

PURPOSE: To establish clear policies and procedures for the collection, handling, packaging, preservation, transporting, and processing of evidence.

POLICY: It is the policy of this Department to provide procedures that incorporate the effective application of scientific methods for the collection and preservation of physical evidence. It is also the policy to ensure that evidence in its custody can be properly secured and stored, readily retrieved, and that any changes in custody are properly and fully documented.

PROCEDURES:

I. AVAILABILITY OF CRIME SCENE PROCESSORS (12.02)

Qualified personnel are available on a twenty-four (24) hour basis to process a crime scene/traffic collision when criteria indicate a need for specialized abilities. The request for assistance from a detective or accident reconstruction officer "on-call" must be authorized by the on-duty Supervisor.

II. EVIDENCE EQUIPMENT AND SUPPLIES

Patrol Division and Criminal Investigations Division (CID) shall maintain equipment and supplies, in a portable state, ready to be transported to a crime or collision scene. The equipment and supplies will consist of those items necessary to accomplish the following crime or collision scene functions:

- A. Recovery of latent fingerprints;
- B. Photography;
- C. Sketch of the scene; and
- D. Collection and preservation of physical evidence.

III. CRIME SCENE OPERATIONS (12.01)

A. Scene Security - The officer's first responsibility upon arrival at a crime scene is to locate and assist any person who is injured, or needs personal assistance. After completing the above part, the first officer on the scene shall initiate security measures to protect the crime scene to prevent destruction or contamination of evidence.

- 1. Officers must prevent unauthorized persons from entering the crime scene or the immediate area.
- 2. An officer must not touch, move, or pick up objects or disturb in any manner any article, mark, or impression that may have been made by the person(s) committing the crime.
- 3. Assigned officers will maintain rigid security until the follow-up investigation has collected all the evidence available.

B. Call-Out for CID - The Criminal Investigations Division will be requested to respond to the scene on the following incidents, but is not limited to any other offenses when evidence is present and requires processing that cannot be processed by officers on scene.

- 1. Death of a violent or suspicious nature (homicides or suicides);
- 2. Rapes or suspected rapes that have recently occurred;
- 3. Assaults with serious injury or death to the victim;
- 4. Armed robberies of commercial institutions;