

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution <b>ALL PERSONNEL</b>	General Order Number <b>6.03</b>
		Original Issue Date  11/19/19	Reissue/Effective Date  1/10/20
<p>Order Title:</p> <p><b>COLLECTION OF EVIDENCE ADMINISTRATION</b></p>		Accreditation Standard: POSTC: 1.2.4, 1.2.6, 1.7.6, 1.7.9, 2.2.1, 3.9.4	Section  6
		Section Title INVESTIGATIVE FUNCTIONS	
Rescinds: 1.3.35		<b>Armando J. Perez, Chief of Police</b>	

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting*

## I. PURPOSE

To establish a written directive to ensure that known standards are utilized during the evidence collection process and adequately trained personnel are available for evidence collection at crime and traffic collision scenes.

## II. POLICY

It is the policy of the Bridgeport Police Department to thoroughly investigate crime and traffic collision scenes in an efficient manner. The Department provides technical training to ensure that a sufficient number of officers are adequately trained and available to complete duties related to processing such scenes. The Department will procure and maintain the equipment, tools, and supplies necessary to photograph, mark, collect, and preserve physical evidence found at the scene of a crime, accident, or other major incident. The Department has established written directives to serve as procedural guidelines for processing crime scenes, including but not limited to information concerning the identification, collection, and preservation of physical evidence, including requirements that known standards be collected, when available, for comparison with other physical evidence collected.

## III. PROCEDURES

### A. Qualified Personnel Available on 24-hour Basis

#### 1. Preliminary Investigations

All sworn personnel receive basic training that includes some crime scene processing, traffic crash investigation and evidence handling procedures. As

such, Bridgeport Police Officers will conduct preliminary crime scene and traffic crash investigations to the fullest extent possible, taking into consideration factors involved in a particular incident or crime. Such factors include:

- a) The individual officer's skills, training, experience, and abilities
- b) Time and personnel constraints
- c) Gravity and character of the incident
- d) Solvability factors present
- e) Equipment available
- f) Other pertinent factors

## 2. Determining Need for Detectives or Accident Investigators

When there is a need for a specially trained officer to examine or process a crime or traffic crash scene, it is the responsibility of the initial responding officer to summon such assistance in accordance with the guidelines listed below:

- a. In minor situations where a Detective is not required, the Shift Commander shall designate an officer to photograph, sketch, collect, preserve, mark, transport, package, and submit all evidence collected to the property room.
- b. In situations where a trained Detective is needed, the initial responding officer will request and coordinate the response through the Shift Commander or designee.
- c. The Shift Commander or designee shall first request assistance through the specific Unit Supervisor (if working) for personnel on duty with specialized training for purposes of crime scene investigation, evidence collection, or accident investigation.
- d. When no such personnel are on duty, or when the on duty officer with specialty skills is unavailable to respond, the Shift Commander shall first determine if the situation warrants calling in specially trained personnel on an overtime basis.

## 3. Timely Response of Personnel With Specialized Training

- a. Once a determination has been made to request personnel with specialized skills, the scene will be secured and controlled pending instructions or arrival of the requested personnel. Specially trained personnel, when requested, shall advise an estimated time of arrival at the scene and any special instructions to be carried out pending their arrival.

- b. Detectives shall generally be available on a 24-hour basis, as determined by the Chief of Police, and be eligible for callback duty. Personnel in these assignments shall notify their Supervisor when they are unavailable to respond during off duty hours due to illness, vacation, etc. Their Supervisor shall make provisions for others to be contacted in such situations.
- c. Personnel with specialized skills are available through other agencies, such as the Connecticut State Police and other local law enforcement crime scene or accident investigation units. They may be utilized, as determined by the Shift Commander and/or Detective Division Commander, when:
  - 1) No Detective from the Bridgeport Police Department is available, or will not be available in a timely manner, or
  - 2) When specialists of the Bridgeport Police Department require assistance beyond the capacity of the Department

All such requests to outside agencies should be made through the Chief of Police, or designee.

#### 4. Specialized Training

- a. Only officers who have received special training as Detectives or Accident Investigators will be utilized. The Department shall establish the minimum qualifications and schooling in these respective areas of investigation, such as those obtained from schools and organizations specializing in such training.
- b. Newly appointed Detectives or Accident Investigators will be assigned to a Detective or Investigator for a six-week training process. Upon successful completion of the field training process, the primary Detective will provide the Detective Division Commander with a report outlining the training conducted and a recommendation that the newly appointed Detective is ready to be a primary responder. The Detective Division staff will not respond as a primary scene technician until he/she has completed the appropriate training outlined above and successfully completed the field-training program.

#### B. Collection of Samples from Known Sources for Comparison with Physical Evidence

- 1. Whenever possible, samples shall be collected from known sources for comparison purposes with suspect evidence that has been collected, or may be collected at a later time, from a crime scene or from a scene of a traffic crash.

Known sources are especially needed when requesting comparison matches on evidence such as blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, footwear, tire impressions, and similar evidence.

2. The locations from which the known standards were collected and the method or manner in which they were collected will be documented in the officer's report. This information shall also be documented on the lab submission sheet.

### C. Crime Scene Vehicle, Facilities, and Equipment

1. The Identification Unit maintains a Crime Scene Processing Truck to support the crime scene processing function. The vehicle will only be operated and accessed by ID personnel unless otherwise authorized by the ID Supervisor or ID Detective. ID personnel are authorized to use the vehicle whenever they are involved in an incident that requires use of the vehicle. There are no special licenses required to operate the vehicle.
2. The ID Supervisor will maintain a checklist containing vehicle check requirements and an inventory of all equipment carried in the vehicle. The ID Supervisor will assure that a monthly inspection of the vehicle is conducted utilizing the checklist. Completed checklists will be maintained by the ID Supervisor.
3. The ID Supervisor will maintain a checklist containing an inventory of all equipment maintained in the ID Lab area. The ID Supervisor will assure that a monthly inspection of the ID Lab area is conducted utilizing the checklist. Completed checklists will be maintained by the ID Supervisor.
4. Whenever it is determined that equipment needs to be replaced or restocked ID personnel will advise the ID Supervisor in writing of the equipment needs.
5. The ID Supervisor will assure that ID staff is trained on all applicable ID equipment upon entry to the Division or whenever new equipment is added to the inventory.
6. At a minimum, the ID Supervisor will assure that equipment is maintained to properly perform the following activities:
  - a. Recovery of latent fingerprints;
  - b. Photography;
  - c. Sketch of scene;
  - d. Collection and preservation of evidence; and
  - e. Crash investigation.

7. ID staff may be assigned vehicles and equipment to allow them to respond to incidents where there is not a need for the Crime Scene Truck. ID personnel are responsible for maintaining their assigned vehicles and equipment in working order and will conduct weekly equipment checks of assigned equipment to ensure operational readiness.
8. The ID staff will maintain a secure processing area for the processing of evidentiary items. These areas will remain secured at all times. Evidentiary items will be processed in accordance with Directive 6.05 – Property and Evidence Function and 6.04 – Collecting and Processing Evidence.