POLICE DEPARTMENT
HANOVER PARK, ILLINOIS

DIRECTIVE: 401-I

REFERENCE STANDARDS: 83.1.1 - 83.1.2
83.2.1 - 83.2.7 83.3.1 - 83.3.2 84.1.1 - 84.1.4

SUBJECT: Collection and Preservation of Evidence

PURPOSE: This procedure establishes regulations for the identification and proper preservation of physical evidence, and the assigning and training of the Evidence Technicians. This procedure will also establish regulations for the transmittal of evidence gathered at the crime scene presentation of evidence for analysis at a qualified forensic laboratory.

I. EVIDENCE TECHNICIAN ASSIGNMENT

A. Personnel assigned to perform evidence technician duties will do so when called upon and will at all other times perform their normal assignment.

1. Evidence Technicians will be selected from all divisions of the department.
2. The selection will be based on interest in the field and present skills.

II. DUTIES AND RESPONSIBILITIES OF AN EVIDENCE TECHNICIAN

A. Personnel assigned as an Evidence Technician shall be assigned to their normal duties and are responsible to the Officer in Charge (O.I.C.) of their shift.

B. The Evidence Technician Shall:

1. Assure the crime scene is properly secured; (83.2.1)

2. Process crime/accident scenes including, but not limited to: crime scene photography, latent fingerprint locating and collection. (83.1.2)

3. The collection and preservation of physical evidence, including that of trace evidence such as hair, fibers, paint, glass, and tool marks. Substances shall be collected from known sources whenever possible to aid in laboratory comparison; (83.3.1)

4. Processing procedures should determine the proper progression of tasks, ie: photograph, sketch, processing evidence, marking and labeling, collecting, and inventory.

5. Follow the guidelines set forth in the qualified training manuals received during basic to advanced evidence technician training courses;

6. Not participate in other aspects of the investigation but will confine their activities to the matters directly related to the Evidence Technician function unless they are the assigned officer;

7. Act under the supervision of the O.I.C. at the scene. The Evidence Technician will advise the O.I.C. of any findings that may be useful to the investigation.

III. RESPONSIBILITIES OF FIELD PERSONNEL

A. Evidence Technicians will primarily receive their assignments through the Patrol Division and will be called to the following:

1. Homicide/suicide cases;
2. Sexual assault cases;
3. Arson/bombing;
4. Armed robbery;
5. Recovered stolen auto;
6. Burglary;
7. Aggravated battery;
8. Any other crime where required.

B. If an Evidence Technician is not on duty, the supervisor will call an Evidence Technician back to duty. The Evidence Technician should be prepared in one hour or less. (83.1.1)

C. An Evidence Technician will process all crime scenes thoroughly, utilizing all available equipment in an effort to identify latent fingerprints, processing and lifting developed prints, and then label and inventory them in accordance with established procedure, statutory and case law. This will include the following:

1. Utilizing powders, dyes, and alternative light sources to identify latent prints.

2. Photographing, sketching, and indicating locations of latent prints in written reports.

3. Label each print and inventory them on a Property Inventory report.

4. Taking known fingerprint samples when available, completing a laboratory request, and submitting the known prints to a laboratory for comparison under the A.F.I.S., Automated Fingerprint Index System, program.

5. All known latent print cards not submitted for laboratory examination shall be properly stored alphabetically in a secure storage room.

D. Whenever an Evidence Technician determines that the nature of the investigation requires skills or equipment that the Evidence Technician does not possess, he shall notify his immediate supervisor in order to take appropriate action.

IV. EQUIPMENT

A. All Evidence Technicians will be assigned an evidence kit.

B. The Evidence Technician will carry the listed equipment during their tour of duty in their assigned vehicle.

1. Digital camera (83.2.4b)
2. Latent lift fingerprinting equipment (83.2.4a)
3. Sketching equipment (83.2.4c)
4. Collection and preservation packaging material (83.2.4d)
5. Necessary reporting documents

C. The Evidence Technician shall be responsible for checking the current condition and maintaining the supplies of their kit in good working condition.

D. The Evidence Technician shall be responsible for checking any vehicles used to process crime scenes to assure it has the necessary equipment to photograph, sketch, collect and preserve physical evidence. This shall include any specially built and equipped vehicle having specialized equipment, ie: portable power generator, ladder, and lights. (83.2.4)

V. EVIDENCE REPORTING

A. The Evidence Technician will submit a follow up report detailing the activities during the processing of the scene. (83.2.6)

1. Crime Scene
    a. Indicate the date and time of arrival, describe the scene, and provide some reference detail. For example, “The scene is a red brick single-story detached residence, facing east..” or “The scene is a 1979 Dodge Dart, bearing IL registration 12345, parked in the parking lot of 1234 Lake Street, facing west.”
    b. If a crime scene log was created, indicate this along with who was responsible for completing it.

2. Photographs
    a. Explain the subject of the photographs, including what they are of and where they were taken. It is insufficient to simply say that 'photographs were taken.' Of what/who? What evidentiary or other important details are they intended to document?
    b. Indicate the type of camera used and what was done with the originals/discs.
3. Latent Prints
    a. Indicate where/what was processed and how (fingerprint powder, ninhydrin spray, etc).
    b. Where were the actual prints located? For example, "a latent print was recovered from the driver's side window on the inside."
    c. If no prints were taken, indicate why. It is insufficient to simply say that "the surface was not conducive to prints."
4. Evidence Collected
    a. Indicate what was collected and where or from whom it was collected from.
    b. Indicate what was done with the evidence following the processing.
    c. When evidence is sent to a crime lab for analysis, this will be indicated in the report.
    d. If a sketch is required, indicate what area was drawn and whether or not it is to scale. Also, advise where the sketch can be found (attached to the report, in the case jacket, etc).
    e. Indicate any additional equipment utilized, such as the Total Station system, enhanced lighting, trajectory devices, metal detectors, etc.
5. Other Observations Made
    a. Other relevant observations of the scene should also be included. These may include details such as weather conditions, or other suspicious circumstances. For example, "I noticed that each of the rooms was ransacked with the exception of the master bedroom, which appeared undisturbed."

B. When responding to major crime scenes or scenes in which evidence technician duties are necessary, it will be the responsibility of the initial investigating officer to notify the on-duty supervisor. The on-duty supervisor will be responsible for ensuring that the evidence processing duties are completed.

VI. REQUEST FOR LABORATORY EXAMINATIONS

A. It will be the responsibility of any personnel collecting physical evidence to ensure that evidence destined for the Crime Lab for examination is delivered along with a complete department report to the Property Custodian for appropriate disposition. (83.2.1, 83.2.3, 83.3.2, 84.1.1, 84.1.2)

1. Evidence should be properly packaged and labeled and the appropriate request and original inventory secured in a temporary evidence locker.

2. The locker key shall be placed in the evidence key box.

3. In the case of perishables, they should be secured in the refrigerator, locking the door and depositing the key in the evidence key box.

4. All partial latent prints recovered at a crime scene will be submitted to the crime lab for AFIS comparison. Guidelines for recovery, packaging and storage are those given through courses received relating to crime scene technician duties.

B. Transmittal of Evidence

1. The Property Custodian will empty the evidence lockers in a timely manner and secure evidence in the Evidence Room.

2. The custodian will do the following as needed for evidence to be submitted to the laboratory:
   a. the custodian will take the lab request information and complete a State of Illinois or DuPage County laboratory evidence receipt.
   b. the custodian will submit the evidence along with the completed receipt to the appropriate laboratory.

VII. CHAIN OF CUSTODY

A. In order to establish and protect the chain of evidence, it is necessary to record each movement of evidence on the property report, including documenting the transfer of custody of physical evidence while in the field.

B. After evidence has come under the control of the Property Custodian, all movements of that evidence will be recorded upon the property report. (83.3.1)

1. Officers that need evidence will sign the property report upon receiving evidence from the Property Custodian.

2. Evidence being returned will be recorded in the same manner as above.

3. The Property Report will include the following:
   a. date and time of transfer;
   b. receiving and transferring person's name;
   c. reason for transfer.

4. The Property Custodian, upon sending evidence to the crime lab, shall include the following on the property report: (83.3.2a)
   a. name of the custodian sending evidence;
   b. date and time of submission to the lab.

5. Upon receiving the evidence back from the lab, the Property Custodian will note the person that received the evidence at the lab and date and time.

6. Upon receiving the written lab analysis, the custodian will make a copy and forward it to the officer. The original shall be kept with the case file in Records.

VIII. EVIDENCE COLLECTION AND PRESERVATION TRAINING

A. Basic Training - All police officers that go through Police Basic Training receive training in the area of crime/accident scene processing to include:

1. potential and limits of physical evidence;

2. collection methods of physical evidence;

3. preservation methods of various physical evidence;

4. chain of custody;

5. crime/accident scene sketching;

6. crime/accident scene photography.

B. All police recruits shall receive the department's field training that familiarizes the recruit with the department evidence procedures.

C. Specialized Training

1. Selected personnel will be chosen because of skills and interest.

2. Selected personnel will receive specialized training to include, but not limited to:
   a. latent fingerprints;
   b. photography;
   c. sketching;
   d. recovery of foot, tool and tire impressions;
   e. collecting, preserving, and transmitting physical evidence including biological materials, and in the collection of materials/substances from known sources whenever available.

D. Re-training of personnel will be done through:

1. Roll-call training.

2. New proven technology will be gained through additional educational training and technological publications.

3. Periodic in-service workshops to introduce new technology or techniques acquired by department evidence technicians.

E. Use of Personal Protective Equipment Required

1. All personnel prior to conducting field testing or packaging of evidence of substances suspected to be narcotics and/or controlled substances, shall wear personal protective equipment, (PPE), as defined in Department Directive 525-S, including gloves, masks, and protective eyewear and/or face shields. This is due to the highly volatile and toxic nature of a number of substances and the danger this presents to the handler.

IX. OUTSIDE AGENCIES

A. If in the judgment of the OIC, the investigation may result in the activation of an outside agency or task force, the evidence collection function will be coordinated with the outside agency or task force prior to the collection of any evidence. Reasonable actions to preserve evidence should be taken in all circumstances.

B. Specialized Services

1. Whenever an Evidence Technician is unable to process a crime scene because of lack of knowledge or experience, they will inform the supervisor of the facts.

2. The Evidence Technician and the supervisor will determine which law enforcement agency has the expertise to process the scene and contact them for assistance.

3. The Evidence Technician shall maintain a current list of law enforcement agencies that provide crime scene processing and the areas of specialized expertise each agency possesses. If a list is not available, the respective County Sheriff Departments Evidence Unit may be contacted for advice and assistance.

X. PHOTOGRAPHY, VIDEO TAPE, AND DIGITAL IMAGING

A. All Evidence Technicians shall document crime scenes, accident scenes, physical evidence, and victim's injuries utilizing video taping and digital imaging. 35mm photography may also be utilized. (83.2.2)

B. All visual documentation techniques shall include the following to assure admissibility in court presentations: (83.2.6)

1. Photography

a. First frame of each role of film should include the case number, date, time, location, type of crime scene, investigating officer, and any other pertinent introductory information;
b. Photographs should include general overview, wide angle, and close-up views of relevant subject or scene;
c. All completed film rolls are to be forwarded to the Property Custodian for processing.
d. All processed film will then be stored in a designated room for future court presentation or investigative use. The Lieutenant of Support Services may randomly perform inspections to assure compliance.

2. Video Tape
   a. All video tapes should have a brief introduction, or digital log when audio edited, that includes the case number, date, time, location, type of crime scene, and investigating officer.
   b. Crime scene should be video taped after introduction.
   c. Video perspectives should be consistent with photography techniques.
   d. Video tape using slow camera movements such as panning and zooming.
   e. The completed videotape should then be properly labeled and inventoried as evidence, providing it with an individual exhibit number.

3. Digital Camera Imaging
   a. All images recorded shall be with department authorized equipment, and then taken in an unalterable and archival format.
   b. The recorded images should include information authenticating the image, including a written data file that records the camera's make/model, serial number, camera settings, and date/time the image was captured.
   c. A photo log will be used to record each image, the officer's name/ID # taking the photo, date/time, location and case number. This log will be attached to the Evidence Technician's report to authenticate its origin for court. The Sergeant of Support Services may randomly perform inspections to assure compliance.
   d. All digital camera discs shall be properly inventoried as evidence and given an exhibit number.
   e. Digital files stored temporarily on department PC's shall be done so only with the Investigative Supervisor's approval and only on a computer designated for this purpose. Temporary digital files shall be audited and removed on a regular basis by the Investigations Supervisor or their designee.

XI. EVIDENCE PROCESSING ROOM

A. The Evidence Processing Room is a limited access interior room equipped with a locked door to be used by Evidence Technicians for the following purposes: (84.1.2)

1. Allow a suitable work area to process and inventory recovered evidentiary items.

2. Provide a secured area to allow wet items, or those stained by blood to dry prior to packaging and inventory, to alleviate accumulation or bacteria that results in contamination of evidence.

3. Provide for a temporary storage area to place larger items that otherwise may not fit properly into designated property lockers when the property room is closed. (84.1.3)

4. Provides a secure room for the storage of evidence processing equipment and supplies.

B. Utilization of the Evidence Processing Room shall be done following these guidelines to prevent alteration, unauthorized removal, theft, or other compromise of property stored by the department and to maintain a chain of custody.

1. Only authorized personnel shall have access to this room and it is to be utilized only in accordance with this Directive.

2. All persons using this room shall sign-in using the log maintained therein. The Lieutenant of Support Services may randomly perform inspections to assure compliance.

3. Any person utilizing this room shall be responsible for maintaining its cleanliness. A supervisor must be notified when supplies are depleted so they can be replenished in a reasonable time.

4. All use of the evidence processing equipment and supplies shall be in accordance to the manufacturers guidelines, department training and OSHA standards. (84.1.1)

5. The room shall not have unsecured property or evidence temporarily left in it unless it is properly labeled and the room is sealed with a Coroner's seal or other adequate label maintaining the chain of custody until those items can be secured in the Property Room. (84.1.3)

XII. SPECIAL CONSIDERATIONS FOR DNA EVIDENCE

A. FIRST RESPONDERS (83.2.7a). At crime scenes where it appears biological evidence containing deoxyribonucleic acid (DNA) may be present, special considerations should be observed regarding scene protection; evidence preservation, collection, packaging, storage, transportation, and laboratory submission; and personal safety precautions. In addition to taking customary steps to secure and preserve the crime scene, first responders should also me mindful of the following:

1. DNA is present in blood, semen, skin cells, tissue, organs, muscle, brain cells, bone, teeth, hair saliva, mucus, perspiration, urine, feces, etc., and may be difficult or impossible to detect without the aid of special lights and/or magnifying lenses.

2. Because extremely small samples of DNA can be used as evidence, greater attention to contamination issues is necessary when identifying, collecting, and preserving DNA evidence.

3. DNA can be contaminated when DNA from another source is mixed with DNA relevant to the case. This can happen when someone sneezes or coughs over the evidence or touches his/her mouth, nose, or other part of the face and then touches the area that may contain the DNA to be tested. It can even happen by leaning over the evidence because skin cells could be unknowingly deposited on its surface.

4. Forensically valuable DNA can be found on evidence that is years or decades old, however, first responders may not know if evidence present will result in a usable DNA profile.

5. Biological evidence may contain hazardous pathogens such as HIV and Hepatitis B viruses that can cause potentially fatal diseases.

6. When notifying a supervisor and/or evidence technician of the need for evidence collection, first responders should make it clear that there is potential DNA present.

B. EVIDENCE TECHNICIANS (83.2.7b,c). Due to the above special considerations involving DNA, in addition to customary methods of evidence preservation, collection, packaging, storage, transportation, and laboratory submission, evidence technicians will observe the following guidelines:

1. Samples potentially containing DNA will only be collected by evidence technicians who have been specially trained in the collection of such biological evidence. (83.2.7c)

2. When transporting and storing evidence that may contain DNA, it is important to keep the evidence dry and at room temperature (or lower).

3. Once evidence has been secured in paper bags or envelopes, it should be sealed, labeled, and transported in a way that ensures proper identification of where it was found and proper chain of custody.

4. Never place evidence that may contain DNA in plastic bags, metal cans, Styrofoam, glass, etc., because they will retain damaging moisture.

5. Direct sunlight and warmer conditions may be harmful to DNA, so avoid keeping evidence in places that may get hot, such as a room or police car without air conditioning.

6. Evidence technicians and laboratory personnel may work together to determine the most probative pieces of evidence and establish priorities. For example, semen on the bedding from a suspect's bedroom can be there legitimately, so it is less probative that semen on a victim or victim's clothing. The most useful information will be obtained when the analyst can:
   a. Find blood or other body fluid with the victim's DNA profile on a suspect, something in a suspect's possession, or something associated with a suspect.
   b. Find blood or other body fluid with the suspect's DNA profile on a victim, something in a victim's possession, or something associated with a victim.

7. When samples are small and easily transportable, such as a cigarette butt, or a t-shirt, they can be collected and packaged whole.

8. When an item cannot be transported in its entirety, the stain must be collected via swabs or cuttings.
   a. The method chosen will vary depending on whether the surface upon which the stain has been deposited is absorbent or not.
   b. For an item that is absorbent, such as carpet, the best collection method may be to cut out the stained portion.
   c. Non-porous surfaces, such as glass, are amenable to swabbing. Moisten a sterile cotton swab with one drop of distilled water. Swab the stain, transferring the stain to the swab. Concentrate the stain onto as few swabs as possible, but be sure to collect the entire stain.

9. Because DNA analysis is a comparison examination, reference samples are needed from both the victim and suspect whenever it is possible to collect them.

10. Evidence technicians should also consult the *DuPage Crime Laboratory Handbook*, the National Institute of Justice publication *What Every Law Enforcement Officer Should Know About DNA Evidence* and/or manuals supplied during training for more specific steps to be followed.

C. LABORATORY SUBMISSION (83.2.7D). DNA evidence should only be submitted to laboratories that are accredited for law enforcement DNA analysis. In the United States, only labs accredited by either the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or the National Forensic Science Technology Center (NFSTC) can perform DNA analysis for submission to the national DNA database, or NDIS (National DNA Indexing System) administered by the FBI.