



Cincinnati Police Department
STAFF NOTES

September 23, 2008

Colonel Thomas H. Streicher, Jr., Police Chief

I N S I D E

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1. HAMILTON COUNTY CORONER'S LABORATORY DNA SUBMISSION GUIDELINES

[Attached](#) to these Staff Notes is the DNA Submission Guidelines Sheet provided by the Hamilton County Coroner's Crime Laboratory.

In cases involving DNA swabs from guns, the Crime Lab clarifies the circumstances in which DNA evidence submission is appropriate. A known DNA swab from the suspect is only needed for comparison to the swabs from a gun involved in a case of having Weapons Under Disability (WUD) or Carrying Concealed Weapons (CCW). A buccal swab from the suspect is needed for comparison to the results from the gun swab because the Combined DNA Index System (CODIS) database cannot be used.

In other cases, such as when a gun is found at a crime scene and the owner is not known, the lab will process the gun swab for DNA without a known sample. Such cases can be searched against the CODIS database.

The determining factor is the law regarding the CODIS database which is strictly enforced by the Federal Bureau of Investigation (FBI). Only unknown DNA profiles can be searched against the CODIS database. A gun found at a crime scene, with no indication of to whom it belongs, falls into that category. However, a gun removed from the pocket of a suspect or the seat of a suspect's car has a reasonable expectation of ownership, hence the WUD or CCW charges being filed on the suspect.

The Crime Lab Director reminds personnel submitting evidence to know and understand the guidelines.

2. OHIO BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATION (BCI) DNA EVIDENCE SUBMISSION PROTOCOL

Due to an increasing demand for DNA analysis and limited BCI resources, mandatory compliance with the modified protocol standards set by BCI will become effective on October 1, 2008. [Attached](#) to these Staff Notes is the BCI Biological Evidence Submission Protocol. Officers submitting evidence to BCI for analysis must comply with the new standards.

3. CINCINNATI FIRE DEPARTMENT'S OPEN HOUSE DAY 2008

The Cincinnati Fire Department will open its doors to the public on Saturday, October 11, 2008, between 1300 hours and 1700 hours. Each fire station will be participating in the Fire Department's Open House Day. The goal of the Fire Department is to make the event community supported, very enjoyable and very memorable for the children of Cincinnati and all other citizens.

The Cincinnati Fire Department's Open House Day 2008 will be a great time for children and adults to learn fire safety and about the Cincinnati Fire Department in general. To attend, children must be accompanied by an adult.

[Attached](#) to these Staff Notes are two flyers providing event details and listing all the fire station locations. Personnel are encouraged to invite their families to attend. For additional information contact the Fire Prevention Bureau at 357-7585.

4. N.I.O.S.H. EXAMINATION OF CRIMINALISTICS UNIT OPERATIONS

As a result of concerns related to employee health and operations at the Criminalistics Unit of the Criminal Investigations Section, a request was made to the Cincinnati Health Department and the National Institute for Occupational Safety and Health (NIOSH) to examine the 824 Broadway facilities, equipment, and operations.

In August, Cincinnati Health Department and NIOSH personnel visited the facilities at 824 Broadway, met with Criminal Investigation Section personnel, conducted interviews, and observed operations. Additional site visits and air monitoring are planned. A list of the chemicals and compounds used by Criminalists has been provided to both agencies.

NIOSH officials told Police Department personnel that there is no reason for the Police Department to stop any operations at the Criminalistics Unit. The examination of the facility and operations is ongoing by the Health Department and NIOSH. NIOSH will complete a thorough Health Hazard Evaluation Study for the facility. One result of this process will be the development and implementation of a Hazard Communications Program at the Criminal Investigations Section/Criminalistics Unit. A Hazard Communications Program identifies all health hazards, delineates all safety procedures, and communicates this information to all employees regularly.

5. COURT HOLIDAY – COLUMBUS DAY

On Monday, October 13, 2008, the Hamilton County Municipal Court will observe the Columbus Day Holiday. Courtroom A will be open in the morning only. All other courtrooms will be closed. Officers are reminded not to issue citations requiring a court appearance on this date.

6. PRE-RETIREMENT PLANNING SEMINAR

The Police Academy will host a Pre-Retirement Planning Seminar for sworn and non-sworn members of the Department on Thursday, October 16, 2008, from 0800 hours to 1230 hours. Representatives will be at the Academy to discuss a variety of important issues, which include the police retirement plan, City Retirement System, insurance, wills/trusts/investments and deferred compensation.

Attendance is strictly voluntary. No compensation will be given for off-duty attendance. On duty personnel who wish to attend must have their supervisor's approval. Uniform of the day or conservative business attire should be worn.

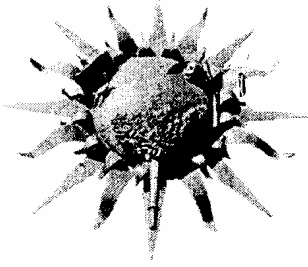
Because the last hour of the seminar concerns the Police Retirement System, non-sworn members will be dismissed at 1130 hours.

To register, personnel must submit a Form 17 through the chain of command, to the Academy, no later than Monday, October 6, 2008. Space is limited and attendance will be granted on a first come, first serve basis.

Any questions may be directed to Ms. Sabrina Burton-Simonson, Training Section, at 357-7552.

7. CITY MANAGER MILTON DOHONEY THANKS ALL CITY EMPLOYEES

[Attached](#) to these Staff Notes is a letter of appreciation and praise from City Manager, Milton Dohoney, for the exceptional efforts of City employees following the wind storm on Sunday, September 14, 2008.



Hamilton County Coroner's Laboratory

DNA Submission Guidelines

Submission Forms:

When filling out the evidence submission forms please include as much information as possible. At the very least we need the following information:

- **Agency Identifier**
- **Contact information of the primary investigator involved in the case (not the submitting officer)**
- **Charge or Offense (in words, no ORC numbers or 'pending' please)**
- **Victim and/or offense location**

We must have the offense listed on the submission sheet in order to begin the DNA testing.

CCW, WUD, Drug Possession cases:

- **Known samples** from the suspect are required for DNA testing
- **We WILL NOT perform any type of DNA testing on these cases unless a known sample from the suspect has also been submitted.**
- Please submit a consent form or search warrant with the known specimen.

The evidence from cases such as Carrying a Concealed Weapon, possession of Weapons Under Disability, or Drug Possession is obviously in the possession of the suspect. Per FBI regulations, items of evidence that are from a person's body or property such as car, home, or back-pack are not eligible for CODIS and thus cannot be entered into the database.

If evidence is found at the scene of a crime such as theft, burglary, B&E, homicide, assault etc. and does not belong to the victim or anyone else associated with the crime-scene, then we will test that evidence for DNA without having known samples.

SW/Sep. 3, 2008

Ohio Bureau of Criminal Identification and Investigation
Biological Evidence Submission Protocol
Effective October 1, 2008

The purpose of the following limitations on submission of biological evidence and DNA testing is to focus available resources on the most critical samples and to provide results in a more timely fashion.

- 1) **Case Information.** All cases must be submitted with a synopsis or investigative summary which describes the association between the evidence submitted and the offense.
- 2) **Extent of DNA Testing.** As a rule, no further DNA testing will be conducted after the key probative association has been made (for example, placing the murder victim's blood on the suspect's clothing).
- 3) **Number of Items per Submission.** An item is defined as one piece of evidence: a swabbing, a shirt, a weapon, a pair of shoes regardless of packaging.
 - a) **Sexual Offenses** Initially submit only the rape kit, condoms and underwear. If no probative evidence is found on the first submission, additional items can be submitted.
 - b) **Homicides, Assaults, Robbery** Initially submit up to five items. If no probative associations are developed, additional items can be submitted.
 - c) **Burglary/Property Crimes** Initially submit no more than two items (for example, swabbing of blood from scene, cigarette butt from scene, hat left in stolen car). See also Paragraph 5.
 - d) **Criminal Paternity** Submit two oral swabs each from mother, alleged father and child. If a therapeutic or spontaneous abortion has occurred, the products of conception should be frozen or submitted immediately. Please advise the medical personnel that no preservatives or additives of any kind should be added to the tissue.
 - e) **Remains Identification** Please contact Project LINK at 740 845-2429.
- 4) **DNA Reference standards** do not count against the total number of items.
 - a) A reference standard should consist of two oral swabs placed in a paper envelope or cardboard swab box. Clearly write the name of the donor on each layer of packaging.
 - b) Coroner DRIED blood cards are also acceptable.
 - c) CODIS samples cannot be used as reference standards.

5) Evidence lacking visible body fluid stains, submitted for “Touch” DNA.

- a) Processed for violent crimes only. No DNA testing will be conducted on narcotics or paraphernalia possession cases.
- b) Processed only if no other probative evidence is available.
- c) Item must not have been previously subjected to firearms or latent print examination.
- d) Elimination standards must be submitted. Example: all drivers of stolen car, all occupants of home in home invasion.
- e) Examples of “Touch” DNA items include blind swabbings of cash register drawers, blind swabbings of door knobs.
- f) These items are NOT considered “Touch” DNA: cigarette butts, swabbings of mouth of beverage containers or partially eaten food, clothing for wearer type, shoes, hats.
- g) If a suspect has been identified, a letter from the prosecutor authorizing evidence consumption must accompany the evidence submission.

6) Limitations on No-Suspect Cases Many no-suspect cases of all types routinely receive investigative leads via hits in the CODIS database. However, all DNA profiles must be definitively associated with the offense. For example, a cigarette butt left in the burglarized home of non-smokers is uploadable, but a cigarette butt found in the street in front of the house would not be.



Cincinnati Fire Department

Presents

Fire House Day

Saturday, October 11, 2008
1:00 to 5:00PM

Stop by the Firehouse to:

- **Meet and Greet Neighborhood Firefighters**
- **See the Fire Trucks**
- **Learn about Thermal Imaging Cameras**
- **Learn about Smoke Detectors and Fire Safety**
- **See the Firefighters in their Fire Coats**
- **Tour the Fire Station**
- **Ask Questions**
- **Say Thanks**

Food and Beverages will be provided

All Children must be accompanied by an adult

At ALL Cincinnati Fire Stations
See Back for Firehouse locations

Cincinnati Fire Department

Fire House Day Directory

Community	Fire Station	Location	Community	Fire Station	Location
Avondale	Engine and Ladder 32	650 Forest	Mt. Adams	Engine and Ladder 3	329 E Ninth
Bond Hill	Engine 9 & Squad 9	4739 Reading	Mt. Airy	Engine 51	1654 Marlowe
California	Engine and Ladder 18	478 Wilmer	Mt. Auburn	Engine and Ladder 19	2814 Vine
Camp Washington	Engine 12	3001 Spring Grove	Mt. Lookout	Engine 46	2731 Erie
Carthage	Engine and Ladder 2	18 E Seymour Ave	Mt. Washington	Engine 7	2058 Sutton
Clifton	Engine 34	301 Ludlow	North Avondale	Engine 9	4017 Reading
College Hill	Engine 51	1654 Marlowe	North Fairmount	Engine and Ladder 21	2131 State
Columbia Tusculum	Engine and Ladder 18	478 Wilmer	Northside	Engine and Ladder 20	1668 Blue Rock
Corryville	Engine and Ladder 19	2814 Vine	Oakley	Engine and Ladder 31	4401 Marburg
Downtown	Engine and Squad 14	430 Central Ave.	Over-the-Rhine	Engine 5	8 E McMicken
East End	Engine and Ladder 18	478 Wilmer	Paddock Hills	Engine 9	4017 Reading
East Price Hill	Engine and Ladder 17	2101 W Eighth	Pendleton	Engine and Ladder 3	329 E Ninth
East Walnut Hills	Engine and Ladder 23	1623 Madison	Pleasant Ridge	Engine 8	5901 Montgomery
East Westwood	Engine 35	3002 Junietta	Price Hill	Engine and Ladder 24	4526 Glenway
English Woods	Engine and Ladder 21	2131 State	Riverside	Engine 50	6558 Parkland
Evanston	Engine and Ladder 23	1623 Madison	Roselawn	Engine and Ladder 2	18 E Seymour Ave
Fairview	Engine 34	301 Ludlow	Saylor Park	Engine 50	6558 Parkland
Fay	Engine 35	3002 Junietta	Sedamsville	Engine 37	310 Lilienthal
Hartwell	Engine and Ladder 2	18 E Seymour Ave	South Cumminsville	Engine and Ladder 20	1668 Blue Rock
The Heights	Engine 5	8 E McMicken	South Fairmount	Engine and Ladder 21	2131 State
Hyde Park	Engine 46	2731 Erie	University Heights	Engine 34	301 Ludlow
Kennedy Heights	Engine 8	5901 Montgomery	Walnut Hills	Engine and Ladder 23	1623 Madison
Linwood	Engine 46	2731 Erie	West End	Engine and Ladder 29	564 W Liberty
Lower Price Hill	Engine and Ladder 17	2101 W Eighth	Westwood	Engine 35	3002 Junietta
Madisonville	Engine 49	5917 Prentice	Winton Place	Engine 38	725 Circle
Millvale Residents	Engine 12	3001 Spring Grove			

----- Original Message -----
From: Dohoney, Milton
To: #CIN.City Mailing List
Sent: Thu Sep 18 08:07:11 2008
Subject: Thank You

Dear City Employees,

I want to take a moment to thank all of you who have been working on the city's response to the windstorm that hit our area on Sunday.

While many of you were dealing with power outages and storm damage at home, you also have been working extended hours serving our citizens.

I'd like to thank the staff in Public Services, Parks, Transportation and Engineering, Police, Fire, Health, Water Works, CRC, MSD and Buildings who have been pulling extra duty on the front lines. I'd also like to thank RCC, Finance, Budget, Human Resources and Law for their efforts behind the scenes.

We have faced our share of challenges in maintaining city operations, but we have done so together and with a true team spirit. We know that in situations like these the city is viewed as one entity; one department or another isn't given credit or blame. So, I thank you for your commitment to service excellence and for hanging in there.

I ask you to continue to keep focused on our customers over the next several weeks as we continue to clean up from the storm. It will be a bit of a haul, but we'll get there.

Milton Dohoney, Jr.
City Manager