintaining all department camera equipment, the chemical spray areas, fume hoods, and drying chambers.
  - h. Providing copies of photographs, sketches, interviews, mug-shot photos, and other evidence to Department sections, the District Attorney's Office, as well as outside agency requests.
4. The Evidence Identification Section office maintains restricted access due to evidence processing and the sensitivity of evidence.
- a. Evidence Identification Section staff members and sworn staff ranked lieutenant and above have access at all times.
  - b. All other personnel are required to ring the access request bell at the main door of the Section.
  - c. Visitors to the Section must follow all established Stockton Police Department policy regarding access to department facilities. Access to the Section for all non-law enforcement visitors will be at the discretion of the Supervising Evidence Identification Technician or a Sr. Evidence Identification Technician in his/her absence.
  - d. Visitors and vendors must be escorted by Evidence Identification Section staff at all times.
  - e. Members of the IBIS test fire team are required to ring the access request bell to gain initial entry. After initial entry, members of the team may sign out a facility key and Sonitrol card for the duration of test firing.