



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 510.11 DEPLOYMENT OF CSI 01-10-23

### PURPOSE

The purpose of this order is to establish guidelines for requesting and dispatching Crime Scene Investigation (CSI) units.

### POLICY

It shall be the policy of the Sacramento Police Department to prioritize CSI responses based on the type of incident or severity of crime.

### PROCEDURE

#### A. GENERAL

1. Officers conducting investigations shall collect items of physical evidence unless CSI is required, in which case CSI shall become responsible for collecting evidence. CSI shall always collect evidence on homicides, suspicious deaths, sexual assaults, and serious felonious assaults.
2. When requesting CSI, peace officers and community service officers (CSOs) shall follow the criteria listed in section C of this General Order. Additionally, when a report is to be completed, peace officers and CSOs shall request a CSI response under the following circumstances:
  - a. Homicides.
  - b. Suspicious deaths.
  - c. Fatal motor vehicle collisions.
  - d. Sexual assaults.
  - e. Felony Assaults.
  - f. Felony investigation with obvious DNA evidence (e.g., blood, saliva, etc.).
  - g. Use of Force investigations involving a reportable use of force as defined in G.O. 580.02.
  - h. Canine bites.
  - i. Misdemeanor batteries with visible injury.
  - j. Situations requiring the technical assistance of CSI.
3. Requests for CSI services shall normally be directed to the Communications Division.
  - a. Communications personnel shall enter a call for each request and assign the call to a CSI Unit.
    - (1) Requesting peace officers and CSOs shall provide communications personnel with the address, details of the CSI request, and indicate if they are going to remain on-scene.
    - (2) If the requesting peace officer or CSO does not remain on-scene he or she shall also provide communications personnel with contact information for the person(s) (e.g., victim, complainant, etc.) with knowledge of the incident who can answer any questions the responding CSI employee may have.
  - b. The CSI call shall indicate the above information and all of the following:
    - (1) Location of the crime or area to be serviced.
    - (2) Type of crime involved.
    - (3) Date and time of occurrence, if other than present time.
    - (4) Name of victim, if known.
    - (5) Report number.
    - (6) Type of request (e.g., fingerprints, photos, etc.).
    - (7) Special requests (e.g., print front door handle, etc.).
    - (8) Name and unit ID requesting service.
    - (9) Suspect name or description (if known) and whether a suspect is in custody.
    - (10) Make, model, and license number of involved vehicle(s), when applicable.



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4. CSIs shall include all necessary and available information on the reports, photo envelopes, and latent cards or envelopes.

### B. DISPATCHING CSI

1. CSI shall be dispatched based on the seriousness of the call, unless there are extenuating circumstances that would affect the priority assignment. CSI calls shall be dispatched in the following order of priority:
  - a. Homicides, possible homicides, and those situations as directed by a supervisor.
  - b. Armed robberies, shootings, sex crimes, vehicular manslaughter, felony hit-and-run, stabbings, and other felonies with serious injuries.
  - c. Domestic violence or child neglect photos (e.g., scene or residence, injuries, etc.).
  - d. Burglary involving forcible entry to a locked vault or safe, commercial burglaries, and residential burglaries (in that order).
  - e. All other requests for CSI.
2. Extenuating circumstances that could alter the order of priority of calls include the following:
  - a. The likelihood that evidence will be destroyed or become unavailable if CSI response is delayed.
  - b. If the crime scene is disrupting a business that the owner wants to reopen.
  - c. If police units are "standing by" for CSI to process the scene.
  - d. If the victim is leaving city limits to a location a significant distance away or will be unable to be contacted later.
3. If CSI is unable to complete an assigned call due to subsequently being assigned a higher priority call, the CSI unit shall notify a dispatcher so the call can be reassigned.

### C. REQUESTING CSI

1. Armed Robberies – CSI shall be requested for armed robbery scenes unless there is nothing of evidentiary value (e.g., suspect wearing gloves, nothing touched, etc.). Note: CSI shall not process any vehicle taken in the commission of a carjacking (215 PC) in the field unless necessary (victim is taking the vehicle back and cannot be without the vehicle).
2. Felony Assaults - CSI shall be requested for felony assaults when the victim has a visible injury, or an officer has determined that CSI is needed to process the scene for forensic evidence.
3. Domestic Violence – CSI shall be requested when a victim has a visible injury. At the discretion of the investigating officer, CSI may be requested for photographs of the scene, to document pertinent damage, blood, evidence, etc. from the incident.
4. Burglaries
  - a. CSI shall be requested to burglary scenes after a peace officer or CSO in the field has taken a report and determines that CSI is needed to process the scene for forensic evidence, except in the following cases:
    - (1) At a vacant house or business.
    - (2) In a garage, outbuilding, shed or storage unit.
    - (3) Vehicle Burglary (459 PC) unless there is obvious DNA evidence (blood, saliva, etc.).
    - (4) Attempted burglaries.
    - (5) Burglaries involving a known suspect who previously had permission to be inside the dwelling (friend, family member, prior dating relationship etc.) unless articulable facts can be established that CSI processing of the scene could lead to the probable cause for an arrest. (e.g., latent prints located in an area the suspect had no right to access.)
    - (6) If the suspect was wearing gloves.
    - (7) If a suspect is arrested inside the location by the police, unless:
      - (a) There are specific items that need to be processed to prove the elements of



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- burglary (theft, other felony).
- (b) There is an outstanding suspect and CSI processing of the scene could lead to their identification.
- b. With supervisor approval, CSI may still be requested to process cases in subsections C.4.a(1)-C.4.a(7) in the following circumstances:
  - (1) When a specific need is identified (e.g., significant dollar loss, attempted cat burglaries, suspect identified, in custody, series, etc.).
    - (a) The officer shall note on the call the reason for the request and the areas that need to be processed.
- c. CSI shall be requested for any burglary in which DNA evidence (e.g., blood, saliva, etc.) is present.
- d. CSI should only be requested to photograph burglary scenes when the damage cannot be adequately described in the report. CSI will not take photographs of burglary scenes unless there is specific evidence that needs to be documented.
- 5. Child Neglect or Child Abuse – CSI shall respond when a victim has a visible injury and/or the living conditions require photo documentation.
- 6. Homicides.
  - a. CSI shall respond to all homicide scenes.
  - b. The Homicide supervisor or on-scene CSI shall determine if additional CSIs are needed and make such request through Communications.
- 7. Death Investigations.
  - a. CSI shall respond to all deaths involving suspicious circumstances.
- 8. Sex Crimes – CSI shall respond to all crime scenes involving sexual assaults to process the scene when a scene exists.
  - a. CSI should not be requested to photograph a victim of sexual assault IF the victim is being taken to the Sacramento Bridging Evidence and Resources (BEAR) Center for an evidentiary exam.
  - b. If the victim refuses to be taken to the BEAR Center, CSI shall take injury photographs of the victim.
- 9. Traffic Collision - CSI shall respond to all of the following:
  - a. Fatal traffic collisions.
  - b. Hit-and-run collisions resulting in a serious injury.
  - c. Collisions involving City equipment when peace officers and CSOs are unable to take photographs, or a watch commander requests CSI for photographs due to the severity of the collision.
- 10. Canine Bites – CSI shall respond, and photograph injuries inflicted by a canine upon an intended suspect at the direction of the canine handler. CSI shall also respond, and photograph injuries inflicted by a canine upon any unintended individual(s). If CSI is unavailable, the injury photographs may be taken by a canine officer, another officer, or a sergeant.
- 11. Use of Force – CSI shall respond to any reportable use-of-force calls to document any injuries to the suspect and/or officers, and to photograph the scene if necessary.
- 12. Misdemeanor Battery – CSI shall respond to take injury photographs if requested.
- 13. CSI shall NOT be dispatched to any of the following:
  - a. Recovered stolen vehicles unless:
    - (1) The vehicle was taken during the commission of another crime (e.g., carjacking or burglary) and the vehicle cannot be impounded as evidence for later evidence processing.
    - (2) There is obvious DNA evidence (e.g., blood, saliva, etc.).



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- b. Property damage caused by vandalism should be photographed by peace officers and CSOs unless:
  - (1) There is extensive property damage.
  - (2) There is damage that is not able to be described in a report.
  - (3) There is a suspected hate crime.
- c. Potential explosive devices.
- d. Photographs of non-injuries unless the lack of injuries is important to the case.
- e. Property damage caused by officers (e.g., forced entry). These photographs should be taken by an officer or sergeant with a department-issued cell phone or camera.
- f. Property release photographs.
- g. Shooting calls with only casings and no victims and no struck objects.
- h. Non-consensual blood draws.

## D. REQUESTING CSI FOR MISDEMEANOR CASES AND SEARCH WARRANTS

- 1. At the discretion of the investigating officer, CSI shall be dispatched to misdemeanor crimes where items of evidence need to be:
  - a. Processed for prints.
  - b. Photographed in place before collection.
  - c. Photographed prior to release to the victim under unique circumstances.
- 2. Search Warrants – Officers serving search warrants will normally be responsible for the collection of evidence obtained as a result of the search warrant. CSI shall respond to the scene if requested for special photographs or other technical assistance.

## E. REQUESTS TO CHEMICALLY PROCESS SCENE

- 1. The development of fingerprints by chemical processing requires toxic and flammable reagents. To minimize the potential hazards, the detective requesting a crime scene to be chemically processed shall do the following:
  - a. Obtain approval from the Office of Investigations captain or designee.
  - b. Ensure that the Sacramento Fire Department is requested to shut off utilities and restore them once the chemical process is completed.
- 2. The crime scene shall be uninhabited during chemical processing and for a minimum period of seventy-two (72) hours after the chemical processing is completed.

## F. MISCELLANEOUS

- 1. CSI units returning to service shall indicate their call disposition, such as "Latents," "Photos," "Evidence," or "Negative Results." This shall serve as an immediate source of information for the division requesting the service. Further details of results will be included in the report made by CSI (photograph and/or evidence report).
- 2. Field supervisors can take photos when CSI is unavailable to respond.
- 3. CSI shall record riots/marches and other situations at the discretion of the watch commander and in accordance with General Order 523.10 (Multiple Arrest Procedures).
- 4. Photos of private areas of the body – When disrobing or partial disrobing is required to photograph private areas of the body, a person of the same gender as the person being photographed shall be present. This witness can be the photographer, a department employee, or a responsible witness.