



Chapter: Investigations and Enforcement Operations
Subject: 07-28 – Scene Processing and Evidence Collection
Effective: October 18, 2024
Supersedes: N/A
Distribution: Department Members

PURPOSE: This Order establishes department policy for members involved in scene processing and the collection, preservation, transportation, and storage of evidence during an investigation.

07-28-1 POLICY

It is the policy of this department that only properly trained and equipped members will collect evidence or process crime scenes, traffic crashes, or other investigative scenes. This ensures that evidence or property taken into custody is properly secured, stored, and readily retrieved. Members shall ensure that all items of evidence and property are properly and accurately identified, collected, and maintained in accordance with department written directives.

07-28-2 DEFINITIONS

- A. Chain of Custody: Documentation of every person that had possession of an item of evidence or property from the time it was collected until its final disposition.
- B. Evidence: For the purposes of this Order, evidence refers to property used to help prove an element of the crime or civil infraction that may be submitted to a laboratory for analysis.
- C. Property: For the purposes of this Order, property refers to any item taken into possession of a member at the scene of a crime, traffic crash, or other department investigation.
- D. Scene: Generally considered to be the area, object, or person from which evidence is identified, documented, collected and/or analyzed. The area of a crime scene is only limited by the actions and distances covered by persons or objects involved in the situation.
- E. Scene Personnel: Includes but is not limited to enforcement members, evidence technicians, and laboratory crime scene analysts and technicians who have completed the applicable evidence collection training.

07-28-3 CRIME SCENE PROCESSING

- A. Worksite commanders shall ensure scene personnel are available to process scenes on a 24-hour basis.

- B. Enforcement members initially responding to a scene shall take all precautions to protect as much of the immediate known scene as possible and follow all applicable procedures detailed in the Crime Scene Response Guide.
- C. Scene personnel shall follow all procedures listed in the Crime Scene Response Guide for the collection, packaging, preserving, storage, and transportation of evidence or property.

07-28-4 EVIDENCE COLLECTION TRAINING REQUIREMENTS

To qualify as scene personnel, members must complete the following training, dependent on their position within the department.

- A. All enlisted members shall successfully complete the Michigan Commission on Law Enforcement Standards Basic Training Curriculum during recruit school, which includes crime scene process training.
- B. District/post evidence technicians shall complete the department's Evidence Technician School, or another department approved evidence technician school.
- C. Forensic Science Division Crime Scene Response Team members shall complete Crime Scene Response Training.

07-28-5 EVIDENCE TRANSFERS

- A. Evidence transfers shall be conducted in a manner that protects the evidence or property and maintains the chain of custody.
- B. The chain of custody shall be maintained (hard copy, digital, or a combination of both) starting from the time of collection.
- C. At a minimum, the chain of custody shall include:
 - (1) Item number or other unique identifier for evidence
 - (2) Date of transfer
 - (3) Incident number
 - (4) Signatures or identifiers (handwritten or digital) of both parties conducting the transfer

07-28-6 STAFFING, EQUIPMENT, AND SUPPLIES

- A. District command in each district shall maintain sufficient staffing of evidence technicians for scene response and shall ensure the technicians are equipped with the necessary supplies and equipment (e.g., crime scene kit and camera) for processing scenes.
- B. Each forensic science laboratory shall maintain at least one crime scene response vehicle supplied with the necessary equipment and supplies for processing, documenting (including sketches), photographing, and collecting evidence or property at scenes. The laboratories shall also have sufficient staffing of crime scene analysts/technicians for processing scenes in their response area.

07-28-7 KNOWN SOURCES

Known or reference samples (e.g., known fingerprints, known DNA samples, glass from a broken window, paint from a damaged surface, etc.) shall be collected when available and submitted to the forensic laboratory for comparison along with evidence collected from the scene.

07-28-8 EVIDENCE SUBMISSION TO AN ACCREDITED FORENSIC LABORATORY

Submission of evidence to Forensic Science Division laboratories shall follow evidence submission policies detailed in the Forensic Science Division Laboratory Operations Manual.

- A. The Forensic Science Division laboratories will accept evidence submitted by law enforcement agencies, prosecutors, or their designees, for purposes of criminal investigation and prosecution. The submitting agency or their designee is responsible for ensuring evidence needing forensic analysis is submitted to the forensic laboratory.
- B. Evidence shall be packaged, handled, transported, and stored appropriately to ensure its integrity and prevent deterioration, contamination, loss, or damage. Evidence shall be packaged in containers that protect persons handling it and sealed with a tamperproof seal that includes the initials of the person that sealed it.
- C. A completed FSD-007 Request for Laboratory Examination or FSD-093 Alcohol and Drug Determination form shall accompany evidence when submitted to the forensic laboratory.
- D. When submitting and receiving evidence at the forensic laboratory, the submitting agency or their designee shall be provided with documentation (hard copy or digital) detailing the evidence submitted or received to maintain the chain of custody. This documentation shall be retained in the laboratory's information management system.
- E. Digital laboratory reports detailing the analysis of submitted evidence are available through the Laboratory Information System portal.

DIRECTOR

Annual Review Responsibility: Forensic Science Division

Accreditation Standards: CALEA 83.1.1, 83.2.1, 83.2.4, 83.3.1 and 83.3.2