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| <br><b>Lexington Police Department</b> | <u>Subject:</u><br><b>Collection &amp; Preservation of Evidence</b>   |         |         |  | <u>Policy Number:</u><br><b>83A</b> |  |
|   | <u>Accreditation Standards:</u><br><u>Reference:</u> 83.1.1; 83.2.1; 83.2.2; 83.2.3; 83.2.4; 83.2.5; 83.2.6; 83.2.7; 83.3.1; 83.3.2; 84.1.1 |         |         |  | <u>Effective Date:</u><br>3/11/13   |  |
| <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Revised   | <u>Revision Dates:</u>  | 1/24/19 | 5/31/20 |  |                                     |  |
| <u>By Order of:</u> Mark J. Corr, Chief of Police   |   |         |         |  |                                     |  |

## GENERAL CONSIDERATIONS AND GUIDELINES

Physical evidence is an extremely important component for the prosecution of criminal cases. The successful collection and presentation of evidence at trial includes documenting where the evidentiary item was found, who has had possession of it, where it has been after being collected, and what forensic testing was done along its journey to the court.

In addition to in-house personnel, state and federal evidence processing resources are available to police departments to augment their collecting and processing of evidence. The following policy is a guideline directly related to the collection and preservation of evidence.

It is the policy of the Lexington Police Department to:

- Protect and process the crime/incident scene as appropriate;
- Properly collect, record, and preserve items recovered of potential evidentiary value;
- Maintain a precise chain of custody for potential evidentiary items; and,
- Ensure the admissibility of evidence recovered at a crime/incident scene for court purposes.

## PROCEDURES

### A. Crime Scene Processing Resources

1. Equipment and Supplies: This Department provides crime scene detectives with equipment and supplies used for conducting their specialty tasks, as determined by the Chief of Police. [83.2.4]
2. Availability [83.1.1]
  - a. Qualified personnel are available on a twenty-four hour per day basis to process a crime scene or the scene of a traffic collision.
  - b. Detectives are available for response to crime scenes. If a Detective is needed during off hours the Detective Lieutenant or his designee should be notified prior to contacting a Detective.
  - c. The following resources may be called upon to supplement existing manpower or for their specialized training in crime scene processing:
    - Northeast Municipal Law Enforcement Council (NEMLEC),
    - Massachusetts State Police (MSP); State Police Crime Scene Services, Truck Team or Collision Analysis Reconstruction Section (CARS)
    - Middlesex District Attorney's Office are available in dispatch and/or with the Commanding Officer.
3. Collision Reconstruction
  - a. Traffic collision reconstruction personnel may be requested as authorized by the Commanding Officer or Patrol Supervisor, if the accident involves serious injury or death. These specialists are available from the Massachusetts State Police (MSP) or the larger neighboring communities.
  - b. The District Attorney's Office and the MSP **shall** be contacted if the collision involves a death or injury that is likely to result in death.
4. Commercial Vehicle Inspection personnel may be requested as authorized by the Commanding Officer.
5. Latent Fingerprint Recovery [83.2.4(a)]
  - a. If a scene requires latent fingerprint recovery the preliminary investigating officer shall notify the Commanding Officer. A detective will be assigned to process the scene.
6. Photographs of scene will be taken [83.2.4(b)].

7. Crime Scene Sketch [\[83.2.4\(c\)\]](#)

- a. Crime scene sketches (diagrams) will normally be accomplished by the preliminary officer or detective.
- b. Specialized crime scene diagramming and mapping personnel are available for certain crime scenes and may be requested by the Commanding Officer. These personnel resources may be summoned for incidents where:
  - i. The scene covers a large geographical area.
  - ii. There is a large volume of recoverable evidence.
  - iii. Deaths or serious injuries resulting from suspected criminal action have resulted.
  - iv. A collision reconstruction is being undertaken.
  - v. A supervisor has determined that such a crime scene diagram is necessary.

B. Physical Evidence Collection and Recovery [\[83.2.4\(d\)\]](#) [\[83.2.1\]](#)

- a. In most cases, physical evidence is recovered by Department personnel conducting the preliminary investigation or during follow-up investigations.
- b. Detectives will be requested by the Commanding Officer if specialized skills are necessary to retrieve physical evidence in the field.
- c. Additional personnel resources may be summoned for incidents where:
  - i. There is a large volume of recoverable evidence;
  - ii. The evidence is of such a nature that the services of specially trained persons are necessary for recovery.

C. Initial Response to a Crime/Incident Scene

1. Preliminary Investigation

- a. The nature and seriousness of the crime will determine the need for detective personnel and the extent of processing required for a particular crime scene. Not all crime scenes require processing.
- b. Normally, the first units to arrive will be responsible for identifying, securing, and protecting the crime/incident scene as well as conducting the preliminary investigation. See Department policy **411 - Preliminary Investigations**.

2. Preliminary/ First Officer Duties

- a. Secure the scene and restrict access to essential personnel. [\[83.2.1\]](#)
- b. Obtain information about the nature of the incident.
- c. Inquire as to what potential evidence items have been located and what, if any, has been recovered.

## 83A-Collection & Preservation of Evidence

- d. Inquire as to contamination of the crime scene, if any, and to what degree contamination may have occurred prior to the arrival of Detectives.
- e. Determine what types of evidence, if any, may be collected and what resources will be needed.
- f. Adjust the secured crime scene area, larger or smaller, as appropriate.
- g. Notify the Commanding Officer; discuss the need for additional resources.

### D. Preserving Evidence [83.2.1]

1. Officers/Detectives shall preserve evidence using the accepted common practices when doing so.
2. It is critical the methods used are those which best preserve the condition of evidence in the process of collection and prevent the introduction of foreign materials.

### E. Crime Scene Processing Plan [83.2.1]

1. To avoid contaminating, missing, or destroying evidence, and to ensure that evidence is properly collected and documented, it is important to process the scene methodically.
2. A simple crime scene may be processed by one or two officers.
3. A larger or more complicated crime scene may require a team of investigators to process the scene for evidence.
4. In most cases, personnel processing for evidence will need to perform several functions (e.g. locating, photographing, recovery, marking, transportation). For smaller scenes, all of the functions may be carried out by one person. For a larger scene, one or more officers may be assigned to a specific function.
5. Search Teams: In a large crime scene, the area to be processed may be broken down into smaller areas and a team assigned to each area.

### F. Crime Scene Processing [83.2.1]

1. Video [83.2.2]
  - a. The crime scene manager should consider the need for videotaping the crime scene prior to searching for and processing evidence.
  - b. The secured crime scene should be vacant of people other than the videographer, if possible. Other investigators should vacate the area.

- c. Be aware that background noise and voices may be recorded while the video is recorded.
- d. The videographer should methodically video the entire scene generally and again in more detail to capture images of the scene prior to processing.
- e. Known evidence items should be captured in detail and the items' spatial relationship to the scene should be portrayed.
  - i. Video media containing crime scene video should be entered into "ProPhoenix" and labelled.

2. Photographs [\[83.2.2\]](#)

a. Taking Photographs

- i. In most cases, photographs should be taken of the crime scene prior to processing.
  - ii. The photographer shall attach a label to the photos, which identifies the case number.
  - iii. Photographs should include a wide view of the crime scene showing its spatial relationship to the area's other buildings, markers or terrain features.
  - iv. Several closer photographs, if necessary, should be taken to focus in on the crime scene area.
  - v. Photographs of areas of the crime scene itself should be taken to document the overall crime scene.
  - vi. Photographs of each evidence item should be taken, when possible, prior to the item's being collected or processed.
  - vii. A photograph of each collected evidence item may be taken to document the item. This may be useful as best evidence in the event that the item is returned to the owner.
  - viii. When a scale is to be used in the field of view so that the exact size of an object can be determined, a separate photograph will also be taken without the scale.
  - ix. The same camera position, lighting, and camera settings will be used.
  - x. Alternatively, the dimensions of a fixed object in the scene can be taken to provide a scale of reference.
- b. Photo Log: A photographic/video log should be maintained of each video or photograph taken, noting:
- i. The date, time, and location;
  - ii. The case/incident number;
  - iii. The camera used;
  - iv. The lenses used;
  - v. The film and ISO setting if applicable;
  - vi. The lighting used;

- vii. Photo number (as assigned by photo log);
- viii. A description of each photograph; and
- ix. The name of the photographer.

Note: The need for a photo log is dependent upon the nature of the incident and the evidence recovered. Typically, photo logs are not maintained for minor scene documentation (i.e. motor vehicle accidents, etc.)

c. Submission of Photographs

- i. Digital photographs will be uploaded and saved under the “Attachments” tab of the specific case in “ProPhoenix”. In the event that the photographs need to be brought to court or transferred to another agency, a copy of the photographs should be printed from a color photocopier or saved as a “PDF” and electronically mailed to the recipient. [\[83.2.2\]](#)

- (a) No changes of any kind, including file name changes and image orientation (portrait, landscape), may be made to any file.

3. Crime Scene Diagram (Sketch)

a. Crime Scene Diagrams

- i. A crime scene diagram may be necessary depending upon the nature of the incident and the evidence recovered from the scene. The crime scene diagram establishes a “map” of the crime scene.
- ii. If a crime scene diagram is necessary it should contain the following information:
  - (a) Incident number;
  - (b) Incident date;
  - (c) Incident location;
  - (d) Name of officer preparing the diagram; and
  - (e) An arrow indicating north.

b. Crime Scene Diagram; Details

- i. A simple diagram, not necessarily to scale, may be provided to document the crime scene and the location of furniture, articles and evidence at the scene. Measurements may be included if the quantification of distance is necessary.

### 83A-Collection & Preservation of Evidence

- ii. A more detailed, to-scale crime scene diagram may be necessary if distances and detailed special relationships between articles and evidence are important elements.
- iii. Computerized, surveyor type equipment and mapping software for the purpose of crime scene diagramming and mapping may be needed for large crime scenes, numerous evidence items, or when accurate distances are necessary.

#### 4. Collection of articles of Evidence [83.2.1]

- a. All articles collected as evidence should be photographed in place prior to being collected, if practical.
- b. If multiple articles are collected, an evidence collection log form may be used.
  - i. The log should include:
    - (a) The incident number;
    - (b) The date of collection;
    - (c) Location of collection;
    - (d) The item number;
    - (e) Description of the item;
    - (f) The person who collected the item; and
    - (g) The person at the scene taking custody of the item.
  - ii. Each article shall be packaged in a bag, box, or envelope. Large items shall have a tag affixed, and all shall be marked with the information below. Evidence labels should not be affixed directly to any item, as the label adhesive may damage or alter the item. The label or tag shall include:
    - (a) Incident number;
    - (b) Date of incident;
    - (c) Name of person involved;
    - (d) Description of item; and
    - (e) Item number corresponding to the collection log, if any.
  - iii. Drug evidence collected shall not be commingled.
    - (a) Guidelines established by the State Crime Lab will be strictly followed. Drugs will be packaged separately from other evidence.
    - (b) Drugs found in separate locations shall be collected, packaged, and submitted as separate evidence articles.
    - (c) Drugs of the same type, found together, may be submitted as one evidence article. (Marijuana in a

## 83A-Collection & Preservation of Evidence

baggie and a marijuana cigarette are different for the purposes of packaging and submission.)

- (d) Drugs of different types or pills of different shape, color or configuration, found together, must be package separately and submitted as separate articles of evidence. The lab must process them separately.

### 5. Fingerprints [\[83.2.3\]](#)

#### a. Processing Fingerprints

- i. Fingerprints may be recovered from surfaces at the crime scene, or portable items may be collected and processed at a police, state, or federal lab.
- ii. Fingerprints should be photographed with a size scale, as they appear, prior to any attempt to lift the print.
- iii. Ideally, the search for latent fingerprints should be undertaken as follows, whenever practical:
  - (a) Begin with a visual search of surfaces for fingerprints that can be seen without any other aid
  - (b) A light source, if available, may be employed to expose fingerprints, which were not visible without the light source.
  - (c) Chemicals
    - 1) Porous specimens should be processed with the appropriate chemical for the type of material.
    - 2) Non-porous specimens should be processed by superglue fuming, if practical.

(d) Fingerprint powders.

#### b. Collecting Fingerprints

- i. If multiple prints are to be photographed and/or lifted from a surface, the officer should create a diagram of the surface, indicating the location from which each print is photographed and/or lifted.
- ii. Lifted prints should be marked with the incident number and, if necessary, a notation which corresponds to a fingerprint lift diagram. Included is a tape ruler attached to the print
- iii. The fingerprint lifts should be placed in an envelope, with the incident number for further processing or storage.

#### c. Collecting Evidence to be processed at a Lab



### 83A-Collection & Preservation of Evidence

- i. The item must be collected without damaging existing fingerprints.
- ii. Gloves should be used and handling kept to a minimum.
- iii. The item should be placed in a container.
- iv. The container must be clearly marked to warn others that it contains fingerprint evidence.

#### 6. Trace and Body Fluid Evidence

- a. For information regarding DNA evidence, see “**DNA EVIDENCE**” in this policy.
- b. Search for Trace and Body Fluid Evidence
  - i. A search should begin with a visual examination. The visual examination may be followed up with a search using an alternate light source to expose evidence not visible under normal spectrum light.
  - ii. The location of evidence items should be marked by circling with a marker for collection under normal light conditions.
  - iii. A photograph of the evidence should be taken prior to removal. A diagram shall be created of each item from which trace or body fluid evidence is removed.
- c. Collecting Trace and Body Fluid Evidence
  - i. Those collecting trace or body fluid evidence must take care to avoid contaminating evidence samples. This is particularly important if DNA testing may be conducted on the evidence item. Guidelines established by the State Crime Lab will be strictly followed.
  - ii. Care must be taken not to cross contaminate evidence of suspects and victims, or to accidentally introduce such evidence into the crime scene.
  - iii. Items should be removed, packaged and marked for further examination and/or storage. Marking should include:
    - (a) Incident Number;
    - (b) Date of collection;
    - (c) Name of person collected by; and
    - (d) A notation corresponding to the location on the diagram indicating where the item was collected.
  - iv. Clothing or other items on which are located body fluid specimens, such as blood and semen, should be allowed to dry thoroughly. Such items must not be placed in plastic as the sample may mold and deteriorate. Paper bags or envelopes should be used until they are completely dry.

## 83A-Collection & Preservation of Evidence

- d. Comparison Sample [\[83.3.1\]](#): Whenever possible a comparison sample shall be collected and submitted. Such comparison sample may include samples of:
  - i. Hairs;
  - ii. Fibers;
  - iii. Fabrics;
  - iv. Paint;
  - v. Glass;
  - vi. Wood;
  - vii. Soil;
  - viii. Tool marks;
  - ix. Wood fractures; and
  - x. Torn ends of tape or rope.

### 7. Seizure of Firearms

#### a. Safe Keeping

- i. Firearms seized for safekeeping, such as in the case of a restraining order, shall be unloaded and inspected to ensure that no ammunition remains in the firearm or magazine prior to submission to the evidence officer.
- ii. Firearms actions shall be locked open, whenever possible.
- iii. Detachable magazines shall be removed from firearms whenever possible.
- iv. If available, trigger locks or cables should be installed.

#### b. Evidence Firearms

- i. Firearms collected as evidence shall be photographed prior to unloading or clearing, whenever possible.
- ii. Whenever fingerprint or DNA testing is requested:
  - (a) The firearms must be handled with Biohazard Barrier Gloves to avoid contamination.
  - (b) The firearms shall be stored separately in an approved handgun or rifle collection storage box.
- iii. When the firearm is unloaded, the chamber or cylinder shall be inspected, and the location of live ammunition and/or empty shell casings noted.
  - (a) Ammunition from the chamber or cylinder shall be packaged separately from ammunition from a magazine, or a magazine containing ammunition.

(b) A magazine removed from a firearm shall be packaged separately from other magazines and identified as such.

- iv. Firearms shall only be submitted unloaded as described in the preceding section, "Safe Keeping."
- v. If a firearm must be examined prior to unloading, contact the State Police and request a ballisticsian to respond and process the firearm prior to submission to the evidence officer.

8. Seizure of Computer Equipment [\[83.2.5\]](#)

- a. Inspection of Media: No employee, except one acting under the direction of a computer forensic specialist, Detective Commander or designee, will attempt to examine any computer system, CPU, floppy disk, zip disk, thumb drive, CD ROM, or like device used to store electronic media for potential evidence contained therein.
- b. Whenever electronic devices are encountered and to be seized pursuant to a search warrant, consent or probable cause, the computer extraction and analysis of data stored on a device seized as evidence should be performed by persons that have received training in data forensics and are familiar with the proper legal precedent for seizure of such evidence. The following is a guideline for such seizures:
  - i. If the computer is off, leave it off. Do not turn it on.
  - ii. If the computer is on, photograph the monitor to document what is displayed for evidentiary purposes.
  - iii. Do not make any keystrokes or mouse clicks to the computer. If that occurs, document exactly what keystrokes or mouse clicks were made and the results of these actions.
  - iv. Photograph the computer or other electronic media in their original state before anything is touched.
  - v. If the computer is on, unplug the power cord from the back of the computer, not the wall outlet.
  - vi. Unplug any external hard drives.
  - vii. Photograph the rear of the computer including cables. Photograph any devices connected to the computer.
  - viii. If the computer is connected to a modem, LAN, or router, disconnect it from the computer.
  - ix. Document each step as each cable is disconnected, making notes as to which device was disconnected.
  - x. Once power has been disconnected from the computer, tags or labels should be applied to all cables on the computer. Corresponding labels should be affixed to the computer connectors, or a diagram created noting each connector and identifying the cable attached, so that the computer can be

- reconnected to its original configuration for later analysis or court purposes.
- xi. Do not transport electronic media near antennas or power supplies. Keep electronic media away from electromagnetic fields. Contact with these sources can cause the deletion of data.
  - xii. The employee impounding the electronic media must provide the computer forensics specialist with the background information of the case. This will include, but will not be limited to, the following:
    - (a) Suspect(s) name(s);
    - (b) Special or street language used by the suspect(s); known code words;
    - (c) Passwords;
    - (d) Email addresses; and
    - (e) Other information that may be of use to the computer forensic specialist in the formulation of searches.

### G. DNA Evidence

1. First Responder Precautions [\[83.2.7\(a\)\]](#)
  - a. First responders must secure the crime scene.
  - b. Protect the area from which the DNA sample is to be taken from contamination.
  - c. Always wear fresh Biohazard Barrier Gloves when processing for DNA.
  - d. Replace gloves between samples.
  - e. Avoid contact of samples.
  - f. Be careful not to introduce suspect or victim DNA into the collection area.
2. Training Requirements: The collector shall have completed a MSP DNA Standard Collection Course prior to collecting DNA evidence. [\[83.2.7\(c\)\]](#)
3. Collection, Storage, and Transportation of DNA Evidence [\[83.2.7\(b\)\]](#)
  - a. Collector shall wear Biohazard Barrier Gloves.
  - b. Lightly moisten cotton swabs with distilled water. Do not oversaturate the swabs.
  - c. Rub the collection area with the swab to transfer the matter to the swab. Use a minimal number of swabs (1-6 maximum).
  - d. Use a separate swab to swab the area around the collection area. This will be a control swab.
  - e. Allow the swabs to dry for at least thirty minutes. Be sure to maintain the chain of custody during the drying time.

- f. Label and package the sample swab separately from the control swab. The two swabs should never come into contact.
- g. Place both swabs into an envelope.
- h. Seal the envelope with tape, and initial and date the seal. **NEVER MOISTEN THE ENVELOPE SEAL WITH SALIVA OR WATER.**

4. Submission of DNA Evidence [\[83.2.7\(d\)\]](#)

- a. DNA swabs kits may be stored at room temperature or refrigerated prior to submission.
- b. Follow the department evidence labeling and evidence submission procedures.
- c. DNA samples shall be submitted to the State Police Crime Lab with a copy of the police report.

5. Activating a DNA Case

- a. After submission of DNA, the case must be activated in order for lab personnel to process the evidence.
- b. Contact the District Attorney's Office to activate the MSP Crime Lab case.

H. Chain of Custody [\[83.2.1\]](#)

1. Transfer of Custody in the Field

- a. A transfer of evidence from one person to another in the field must be documented to ensure the chain of custody is maintained.
- b. In cases where evidence is collected and submitted into the property and evidence function a notation in the report documenting this action is suitable.
- c. In cases where evidence is submitted to a crime scene technician from another agency or from the crime lab, a written receipt from the person taking custody of the evidence must be obtained.
  - i. The copy of the State Evidence Submission Form is an adequate receipt.
  - ii. A receipt may be handwritten and contain:
    - (a) The date and time of transfer;
    - (b) The incident number;
    - (c) Name of the person taking custody;
    - (d) A description of the item(s) taken; and
    - (e) Signature of the person taking custody.

## 83A-Collection & Preservation of Evidence

2. Evidence Officer: The Detective Commander shall be responsible for accepting, maintaining, accounting for, and submitting to the appropriate laboratory, evidence collected by officers in the field.
  - a. The evidence officer may refuse to accept improperly packaged evidence, or evidence missing proper documentation.
  - b. Missing evidence items shall be noted, and the evidence officer shall confer with the submitting officer and/or his/her Commanding Officer.
  - c. Discrepancies that are not resolved shall be reported to the Chief of Police.
3. Submission of Evidence to Evidence Officer
  - a. All evidence items shall be packaged and labelled according to Guidelines established by the State Crime Lab.
  - b. Non-perishable items shall be turned over directly to the Evidence Officer. When the Property/Evidence Officer is not on duty, evidence shall be placed in the temporary evidence locker.
4. Submission of Perishable Evidence
  - a. When an item of evidence may deteriorate if not refrigerated, the evidence shall be submitted to the Evidence Officer as soon as possible. The Evidence Officer will store the evidence in secure, refrigerated storage located in the "Property and Evidence Room".
  - b. When the Evidence Officer is not on duty, evidence shall be secured in the temporary storage refrigerator located adjacent to the temporary evidence locker.
  - c. Upon placement into the temporary storage refrigerator the pad lock shall be locked and the key placed into the "Temporary Evidence" key drop.
  - d. This should be documented in the officer's report.
5. Submission of Hazardous, Flammable Evidence
  - a. Flammable evidence shall be secured in a sealable metal or glass container. If a large volume of such material is collected, a sample of the material shall be sealed in such a metal or glass container and submitted as evidence. The balance shall be entered as evidence, tagged, and secured in the flammables storage locker.
  - b. The property and evidence officer shall be notified of any items secured in the flammables storage locker.
  - c. Upon placing evidence and property into the flammable evidence storage locker the lock shall be locked and the key placed into the Temporary Evidence key drop.
  - d. This shall be documented in the officer's report.

## 83A-Collection & Preservation of Evidence

- e. The Evidence Officer may consult with Fire Department officials to make certain that the evidence is stored and processed in a manner that will ensure both safety and the admissibility of the evidence.
6. Submission of Evidence for Fingerprint Processing by Preliminary Officer
- a. Officers submitting evidence that they believe may contain fingerprints of evidentiary value must package the item in such a manner as to avoid accidental contamination by handling.
  - b. The evidence shall be submitted to the Evidence Officer and the packaging clearly marked.
- I. Submission of Evidence to Laboratories
- 1. Property and Evidence Function: It is the responsibility of the Evidence Officer or designee to ensure that evidence items are transported to the appropriate laboratory in a timely manner. [\[83.3.2\(a\)\]](#)
  - 2. Documentation [\[83.3.2\(c\)\]](#)
    - a. Officers submitting evidence for analysis shall complete a State Lab Evidence Submission Form (v.11.1):
      - i. With the evidence when it is submitted; or
      - ii. Prior to submission of the evidence to the lab, after having advised the Evidence Officer by e-mail or otherwise in writing.
    - b. A copy of the incident report is required for items submitted to the state lab.
      - i. It is the responsibility of the Evidence Officer or designee to provide such reports to the lab.
  - 3. Fingerprint evidence: Elimination prints should be taken whenever possible in cases where evidence articles or fingerprint lifts are submitted as evidence.
  - 4. Firearms
    - a. Firearms must be submitted to the State Lab unloaded and packaged separately in an approved handgun or rifle collection storage box.
    - b. All firearms must be submitted to the State Police Ballistics Lab, regardless of what tests (ballistic, fingerprints, DNA) are to be conducted.
    - c. Firearms submitted for fingerprinting or DNA testing must be so marked prior to submitting.

5. Chain of Custody [83.3.2(d)]

- a. Activity of all evidence items submitted to or received from labs shall be recorded in the property control section of "ProPhoenix". The Detective Lieutenant shall be responsible for the inspecting to insure that the chain of evidence is regularly documented as required.
- b. State Labs provide a receipt for all items submitted or returned.

6. Transportation of Evidence [83.3.2(b)]

- a. Evidence may be transported by the Evidence Officer or designee for delivery to a laboratory.
- b. Evidence transported to local laboratories by department employees may be transported in the containers in which it is stored.
- c. Drug evidence must be physically transported to State Laboratories for submission.
- d. Other evidence items may be shipped to Federal Laboratories (FBI) by Registered U.S. Mail.
- e. Evidence mailed to labs shall be packaged in a sealed box or envelope to maintain the integrity of the evidence in the event that the container opens during shipping. A copy of the police report must accompany the evidence. The sealed envelope or box shall be packaged in a mailing container or box for shipping.

J. Reports [83.2.6]

1. Officers' Reports

- a. The investigating officer of any crime scene shall submit a detailed report of the investigation to his/her supervisor as soon as possible.
- b. Any detective who processes a crime scene or collision scene shall submit a supplemental detailed report of the investigation to his/her supervisor as soon as possible.
- c. The report should include the following information:
  - i. The date and time of arrival to the scene;
  - ii. The location of the crime;
  - iii. The names of the victims, if known;
  - iv. The name(s) of the suspect(s), if known;
  - v. The actions taken at the scene, including photographs, measurements, and a listing and disposition of physical evidence recovered; and
  - vi. The name of the laboratory to which evidence was sent for analysis (if applicable).
- d. If personnel outside of the Department are requested to participate in processing the scene, the officer shall include additional information in the report, such as:



## 83A-Collection & Preservation of Evidence

- i. Date and time of service request;
  - ii. The name of the person(s) responding; and
  - iii. The disposition of physical evidence, exposed negatives, images, and crime scene measurement information.
2. Laboratory Results: State and Federal Laboratories shall submit laboratory reports in writing as determined by their policies. [\[83.3.2\(e\)\]](#)