



EVIDENCE AND PROPERTY			801.00	
<div><div></div><div>CRIME SCENE COLLECTION AND PRESERVATION OF EVIDENCE</div><div></div></div>				
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This procedure consists of the following numbered sections:

- I. ORGANIZATION AND ADMINISTRATION
- II. CRIME SCENE PROCEDURES

PURPOSE

The purpose of this standard operating procedure is to establish guidelines for first officer responsibilities, notification of crime scene personnel, and processing crime scenes for the collection, handling, and preservation of evidence.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

Uniformed personnel are normally the first to respond to the scene of a crime involving persons and/or property. While the preservation of life is of paramount importance to first responders, successful prosecution of the case may depend on how well the crime scene was protected and the physical evidence collected.

DEFINITIONS

1. **Chain of Custody:** The written record referring to the continuity of custody of items collected as physical evidence whether at the crime scene or not. It is imperative, under law, that the item introduced to the court as evidence during a criminal proceeding be proven to be the same item originally collected.

- a. The chain of custody begins when an item of evidence is collected and maintained until final disposition of the evidence is made.
 - b. If custody is not properly maintained on an item of evidence, that item may be inadmissible in court.
 - c. The individual whose name appears last on the property receipt or voucher shall be held responsible for that item of evidence, to include its final disposition.
2. **Evidence:** Any property or item which may be used during a criminal proceeding to establish a case and to prove the facts of a crime before a court of law.
3. **Property:** Any item, such as money, valuables, and other items of personal ownership, which may have been lost, stolen, or abandoned.

PROCEDURE

I. ORGANIZATION AND ADMINISTRATION

- A. The Criminal Investigations Section has detectives on duty or on call to respond to crime scenes. These officers are available on a twenty-four (24) hour basis to investigate serious crimes.
- B. If the Crime Scene Technician, henceforth referred to as the Evidence Technician, is needed by the watch commander or detective(s), the assigned detective or supervisor is responsible for having them called to respond to the crime scene. The Evidence Technician should remain available at all times via telephone.
- C. The Evidence Technician should be notified immediately after the detective/watch commander establishes the need for assistance. The Evidence Technician will be expected to respond to the scene as soon as possible after notification.
 1. The duty detective/watch commander will ensure the crime scene is secure until the arrival of the Evidence Technician.
 2. The duty detective/watch commander will be responsible for the incident and direct the Evidence Technician as needed in the crime scene investigation.
- D. The proper identification, collection, processing, and preservation of evidence depends upon the cooperation and coordination of personnel from various departmental units and sections. It is expected that the Evidence Technician, the patrol officer(s), and detective(s) will maintain a working liaison with each other to identify potential problem areas in the evidence process.

II. CRIME SCENE PROCEDURES

- A. **Minor Crime Scenes:** Minor Crime Scenes are defined as those which result in such crimes as city ordinance violations, civil or criminal infractions, minor traffic accident investigations, misdemeanors, or minor property crimes. In these type cases, the

assigned patrol officer shall assess the need for a detective and will secure the scene and contact the watch commander. The watch commander will determine the need for a detective.

B. Major Crime Scenes: Major crime scenes will include such crimes as homicides, robbery, sexual battery, major assaults, property crimes involving major damage or large value of property taken, major traffic accident investigations with serious injuries, or any other serious felony. The Criminal Investigations Section Supervisor will be contacted on all major crimes to determine detective and crime scene response.

C. First Response

1. The first officer to arrive at the scene shall determine if additional assistance is required and request it, if necessary.
2. The first priority, even at the expense of scene preservation, is to secure the scene and the prevention of additional injury or death to the victim. If there is a possibility the injured person is alive, the first officer on the scene will render necessary first aid and request emergency medical assistance.
3. The second priority is the preservation of the crime scene. The assigned patrol officer will secure the scene by placing crime scene tape around the perimeter of the crime scene to prevent unauthorized access, when practical. The condition of evidence found at a crime scene will be preserved by limiting the scene to only necessary investigating members.
4. After evaluating the scene, its attendant circumstances and implications, the assigned patrol officer will assess the need for a detective, contact the watch commander, and when required, the watch commander shall have a detective respond.
5. If the suspect has fled from the scene and there is sufficient information concerning the suspect, the initial officer will advise the Communications Section to broadcast a local BOLO (Be On The Lookout). Necessary information should include the following: race, sex, age, height, weight, build, hair color, clothing description, direction and method of travel, and if armed.
6. The first officer arriving at the scene is in charge until relieved by a supervisory officer or an assigned detective.
7. The first officer on the scene is responsible for gathering basic information, establishing the perimeter of the scene, protecting the scene, and initiating a crime scene log. If appropriate, ropes, signs, barricades, and/or barrier tape will be used to protect the scene.
8. The first officer on the scene will keep potential witnesses at the scene until the assigned detective arrives. If a potential witness must leave the scene due to an extreme emergency, the initial officer will obtain their name, address, and telephone number where they can be reached for later interview.
9. The initial officer will deny access into the established crime scene to all persons, with the following exceptions:

- a. The medical examiner's staff;
 - b. The assigned detective and others necessary to complete the investigation;
 - c. Fire Department, if needed;
 - d. Paramedic or doctor (when injuries or death); or
 - e. Command Staff, if needed.
10. The initial officer establishing the crime scene shall be responsible for ensuring that no evidence is touched, moved, or disturbed (including firearms) until the scene is assumed by a detective. The initial officer shall further ensure that no smoking is permitted inside the crime scene. Protective clothing, to include latex gloves and shoe booties, may be worn to protect fluid and fiber evidence. These procedures will limit the disturbance of evidentiary items and the introduction of foreign materials.
11. The initial officer will be responsible for maintaining a Crime Scene Contamination Log which will be attached as a part of the original report. All persons entering the scene shall be advised they may be required to submit the following:
- a. Fingerprints;
 - b. Clothing worn at the scene (for elimination purposes);
 - c. Shoes worn at the scene (for elimination purposes);
 - d. Samples of hair and blood (for elimination purposes); and
 - e. Attendance at deposition and/or court.

D. Criminal Investigation Section Responsibility

- 1. Upon arrival on the scene of an incident, the duty or assigned detective will assume responsibility for the scene.
- 2. The detective will determine the need for a search warrant prior to any evidence gathering procedures being commenced.
- 3. If the detective determines there is no need for the Evidence Technician, they will be responsible for digitally photographing, diagramming, and sketching the scene; and the protection, collection, and preservation of evidence, if needed.
- 4. If the detective determines there is a need for the Evidence Technician, they shall notify the Criminal Investigations Section (CIS) Supervisor. The CIS Supervisor will then notify the Evidence Technician if they determine the Evidence Technician is needed.
- 5. The detective will provide direction for the Evidence Technician as needed.

6. The responding Evidence Technician will be responsible for digitally photographing, preparing a sketch of the scene, and the proper collection, protection, and preservation of all physical evidence located at the scene.
7. The Evidence Technician responsible for the crime scene collection will go over the crime scene with the assigned detective before releasing the scene to ensure all evidence has been collected.
8. If the Evidence Technician needs assistance in processing or maintaining control of the crime scene, they will advise the assigned detective of their needs.

E. Crime Scene Processing

1. Detectives shall ensure that their vehicles are equipped with, but not limited to:
 - a. Fingerprint kits for the recovery of latent prints;
 - b. Camera for digitally photographing evidence before it is moved and tagged;
 - c. Sketch pads for making drawings of the crime scene and identifying the location of all physical evidence;
 - d. Paper and plastic bags, tags, and indelible markers for the collection and marking of evidence;
 - e. Evidence tape for sealing and preserving evidence;
 - f. Property receipts.
2. Vehicles assigned to the Evidence Technician shall contain sufficient equipment to process a crime scene. Necessary items include, but are not limited to, the following:
 - a. Camera;
 - b. Latent fingerprint dusting kit;
 - c. Post-mortem and elimination fingerprint kit;
 - d. Steel measuring tape;
 - e. Wood/plastic ruler;
 - f. Wood chisel;
 - g. Razor knife;
 - h. Screwdriver;
 - i. Assortment of paper bags;
 - j. Plaster cast kit;

- k. Tape kit;
 - l. Assortment of plastic containers;
 - m. Disposable blankets;
 - n. Blood lifting kit;
 - o. Assortment of plastic bags;
 - p. Sexual assault kit;
 - q. "Do Not Enter" seals;
 - r. Several rolls of barrier tape;
 - s. Marker stakes;
 - t. Rubber gloves;
 - u. Flashlight;
 - v. Set of rubber boots; and
 - w. Hammer.
3. The lead investigator and the Evidence Technician shall work together to determine what items are to be collected.
4. For items to be accepted by the courts as evidence, the following requirements must be met:
- a. Each item must be identifiable, even after lengthy periods of time;
 - b. The exact location where each item was found shall be described;
 - c. The proper chain of custody, from the time of collection to the time of presentation in court, shall be shown for each item:
 - 1) All movements of the evidence shall be recorded;
 - 2) Whenever evidence is transferred from one place to another, or is forwarded to crime laboratories, such movement will be recorded on the property receipt and/or in the Evidence Module in the Records Management System, and shall include:
 - a) The date of transfer;
 - b) The receiving person's name;
 - c) Name and location of laboratory; and

d) Date item is returned to the agency.

- d. Be able to describe any changes that have occurred between the time of the collection and the presentation in court; and
- e. Prevent the evidence from becoming contaminated or modified by the exchange of trace evidence, excluding normal biological changes.

5. Preliminary Crime Scene Investigation

- a. The assigned investigator shall be responsible for the integrity of the crime scene.
- b. No person shall be allowed in the crime scene without approval of the assigned investigator.
- c. The investigator will record in their notes the date, time, and a description of the scene, including any visual details of the scene (e.g. lighting and weather conditions).
- d. An area close to the scene should be designated as the collection area for trash and the storage of equipment not in use, to prevent contamination of the scene.
- e. A sketch will be made showing the location of all pertinent items of evidence. Any additional items of evidence discovered later shall be digitally photographed and added to the sketch.

6. Detailed Search of the Crime Scene

- a. Evidence which may be affected by time and/or scene conditions, shall receive priority attention.
- b. Items of evidence shall be examined, digitally photographed, and collected in a logical order, to keep from disturbing the scene and contaminating the evidence.
 - 1) A complete evidence sample will be collected at a crime scene when possible and practical.
 - 2) Evidence shall be collected, and officers shall be trained in evidence collection procedures, in accordance with the Florida Department of Law Enforcement Evidence Submission Manual: [\(See Appendix Section VIII \(A\)\(1\)\).](#)
- c. A preliminary search for trace evidence shall be conducted.
- d. Portable items shall be packaged to prevent cross-contamination.
 - 1) A decision shall be made to determine if these items will be processed at the scene or later at a more favorable location.

- 2) If trace evidence is to be collected via taping, latent processing should be done after the taping.
 - 3) After the collection of trace evidence by taping, items that cannot be moved will be processed for latent prints.
- e. Latent fingerprints should be taken prior to moving any object.
 - f. Items that cannot be moved will be searched for trace evidence.
 - g. When collecting trace evidence via the taping method, surface areas should be segmented, with collections from each area packaged separately and the location where the trace evidence was recovered marked on the package.
 - h. When a deceased body is involved, it should not be moved until it has been examined and digitally photographed.
 - 1) The Office of the Medical Examiner will be notified and will examine the body prior to its being moved, if the Medical Examiner responds.
 - 2) If additional evidence is located under the body, it shall be digitally photographed prior to collection.
 - i. Physical evidence standards will be collected of all pertinent material.
 - j. The processing of evidence in the field will only be done if the situation allows maximum effectiveness for obtaining results.
 - k. If the possibility for contamination of the evidence exists, the evidence should be collected and transported to the Police Department where it can be processed more effectively.
7. Digital Photography or Videography at the Crime Scene: The videoing of crime scenes is recommended in many instances and is intended as a complement to, not a replacement for, digital photography. The guidelines listed below for digital photography also apply to videoing.
- a. Do not disturb or move evidence; it shall be digitally photographed in its original location.
 - b. Digitally photograph the approach to the crime scene, the surrounding areas, and the exterior of the building (if the crime scene is indoors).
 - c. Digitally photograph the entrance and exit to the crime scene, if it can be determined.
 - d. Digital photographs that may later need to be compared with standards should be photographed twice, once as the item appears normally and once with a measuring device included in the photograph. These include:
 - 1) Blood stains;

- 2) Latent fingerprints that were not lifted;
 - 3) Tire and shoe impressions;
 - 4) Broken objects (i.e. locks, etc.); and
 - 5) Any damage which, by nature, requires an exact measurement to scale.
- e. Take close-ups of any damage to containers that were targets (e.g. safes, jewelry boxes, etc.).
- f. Digital photographs of all objects should also depict the objects' relationship to other objects within the crime scene.
- g. Crime Scenes Involving a Body
- 1) Digitally photograph a general overall view showing the location of the body in relation to the area in which it was found.
 - 2) Take digital photographs from different angles.
 - 3) Take close-up digital photographs to show wounds, injuries, evidence close to the body, and the immediate surrounding area.
 - 4) If fingernail scrapings are to be taken at the morgue, digital photographs will be taken prior to bagging the hands for transportation.
- h. Other Morgue Activities: Decide if lifting of latent prints from the body will be attempted. Handle the body accordingly.
- i. Digitally photographing Live Persons
- 1) Take an overall digital photograph for identification.
 - 2) Take overall digital photographs of wounds or injuries, to show location on the body.
 - 3) Take close-up digital photographs of wounds or injuries, with and without measuring devices.
 - 4) If the subject of the digital photograph is the opposite sex of the photographer and the area of the photograph is private in nature, a witness shall be present.
 - 5) If the subject of the digital photograph is a minor, the consent of a parent or guardian shall be obtained and a witness will be present.
- j. Any digital photographs requested by the investigator or the State Attorney shall be taken.

8. Sketching the Crime Scene

- a. Digital photographs alone are not always sufficient for recording a crime scene.
 - b. The crime scene sketch and digital photographs should be made to complement each other.
 - c. The sketch must accurately portray the crime scene.
 - d. All measurements shall be accurate and recorded uniformly.
 - e. A steel tape shall be used to take measurements; if extreme distances are involved, a "Roll-A-Tape" may be used.
 - f. A rough sketch shall be completed at the site and prior to returning to the Police Department.
 - g. Upon return to the Police Department, a detailed, accurate sketch shall be completed.
 - h. Sufficient measurements shall be taken so that a correct perspective can be obtained from the completed sketch.
 - i. The sketch should contain no unnecessary details, showing only the most essential objects of the crime scene and their relationships to each other.
 - j. Two or more sketches may be made if there is an excessive amount of evidence to be shown.
 - k. Information that should be included in a sketch includes:
 - a) Physical dimensions;
 - b) The relation of the crime scene to other buildings, roads, etc;
 - c) The address, floor, and room number;
 - d) The location of significant features of the scene, including the victim and items of evidence;
 - e) Date and time of preparation of the sketch;
 - f) Name and rank of the person preparing the sketch;
 - g) Case number and type of investigation;
 - h) Direction of north; and
 - i) Not to Scale.
9. Fingerprints
- a. The items and area to be processed will vary in each instance. The processing of an item for latent fingerprints as soon as possible will assist in preventing

contamination or destruction of a latent print. Items not processed at the crime scene will be protected by a paper wrap or a paper evidence bag. The use of latex or cotton gloves is mandated when processing latent prints. By reconstructing the scene, determine which items apparently were, or are known to have been, handled.

- b. There are two types of latent fingerprints:
 - 1) Patent fingerprints are those that are visible to the naked eye and should be digitally photographed as they are. Patent fingerprints may be made in:
 - a) Blood, ink, grease, etc;
 - b) Soft substances (putty, clay, or wax).
 - 2) Latent fingerprints are invisible to the naked eye and must be developed. Smooth, non-porous, non-absorbent surfaces are the most desirable from which to obtain latent prints.
 - a) Porous and absorbent items shall be collected for chemical processing at the appropriate FDLE Crime Laboratory.
 - b) The chemical method used for processing latent fingerprints shall be determined by the investigator doing the processing and will be based on the characteristics of the item.
 - c) Laser processing may be performed by individuals familiar with the operation of the instrument.
 - d) Standard latent fingerprint processing of smooth, non-porous surfaces may be accomplished using either latent powders or the Cyanoacrylate Ester Fuming Method.
- c. When latent fingerprints are developed and lifted, the following information shall be placed on the fingerprint card:
 - 1) The initials of the officer on the edge of the tape;
 - 2) The case number;
 - 3) The date;
 - 4) The item from which the prints were lifted; and
 - 5) The name of the person lifting the fingerprints.
- d. Latent fingerprints should be submitted to the Evidence Section via a property receipt in a standard size plastic evidence bag that has been sealed with evidence tape.
- e. If an item is to be sent to a Crime Laboratory for fingerprint processing, the item shall not be partially processed for fingerprints at the scene.

10. Vehicle Processing

- a. Investigators shall process vehicles for latent prints and physical evidence, if necessary.
- b. If a vehicle requires processing and processing is not completed on-scene, a vehicle inventory is to be completed by the impounding officer and the vehicle is to be towed to an impound yard by a rotation wrecker. It is the responsibility of the officer removing the vehicle to notify a detective and brief them on the type of processing that is needed.
- c. If the vehicle was stolen locally, it will be the responsibility of the recovering officer to notify the appropriate agency and cancel the teletype BOLO.
- d. Any items removed from a vehicle shall be treated as evidence and handled accordingly.
- e. Exterior Vehicle Processing
 - 1) Take digital photographs from all angles, with one photograph showing the tag number.
 - 2) Take close-up digital photographs of any damaged areas from which trace evidence is to be removed.
 - 3) Collect and mark all trace evidence.
 - 4) Process for latent fingerprints.
- f. Interior Vehicle Processing
 - 1) Digitally photograph the interior of the vehicle from all angles.
 - 2) Take additional digital photographs of evidence as it is located.
 - 3) All evidence shall be examined, processed, recorded, and collected.
 - 4) The search of the interior shall be divided into five (5) areas.
 - a) Right front;
 - b) Left front;
 - c) Left rear;
 - d) Right rear; and
 - e) Rear deck above the back seat.
 - 5) The first four areas are further subdivided for collection of trace evidence via the taping method:

- a) Floor;
 - b) Seat; and
 - c) Instrument Panel.
- 6) The vehicle shall be processed for trace evidence by using the taping method with the exception of the rear deck, taking care not to enter the vehicle or destroy any latent fingerprints.
- a) The sweepings from each area shall be packaged and labeled separately.
 - b) The seats shall be taped first, then the floor and instrument panel.
 - c) Latent print processing can then be performed.
- 7) The rear deck shall be processed for trace evidence via the taping method after fingerprinting has been completed.
- 8) A search for hidden evidence shall then be conducted.
- 9) The trunk shall be processed in the same manner as the interior of the vehicle.
- 10) Further searches shall be made of the engine compartment, inside the grille, the fender wells, and the hub caps or wheel covers.
- g. Stains
- 1) Digitally photograph and record location.
 - 2) Remove stain for laboratory submission.
 - 3) Obtain a control sample of material from which the stain was removed.
- h. Suspected Hit and Run
- 1) Carefully examine all areas, including the undercarriage, for hair, fibers, blood, and body tissue.
 - 2) Grease and road grime sample standards should be collected.
 - 3) Paint sample standards should be obtained from all damaged areas.
 - 4) Pieces of broken metal, glass, etc., should be collected, packaged, and marked.

11. Tracks, Footprints, and Tire Marks

- a. The following digital photographs shall first be taken:

- 1) Overall digital photographs to show their relationship to the scene; and
 - 2) Close-up digital photographs, with and without measuring devices.
- b. A tripod shall be used to digital photograph tire and footprints from directly above.
- c. Three digital photographs should be taken of each area photographed:
- 1) With flash from the left;
 - 2) With flash from the right; and
 - 3) With flash from the end, if possible.
- d. The flash should be removed from the camera and held at an angle approximately six inches (6") above the print being digitally photographed.
- e. For some tool marks, the camera may have to be hand-held. Adhere to the principles above when digitally photographing tool marks.
- f. If the print is on a movable object, the object should be collected after digitally photographing.
- g. A plaster cast can be made of tire and shoe impressions.
- 1) If the material containing the impression is very soft and loose, the impression should be carefully sprayed with shellac before pouring the casting material.
 - 2) After the shellac dries, the casting material is carefully poured/spooned into the impression.
- h. For tool marks, a silicone rubber casting material can be used.

12. Marking Evidence

- a. All evidence collected for trial shall be packaged and the package marked by the collecting officer with their identifying mark.
- 1) Property that is collected and will ultimately be returned to the owner shall not be marked.
 - 2) A permanent marker is suitable for marking plastic bags and stainless steel items.
- b. Any item that may need to be processed shall be placed in a sealed container.
- c. The item shall be packaged in an evidence bag and the information portion of the evidence bag shall be completely filled out.

- d. If the item is too large to fit into an evidence bag, an evidence tag will be attached to the item. The information on the evidence tag shall be completely filled out.
- e. The item shall then be turned in to the Evidence Section with a property receipt.

13. Collecting Perishable Evidence

- a. Investigators shall record the form in which blood or other biological fluids are present at a scene. Blood or other biological fluids present at a scene, or during follow-up investigations, can vary in form from liquid to coagulated to dried.
 - 1) When fresh blood (liquid) or other fluids are found at a scene, a sample of the fluid shall be collected with a cotton swab (e.g. Q-tip). The cotton swab should be placed in a cardboard box and marked with the collecting officer's initials, time, date, and the incident number. The cotton swabs shall then be placed in a manila envelope and submitted to the Evidence Section.
 - 2) In the event that liquid blood or other fluids are present at several locations throughout the scene, several samples from several locations should be collected and treated as above.
 - 3) If blood or other fluids are discovered on an article of clothing, that article shall be collected, marked, allowed to air-dry, and shall be submitted to the crime laboratory.
 - 4) If blood or other fluids have dried on an object which cannot be collected (i.e. rugs, furniture, walls, etc.), the investigator shall attempt to cut a piece or section of the item containing the stain and submit it to the crime laboratory.
- b. Some dried stains (blood, etc.) can be collected from some surfaces, such as tables and windows, by wetting a cotton swab with distilled/sterile water and wiping the stain. The Evidence Technician has created kits specifically designed for this purpose. The cotton swab shall be placed in a cardboard box and marked with the collecting officer's initials, time, date, and the incident number. The cotton swabs shall then be placed in a manila envelope and submitted to the Evidence Section.

14. Collecting Other Evidence

- a. Non-perishable items shall be submitted to the Evidence Section for storage.
- b. Evidence that has been moved by an officer shall be impounded by that officer using a properly completed property receipt. If the evidence has to be processed and there is an Evidence Technician present, the Evidence Technician shall sign the property receipt, accept the item, process it, and submit the item to the Evidence Control Room with the original receipt, for storage.

- c. Physical evidence which could spoil (i.e. blood, tissue) shall be submitted to the Evidence Technician who will refrigerate those items. When perishable serological evidence is seized and the Evidence Technician or CIS Supervisor is unavailable, the evidence shall be placed in the temporary refrigerated storage unit located outside of the Evidence Processing Area and the unit shall be secured with the provided padlock.
 - 1) This type of evidence shall be submitted to the crime laboratory as soon as possible.
 - 2) It is the responsibility of the Evidence Technician to submit all items of evidence to the crime laboratory.
- d. Wet/Liquid Evidence
 - 1) Proper containers will be used for the collection and storage of liquid evidence. Vials and small glass collection bottles will be used to prevent spillage and contamination. The containers will be sealed with evidence tape, initialed, and placed in an evidence bag. The evidence bag will be properly marked and identified with a "biohazard" warning, if applicable. The Evidence Technician will maintain a supply of containers to be issued when necessary.
 - 2) When wet evidence is seized, the Evidence Technician shall be summoned to respond. Wet evidence will be placed in the assigned drying area until such time as it is ready for packaging. The evidence will then be properly packaged and placed in the appropriate evidence storage area.
- e. Collection of Comparison Standards for Laboratory Examination
 - 1) When evidence is collected that requires comparison standards for laboratory analysis, those standards shall be collected from unadulterated areas as near to the evidence as practicable but far enough away to ensure the sample is not contaminated.
 - 2) Comparison standards shall be properly labeled and packaged and shall be listed on a property receipt for submission to the crime laboratory for comparison with the unknown evidence.
 - 3) Standards should always be collected, whenever possible, before the crime scene is released.
 - 4) The decision on which material to sample as a standard is largely a function of the investigator's experience and judgment. However, it is always better to collect too much evidence than too little evidence.
 - 5) Major Investigations - When known standards or evidence are required, it shall be the responsibility of the Evidence Technician to collect the standards or evidence.
 - a) The case investigator shall make the object or person available to the Evidence Technician.

- b) The case investigator's responsibilities include obtaining court orders for hair, blood, etc.; consents to take hair, blood, etc.; search warrants for vehicles or houses; and consents to search vehicles or houses.

F. Property Receipt: Officers shall refer to the [Standard Operating Procedure 800.00 - Evidence and Property](#) for the proper procedure for completion of property receipts. A Property Receipt shall:

1. Be used to document all evidence collected from the crime scene;
2. Be completed for all collected evidence and will describe the items collected, who collected them, and where the items are being stored;
3. Indicate ownership of the items when known; and
4. Become part of the officer's report package.

G. Contents of the Crime Scene Investigator's Report

1. The report shall be entered in the Crime Scene tab in the Incident Report and include:
 - a. Date, time of arrival, address/location of processing;
 - b. A brief description of the digital photographs that were taken.
 - c. If no digital photographs were taken, an explanation of the reason why;
 - d. All areas and items processed for latent fingerprints, with a notation of the number fingerprints lifted from each area or item. If no latent fingerprints were recovered from an item, this information will also be included;
 - e. A narrative which shall include:
 - 1) The time of arrival on the scene;
 - 2) Weather conditions;
 - f. All activities and the names of anyone assisting in the activities;
 - g. The process of collecting evidence; and
 - h. Any attachments, such as property receipts and sketches of the crime scene.
 - i. Any evidence, whether physical or photographic, that is not recovered from the scene; and
 - j. If a scene is processed and no latent fingerprints of value are found, it should be noted in the officer's detailed incident report narrative that processing was completed with negative results. If a scene was processed and latent fingerprints of value were located, it should be noted in the officer's detailed

incident report narrative that processing was completed, the locations of located prints, and that prints were submitted to the Evidence Section.

H. Training Opportunities

1. Even though the basic training curriculum for recruits covers the collection and preservation of evidence at crime/accident scenes, investigators and officers are encouraged to increase their skill level by attending Advanced Specialized Courses offered by area training facilities as they become available.
2. Members whose primary responsibility is crime scene processing shall receive, at a minimum, the following specialized training:
 - a. Detection and collection of latent fingerprints and palm prints;
 - b. Detection and collection of foot, tool, and tire impressions;
 - c. Digitally photographing crime and crash scenes;
 - d. Sketching crime and crash scenes; and
 - e. Collecting, preserving, and transmitting physical evidence, including biological materials.
3. Periodic training shall be provided for the Evidence Technician to update him/her in new procedures and equipment.
4. Training in crime and accident scene processing shall be provided as part of the Punta Gorda Police Department's basic curriculum for recruits.

I. Submission of Evidence to the Crime Laboratory

1. The submission of evidence to the Crime Laboratory shall be at the direction of the Evidence Technician.
2. Items shall be hand carried unless circumstances warrant mailing by common carrier.
 - a. If sent by common carrier, such as Federal Express, United States Postal Service, or United Parcel Service, the package should be registered or certified with a requested return receipt to maintain the chain of custody.
 - b. An FBI/FDLE transmittal letter/form, as appropriate, shall be prepared and sent with the evidence.
3. The submission of evidence to the FDLE Crime Laboratory shall be governed by the FDLE Evidence Submission Manual. If questions arise as to the submission of certain evidence, the Evidence Technician shall contact the pertinent Crime Laboratory via telephone to obtain advice and direction.

4. Whenever evidence is submitted to a laboratory, the following information shall be recorded by the Evidence Technician:
 - a. The name of the officer having custody of the items;
 - b. The date and time of submission or mailing, and the carrier used for transmission;
 - c. The date and time the item was received at the laboratory; and
 - d. The name of the person receiving the evidence.
5. When laboratory results are obtained, they shall be made a part of the assigned investigator's case package. A copy of the results shall be forwarded to the assigned investigator by the Evidence Technician.
6. All movements of evidence and/or property, and any subsequent FDLE laboratory results, will be entered into computerized case management.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW: 01-18-1992, 03-08-1996, 03-20-1998, 05-03-2000, 06-07-2002, 06-07-2004, 10-03-2007, 09-12-2008, 03-13-2012, 03-24-2014, 08-09-2016, 07-10-2018, 06-16-2020, 06-05-2025

REVISION DATES: 01-18-1992, 03-09-1992, 03-08-1996, 01-20-1998, 03-20-1998, 03-25-1998, 05-03-2000, 06-07-2002, 06-07-2004, 10-03-2007, 09-12-2008, 03-13-2012, 03-24-2014, 08-09-2016, 07-10-2018, 06-16-2020, 06-05-2025