



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

15-02 Collection and Preservation of Evidence

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	5-ALDF-2C-06, 4D-27, 6C-19
CALEA Standards Reference:	33.6.1, 42.2.1, 61.2.1, 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.2.6, 83.3.1, 83.3.2, 84.1.1
NCCHC Standards Reference:	
PREA Standards Reference:	115.22a
SCLEA Standards Reference:	27.5
SC Minimum Standards:	SC Min. 1049

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To outline procedures for safeguarding, identifying, collecting, controlling, preserving and final disposition of physical evidence obtained in connection with violation of law and/or institutional regulation violation in order to ensure a proper chain of evidence for courtroom presentation. (Ref: 5-ALDF-2C-06)

II. Policy:

The identification and preservation of any crime scene is paramount in preventing the loss or destruction of physical evidence. The investigation of crime and the successful prosecution of criminal offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use laboratory support services, physical evidence must be identified, collected, preserved and transmitted to the laboratory without delay. Accordingly, it is the policy of the Charleston County Sheriff's Office to diligently follow forensic methods of obtaining and protecting evidence while in compliance with the South Carolina Preservation of Evidence Act as defined by §17-28-300 thru §17-28-360 of the South Carolina Code of Laws, 1976, as amended. (Ref: SCLEA 27.5)

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
 2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Chain of Custody*: The chronological documentation showing the seizure, custody, control, transfer, analysis, and disposition of evidence, physical or electronic.
- D. *Evidence*: Any item that is to be securely stored for use in the prosecution of a criminal act or major institutional regulation violation.

- E. *Crime Scene*: An area in which an alleged criminal act has occurred, or which contains evidence of an alleged criminal act. For the purposes of this procedure, a crime scene will exist where there may be physical evidence that must be preserved and/or protected.

IV. Procedure:

A. Collecting, Processing & Preserving Physical Evidence in the Field:

1. The scene of a crime must be secured as soon as possible to prevent the loss of evidence. It is the responsibility of the first deputy at the scene of a crime to secure and protect the scene from all nonessential personnel to prevent the loss of evidence. The deputy securing the crime scene will initiate an *Incident Supplement* listing the time, name and reason for all personnel who enter the crime scene. If Forensic Services is summoned to the scene, then the securing crime scene deputy will list the aforementioned information on a *Major Crime Scene Log (CCSO form-164)* instead of an *Incident Supplement* form.
(Ref: CALEA 42.2.1 item c; and 83.2.6)
2. Forensic Services Unit (FSU) is available for call out 24 hours a day, seven days a week through a supervisor. The requesting supervisor will contact the Forensic Services Unit supervisor, or the Criminal Investigations Division (CID) call out supervisor after hours and provide information about the case and the services requested.
(Ref: CALEA 83.1.1)
3. Personnel assigned to FSU will be trained in latent fingerprint recovery, photography, to include videotaping, crime scene sketching, collection and preservation of evidence, to include the collection of DNA evidence, and other forensic procedures.
(Ref: CALEA 33.6.1 items a, b & c; and 83.2.1 item c)
4. A crime scene trailer equipped with generators, lights, tools and other supplemental equipment not routinely maintained in Forensic Services investigators' assigned vehicles is available for use for extended periods of time at crime scenes if needed.
(Ref: CALEA 83.2.4 items a-d)
5. When FSU is called out to process a scene, personnel at the scene should not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of

FSU personnel. Should such a situation arise, it becomes the responsibility of the primary deputy sheriff to mark, seal, tag and preserve the evidence.

(Ref: CALEA 43.2.1 item c; and 83.2.1 items a, b, c, and d)

6. The FSU investigator responding to a crime scene or incident will be responsible for the following:
 - a. photographing the scene overall, close up and item by item, with photos as required;
 - b. videotaping when applicable;
 - c. sketching the scene using measurements to allow for the capability to draw the scene to scale at a later date when deemed necessary by the Forensic Services investigator and/or supervisor;
 - d. marking all items for identification at the scene;
 - e. measuring the scene and evidence when deemed necessary by the Forensic Services investigator and/or supervisor;
 - f. collecting latent prints and elimination prints from all subjects and/or locations as necessary;
 - g. collecting all evidence in the proper manner, complete with OCA or report number, etc;
 - h. transporting all evidence to be secured in the Forensic Services evidence compound or arranging for secured storage at another facility; and
 - i. collecting DNA evidence and elimination standards from all subjects and/or locations as necessary.

(Ref: CALEA 83.2.2 items a, b, c, & d)
7. The procedures used for the collection and preservation of all evidence will be in accordance with accepted forensic practices.
8. The progression of crime scene processing tasks is as follows: photograph and/or sketch, fingerprint, mark, label and collect

evidence. Specialized forensic processing may be included as required.

9. All evidence obtained will be marked, sealed, tagged, and submitted with completed paperwork to the evidence compound or secured in the temporary storage lockers in the evidence drop off room (B109) at the Law Enforcement Center (LEC) as soon as practical but prior to the end of the submitting deputy sheriff's tour of duty.

(Ref: 5-ALDF-2C-06; CALEA 84.1.1 items *a*, *b* & *d*)

10. Documents obtained during the course of the investigation (e.g., statements, photographic line-ups, evidentiary documents, etc.) will be placed in a 9 ½ X 12 ½ sealed clasped envelope. A computer generated evidence label will be properly completed by the reporting deputy sheriff and placed in the upper left corner of the sealed envelope. The evidence will be placed in the blue evidence drop box located in the evidence drop off room (B109) at the LEC. Envelopes will be provided in the evidence drop off room. The Criminal Investigation Division and Metro Narcotics Unit are exempt and will retain those documents as a part of their investigative case file.

11. Electronic evidence stored on computers, PDA's or other digital devices may be lost if tampered with or improperly collected. If electronic evidence is to be collected, the device will not be tampered with and a Forensic Services investigator will be contacted by the on duty supervisor and respond, if necessary, (see [Policy 9-04 Electronic Evidence](#)). Forensic Services will collect the electronic evidence as outlined in the "Best Practices for Seizing Electronic Evidence" manual produced by the United States Secret Service. Additional resources may be requested if necessary.

(Ref: CALEA 83.2.1 item *a*; and 83.2.5)

12. Whenever possible, cellphones and tablets in the powered-on state, in particular Apple devices, should be left powered on and placed in "Airplane Mode." Cellphones and tablets submitted as evidence will be placed in a charging locker located in the evidence drop off room (B109) at the LEC. They will be plugged in using the proper charging cable inside the charging locker. An evidence label for the cellphone or tablet will be printed and placed on an envelope. The key for the charging locker will be placed in the envelope and the envelope in the evidence drop box in the evidence drop off room.

- a. Leaving devices powered on is particularly critical for Apple devices as powering them off greatly increases the time it takes to crack possible lock codes. Arrangements should be made to keep Apple devices in the powered-on state. In the event that all charging lockers are full, non-Apple devices may be placed in the regular evidence lockers following normal protocols; if an Apple device and powered on, the on call Forensic Services investigator will need to be contacted. If the cellphone or tablet does not have a lightning (Apple) or Micro USB (Android) charging port, the device may be placed in the regular evidence lockers following normal protocols.
 - b. The above procedure is only necessary for devices that may require a forensic examination to extract data. If the data is not required and no examination is necessary, the device may be secured in a regular evidence locker rather than using a charging locker.
 13. The services of SLED and/or FBI are available at any crime scene requiring processing beyond the capabilities of this agency.
- B. Preserving Physical Evidence at the Sheriff Al Cannon Detention Center:
1. When a search conducted during an investigation at the Sheriff Al Cannon Detention Center (SACDC) into a possible crime and a SACDC inmate is suspected of that crime, the Housing Lieutenant may authorize a search of the suspected person or location. When immediate action is necessary, based upon facts that were either personally observed or received in writing, any detention deputy may initiate a search of an inmate or location. The detention deputy must thoroughly document the probable cause and the reason for the immediate need for the search in an incident report and/or incident supplement. (Ref: 5-ALDF-6C-19)
 - a. The Detention Director or designee will be informed immediately after the search is completed.(Ref: 4-ALDF-6C-19)
 - b. The search must be conducted in a manner to ensure the preservation of evidence as well as the legal protection of the inmate's individual rights afforded under the Fourth Amendment.

2. The scene of a crime must be secured as soon as possible to prevent the loss of evidence. It is the responsibility of the first detention deputy on scene to secure and protect the scene from all non-essential personnel to prevent the loss of evidence. The detention deputy securing the crime scene will initiate an incident report and/or incident supplement.
3. The first responding detention deputy must isolate the suspect and/or witnesses, gather information, check the area for any hazardous situations, and provide emergency aid to the victim(s). The detention deputy will contact Central Control and request assistance to ensure the scene remains secure, examine the area for potential evidence, protect inner and outer areas, and identify temporary evidence while continuing to preserve the scene from further contamination and potential loss of evidence.
4. The detention deputy will contact the immediate supervisor, who in turn will contact the Housing Lieutenant. The Housing Lieutenant will contact Central Control. Central Control will notify the Charleston County Consolidated 9-1-1 Center (911 Center) to request a deputy sheriff. Once the deputy sheriff is requested the Command Duty Officer (CDO) will be notified. The deputy sheriff will initiate any calls to the Criminal Investigation Division (CID).
5. When the crime scene is defined, a responding detention deputy will place barrier tape or any other form of barrier around the area to identify the physical boundaries of the scene. The physical barrier identifies the limits of the crime scene and determines how closely individuals can actually be to the scene. The size of the outer perimeter of the crime scene will determine the number of additional detention deputies that may be needed to secure the perimeter.
6. The preservation of all evidence will be in conjunction and compliance with procedures, established laws, State Law Enforcement Division (SLED), or Federal Bureau of Investigation (FBI) Forensic Crime Laboratories.
7. When FSU is called to process a scene, personnel at the scene should not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of FSU personnel. Should such a situation arise, it becomes the responsibility of the primary detention deputy to mark, seal, tag, and preserve the vulnerable evidence.

8. All evidence will be submitted with completed paperwork to CID prior to the end of the submitting detention deputy's tour of duty.
(PREA 115.22a)

C. Crime Scene Photography and Videotaping:

1. Photography of certain crime scenes, serious traffic collisions and other incidents of major importance will be the responsibility of a Forensic Services investigator. The investigator will photograph all aspects of the crime scene, traffic collision, or incident using photography and/or video equipment supplied by the agency. If the presence of Forensic Services is not required, the reporting deputy sheriff may elect to take photographs using their issued digital camera.
(Ref: CALEA 61.2.1)
2. The reporting deputy sheriff who requested Forensic Services will confer with the investigator regarding the photographs to be taken.
3. The first photograph of each series of photographs taken at a crime scene will show the agency OCA or report number, date, and the initials of the photographer.
(Ref: CALEA 83.2.2 item a)
4. Video taken of a crime scene will also show the agency OCA or report number, date, and initials of the photographer so the video may be identified by case number and photographer. The video will be placed on a compact disc (CD) and labeled with the OCA or report number, date, and initials of photographer.
(Ref: CALEA 83.2.2 item c; and 84.1.1 item d)
5. Photographs and video taken of the crime scene that eventually become evidence must be submitted to Forensic Services complete with evidence submission forms and proper work requests for processing. The photographs will be secured by Forensic Services as evidence until the case is resolved by the courts.
(Ref: CALEA 84.1.1 item d)
6. Photographs taken by deputy sheriffs not assigned to Forensic Services will be placed on a compact disk (CD) using docking stations located in the squad rooms. Each CD will contain photographs from only one OCA. The case number, date and photographer's name will be recorded on the front of the CD using a black sharpie. The CD will be placed into a 5" x 7 1/2" clasp envelope. A computer-generated

evidence label will be properly completed by the reporting deputy sheriff and attached to the clasp on the envelope. The evidence will be placed in the blue evidence drop box located in the evidence drop off room (B109) at the Law Enforcement Center.

(Ref: CALEA 83.2.2 item *a*; and 83.3.2 item *b*)

7. The use of personal cell phones, smart phones or any other electronic storage devices utilized to take evidentiary photos is prohibited except in such cases where a county issued digital camera is not available. A supervisor must approve the use of a personal cell phone to photograph a crime scene and this approval must be documented by the reporting deputy sheriff in an *Incident* or *Incident Supplement* report. All crime scene photographs taken with personal cell phones will be downloaded to a CD as soon as possible but no later than the end of the reporting deputy's shift. In the event that this cannot be accomplished, the cell phone on which the crime scene photos are stored will be placed into evidence with a work request to download the applicable photos. (Ref: CALEA 83.2.2 item *d*)
8. When the exact size of an item being photographed is required, a photograph of the item will be taken prior to further processing in the event the court desires photographs of the evidence in which nothing has been manipulated. A second photograph of the item will be taken with a scale placed next to the item to allow for the development of 'actual size' photographs. (Ref: CALEA 83.2.2 items *a* & *c*)
9. Requests or subpoenas from complainants, legal firms, insurance companies, or outside non-law enforcement agencies for copies of photographs or videos taken by Forensic Services investigators or deputy sheriffs will be directed to the County Attorney's Office for Magistrate level offenses, or to the Solicitor's Office for General Sessions Offenses. Occasionally, the Sheriff's Office Public Information Officer may release photographs and/or videotapes (see [Policy 2-15 Release of Information](#)).

D. Crime Scene Sketches:

1. When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
 - a. dimensions;

- b. address, including floor or room number as appropriate;
 - c. location of significant features of the scene, including the victim;
 - d. date of preparation;
 - e. name of person preparing the sketch;
 - f. location of items of physical evidence recovered; and
 - g. OCA or report number.
 - 2. In fatality traffic collisions, scene sketches drawn to scale will be prepared using the above guidelines as appropriate.
 - 3. Generally, the Forensic Services investigator will make rough sketches and measurements, including sufficient additional information so a final drawing, to scale, can be made at a later time. These rough sketches are evidence and shall be filed with the final diagram by the Forensic Services investigator.
 - 4. In certain cases, the use of a 'Total Station' mapping device may be used to aid in the measurements and the creation of the final diagram.
(Ref: CALEA 83.2.4 item c)
- E. Collection of Known Standards for Comparison:
- 1. When the following types of physical evidence and/or trace evidence are collected from a crime scene, attempts should be made to collect a known standard sample for comparison before evidence is sent to SLED or the FBI Laboratory: blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, footwear, tire tread marks, handwriting samples and fingerprints.
 - 2. The location from which the samples are taken is critical for the SLED and/or FBI Laboratory and will be documented on the evidence container and the *SLED Analysis Request Worksheet*, (CCSO form-178), or FBI letter.
 - 3. All standards for comparison will be collected by Forensic Services investigators and/or qualified personnel in accordance with

procedures established by the SLED or FBI Forensics Crime Laboratories.
(Ref: CALEA 83.3.1; and 84.1.1 item d)

F. Collection of Blood and/or Other Body Fluids at Crime Scenes:

1. Body fluids, DNA and other biological evidence found and collected at crime scenes will be handled by personnel as outlined in this procedure and in accordance with procedures outlined in [Policy 9-21 Prevention of Bloodborne Diseases](#) directive.
2. Latex gloves and other bloodborne pathogens protective equipment will be used, as appropriate, during collection.
3. Whenever possible, the entire object which contains potential biological evidence should be submitted as evidence. In situations where this method is not possible, the evidence will be obtained using a sterile swab or patch. Distilled water may be used to facilitate the collection of dried substances. Other possible methods include taking a swatch from the area containing the evidence or collecting scraped samples from the area.
4. Wet materials will be air dried prior to packaging. Items collected from other sources must be packaged individually to avoid contamination.
5. Body tissue must be collected and placed in a sterile glass bottle in saline solution, then sealed, marked, tagged, and refrigerated in the evidence compound.
6. Other biological materials, if not air dried, must be refrigerated in the evidence compound after being marked, sealed, and tagged.

(Ref: CALEA 83.2.1 item a; and 83.3.2 item b)

G. Wet Materials Collected as Evidence:

1. Wet clothing or other materials collected as evidence will be dried in a secure area in the evidence compound. Wet clothing will not be sealed in plastic bags. Wet clothing may be transported in plastic bags provided they are placed into a drying area immediately after transport.

2. As soon as the evidence is dry, it will be marked, sealed, and tagged.
(Ref: CALEA 84.1.1 item *d*)

H. Firearms Collected as Evidence:

1. Firearms must be unloaded, with the ammunition packaged separately. A diagram will be accomplished to indicate which cylinders each round was in, or it may be properly marked by a Forensic Services investigator. If the weapon is a semiautomatic, the rounds should be left in the magazine after removal from the weapon.
2. A clearing cylinder and digital borescopes with monitors and clearing rods are provided in the evidence drop off room (B109) at the Law Enforcement Center. These items will be used on all weapons submitted to Forensic Services to inspect and assure they are rendered safe.
3. If the weapon cannot be unloaded for evidentiary reasons or the weapon cannot be made safe by the deputy sheriff, a Forensic Services investigator will be called to secure and transport the weapon. Loaded weapons will not be placed into evidence storage lockers.
(Ref: CALEA 84.1.1 items *d* and *e*)

I. Currency Collected as Evidence

1. All currency placed into evidence, whether as actual evidence or for safe keeping will be counted by the submitting deputy sheriff and at a minimum one other deputy sheriff. When circumstances permit, a supervisor will recount the currency with or immediately after their subordinate.
2. All currency placed into evidence must be in a sealed package, initialed by the deputy sheriff(s) who counted it. The submitting deputy sheriff will submit a *U.S. Currency Form (CCSO form-137)* with the currency signed by the submitting deputy sheriff and at least one witness.
3. The total amount of currency to include denominations will be documented on an *Incident* or *Supplement* report.

4. Currency that is wet or contaminated with a blood or any hazardous material will be placed into evidence per procedures set forth in paragraphs F(1-6) and G(1-2) supra. (Ref: CALEA 84.1.1 items *d* and *e*)
- J. Currency Collected by the Metro Major Case Unit:
1. All currency collected by the Metro Major Case Unit whether as actual evidence or as an asset seizure will be counted by two members of the Metro Major Case Unit. Once the money is counted and verified, a supervisor will complete a "money sheet" documenting the total amount and denominations.
 2. The currency will then be placed into a sealed package and secured in a safe in the Metro Office. As soon as possible the Metro Lieutenant will review the count and take it to the Charleston County Treasurers Office where it will be deposited into an account.
 3. In the event that a large amount of currency is seized, at the discretion of the Metro Captain, Metro members may contact the Charleston County Treasurers Office to assist with the counting.
 4. Currency that is wet or contaminated with blood or any hazardous material will be submitted into evidence per procedures set forth in paragraphs F(1-6) and G(1-2) supra.
(Ref: CALEA 84.1.1 items *d* and *e*)
- K. In any arrest or investigation for Driving Under the Influence (*DUI*) of alcohol and/or drugs, or a traffic fatality requiring the collection of blood or urine as evidence, the following procedures will be utilized:
1. Blood specimens must be placed in the vacuum tubes provided by the medical facility. Blood may only be drawn for the purpose of determining the alcoholic content or to conduct a drug screen by a physician, registered nurse, qualified technician, or other qualified medical personnel in a licensed medical facility. An alcohol wipe must not be used to prep the skin.
 2. Urine specimens will be collected in plastic containers provided by the medical facility. Urine collection may require the viewing of a suspect's genitals and will be witnessed only by qualified medical personnel or by sworn personnel of the same sex as the subject.

3. Blood and/or urine specimen containers must be sealed with tape or a label that displays the following information:
 - a. name of suspect;
 - b. date and time of collection; and
 - c. name of person collecting the sample.
4. A *SLED Analysis Request Worksheet* and an evidence label must be completed by the arresting deputy sheriff and submitted with the sample.
5. Samples may be stored in the medical facility's designated secured evidence storage area. The arresting deputy sheriff is responsible for notifying Forensic Services that a sample is being held at another facility. If a secured evidence storage facility is not available, then a Forensic Services investigator will be called to take custody of the sample. All samples will be considered evidence and secured in the Forensic Services refrigerator for temporary storage.
6. Blood and/or urine will be transported to an analysis facility by a Forensic Services investigator for testing or drug screening.
(Ref: CALEA 83.3.2 item a; and 84.1.1 item d)

L. Sexual Assault Evidence Collection Kit:

1. If required, a Sexual Assault Evidence Collection Kit will be used during the investigation of sexual assaults and sexual abuse cases.
2. Medical personnel will conduct the sexual assault and/or abuse examination of the victim using the kit to obtain necessary evidence and samples. The kit may be stored in the medical facility's designated secured evidence storage area. The arresting deputy sheriff is responsible for notifying Forensic Services that a sample is being held at another facility. If a secured evidence storage facility is not available, then a Forensic Services investigator will be called to take custody of the sample.
(Ref: CALEA 84.1.1 item d)

- M. Explosives, Corrosives, Flammables and Other Hazardous Materials:
1. At no time will explosives, flammables, corrosive material, dangerous chemicals, unknown biological specimens, radioactive materials or other dangerous materials or property be brought into the LEC or the evidence drop off room to be placed into evidence lockers, or brought into the evidence compound. Explosives will be handled solely by qualified bomb disposal personnel. Empty containers used for these products cannot be stored without the express approval of the Forensic Services supervisor.
 2. Photographs should be taken of any hazardous material prior to the movement and/or disposal if possible.
 3. Any other hazardous material not conducive to being stored in the evidence compound will be photographed and disposed of according to procedures established by this agency or a specialized agency, such as the Environmental Protection Agency, Department of Health and Environmental Control, SLED, or local military explosive ordinance disposal experts contacted to handle the material.
(Ref: CALEA 84.1.1 items *d* and *e*)
- N. Procedures for Processing Stolen Vehicles:
1. Recovered stolen vehicles will be processed for evidence by the investigating deputy sheriff using their issued digital camera and Latent Fingerprint Collection Kit. In the event that the vehicle was used in the commission of another crime, the Patrol Division supervisor may request a Forensic Services investigator to process the vehicle. The vehicle may be either towed to the evidence compound and secured until processed or it may be processed at the scene. An agency *Tow Sheet (CCSO form-107)* must be completed and the responding deputy sheriff or Forensic Services investigator must follow the vehicle to the compound to ensure proper chain of custody for any evidence obtained. The submitting deputy sheriff must obtain a search warrant and submit it to Forensic Services with a *Property Release Authorization Form (CCSO form-138)*. Other requests for Forensic Services processing must be accompanied by the proper agency work request forms.
 2. Any evidence collected from the recovered vehicle will be marked, sealed, tagged, and secured either in the evidence lockers or evidence

compound. The Forensic Services investigator processing the recovered vehicle will document their actions and the collected evidence on a *Crime Scene Investigation Report (CCSO form-185)*, if necessary. (Ref: CALEA 83.2.1 item a)

3. It will be the responsibility of the responding deputy sheriff recovering the stolen vehicle to notify Records to cancel the NCIC entry.

O. Latent Prints:

1. The following general guidelines will be followed when processing a crime scene for latent prints:
 - a. The Forensic Services investigator or deputy sheriff will use the proper color fingerprint powder to develop the fingerprint found on an object. The powder will be lightly brushed over the print until it fully appears. Latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, prints will be lifted.
 - b. The lifted print is to be placed on the front of a fingerprint collection card and the following information captured in the spaces provided on the back of the card:
 1. place of occurrence;
 2. type and date of offense;
 3. date and time processed;
 4. processed by and initials; and
 5. OCA or report number.
2. *Forensic Services Work Request (CCSO form-135)* for comparison or identification of the prints will accompany all completed latent print cards. All latent prints will be sent to the SLED or FBI Forensic Laboratory or the local AFIS or AFIX site.
3. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting deputy sheriff will include inked

fingerprints and/or the fingerprint classification number of the suspect.

4. The above guidelines do not preclude or prohibit the use of other fingerprinting processes at the direction of a supervisor.

(Ref: CALEA 83.2.3; and 83.2.6)

P. Sexual Assault Evidence Collection at the SACDC:

1. If a SACDC inmate alleges that they were sexually assaulted, detention staff will notify the chain-of-command and the contracted medical services. The Housing Lieutenant will contact Central Control. Central Control will notify the 911 Center to request the on-call CID detective. Once the request for a CID detective is made, the Housing Lieutenant will notify the CDO and the PREA Coordinator. The agency's notification protocol will be followed, to include notification to the South Carolina Department of Corrections (SCDC) within five (5) days.
(SC Min. 1049)

2. The Housing Lieutenant will notify the appropriate federal agency, when an inmate with federal charges alleges that they were sexually assaulted. The Housing Lieutenant will forward copies of the applicable incident reports and/or incident supplements to the Contracts Manager for forwarding to the appropriate federal agency.

3. Community resources, such as the Carolina Assessment Center and local hospital emergency rooms are available for SACDC inmates who have been sexually assaulted, for treatment and gathering of evidence. The CID detective investigating the assault will determine the mode of transport (i.e., EMS, Sheriff's deputy, or qualified SACDC personnel) as outlined in SACDC [Policy 5-07 Hospital Duty](#).

(Ref: 5-ALDF-4D-27)

Q. Inventory Procedures for Collected Evidence:

1. All physical evidence collected from a crime scene by a deputy sheriff will be inventoried on an *Incident* or *Incident Supplement*. All physical evidence collected from a crime scene by a Forensic Services investigator will be inventoried on a *Forensic Services Field Report*.

(Ref: CALEA 42.2.1 item c)

2. The inventory shall contain the following information:
 - a. description of item;
 - b. source from whom or location; and
 - c. name of the Forensic Services investigator or deputy sheriff collecting the evidence.(Ref: CALEA 83.2.1 item *a*; and 83.3.2 item *a*)

R. Crime Scene Reporting:

1. It is the responsibility of the Forensic Services investigator who processes the scene to submit detailed reports describing the sequence of events associated with a scene investigation as related to evidence on a *Forensic Services Field Report*. Additionally, other information is required in the narrative section of the *SLED Analysis Request Worksheet* or appropriate documentation as required by the FBI.
(Ref: CALEA 42.2.1 item *c*)
2. The *Forensic Services Field Report* will contain the following information:
 - a. date and time of arrival at the scene;
 - b. location of the crime;
 - c. environmental conditions, if applicable;
 - d. name of any victim(s), if known;
 - e. name of any suspect(s), if known;
 - f. vehicle information, if applicable;
 - g. narrative and timeline of events and investigator's actions at the scene; and
 - h. Originating Case Assignment (OCA) or report number.
(Ref: 5-ALDF-2C-06)

3. If a specialist is called to the scene from a local, state, or federal agency (i.e., CID, FSU, SLED, FBI) or an accident reconstruction specialist, etc., this request will be documented on the *Forensic Services Field Report*.
4. The same responsibilities for accurate crime scene reporting apply to all investigating deputy sheriffs and detention deputies when a Forensic Services investigator is not summoned to a scene. The aforementioned information would then be documented by the investigating deputy on an *Incident Report/Incident Supplement Report*.
(Ref: CALEA 83.2.6; and 83.3.2 item c)

S. Maintenance of Chain of Custody:

1. Custody must be documented each time the custody of any evidence is transferred. This documentation serves as a receipt to ensure the maintenance of chain of custody and integrity of the evidence in court and consists of:
 - a. date and time of transfer;
 - b. receiving Forensic Services investigator or deputy's name;
 - c. releasing Forensic Services investigator or deputy's name;
 - d. reason for transfer;
 - e. name and location of destination; and
 - f. description of the evidence being transferred.
(Ref: CALEA 83.3.1; and 83.3.2 item d)
2. When evidence is collected by a detention deputy, the evidence will be placed in an evidence bag and immediately initiate the chain of custody log. Custody will be logged on the evidence bag and each time the custody of any evidence is transferred. Evidence bags are available in the Housing Supervisor's Office.
3. When CID and/or FSU departs the SACDC with evidence, the primary detention deputy will request a signature and copy of the identification card from the person that received the evidence, ensuring the chain of custody and integrity of the evidence.

T. Submission of Evidence to Other Labs:

1. If evidence is to be submitted to an outside lab for processing, the deputy sheriff requesting the processing will complete the appropriate forms for the facility completing the processing. Chain of custody will be properly documented whenever evidence is submitted or received. Acceptable laboratories include, but are not limited to: SLED, FBI, or other accredited laboratories.
2. DNA evidence will only be submitted to laboratories that are accredited for law enforcement DNA analysis.
(Ref: CALEA 83.2.1 item c; and 83.3.1)