

University of Chicago Police Department

GENERAL ORDER

		Effective Date: March 20, 2018	Number: GO 801
Subject: Crime Scene Processing and Evidence Collection			
References: <i>CALEA Standards: 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.2.6, 83.3.1, 83.3.2; Illinois State Police "Evidence Packaging Procedures"</i>			
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Approved By: Kenton W. Rainey, Chief of Police		Signature: Original signed document on file in Accreditation Office	

801.1 PURPOSE

The purpose of this order is to establish guidelines and procedures for collecting, processing, and preserving evidence in the field, establish procedures associated with reporting, evidence handling, chain of evidence, and requests for laboratory analysis.

801.2 DEFINITIONS

Crime Scene: The location where the crime occurred and/or any related areas or locations that may contain items of evidentiary value.

Crime Scene Processing: The specific actions taken at a crime scene, including the taking of photographs and the collecting and preserving of physical evidence and known standards.

Crime Scene Search: A planned, coordinated, legal search by competent law enforcement officers to locate physical evidence or witness to the crime being investigated.

DNA (Deoxyribonucleic Acid): A chemical substance contained in all human cells which determines each person's individual characteristics.

Evidence: Any substance or material found or recovered in connection with a criminal investigation.

Contamination: The undesirable transfer of material to physical evidence from another source.

Evidence Technician: Any Department officer that has received specialized training in evidence collection, evidence preservation, and evidence processing.

Chain of Evidence: The continuity of custody of material and items collected as evidence.

Physical Evidence: Any object, biological specimen, marking or impression, regardless of size, which can assist in the reconstruction of a crime, identification of an offender, or connect the offender, victim, and/or crime scene.

Videographs: Images of persons or objects recorded on a videocassette, videodisk or other recording medium, by means of video camera, for playing back on a video monitor.

801.3 DUTIES OF FIRST RESPONDING OFFICER

- A. Care for the injured.
- B. Arrest the offender.
- C. Secure the crime scene.
- D. Identify witnesses.
- E. Seize clothing and possessions of the suspect, as may be required.
- F. Notify a shift supervisor.
- G. Prepare notes to document actions taken and observations made for later reference.
- H. Prepare an incident report to include but not limited to the following information:
 - 1. Location of incident
 - 2. Description of the incident scene
 - 3. Name of the victim, if known
 - 4. Name of the suspect, if known
 - 5. Description of actions taken at the scene
 - 6. Investigating officer and/or Evidence Technician assigned to the crime scene.

801.4 NOTIFICATION OF EVIDENCE TECHNICIAN

- A. It will be the responsibility of the shift supervisor to determine if the crime scene warrants processing by an evidence technician or the need for an Investigator. The shift supervisor will notify the on duty evidence technician. The shift supervisor will also notify the Investigations Unit, if an Investigator is needed.
- B. Until the arrival of the Evidence Technician and/or Investigator, special care will be given to the protection of the crime scene to prevent destruction of evidence. A perimeter of the crime scene will be established and documentation of all changes to the scene.

801.5 DUTIES OF FIRST RESPONDING OFFICER/SUPERVISOR/INVESTIGATOR

- A. The first responding officer will have custody of and will be responsible for the protection and control of the scene until relieved by the Shift Supervisor, Investigator, or Evidence Technician.
 - 1. The scenes of significant cases will be secured by the best available means (i.e., tape, rope, and/or barricades).
 - 2. The scenes of other significant cases or unusually large crime scenes will be secured at the discretion of the primary responding officer only if necessary to protect the integrity of evidence.
 - 3. The points of crime scene entry and exit will be limited.
 - 4. A single path in and out of the crime scene, away from the path most likely used by the offender(s), will be established.
 - 5. At the scenes of significant crimes, a crime scene log will be initiated and maintained by the first responding officer(s) until the crime scene is released. The log will contain the names and star numbers, and both entry and exit times of those allowed within the crime scene.
 - 6. Access to the scene will be granted only to persons directly involved in the investigation. All persons entering the scene will be logged and identified in the appropriate report.
- B. The Shift Supervisor will have operational control of the incident until relieved by a higher rank.
- C. Upon arrival, the assigned Evidence Technician will assume responsibility for the protection, collection, and preservation of evidence.

- D. The assigned Investigator, upon arrival, will assist and direct the Evidence Technician in securing and processing the crime scene itself.

801.6 EVIDENCE TECHNICIAN EQUIPMENT AND RESPONSIBILITIES

- A. Officers designated as Evidence Technicians will insure that during their tour of duty they have fully stocked Department provided evidence kit(s) at their disposal, and at minimum, the following evidence technician equipment:
1. Latent fingerprint recovery kit
 2. Various collection and measurement tools (i.e., graph paper, tape measure, ruler)
 3. Various packaging supplies (i.e., evidence bags, assorted evidence containers)
 4. Various tools for preparation of sketch of the crime scene
 5. Department camera, including video capability
- B. An important objective of the Evidence Technician responsible for the crime scene is to prevent personnel from taking unauthorized action. The officer must direct the ongoing sequence of events to ensure proper and thorough scene processing.
- C. The Evidence technician having responsibility for the crime scene generally will have the following basic responsibilities that will be completed as needed:
1. Contact the first responding officer on scene and Shift Supervisor for pertinent information.
 2. Determine the crime scene perimeter and ensure the area is secure.
 3. Accomplish the preliminary survey of the crime scene.
 4. Assign specific duties to persons assisting in the search.
 5. Review information for action and direction as search progresses.
 6. Accomplish a search of the crime scene.
 7. Accomplish the final survey of the crime scene.
 8. Organize and conduct an area canvass, if appropriate.

9. Release the scene.
10. Prepare notes to document actions taken and observations made.
11. Evaluate the information developed as a result of the completed search.

801.7 PROCESSING PROCEDURES

A. Steps for Crime Scene Processing

1. The following will provide the Evidence Technician a guideline for a complete crime scene investigation:
 - a. Initial walk through.
 - b. Document arrival and departure of personnel.
 - c. If the search will be conducted by a team, make specific assignments.
 - d. Initial photographs of scene
 - e. Collection of evidence, noting:
 1. Location of evidence obtained
 2. Name of person collecting item(s)
 3. Date and time evidence collected
 - f. Maintain evidence log/label evidence.
 - g. Initial survey.
 - h. Optional post scene photograph.
2. Evidence Collection
All evidence will be collected in accordance with the collection procedures outlined in the "Evidence Packaging Procedures" handbook published by the Illinois State Police.

- a. If no physical evidence is recovered, then the reason(s) why will be noted in the case report by the first responding officer.
 - b. All articles of evidentiary nature should be carefully marked for identification, packaged and preserved consistent with GO 802, Evidence and Property Control.
3. Materials and substances will be collected from known sources, whenever available and relevant, by crime scene personnel for submission to the laboratory for comparison with physical evidence collected. Examples include, but are not limited to:
- a. hairs
 - b. fibers
 - c. fabrics
 - d. glass
 - e. paint
 - f. wood
 - g. soil
 - h. tool marks/tools
 - i. flammable/combustible liquids
 - j. fingerprints
 - k. saliva
 - l. DNA (buccal swab)
4. Arson scenes will be processed by the Chicago Fire Department.
5. Traffic Collisions resulting in serious or fatal injury will be investigated and processed by the Chicago Police Department's Major Accident Unit.

NOTE: Crime scene personnel from other law enforcement and/or private agencies may be utilized.

6. Whenever physical evidence is transferred from one person to another prior to being logged into evidence storage, documenting the transfer is critical to maintaining the chain of custody. The following record of transfer information will be included in the report:
 - a. Date and time of transfer.
 - b. Name of receiving person releasing the evidence.
 - c. Name of person receiving the evidence.
 - d. Reason for transfer.

B. Photography, Digital Imaging, and Videography

Photography/Videography of the crime scene will be conducted by trained crime scene personnel, using Department issued cameras, prior to the removal of any evidence. Employees are not permitted to take personal photographs at crime scenes. Non-Departmental cameras will not be used unless perishable evidence would otherwise be lost. If a non-Departmental camera is used, the camera along with the digital storage media or film will be turned over for evidence. Upon completion, the camera and re-formatted card will be turned over to the owner.

1. Conventional photographs, digital images or video recording will be taken at major crime scenes at the discretion of the Investigator or direction of a supervisor.
2. An Evidence Technician or other officer qualified in photography or digital imaging will be used to take photographs or video record a crime scene with Department photographic or digital imaging equipment.
3. A scale in the field of view will be taken prior to conventional photographs or digital images.
4. Video, if taken, will be taken prior to conventional photographs or digital images. Video will be used to supplement conventional photographs or digital images and not replace it. Crime scene video will be recorded without sound.

5. If no photographs or video are taken, a report giving the reasons why will be submitted by the officer responsible for the crime scene.
6. The officer taking the photographs or video will include the date, times and location in the appropriate report.
7. Photographs of digital storage devices will be labeled and packaged in accordance with GO 802, Evidence and Property Control, and be submitted into evidence.

C. Computer Equipment Seizure

When an officer becomes aware or suspects that computer equipment, an electronic device, storage media or software may contain evidence of criminal activity, the officer will:

1. Immediately take the action necessary to prevent the removal or alteration of such evidence.
 - a. Prevent the removal, shutdown or start-up of the computer equipment.
 - b. Prevent the computer equipment from connection to or disconnection from, a power source, telephone line, or other computer or peripheral equipment.
 - c. Prevent the removal, destruction or alteration of computer storage media and software.
 - d. Protect the computer equipment, storage media and software from magnetic fields and strong RF signals such as those that may be found in the trunks of vehicles with truck mounted radio equipment.
 - e. Make proper notifications to a supervisor and Investigator.
2. When possible, the collection, packaging and transportation of computer equipment, storage media and software will be performed by an Evidence Technician. In all cases, FBI Regional Computer Forensics Laboratory published guidelines for packaging; transporting and storing will be followed.
3. Computer evidence enjoys the same protection as other types of property and is generally subject to the same and often stricter laws of evidence, search and

seizure. Computer equipment, storage media and software cannot be searched without a warrant or consent of the owner.

4. The search and seizure of computer equipment, storage media and software will be conducted in compliance with Federal Guidelines for searching and seizing computers as published by the United States Department of Justice and in compliance with applicable State of Illinois guidelines.
5. The Criminal Investigations Unit supervisor will contact the FBI Regional Computer Forensics Laboratory for forensic assistance and will ensure that all evidence transportation forms, warrants and follow up reports are completed.
6. Other devices which are capable of storing data in an electronic format will be seized in a manner which will protect the data within. An Evidence Technician will be consulted or assist when needed.
7. This higher level of processing and protection is not required for all electronic devices, nor all devices capable of storing data in an electronic format. Myriad electronic devices are capable of storing data. Household appliances and other similar electronic devices should not be assumed to contain evidence of criminality.

D. Processing of Fingerprint Evidence

1. Latent prints should be developed and removed from surfaces with Department provided equipment such as dusting powders, brushes, clear and frosted tape, etc.
2. Wet items bearing latent prints should be allowed to air dry under normal conditions before processing with powders.
3. Visible prints subject to possible destruction or deterioration should be photographed before measures are taken to further develop or collect them.
4. Items containing possible print evidence that cannot be processed at the scene will be packaged in a manner that will protect their surfaces and prevent destruction of print evidence or contamination. Items may be handled with forceps, tongs, tweezers, or picked up by exerting pressure on surface areas that are unlikely to bear print evidence

5. Whenever latent prints are removed from an item and placed on a fingerprint card, the fingerprint card will contain the following information:
 - a. Incident number.
 - b. Date of collection.
 - c. Explanation of source of print; for example, inside or outside, top or bottom.
 - d. Name of person collecting print.

E. DNA Evidence Collection

Every officer should be aware of important issues involved in DNA evidence. Because extremely small samples of DNA can be used as evidence, greater attention to contamination issues is necessary. Evidence can be contaminated when DNA from another source gets mixed with the DNA relevant to the case.

1. First responding officer's responsibilities and precautions include heightened awareness and additional care and protection of potential items of DNA evidence.
2. When transporting and storing DNA evidence, keep the evidence dry and at room temperature. Once the evidence has been secured in paper bags or paper envelopes, it must be sealed, labeled and transported.
3. Never place DNA evidence in plastic bags because the moisture retained in the bags can be damaging to DNA.
4. Direct sunlight and hot conditions also may be harmful to DNA. Avoid keeping evidence in places that may get hot, such as a room or police squad without air conditioning.
5. To avoid contamination of evidence that may contain DNA, always take the following precautions:
 - a. Wear gloves.
 - b. Use disposable instruments or clean them thoroughly before and after handling each sample.

- c. Avoid touching the area of the evidence where you believe DNA may exist.
 - d. Avoid talking, sneezing, scratching and coughing over evidence.
 - e. Avoid touching your face, nose and mouth when collecting and packaging evidence.
 - f. Air dry evidence thoroughly before packaging (not in direct sunlight).
 - g. Put evidence into new paper bags or paper envelopes; do not use plastic bags or staples.
- 6. The collection and analysis of elimination samples are necessary, when possible, to determine whether the evidence came from the suspect or from someone else. Buccal swabs will be the preferred means of DNA collection for elimination and suspect samples. Buccal swabs will be collected pursuant to documented consent or search warrant. Buccal swabs may only be collected in the course of an ongoing criminal investigation, to exclude or confirm a suspect in a case.
 - 7. See GO 802, Evidence and Property Control for transporting DNA evidence to the Illinois State Police Crime Laboratory.
 - 8. Biological evidence will be retained in accordance with Illinois Statute 725 ILCS 5/16-4.

F. Processing Recovered Stolen Vehicles

- 1. Any time a stolen vehicle is recovered, officers shall treat the vehicle with the same care in processing for physical evidence as any other crime scene.
- 2. The agency reporting the vehicle (if not UCPD) should be contacted and informed of the recovery. They may send their own investigator to process the vehicle, request our Investigator to process, make arrangements to store or tow the vehicle, or request the vehicle be released to the owner.
- 3. When practical, the vehicle should be processed where it is found, prior to being towed or released.

G. Release of the Crime Scene

1. During the final survey, the officer responsible for the scene must be convinced that the investigation represents the crime scene thoroughly, accurately, reliably, and objectively, and that in the officer's opinion, the scene is ready to be released.
2. Upon completion of the final survey, there must be a decision to release the scene. This decision should be formal, official, and leave no room for misinterpretation. The authority for crime scene release belongs to the officer having responsibility for the scene, unless otherwise directed by a supervisor. Before making a decision to release the crime scene, that officer should accept input from the various components of the crime scene search effort.

H. Evidence Technician Reporting

1. The Evidence Technician will prepare an Evidence Technician Report (UCPD Form 801.01) or supplemental report regarding his/her examination the crime scene and evidence which includes, but not limited to, the following information:
 - a. Incident report number
 - b. Date and time the request for service was received
 - c. Date and time of arrival at and departure from the scene.
 - d. Name of the person requesting their services and assigned officer
 - e. Names of victim(s) and suspect(s), if known.
 - f. A list of physical evidence recovered.
 - g. Condition and position of evidence found.
 - h. Disposition of items collected at the scene, including evidence and film.
 - i. The reason photographs were not taken, evidence was not recovered, or deviations from stated procedures were performed, if any.
2. The Property Inventory Report will list and inventory all evidence recorded. This report will include:
 - a. Description of the item (make, model, serial or personal ID number).

- b. Source and/or location of recovery.
- c. Name of recovering officer.

801.8 TRAINING REQUIREMENTS

Evidence Technicians will complete a State certified 40-hour evidence technician course, including the collection and handling of DNA evidence. Additional DNA training may include:

- A. In-house training.
- B. Training supplied by outside agencies.
- C. Forensic organizations and publications.

801.9 SUBMISSION OF EVIDENCE TO CRIME LABORATORY

- A. Any evidence recovered that needs to be sent in for analysis to the Illinois State Police Crime Laboratory (an Accredited Laboratory) shall be submitted by the Evidence and Property Custodian per the request of the assigned Evidence Technician and/or Investigator. In addition, prior notification to the crime laboratory may be necessary depending on individual case evidence.
 - 1. All requests for laboratory analysis will be made in writing.
 - 2. All requests for laboratory analysis will be made in a timely fashion.
- B. Specific handling procedures will be followed from guidelines set by the receiving laboratory and packaged in accordance with GO 802, Evidence and Property Control.
- C. Evidence will be submitted to a laboratory in person, certified US Mail, or private courier (FedEx, UPS, etc.). Whenever physical evidence is submitted to a laboratory for examination, the following information will be recorded:
 - 1. The name of the Department personnel submitting the evidence to the laboratory.
 - 2. The name of the laboratory to which the evidence is being submitted.
 - 3. The date of the submission or mailing and that the method used for the transmission of the evidence is consistent with current standards.

4. The date the laboratory receives the property.
 5. The name and signature of the person receiving the evidence at the laboratory.
- D. Special handling procedures must be followed to maintain the chain of evidence when evidence is mailed/shipped to an outside laboratory:
1. Arrangements to mail/ship evidence will be made by the Evidence and Property Custodian who will ensure proper packaging procedures are followed.
 2. All documentation pertaining to the mailing/shipping will be recorded by the Evidence and Property Custodian.
 3. When mailing any evidence which contains possible biohazards, standard precautions will be taken and specific courier's requirements will be followed.
- E. The University of Chicago Police Department will only submit evidence for analysis to laboratories which summarize their findings in written reports.
- F. When evidence is submitted to an outside laboratory for analysis, the Evidence and Property Custodian will utilize the laboratory's evidence receipt from to document the transfer. If the laboratory does not have its own receipt form, a University of Chicago Police evidence receipt will be utilized to document the transfer.
- G. Reports of findings from outside laboratories will be received by the Evidence and Property Custodian. The UCPD Incident Report Number will be applied to the top right corner of each page of such reports and the reports will be then distributed as follows:
1. Original to the Records Division for case file storage.
 2. Copies to the investigating officer and/or Investigator.
 3. A copy will be retained by the Evidence and Property Custodian.