


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE: Evidence Collection and Preservation		ACCREDITATION CALEA 83.1.1; 83.2.1 (a-d); 83.2.4(a-d); 83.2.6; 41.2.6 PRIOR REVISIONS: 08/11/05; 09/16/08; 04/21/16, 12/31/19, 07/24/23, 03/20/25 ATTACHMENTS: Appendix A: Crime Scene Matrix; Appendix B: General Processing Unit Training; Appendix C: Evidence Technician Training; Appendix D:Phase 2 Forensic Technician Training; Appendix E: Example of Latent Print Card; Appendix F-I: Evidence Analysis Request Form Appendix J: GFR Memo
	PROPOSER UNIT Criminal Investigations Bureau- Forensics Unit		
NUMBER: 83.1	ISSUE DATE 07/01/98	REVISION DATE 07/08/2025	TOTAL PAGES 34

- I. **PURPOSE:** This Order provides a set of policies and procedures for processing, collecting, and submitting evidence.
- II. **POLICY:** To successfully investigate and prosecute cases, the Gainesville Police Department shall have policies and procedures that provide for the efficient processing, collection, and submission of evidence.

III. **DEFINITION:**

Evidence: Any object or item that establishes a crime has been committed, or which can provide links between a crime, its victim(s) and the perpetrator(s).

IV. **PROCEDURE:**

A. **Administration:**

1. The Department shall provide evidence-processing capabilities 24 hours a day, either through the Traffic Homicide Investigators (THI), Forensic Crime Unit Investigators (FCU), Evidence Technicians (ET), and General Processing Units (G-unit). [CALEA 83.1.1]
 - i. All sworn members, police service technicians and forensic crime unit members shall be provided with, and successfully show proficiency in, the appropriate level of evidence processing procedures prior to processing crime scenes unsupervised. This training will be conducted by the Forensic Crime Unit Investigators and/or their designee. [CALEA 83.2.1.b]
 - ii. Areas of proficiency will include, but not be limited to:
 - a Digital camera operation and photography;
 - b Digital image integrity and management;
 - c Latent print processing and collection;

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- d. Proper evidence handling, collection, packaging and submission.
- i. Crime Scene Processing Equipment and Kit: All Sworn Officers, Police Service Technicians and Forensic Crime Unit Personnel shall maintain a digital camera and/or smart phone and a basic processing kit to include fingerprint recovery materials, (brushes, tape, cards and powder), ruler and latex gloves. Replenishment of materials can be accomplished through the Forensic Unit. [CALEA 83.2.4.a]
- ii. Evidence Collection Materials: All Sworn Officers, Police Service Technicians and Forensic Crime Unit Personnel shall maintain a supply of evidence collection materials to include paper and plastic bags, tapes, evidence tags and latex gloves. Replenishment of materials can be accomplished through Property and Evidence Unit. [CALEA 83.2.4.b.d]
- iii. Crime Scene/Evidence Processing Training Levels:
 - a. General Processing Units (G-Unit): Basic Crime Scene Processing
 - 1). All G-unit trained members will receive a department issued camera and crime scene processing equipment (brushes, powders, tape, latent prints lift cards, and a digital camera and/or smart phone) [CALEA 83.2.4.a.b]
 - i). Training will cover many topics that are referenced on the G-Unit Training Checklist. (Appendix B)
 - ii). Members will be trained how to properly use the issued equipment
 - 2). The training will be approximately 10 hrs. in length and should occur during the final transition week of the Field Training Evaluation Program (FTEP).
 - b. Evidence Technicians (ET)/Field Service Technicians (FST): Advanced Crime Scene Processing
 - 1). The training will be approximately 24 hrs. in length and will be given to department members that have been approved by their supervisor.
 - 2). Training will cover many topics that are detailed in the ET Training Checklist (Appendix C).
 - 3). ET/FST trained members will be issued: brushes, powders, tape, latent print lift cards, and a digital camera (DSLR).
 - c. Forensic Crime Unit Member (FCU):
 - 1). Selection:
 - a) Sworn members will be selected after undergoing the process for a specialized unit.

- b) Non-sworn members will be selected following an interview and the city hiring process. The criteria for selection are listed on the associated job description.

2). Training: Investigators will complete the entire Forensic Unit Training (all training phases) prior to being given the authority to work alone "solo status." Phase 2 of the training has been attached to this policy as Appendix D as reference.

New investigators will work daily with experienced investigators on developing their skills and learning the proper procedures in the lab

Investigators will receive advance specialized training to enhance their skills

- 2. **Assignment:** When processing is necessary and the investigating Department member is unable to complete the processing themselves, the member shall request assistance.

- i. The officer/supervisor can request additional G-units, an ET unit, or request FCU to respond depending on the severity of the crime scene.

The crime scene matrix should be used as a reference (appendix A).

- ii. After-Hours Call-Out: The incident supervisor shall refer to the FCU and/or THI on-call list to request Forensics and THI personnel after-hours.

The incident supervisor and the FCU/THI on-Call Investigator shall decide on the appropriate response.

- B. **Crime Scene Responsibilities:** Members who secure and process crime scene(s) shall do so in compliance with all related Department rules, regulations, policies and procedures.

- 1. **Requesting Crime Scene Processing:** The primary unit assigned to the case is responsible for ensuring that processing, when necessary, is requested /occurs.

- 2. **Securing the Scene:** The first Department members to arrive at the scene of a crime shall be responsible for securing the crime scene area, cordoning it off with crime scene tape, if possible, restricting access, and requesting a crime scene processing unit.

- i. Depending on the extensiveness of the scene, additional units may be needed.
- ii. Only members who are essential to conducting the investigation should be permitted in the actual crime scene.
- iii. For cases that have extensive scenes or are serious crimes, the member responsible for maintaining the scene shall use the *Major Crime Scene Access Log* to track who enters and leaves the scene, and include related dates / times-of-day.[CALEA 83.2.1]

3. **Preventing Contamination:** To minimize the possibility of introducing foreign matter into a crime scene, or the alteration, removal or destruction of existing evidence, members shall protect the scene by:
 - i. Securing the entire scene, including any areas of approach and exit by the suspect(s);
 - ii. Using extreme care when walking around, so that trace and latent evidence may be preserved, suspects' footprints will be undisturbed and other [potential] evidence uncontaminated;
 - iii. Members shall not smoke, drink, eat, or otherwise introduce unrelated material into the crime scene.
4. **Identifying and Collecting Physical Evidence:** Members shall identify and collect physical evidence in a careful manner to ensure the integrity of the item, preserve its condition, and prevent the introduction of foreign materials. Members shall:
 - i. In a logical and systematic manner, identify the crime, the scene, and the potential evidence with which they will be working.
 - ii. When appropriate, videotape, photograph, sketch, and/or conduct similar recordings of the original crime scene prior to anything being disturbed.
 - iii. Isolate, care for, control, and properly collect, in sufficient quantities, with the proper tools and in the proper containers, all items located and identified as of evidence.
 - iv. Collect evidence with clean tools and by methods such that cross contamination does not occur.
 - v. Wear gloves when handling evidentiary items. To preserve evidentiary value and/or for protection from exposure to [potentially] contaminated items, members should wear gloves when handling items.
 - a. Latex, Nitrile or other suitable protective gloves shall be worn when handling items with blood/bodily fluids.
 - b. To preserve latent print evidence, gloves should be worn when processing. [CALEA 83.2.1.a]
 - vi. Known comparisons: Department members may have to collect elimination standards (fingerprints/palm prints) and/or buccal swabs from victims, witnesses, consensual partners etc. for purposes of elimination. [CALEA 83.3.1]
 - a. Fingerprints/palm prints: Jail personnel are responsible for taking arrestees' fingerprints/palm prints.
 - b. Non-arrest fingerprints/palm prints may be taken by trained Department members and entered into Property and Evidence. The Evidence Analysis

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Request Form- Appendix I, shall be completed and turned in with the evidence voucher. These fingerprints/palm prints are kept for elimination purposes only.

- c DNA (buccal swabs): Consensual buccal swabs can be collected by trained department members. These swabs are collected for purposes of direct DNA comparisons for laboratory submissions.
- vii. Collected evidence shall be securely transported to the Gainesville Police Department within the members assigned city vehicle. Evidence will be secured in the temporary evidence room prior to the end of shift. [CALEA 83.2.1.a] Refer to GO 84.1 Property and Evidence Control.

If the collected evidence cannot be securely transported within the members assigned city vehicle, efforts will be made to acquire another city vehicle that can accommodate the collected evidence.

5. **Crime Scene Sketch:** Derailed crime scene sketches are normally prepared in major crime scenes. Minimum details to be contained in the sketch, include but are not limited to [CALEA 83.2.4.c]

- i. Time and date of preparation.
- ii. Location of offense.
- iii. Location of items of evidence in the scene.
- iv. Location and names of victims, witnesses and possibly suspects.
- v. Relationship of the crime scene to other rooms, buildings or roads.
- vi. Name of person preparing the sketch.
- vii. Direction of north.

6. Member and Department Integrity: Department members shall not convert to their own use, loan, distribute, give away, or intentionally destroy or conceal the existence of any item of property or evidence (including photographs) coming into their possession (or accessible to them) in the course of their official duties.

7. Chain-of-Custody: To ensure the integrity of evidence for court presentation, the chain-of-custody shall be maintained by documenting which members have had contact (and the nature of that contact) with the evidence [see General Order 84.1 – Property and Evidence Control] [CALEA 82.1.d]

C. Latent Prints:

1. Collection: Members shall analyze the scene to locate and collect latent prints as evidence.

- i. Latent Print Lift Card: After lifting the latent print with lift tape, the member shall apply the tape, adhesive side down, to the back side of the latent print lift card.

- ii. The reverse of latent print lift card shall include: (see appendix E)
 - a. Case number,
 - b. Date/Time (date/time latent print evidence was obtained),
 - c. Offense,
 - d. Lift # (the latent print lift card numbers will begin with the member's ID #, an 'L' (latent) and the sequential number in the order the latent print was lifted beginning with 01,
 - e. Lifted By (Officer, Detective, Forensic Investigator, Forensic Crime Scene Technician, Police Service Technician),
 - f. Lift Location (description of item/surface from which the latent print was obtained),
 - g. Drawing/Diagram
- iii. Cover Card: Latent print lift card(s) shall include a cover card. The cover card shall contain the following information (see appendix F):
 - a. Date,
 - b. Case Report Number,
 - c. Address,
 - d. Processor's Name,
 - e. Processor's Identification Number,
 - f. Number of Latent Print Lift Cards,
 - g. Number of Latent Print Images (if applicable),
 - h. Offense,

2. Evidence Submission:

- i. A property voucher will be generated in RMS for latent print evidence submissions.
 - a. Each individual latent print life card does not have to be entered as a separate item of evidence. The submission of latent print cards as a whole may be considered a single item of evidence, providing they are all related to the same case, have been collected from the same general area and are from the same general time of processing.
 - b. If latent print evidence, collected as part of the case, is obtained from location not generally directly associated (i.e. inside of a house and car in

the front yard or business and suspect vehicle located somewhere else) or are not collected during the same general time frame of processing, each submission should be given separate item numbers and packaged separately.

- ii. Each submission of latent print evidence, comprising of a single evidence item number, shall be placed in a small manila envelope designated for latent print life cards. The envelope shall be sealed with packaging and evidence tape.
- iii. The department member packaging the item will write their initials, department ID number and date on the evidence tape.
- iii. The exterior of the envelope will be labeled with the case number, evidence item number, date and name of the submitting department member. Once each envelope is properly sealed and labeled, it will be deposited in the secure container located inside the temporary evidence room which is specifically designated for latent print evidence submissions.

3. Storage

- i. It will be the responsibility of the designated Latent Print Evidence Custodian or designee to collect the latent print evidence on a routine basis.
 - a. The envelopes will be inspected to ensure they are all present and properly labeled and sealed. If there are errors, the submitting department member will be contacted to make the necessary corrections.
 - b. Once the packaging is determined to be correct, the property voucher will be electronically accepted and the storage location entered in to RMS.
- ii. The Latent Print Section will have two designated latent print evidence storage areas:
 - a. A long term storage room located in the Forensic Crime Lab. This location is secured and has limited access. Anyone entering this location other than the person(s) responsible for custody of the latent print evidence must be signed in on the access log and will not be left unescorted by the evidence custodian.
 - b. A temporary storage container within the Latent Print Examiner's Office where evidence cards actively being analyzed may be housed. The temporary storage container will lock and be accessible only to the assigned employee and/or their supervisor, if required. Once work with the latent print evidence is completed, it will be returned to long term storage.
 - c. An item of evidence moved between long term and short term storage will have its location changed in RMS to reflect where it is currently being kept, and if in temporary storage, who is in possession of it.

d. Latent print evidence, which must be removed from its original packaging, will be taken out via a different location on the envelope than where evidence tape currently exists. When repackaged, the new opening will be closed with packaging tape and evidence tape and the packager will write their initials, department ID number and the current date on the new piece of evidence tape. If there is no longer any room to re-seal the envelope, the old envelope and print cards will be placed in to a new envelope which shall be labeled and sealed as indicated above.

4. Print Card Evidence Removal

- i. If latent print evidence must be removed from the secure FCU area (for court, outside analysis, disposal, etc.), the item will be formally checked out in RMS to the individual taking custody of it and the purpose for removing it noted.
- ii. Upon their return, evidence items will be logged back in to RMS and the storage location designated.
- iii. The disposal of any latent print evidence will be done in accordance with department policy and applicable state or federal law.

D. Evidence Handling Procedures: When collecting evidence for submission, Department members shall properly package the item for identification and in such a manner as to preserve evidentiary qualities of the items collected, such as marks, fibers, debris, stains and prints and other matter. The packaging items are available in the temporary evidence room- they may include: paper bags, shards containers, clear bags etc). [CALEA 83.2.4.d]

- 1. Preservation: When future court events or processing dictates, each article of evidence should be placed in a separate container and according to the following regulations:

Items to be processed should be put in containers, envelopes, paper bags, or otherwise covered and secured in some manner as to prevent contamination from items in the environment, or cross-contamination from other items of evidence. Various types of containers are available for packaging items of evidence. Guidelines for proper use of packaging materials are provided below. However, the officer shall use discretion and choose the best method of evidence packaging on a case-by-case basis.

Members should use proper containers for liquids.

- 2. Evidence envelopes, paper bags, plastic bags, and other sealable containers shall be secured to protect the integrity of the contents. For paper bags and envelopes members shall secure the container and apply (see appendix G):

- i. Scotch-type packaging tape along the length of the paper bag or property/evidence envelope flap over the fold, or along the rim of the container lid where it meets the body;
- ii. A piece of evidence tape approximately 2" to 3" in length will then be placed perpendicularly over the scotch-type tape that covers the envelope clasp, the fold, or over one side of the tape container.

iii. The member's initials, ID#, and date, are then written at the edge of the tape where it meets the envelope or container.

iv. Items which should be packaged in paper include, but are not limited to:

- a. Vegetable material (i.e. leaves, wood, etc.)
- b. Moisture retaining items such as sponges, towels, clothing, etc. If the item can be thoroughly dried it can be packaged by other means if necessary. If you are in doubt package the item in paper.
- c. Biological evidence (blood/urine, dried body fluids, buccal swabs, Sexual Assault Kits, etc.)
- d. Firearms
- e. Beverage or food containers (beer and soda cans/bottles, chip and candy bags, etc.)
- f. Any item to be processed by Forensics (FCU) or an external laboratory for latent prints and/or DNA

3. Plastic bags will be used to secure and protect all drug/narcotic evidence except as otherwise indicated. Members shall first identify if the item to be packaged can safely be placed and stored in a sealed plastic bag. To secure the evidence inside the container, members shall:

- i. Ensure the item to be packaged can be fully contained and sealed in the Property and Evidence supplied bag.
- ii. The open end of the plastic bag shall be fully sealed with clear plastic tape, then a small piece of evidence tape placed over that. The submitting member will place their initials, ID number and the date on the evidence tape.

4. The sealed plastic bag must then be placed inside a paper narcotics envelope, which shall be filled out with the required information (see appendix H). The paper envelope should not be sealed with tape or evidence tape, only the plastic bag inside

5. When the drug item to be packaged is a live/green plant type material (fresh marijuana plant, for example), it shall be placed in a paper envelope/bag/sleeve then sealed and marked as indicated by this policy.

6. The Forensic Crime Unit may use plastic packaging for evidence as is dictated by the circumstances of their investigation. When using heat sealed plastic, the packaging will be secured by a heat seal each end, then by placing a second heat seal approximately ½ inch from the first, on each end. Each end will subsequently be sealed with clear tape, then a small piece of evidence tape with the submitting member writing their initials, ID number and the date on both pieces of evidence tape. See 4) and 5) of this section for additional packaging considerations.

7. Desiccants are packages of silicone gel which can be used to help absorb moisture inside of plastic packaging. It is best to use the desiccants with metal which is sealed in the plastic bag, i.e. firearms, knives, etc. or other items which may contain moisture.

8. If the article is too large for the envelope, it should be placed in a paper bag.

i. Members shall write his/her initials, the case report number, member's ID #, and the item/bag number on the bag. Plastic bags will require an information sticker be affixed containing this information, or if unavailable, the information can be written on the plastic bag in a small area of the bag using a permanent marker.

ii. Bags shall be secured with tape, not staples.

9. Items too large for bagging shall be identified with a tag securely attached in a conspicuous place.

i. The tag shall have the case report number, member's initials, ID #, and the item/bag number written on it.

ii. These items should be processed prior to placing them into evidence. If that is not possible, the items shall be handled and stored carefully and securely until processing can be accomplished.

10. Marking: To identify particular items as being actual articles found at the scene of an arrest or crime, members shall (if possible) mark items of evidence (that do not have unique serial or other identifying numbers) with, at the minimum, the date, their Departmental ID#, initials and the item number. Members shall:

i. Avoid defacing an article by scratching or gouging its surface. Use a permanent marker, when possible.

ii. Write the following on the packaging (e.g., envelope) into which the item is secured:

a. Initials / Department ID#,

b. Item/Bag number,

c. Date collected,

d. Case number

iii. Attach biohazard labels as needed and as outlined in policy.

E. Required Reports: [CALEA 83.2.6]

1. Crime Scene Reports: Members who photograph/process a scene, collect evidence and/or property, or collect or process evidence from any other location shall document their involvement in a report. If the officer involved was not the primary investigating officer the member will complete a supplemental report to document their involvement.

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- i. Location from where evidence was collected;
- ii. Date, time and location (if different from i. above) of processing;
- iii. Description of the actions taken (such as photos, prints and type or processing);
- iv. The evidence that was processed and/or collected;
- v. Disposition of the evidence, to include the following information:
 - a Submitted to the evidence office or temporary evidence locker;
 - b All persons in the chain-of-custody (from collection to submission);
 - c Name of person conducting the processing.
 - d Any special circumstances encountered or handling or packaging procedures used.

2. Property Voucher: Any member who submits property or evidence shall complete a Property and Evidence Voucher according to the procedures listed in G.O. 84.1.

F. Exculpatory Evidence: Truthful, complete and accurate documentation is critical to the integrity of the criminal justice process, and the United States Supreme Court has determined that the United States Constitution protects individuals' access to certain types of information. In *Brady v. Maryland*, the United States Supreme Court determined that a criminal defendant has a right to have information that may exonerate her or him of the crime she or he is accused of committing. This is known as "exculpatory" information. Since deciding *Brady v. Maryland*, the United States Supreme Court has also determined that a criminal defendant has a right to information which may impact the credibility of witnesses involved in her or his criminal prosecution.

1. Disclosure of Investigative Information. Members must include in their investigative reports relevant investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case.

2. If a member learns of potentially incriminating or exculpatory information any time after submission of a case (including post-conviction) the officer must prepare and submit a supplemental report documenting such information as soon as practicable, including when the information was received, who received it and if or when the information was provided to prosecuting attorneys.

3. Post-conviction investigations where claims of omitted exculpatory evidence are the result of the initial investigation by the agency should not be conducted by investigative personnel involved in the initial investigation

4. Supplemental reports shall be promptly processed and transmitted to the State Attorneys office.

5. If information is believed to be privileged or confidential (e.g., protected personnel files), the officer should discuss the matter with the SAO or a supervisor and to determine the appropriate manner in which to proceed [CALEA 42.1.6]

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G. Evidence Analysis Requests: Comparison Requests: To link suspects to crimes, members shall, when practicable, make requests to compare materials, substances, fingerprints, etc., of known sources with physical evidence collected (such as: blood, fingerprints, fibers, and tool marks).

1. FCU members will follow the procedures outlined in GO 84.1. [CALEA 83.2.1.c]
2. In order for the Forensic Unit to be aware a department member is requiring a specific type of processing on a specific item of evidence, they must receive an Evidence Analysis Request. This request will be accomplished by the submission of an electronic Evidence Analysis Request via the SolarWinds software, also referred to as "GPD web help desk". Any other manner of request (paper or otherwise) will not be accepted unless the software or server becomes non-functional and it is impossible to submit the request electronically. Prior to submitting a request, the individual will need to set up a user account in the Solar Winds software, which is used to create analysis requests .
3. Once an account is created, the user can then create the request which will automatically be forwarded to the Forensic Unit.
4. Requestors must fill out all applicable boxes in the request form with specific and thorough information, i.e. the full item number (442-1 vs 1, suspect name and DOB if required, etc.).
5. There must be specific instructions on what manner of processing each item number will need.
6. If a search warrant, motion to compel, consent to search, toxicology worksheet or any other paperwork is needed to process the item and/or send it to FDLE, that paperwork must be included as an attachment to the request.
7. An analysis request **MUST** be created for any item of evidence or property the Forensic Unit is needed to process in some manner, test in some manner, or send to an outside entity for analysis. This includes but is not limited to reporting and non-reporting sexual battery kits, vehicles that are towed which require some manner of processing specifically by the Forensic Unit, fingerprinting or fingerprint comparison, DNA swabbing or comparison, photographing, presumptive drug testing or FDLE lab testing and so forth. Processing being done by anyone other than the Forensic Unit should not be submitted. It is the responsibility of the original reporting officer to ensure any needed requests are submitted. In the event it is an incident where a detective or traffic homicide investigator is immediately assuming control of the investigation on scene, then it is the assigned investigator's responsibility to ensure any requests are submitted.

H. Fire Investigations Including Arson:

Gainesville Fire Rescue (GFR) has established a comprehensive procedure for determining the cause and origin of fires in the City of Gainesville. When a fire occurs, **GFR** is responsible for identifying its cause and origin and documenting the cause and origin in the ePCR program. **IF** the cause remains undetermined **OR** if arson is suspected, the On-call investigator will be called to the scene. GFR will secure and hold the scene until the investigator arrives. Should the investigator determine that the fire is a result of arson, the Gainesville Police Department (GPD) forensics team will be contacted to conduct detailed documentation and evidence collection. The scene will be occupied by public safety until principle investigators from both GPD and GFR concur that the scene may be released.

1. Following this, GFR's investigations bureau will work in coordination with GPD to develop potential suspects and establish probable cause. This partnership will continue until an arrest warrant is issued or until all investigative avenues have been thoroughly pursued.
2. All relevant members are required to adhere strictly to these procedures, ensuring any requests are submitted.

By Order of

*Signed Original on File in the
Accreditation Unit*

Nelson Moya
Chief of Police

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APPENDIX A Crime Scene Processing Matrix

Type of Incident	On-Duty FCU	Off-Duty Forensic Crime Unit	FST/ET/G-Units
Death Investigation			
-Natural	2		1
-Criminal	1	2	
-Suspicious Circumstances	1	2	
Aggravated Battery			
-With Life Threatening Injury	1	2	
-Without Life Threatening Injury			1
Sexual Battery			
-With Crime Scene	1	2	
-Without Crime Scene	1	3	2
-With Serious Injury to Victim	1	2	
Robbery			
-Bank	1	2	
-Business	1		2
-Personal	2		1
-With Life-Threatening Injury	1	2	
Burglary			
-Conveyance			1
-Business	2		1
-Residential			1
Thefts			1
Auto Thefts			
-Occupied	1		2
-Unoccupied			1
Child Abuse			
-Aggravated	1	2	
-With Serious Injury	1	2	
-Without Serious Injury			1
Explosive Devices	1	2	
Arson			
-With Death	1	2	
-With Serious Injury	1	2	
-To Cover Up Criminal Activity	1	2	
-All other Incidents	Fire Investigator		
-Incidental Damage			1
Police-Involved Shootings	1	2	
Crash Investigations			
-Department Vehicle Involved			1
-Death Involved Non-Criminal	1	2	3
-Death Involved Criminal	1	2	



Appendix C

GAINESVILLE POLICE DEPARTMENT FORENSIC CRIME UNIT CRIME SCENE TRAINING ACKNOWLEDGEMENT Evidence Technician (ET)



TRAINEE NAME: _____ ID #: _____

INSTRUCTOR(S): _____ ID #: _____
_____ ID #: _____

DATE/TIME INSTRUCTION BEGAN: _____

DATE/TIME INSTRUCTION COMPLETED: _____

"G" UNIT CERTIFIED (Y/N)? _____ DATE: _____

	<u>Instructor Initials</u>	<u>Trainee Initials</u>
<u>"G" Unit Refresher</u>		
• Photography	_____	_____
• Policy and Digital Image Integrity	_____	_____
• Basic Latent Fingerprinting	_____	_____
• Evidence Collection/Packaging	_____	_____
• Evidence submission	_____	_____
• Report Writing	_____	_____
• Review of trainees prior cases (reports, photos, etc)	_____	_____
<u>Advanced Latent Fingerprinting</u>		
• Information on (performed Y/N?):		
○ Sticky-side Powder/Gentian Violet	_____	_____
○ Small Particle Reagent (SPR)	_____	_____
○ Various Die Staining applications	_____	_____
○ Ninhydrin	_____	_____
○ Superglue Fuming	_____	_____
○ Iodine Fuming	_____	_____
• Magnetic Powder Applications	_____	_____
• Various Types of Fingerprint Tape	_____	_____
<u>Shoe/Tire Casting</u>		
• Dry Conditions	_____	_____
• Wet Conditions	_____	_____
<u>Gunshot Residue (GSR) Collection</u>		
• Basic GSR (hands)	_____	_____
• Non-traditional GSR collection (other)	_____	_____



**GAINESVILLE POLICE DEPARTMENT
FORENSIC CRIME UNIT
CRIME SCENE TRAINING ACKNOWLEDGEMENT
Evidence Technician (ET)**



Biological Specimens

- Alternate Light Source (ALS) Applications
- Buccal Swab
- Dried Evidence
- Wet Evidence

_____	_____
_____	_____
_____	_____
_____	_____

NOTES

CASES WORKED DURING TRAINING AND PROBATIONARY PERIOD:

CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____
CASE REPORT #:	_____	SIGNAL CODE:	_____

"I acknowledge I have received and understand the above listed training as well as agree I am fully capable of performing the functions of an Evidence Technician."

Trainee: _____ **Date:** _____

Instructor: _____ **Date:** _____

Forensic Crime Unit Supervisor: _____

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

- Examine furniture, clothing, bedding for fluids
- Different wavelengths/filters

Related CR / Scenario created

Date(s) reviewed/practiced

Casting

Related CR / Scenario created

Date(s) reviewed/practiced

The following subjects shall be covered during the field training process:

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
<u>CIB/Forensic Crime Unit Orientation</u>	_____	_____
<u>Equipment Issue</u>		
FCU equipment issued (copy of issue slip)	_____	_____
FCU vehicle issued	_____	_____
<u>Vehicle/Equipment Check</u>		
a. Inspect vehicle for damage	_____	_____
b. Inspect vehicle for equipment	_____	_____
c. First aid kit (complete)	_____	_____
e. Fire extinguisher (fully charged)	_____	_____
f. Vehicle diagnostics:		
- oil level	_____	_____
- battery condition	_____	_____
- start vehicle	_____	_____
- check vehicle gauges	_____	_____
- emergency equipment	_____	_____
- vehicle lights	_____	_____
- fuel level	_____	_____
<u>Vehicle Handling and Qualification (G.O. 41.3)</u>		
a. Hands on training with FCU vehicle	_____	_____
- on street/parking lot parking	_____	_____
- backing	_____	_____
- overhead clearance	_____	_____
c. Vehicle maintenance requirements	_____	_____
<u>Response to Calls and Vehicle Operations</u>		
Department policy	_____	_____
Radio dispatcher authority	_____	_____
Obeing Florida driving law	_____	_____

**Gainesville Police Department
Forensic Crime Unit (FCU)
Field Training and Evaluation Program (FTEP)**

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
<u>Personal Conduct</u>		
a. Professional on-duty responsibility		
- prohibited conduct		
- relating to the public		
- relating to supervisors/coworkers		
- obedience to traffic laws		
b. Court appearance		
- dress code		
- traffic/administrative hearing		
c. Personal appearance		
- personal hygiene		
d. Departmental rules and regulations regarding conduct/appearance		
<u>City Locations (FCTT to write in address when performed)</u>		
City Hall		
Address: _____		
County Courthouse (Criminal)		
Address: _____		
County Courthouse (Civil/Traffic)		
Address: _____		
Federal Courthouse		
Address: _____		
State Attorney's Office		
Address: _____		
Shands Trauma Center (ER)		
Address: _____		
Shands Pediatric Emergency Room		
Address: _____		
North Florida Medical Center		
Address: _____		
Alachua County Sheriff's Office		
Address: _____		
City Fleet Maintenance (Barn)		
Address: _____		
University Police Department		
Address: _____		
Florida Highway Patrol		
Address: _____		
Elite Towing		
Address: _____		

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
ASO Department of the Jail Address: _____	_____	_____
Gainesville Regional Airport Address: _____	_____	_____
SFCC Institute of Public Safety Address: _____	_____	_____
Narcotics/Special Investigations Unit (GPD) Address: _____	_____	_____
Medical Examiner's Office Address: _____	_____	_____

Reference Material

City map/phone book/directory	_____	_____
Dictionary	_____	_____
Applicable City Ordinances/Parking	_____	_____
Applicable Florida State Statutes	_____	_____
General Order manual (online)	_____	_____
FCU Directives (online)	_____	_____
Legal Bulletins (online, PowerDMS)	_____	_____
GPD Policies and Procedures (online)	_____	_____
CIB Manual (online)	_____	_____

Radio Procedures - codes/signals

Radio courtesy	_____	_____
Proper use of signals/codes	_____	_____
Free speech	_____	_____
Radio responsibilities	_____	_____
Proper care of radio equipment	_____	_____

Chain of Command

In general	_____	_____
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Report Forms and Databases

FDLE Transmittals/PRELOG	_____	_____
Tow Sheet	_____	_____
Evidence Analysis Request	_____	_____
Leave Request Form	_____	_____
Uniform/Equipment Control Form	_____	_____
Major Case Checklist	_____	_____
Digital Photo Archive	_____	_____

**Gainesville Police Department
Forensic Crime Unit (FCU)
Field Training and Evaluation Program (FTEP)**

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
ATF E-trace	_____	_____
 <u>Computerized Logs</u>		
Homicide Log	_____	_____
Monthly Log	_____	_____
 <u>Daily Activities to Perform</u>		
Check Property Vouchers	_____	_____
Check Service Request tray	_____	_____
Check on incoming Tow sheets	_____	_____
Pulling and Processing of Evidence	_____	_____
Processing/Calls for service	_____	_____
Logging Requests and Follow-up	_____	_____
Report Submission/Archiving	_____	_____
Checking in/out on Radio	_____	_____
Court/Depositions/Pre Trials	_____	_____
 <u>Crime Scene Investigator General Safety Practices/Authority</u>		
Keeping alert to surroundings	_____	_____
While responding/driving to calls (alert!)	_____	_____
Authority/Limits of a CSI	_____	_____
Liability	_____	_____
Staging until scene secure (search warrant)	_____	_____
Requesting assistance	_____	_____
Firearms safety/familiarization	_____	_____
 <u>Report Writing Skills</u>		
Report form layout/template	_____	_____
Obtaining proper information	_____	_____
Taking good notes	_____	_____
Proper phraseology and scope	_____	_____
 <u>Reports and Report Writing</u>		
FDLE Transmittals/PRELOG	_____	_____
State Fire Lab Transmittals	_____	_____
Property/Evidence Vouchers	_____	_____
Latent Fingerprint cover cards	_____	_____
Search Warrant Return Forms	_____	_____
Vehicle Tow Reports (G.O. 84.2)	_____	_____

**Gainesville Police Department
Forensic Crime Unit (FCU)
Field Training and Evaluation Program (FTEP)**

Appendix D

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Crime Scene Reports		
Writing		
Submission for Approval		
Archiving Approved Reports		
<u>Service Requests</u>		
Property Vouchers		
Tow Sheets		
State Attorney's Office/Intake Requests		
<u>Impression Casting</u>		
Documenting of Impressions before Casting		
Properties of Dental Stone		
Casting an Impression		
Mixing of Dental Stone		
Pouring Cast		
Curing and Marking Casting		
Packaging Cast		
<u>Photography (G.O. 83.5)</u>		
Introduction to the Photography Section		
Proficiency with Digital Camera/flash		
Day time photography exercise		
Night time photography exercise		
Latent photography exercise		
Proficiency with videography/lighting		
Use of camera filters		
Alternate light sources		
UV/IR light sources		
Light table photography		
Training on Digital Photo Lab		
Downloading Images		
Scanning Images		
Saving and Storing Images		
Macro Photography		
Proficiency with UV/IR camera/lighting		
Scanning Latent Prints		
<u>Latent Fingerprinting</u>		
Proficiency with Fingerprint brushes		
Fiberglass brushes		

Appendix D

**Gainesville Police Department
Forensic Crime Unit (FCU)
Field Training and Evaluation Program (FTEP)**

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Magnetic brushes	_____	_____
Feather brushes	_____	_____
Proficiency with Fingerprint powders		
Graphite powders	_____	_____
Magnetic powders	_____	_____
Fluorescent powders	_____	_____
Proficiency with Fingerprint tapes		
Cellophane tape	_____	_____
Stretch tape	_____	_____
Palm tape	_____	_____
Diff-Lift tape	_____	_____
Proper Development/Lifting of Latent Fingerprints		
Surface evaluation	_____	_____
Powder application	_____	_____
Placing and lifting tape	_____	_____
Placing lift onto latent card	_____	_____
Placing information on card	_____	_____
Submission of latent cards	_____	_____

Chemical Processes

Proficiency with Fingerprint Chemicals		
Cyanoacrylate Ester Fuming	_____	_____
Ninhydrin	_____	_____
Iodine Fuming	_____	_____
Physical Developer (PD)	_____	_____
Gentian Violet/Sticky Side Powder	_____	_____
Basic Yellow	_____	_____
Small Particle Reagent (SPR)	_____	_____
Proficiency with Blood Reagent Chemicals		
Amido Black	_____	_____
Leuco Crystal Violet (LCV)	_____	_____
Blue Star	_____	_____

Evidence Collection and Preservation
(G.O. 83.1 and 84.1)

Documentation/Field Notes/Discovery	_____	_____
Definition of Property	_____	_____
Definition of Evidence	_____	_____
Proper Collection and Preservation of Evidence Collected at Scenes		
Hairs and Fibers	_____	_____
Blood	_____	_____

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Paint and Glass		
Impressions		
Computers		
Clothing		
Narcotics		
Semen		
Surveillance Video		
Arson		
Building Material		
Handguns and Ammunition		
Gunshot Residue		
Knives and Sharps		
Blood and Urine kits		
DNA Swabs (Blood/Oral)		
Search Warrants		
Currency		
Bloody Evidence		
Vehicles		
Unusual Items		
Personal Protective Equipment		
Available Equipment		
Proper Use		
Proper Disposal after use		
Evidence Drying Lockers		
Cleaning Evidence Drying Lockers		

Crime Scene Investigations

Arson and Fire Scenes

GFR Fire Investigator introduction		
Photos of scene (burn patterns)		
Point of Origin		
Fires and Fingerprinting		
Collect burnt material in cans		
Evidence to State Fire Lab		
Consult with Fire Investigator		

Burglary

Business/Residential/Conveyance Burglary (G.O. 83.2)

Process Crime Scene		
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Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Surveillance Video or Bait Camera	_____	_____
Standards for comparison	_____	_____
Tools/Personal effects of Suspect	_____	_____
Note any unusual patterns	_____	_____
 <u>Recovered Stolen Property</u>		
Note identification number(s)	_____	_____
Photograph _____ item(s)	_____ for	_____ identification
Photograph any serial numbers	_____	_____
 <u>Recovered Stolen Conveyances</u>		
<u>On Scene/Secure Storage Processing</u>		
Verify jurisdiction	_____	_____
Examine crime scene/vehicle	_____	_____
Document vehicle condition	_____	_____
LP Standards for comparison	_____	_____
Tools/Personal effects of Suspect	_____	_____
Contamination Issues	_____	_____
Proper vehicle release procedures	_____	_____
Determine if GPD completed exit	_____	_____
Turn over to Victim/Towing	_____	_____
 <u>Battery</u>		
<u>Simple or Aggravated Battery</u>		
Concentrate on the victim	_____	_____
Photos of injuries (with/w/o scale)	_____	_____
Photos of scene if any	_____	_____
Photos of victim overall condition	_____	_____
Collect damaged/bloody clothing	_____	_____
Re-photo bruising a few days later	_____	_____
 <u>Sexual Battery</u>		
Concentrate on the victim	_____	_____
Photos of injuries (with/w/o scale)	_____	_____
Photos of scene if any	_____	_____
Photos of victim overall condition	_____	_____
Collect damaged/bloody clothing	_____	_____
Attempt to locate trace evidence	_____	_____
See that FDLE sex kit collected	_____	_____

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Attempt to located body fluids	_____	_____
Send off Blood/Urine kit for analysis	_____	_____
Send off SAK for analysis	_____	_____
Consult with case Detective	_____	_____
Re-photo bruising a few days later	_____	_____
<u>Robbery</u>		
<u>Business/Bank/Home Invasion Robbery</u>		
Process Crime Scene	_____	_____
Surveillance Video or Bait Camera	_____	_____
Standards for comparison	_____	_____
Tools/Personal effects of Suspect	_____	_____
Contamination Issues	_____	_____
<u>Death Investigations (G.O. 40.4)</u>		
<u>Natural/Attended/Unattended Deaths</u>		
Crime scene integrity	_____	_____
Photos of victim injuries/condition	_____	_____
Photos of overall scene	_____	_____
Document any medications	_____	_____
Information from Death Fact Sheet	_____	_____
Remember attitude and demeanor	_____	_____
Verify if crime has occurred	_____	_____
Consult with Officer/Detective on scene	_____	_____
Has next of Kin been notified	_____	_____
Doctor sign Death Certificate	_____	_____
ME notification	_____	_____
Look for unusual/out of place things	_____	_____
<u>Traffic Homicides</u>		
Crime scene integrity	_____	_____
Photos of victim injuries/condition	_____	_____
Photos of overall scene	_____	_____
Document roadway conditions	_____	_____
Information from Death Fact Sheet	_____	_____
Remember attitude and demeanor	_____	_____
Remember line of sight views	_____	_____
Consult with Officer/THI Investigator on scene	_____	_____
Specific needs of Investigator	_____	_____
Identification of Evidence	_____	_____

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
ME notification		
Look for unusual/out of place things		
<u>Homicides</u>		
Verify ability to process (warrant?)		
Verify Crime Scene Integrity		
Survey the Crime Scene		
Inner/Outer Crime Scene perimeters		
Weather Conditions		
Determine what equipment is needed		
Take your TIME		
Video record entire scene		
Photos of victim injuries/condition		
Photos of overall scene conditions		
Document any medications		
Information from Death Fact Sheet		
Remember attitude and demeanor		
Take detailed notes		
Consult with Officer/Detective on scene		
Has next of Kin been notified		
Is there a known Suspect		
Are there items of interest		
Digital photos from scene		
Review and Re-evaluate Processing		
Medical Examiner notification		
Look for unusual/out of place things		
Take measurements for Diagram		
Moving of the Body		
Use of the FCU drying lockers		
Evidence Packaging/Tracking		
FDLE transmittals		
Crime Scene Report		
Crime Scene Diagram		
<u>Medical Examiner's Office</u>		
Calling out MEO		
Common Physical Evidence collected at an autopsy		
Blood Standard		
Hair Standards		
Fibers and Hairs		
Fingerprints		

**Gainesville Police Department
Forensic Crime Unit (FCU)**

Appendix D Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Fingernail Scrapings	_____	_____
Clothing/Personal Effects	_____	_____
Bullets/Fragments	_____	_____
Photographs of Body	_____	_____
Fingerprinting of Body	_____	_____
Identification fingerprints from body	_____	_____
Attitude and Etiquette	_____	_____
Medical Examiner Reports	_____	_____
 <u>Crime Scene Diagramming</u>		
The Crime Scene Sketch	_____	_____
Measurements at the Crime Scene	_____	_____
The Finished Diagram	_____	_____
The use of Scale	_____	_____
Alternative Diagram Options	_____	_____
Aerial photographs	_____	_____
Geo Info System views	_____	_____
Mapping Software	_____	_____
 <u>Crime Scene Investigations</u>		
 <u>Miscellaneous or Unusual Crime Scenes</u>		
<u>Accidents involving Department or City Vehicles</u>		
Photos of vehicle damage	_____	_____
Photos of overall scene	_____	_____
Remember approach directions	_____	_____
Digital photos distribution	_____	_____
Departmental: I.A.	_____	_____
City: Risk Management	_____	_____
 <u>Internal Affairs</u>		
Process scene as directed	_____	_____
Remember confidentiality	_____	_____
Detailed Documentation	_____	_____
 <u>Suspicious Incidents</u>		
Documentation of incident	_____	_____
Photos of the Crime Scene	_____	_____
Photographs of identifying items	_____	_____

Appendix D

Gainesville Police Department Forensic Crime Unit (FCU) Field Training and Evaluation Program (FTEP)

	<u>Instructed</u> Date/ CSIT/ FTI	<u>Performed</u> Date/ CSIT/ FTI
Process Scene as appropriate	_____	_____
Collect any requested items	_____	_____

Courtroom Presentation and Testimony

Before Court

Investigate scene with one eye on the jury box		
Collect/Don't Collect	_____	_____
Process/Don't Process	_____	_____
Anticipate questions	_____	_____
You can't go back	_____	_____
Take Good Notes	_____	_____
Read your report and know what you did		
Before Depositions	_____	_____
Before Hearings	_____	_____
Before Pre-Trials/Trials	_____	_____
Talk with State Attorney about case	_____	_____
Attitude and Etiquette in Court	_____	_____
Use of Personal Control: Relax		
Posture	_____	_____
Appearance	_____	_____
Speech (no slang)	_____	_____
No Nervous habits	_____	_____
Don't play sides (SAO vs. Defense)	_____	_____
Listen to the Questions asked	_____	_____
Testify to what you know	_____	_____
Don't testify outside your expertise	_____	_____

Basic Defense Strategies

The use of your fear/lack of control	_____	_____
Testing your knowledge	_____	_____
Common Defense Strategies		
Biscuit/Gravy Questions	_____	_____
The Walk and Talk	_____	_____
Isn't it Possible/What If?	_____	_____
Access to Resources	_____	_____
Use of Technical materials	_____	_____

NOTE: None of these strategies will effect the accuracy or veracity of your testimony, only its' presentation to the jury. Remember to maintain control of yourself, take your time and pay attention to the questions asked. If you don't know, say so! If you need a question clarified or repeated ask the attorney to do so. Above all tell the truth!! If the credibility of your testimony is in question so too will your facts.

GAINESVILLE POLICE DEPARTMENT

APPENDIX G Evidence Envelope

Year 6 digits
02-19-000000
Case Report Number

Last Name, First Name ID # Date
Submitting Department Member and ID Date

List Item Number(s): ID # - Item #
Description of Item

☐ EVIDENCE ☐ PROPERTY

GAINESVILLE POLICE DEPARTMENT

APPENDIX H Narcotics Evidence Envelope

Year 6 digits
02-19-000000
Case Report Number

Last Name, First Name ID # Date
Submitting Department Member and ID Date

List Item Number(s): ID # - Item #
Description of Item

☒ EVIDENCE ☐ PROPERTY

GAINESVILLE POLICE DEPARTMENT

NARCOTICS EVIDENCE

Defendant's Name
Defendant

Contents:

[] Cannabis Weight [] w baggie [] w/o baggie
[x] Cocaine 1.5g Weight [x] w baggie [] w/o baggie
[] Pills Name
Number of pills and weight
Markings on front
Markings on back
Color
Shape
[] Other Name
Weight [] w baggie [] w/o baggie

GAINESVILLE POLICE DEPARTMENT

Use only if website is down

APPENDIX I

Evidence Analysis Request Form

EVIDENCE ANALYSIS REQUEST

TO FORENSIC CRIME UNIT: NOTE: ALL INFORMATION MUST BE PRINTED

TYPE OF ANALYSIS REQUESTED: ☐ EVIDENCE ANALYSIS ☐ LATENT PRINT REQUEST ☐ VIDEO REQUEST

GPD CASE REPORT NUMBER:					
DATE OF REQUEST:	REQUESTED BY:	ID:	SUPERVISOR APPROVING REQUEST:	ID:	
STATE ATTORNEY REQUEST:		COURT NUMBER:	TRIAL DATE:	DATE OF ARREST:	
SUBJECT NAME:		RACE:	SEX:	DATE OF BIRTH:	SUBJECT: <input type="checkbox"/> ARRESTED <input type="checkbox"/> SC FILED <input type="checkbox"/> SUSPECT
TYPE OF INCIDENT:	DATE/TIME OF INCIDENT:		<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	<input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE	

EVIDENCE ANALYSIS REQUEST:

EVIDENCE ITEM NUMBERS
TYPE OF ANALYSIS REQUESTED (EXPLAIN):

VIDEO SURVEILLANCE REQUEST:

NAME OF CONTACT:	CONTACT PHONE NUMBER:
TIME FRAME REQUESTED:	CAMERA ANGLES:
SUSPECT/VEHICLE DESCRIPTION:	VIDEO SYSTEM (MAKE/MODEL):

LATENT FINGER/PALM PRINT COMPARISON REQUEST:

INSTRUCTIONS/COMMENTS:					
SUBJECT	RACE	SEX	DATE OF BIRTH	STATE ID	RESULTS
SUBJECT #1:					
SUBJECT #2:					
SUBJECT #3:					
SUBJECT #4:					
LATENT PRINT EXAMINER'S FINDINGS:		<input type="checkbox"/> PALM PRINTS NEEDED FOR A COMPLETE ANALYSIS <input type="checkbox"/> NO LATENT PRINTS ON FILE FOR REQUEST <input type="checkbox"/> LATENT PRINTS ARE OF NO VALUE			
		<input type="checkbox"/> NO FINGER/PALM PRINT STANDARDS AVAILABLE FOR SUBJECT(S) <input type="checkbox"/> AVAILABLE FINGER/PALM PRINT STANDARDS ON FILE ARE OF POOR QUALITY			
LATENT PRINT COMMENTS:					

TO BE FILLED OUT BY FCU INVESTIGATOR ONLY:

DATE CHECKED OUT:	DATE COMPLETED:	DATE REPORT SUBMITTED:



INTERNAL MEMORANDUM

Subject: NOTAM 25- RRB 01
To: Notice To All Members (NOTAM)
From: Joseph Shawn Hillhouse, *Interim Fire Chief*
CC: Nelson Moya, *Police Chief*
Date: 12/18/2024

Gainesville Fire Rescue (GFR) has established a comprehensive procedure for determining the cause and origin of fires in the City of Gainesville. When a fire occurs, GFR is responsible for identifying its cause and origin and documenting the cause and origin in the ePCR program. **IF** the cause remains undetermined **OR** if arson is suspected, the On-call investigator will be called to the scene. GFR will secure and hold the scene until the investigator arrives. Should the investigator determine that the fire is a result of arson, the Gainesville Police Department (GPD) forensics team will be contacted to conduct detailed documentation and evidence collection. The scene will be occupied by public safety until principle investigators from both GPD and GFR concur that the scene may be released.

Following this, GFR's investigations bureau will work in coordination with GPD to develop potential suspects and establish probable cause. This partnership will continue until an arrest warrant is issued or until all investigative avenues have been thoroughly pursued.

All relevant personnel are required to adhere strictly to these procedures, ensuring effective communication and coordination between GFR and GPD.

The aim of these procedures is to enhance the efficiency and accuracy of fire investigations within the city, ensuring accountability and the integrity of the process. This NOTAM will remain in effect until further documented in the appropriate SOG.

For further information or clarification, staff members are encouraged to contact their District Chief followed by the On-Call Executive Chief.

R/S

Joseph S. Hillhouse

