



**SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS**



**380.03
REQUESTS FOR LATENT PRINTS/COMPARISONS
3-19-20**

PURPOSE

The purpose of this order is to ensure that only items of evidence which may lead to the identity and/or aid in the prosecution of a suspect are procured for latent prints and/or comparisons.

POLICY

It shall be the policy of the Sacramento Police Department to determine the need for latent print processing, on items booked as evidence, and to submit comparison requests on those cases in which positive results will aid in the arrest and/or conviction of the suspect.

PROCEDURE

A. DETERMINATION

1. Each Section of the Office of Investigations (OOI) shall review the Property Booking Record of all assigned cases to determine the need for latent print processing on items booked as evidence.
2. If the investigator assigned to the case determines latent print processing is necessary, they shall indicate the specific items to be processed and send the request to the Forensic Section Evidence Lab Handle, using the Versadex V-Mail.
3. If latent prints have been developed, the assigned investigator shall determine the need for latent print comparison.

B. PROCESSING

When the investigator determines there is a need to submit comparison requests, the following steps shall be taken:

1. Determine if the suspect has an arrest record with the California Department of Justice.
 - a. If the suspect has a CII/SID number, it shall be included on the Latent Print Comparison Request form.
 - b. If the suspect does not have a CII/SID number, determine if they have an arrest record with the Sacramento Police Department (SPD) or the Sacramento County Sheriff's Department (SSD).
 - c. If the suspect has an SPD or SSD arrest record, that identification number shall be included on the Latent Print Comparison Request form.
2. Fill out the priority column at the top of the Latent Comparison Request Form.
 - a. When the priority column indicates "rush", a Supervisor's name for approval shall be required based upon the following criteria:
 - i The need to identify at-large suspects in a violent crime.
 - ii The need to identify an at-large suspect involving a series of major property crimes.
 - iii The need to prevent release of a felony suspect from custody due to insufficient evidence.
 - b. Attach a copy of the Latent Print Comparison Request form to the G.O. report.