

# WOONSOCKET POLICE DEPARTMENT

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CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	420.01	2/28/2023	2/28/2023
SUBJECT		PREVIOUSLY ISSUED DATES	
Evidence Collection & Preservation		Major Crime Scenes Policy (6/29/2001); Death Scene Investigation (undated); 2/26/2015	
ACCREDITATION		RE-EVALUATION DATE	
RIPAC 16.1, 16.2, 16.3, 16.4, 16.5, 16.6.d, 16.12 CALEA 83.1.1, 83.1.2, 83.2.1, 83.2.2, 83.2.4, 83.2.5, 83.2.6, 83.3.1, 83.3.2, 83.2.7		2/14/2020; 2/22/2023	
INDEX		DISTRIBUTION	
Property & Evidence Control		All Personnel	

## EVIDENCE COLLECTION AND PRESERVATION

### I. PURPOSE

The purpose of this policy is to establish guidelines and provide a management control system for department members regarding the collection and preservation of evidence.

### II. POLICY

The Woonsocket Police Department recognizes that successful prosecution of offenders and other police-related matters are directly linked to a thorough evidence collection and preservation process. It is therefore essential that to safeguard its evidentiary value, all evidence must be carefully collected, identified, properly packaged, and secured. All physical evidence must also be accurately described and documented in all departmental entries, journals, logs, forms, and reports. This department will also ensure that all evidence is properly stored, readily retrieved, and transmitted properly if laboratory support is required.

It is essential to remain cognizant of the fact that the chain of custody begins the moment the evidence is discovered and continues until presented in court. To ensure that the evidence collected and preserved by this department will prevail against any legal

challenge, the activity of every person who handled, examined, transferred, transported, or stored the evidence must be accounted for and documented.

The Woonsocket Police Department's responsibility in maintaining the integrity of the chain of evidence requires that personnel be properly trained in evidence recognition and collection procedures. Every effort should be made to leave the handling of evidence to those department members who are trained and certified in evidence collection and preservation.

### III. DEFINITIONS

***Chain of Custody:*** The continuity of the custody of physical evidence, whether at the crime scene or not. It begins at the time of the original collection and ends at the final disposal.

***Crime/Forensic Laboratory:*** A laboratory that employs one or more full-time criminologists, whose principal function is the examination of the evidence for law enforcement agencies in criminal matters who shall provide testimony concerning such physical evidence to the criminal justice system.

***Crime Scene:*** The location where the crime occurred or where the indication of where the crime exists.

***Crime Scene Processing:*** The specific actions taken at a crime or accident scene consisting of photographing all pertinent information, preparing the crime or accident scene sketch, and collecting and preserving physical evidence.

***Crime Scene Sketch:*** A drawing showing all significant aspects of the crime scene.

***Evidence Officer:*** A member of the Woonsocket Police Department who is accountable for the control and maintenance of all evidence and property submitted.

***Evidence/Property Room:*** Facilities utilized by this department for the storage of evidence property.

***(BCI) Evidence Technician:*** Officer who has completed the Bureau of Criminal Identification program held at the University of Rhode Island Crime Laboratory.

***Impounding Officer:*** The officer who initially receives the evidence and initiates the chain of custody.

***Physical Evidence:*** Any substance or material found or recovered in connection with a criminal investigation.

***Serious Injury:*** Injury or potential injury that results or may potentially result in loss of limb, serious disfigurement, serious head or spinal trauma, and loss of life.

## IV. PROCEDURES

### A. DUTIES AND RESPONSIBILITIES

The first officer to arrive at a crime scene is normally a patrol officer. The following steps should be taken until additional assistance arrives.

1. Take necessary steps to deal with immediate danger to the officer or others.
2. Provide medical assistance when necessary.
3. Determine the nature of the crime committed.
4. Apprehend the criminal offender if possible (when the right to arrest exists).
5. Make immediate notification and request assistance from the Officer-in-Charge (OIC). If necessary, request the assistance of a superior officer, the Detective Division, and/or Bureau of Criminal Investigation (BCI) trained Evidence Technicians.
6. Protect the scene to prevent the destruction or contamination of evidence. Unauthorized personnel will not be permitted to enter the crime scene. All persons found at the scene should be removed from the immediate area, detained, and separated. The outer perimeter of the crime scene should be physically isolated by erecting a marked crime scene barrier.
7. Briefly note and record any evidence that may relate to the crime. The date, time of arrival, route of approach, weather conditions, and any other observations should be recorded, and a log started and maintained. The log shall indicate the name and time of authorized persons entering and leaving the crime scene and remain maintained until the lead investigator releases the scene.
8. The Impounding officer shall protect all evidence from potential contamination, alteration, destruction, and/or damage. Any officer who is not familiar with the proper collection and preservation of evidence should obtain assistance from an officer/detective trained in such matters.

### B. SERIOUS CRIMES

The following offenses are of a nature requiring the **immediate** assignment of a detective to assume the responsibility for the completion of the preliminary investigation, begin the follow-up investigation, and take control of the crime scene. A BCI Evidence Technician may also be assigned to evaluate, collect and process evidence at the scene.

1. Death of a violent or suspicious nature;
2. Rapes or suspected rapes;
3. Assaults resulting in serious injury or death;

4. Armed robberies;
5. Burglaries where there is excessive or unusual loss;
6. Any major disaster (where detectives can assist in the identification of victims);
7. Kidnapping and extortion;
8. Bombings;
9. Fires of suspicious origin where arson is suspected. The State Fire Marshall's Office shall also be notified in such cases;
10. Traffic crashes which result in serious bodily injury and/or fatality.

### **C. DETECTIVE/BCI PERSONNEL**

#### **RI 16.1**

A detective and/or (BCI) Evidence Technician shall be on call on a 24-hour basis. An on-call detective and on-call (BCI) Evidence Technician rotation will be maintained by the Captain of the Detective Division. This rotation will be relayed to the Uniform OIC and maintained in the OIC's office.

1. The BCI Lieutenant shall be responsible for assigning a member of BCI or an officer from the BCI Rotation List to process a crime scene when deemed necessary.
2. The BCI Lieutenant shall be responsible for the storage of equipment utilized for the processing of crime scenes. This equipment shall be accessible to authorized members of the department and all other trained BCI Evidence Technicians on a 24-hour basis and shall consist of items needed to perform the following tasks:

#### **RI 16.3(a)**

a. Recovery of latent fingerprint evidence;

#### **RI 16.3(b)**

b. Photography and video camera photography;

#### **RI 16.3(c)**

c. Crime scene sketching and recording;

#### **RI 16.3(d)**

d. Collection and preservation of physical evidence.

#### **RI 16.4**

3. Officers processing crime/accident scenes will file reports containing the following information:
  - a. Case number;
  - b. Officer's name, date and time of notification, and arrival at the scene;
  - c. Location of the crime scene;
  - d. Name(s) of victim(s) and suspect(s) if known;
  - e. Actions are taken at the scene, including:
    - 1) Measurements taken, if any;
    - 2) Documenting all evidence recovered to include:
      - a) Description of the item (make, model, and serial number if applicable);
      - b) The source and name of the officer collecting the item;
      - c) Assigned Property Number, description, and owner information;
      - d) Disposition of the physical condition of each item of evidence;

- e) The investigating officers will document all procedures used to locate and recover all visible and latent evidence.
- 3) Documentation of the appropriate reasons for not taking photographs or not recovering physical evidence.
- 4) In crime scene situations where a substance or material from a known source is available, it will be collected for submission to the laboratory for comparison with the physical evidence collected. This will be done in a manner to ensure the admissibility and integrity of the sample in a court of law.

#### **D. PHOTOGRAPHY/VIDEOGRAPHY**

1. The crime scene should be photographed and/or videotaped before any search has begun. In a team situation, one person should be assigned to all photography and videotaping.
2. No personnel should be within the scene during this time and no police equipment should be included in the photographs except as necessary for investigative purposes.
3. Objects may not be moved or examined until they have been photographed or videotaped from all relevant angles, sketched, and examined for evidentiary value.
4. Crime scene photography and/or video should include the following:
  - a. The approaches to the scene;
  - b. The surrounding area;
  - c. The general scenario;
  - d. Any relevant close-ups;
  - e. Body positions should be photographed from a north, south, east, and west perspective, as well as an identification shot of the victim's face, if possible. The area beneath a body and after its removal;
  - f. Any fingerprints, footprints, bloodstains, tool marks, bite marks, damaged areas, skid marks tire tracks, glass impressions, and other relevant items of evidentiary value;
  - g. In a photograph where a scale is required, two photographs should be taken; one with a scale in the photograph and one without;
  - h. Each item shall be photographed to depict its location detailed in the crime scene sketch and field notes.
5. After completion of the photography and/or scene processing, a Photography Log Sheet shall be completed detailing the photographer, date, time, case number, camera used, lens, and general description of photographs taken.
  - a. Videotapes shall be initially secured in the temporary evidence storage locker, later to be secured in the Evidence Room, and filed by case number.

- b. Digital videos will be transferred to a disk or loaded onto the photo imaging system and/or attached to the case report.
- c. Digital camera photographs will be kept on disk or loaded onto the photo imaging system and/or attached to the case report.

#### **E. CRIME SCENE SKETCH**

1. In all cases involving serious crimes and/or accidents resulting or potentially resulting in serious bodily injury or death, the investigating officer or the assigned (BCI) Evidence Technician shall create a sketch of the crime scene that shall include, but not be limited to the following:
  - a. Dimensions of the crime scene;
  - b. Relation to the crime scene to other buildings or fixed objects;
  - c. Address, floor, or room number, as appropriate;
  - d. Location of the significant features of the crime scene including the victim;
  - e. Date and time of preparation;
  - f. Locations of physical evidence recovered;
  - g. The direction of North;
  - h. Names of the persons preparing the sketch.

#### **F. FINGERPRINTS**

1. A crime scene search will include a detailed examination of visible, plastic, and latent fingerprints when appropriate. Officers performing this function will preserve all developed prints.
2. All surface areas in and around the crime scene that have the potential of retaining finger and palm prints will be searched and processed using an appropriate method determined by the (BCI) Evidence Technician.
3. If latent fingerprints are lifted, they shall be recorded on the Latent Fingerprint Log which shall include the name of the investigator, date, time, item, and place where the latent discovered and method used.
4. Fingerprints found at a crime scene will be immediately recorded by photography before any attempt is made to lift the prints. A photograph of the print will be taken with a scale present in the photograph as well as one without the scale.
5. To exclude as suspects those persons having lawful access to a crime scene, elimination prints shall be obtained from all persons who may have access to the crime scene. Prints should be labeled, "for elimination purposes," and signed by the person and officer. The Elimination Print card shall also include the person's printed name, date of birth, address, and dates the inked prints were taken.
6. The fingerprint lift card shall include the following:
  - a. Case number;
  - b. Date and time of lift;

- c. Name and signature of the officer making the lift;
  - d. Type of crime;
  - e. The exact location where the print was lifted.
7. Latent print cards shall be labeled and entered into evidence.
8. Inked fingerprint cards shall be categorized, filed, and stored in the BCI Office.

## **G. DNA COLLECTION**

1. DNA evidence collection is extremely important regardless of an officer's assignment, rank, or expertise, so all sworn members should be aware of important issues involved in the identification, collection, transportation, and storage of DNA evidence. Department members should take precautions against possible contamination because DNA can be extracted from seemingly minute samples of blood/bodily fluid. Evidence contamination can occur when DNA from a foreign source gets exposed to or mixed with DNA that is relevant to the case.
  - a. First responders will secure the scene to avoid contamination until a (BCI) Evidence Technician or detective responds to collect the evidence. Officers will avoid touching an area of evidence where they believe DNA exists. Avoid talking, sneezing, scratching, and coughing over evidence.
  - b. Only BCI-trained personnel and those detectives that have received DNA collection training will collect DNA samples.
  - c. When transporting or storing DNA evidence, keep the evidence dry and at room temperature. Once the evidence has been secured in paper bags or envelopes, it must be sealed, labeled, and transported in a way that ensures proper identification of where it was seized from and a proper chain of custody. Never place DNA in plastic bags. Direct sunlight and hot conditions can be harmful to DNA.
  - d. To avoid contamination of evidence that may contain DNA, the following precautions shall be adhered to:
    - 1) Wear gloves;
    - 2) Use disposable instruments or clean them thoroughly before and after handling each sample;
    - 3) Avoid touching an area of evidence where you believe DNA exists;
    - 4) Avoid talking, sneezing, scratching, and coughing over the evidence;
    - 5) Avoid touching your face, nose, or mouth when collecting or packaging DNA evidence;
    - 6) Air-dry evidence thoroughly before packaging;
    - 7) Put evidence into new paper bags or paper envelopes never use plastic bags.

- e. As with fingerprints, the effective use of DNA may require the collection and analysis of “known samples.” These samples are necessary to determine whether the evidence came from the suspect or someone else.
- f. One investigative tool available to law enforcement is the Combined DNA Index System (CODIS). CODIS is an electronic database of DNA profiles that can identify suspects. All states have implemented a DNA index of individuals convicted of certain crimes. Therefore, law enforcement officers have the means to identify possible suspects in cases in which a suspect’s identity was previously unknown.

## **H. SEARCHING, COLLECTING, MARKING, AND CONTAINING EVIDENCE**

### **1. Searching for Evidence**

- a. The mechanics of the search may vary, i.e., strip search, grid search, wheel search, etc.
- b. Officers should make a rough sketch of the area searched with the dimensions and distances noted.
- c. Officers should examine each item of evidence discovered during a search very carefully, thoroughly, and completely.
  - 1) Officers should give special attention to fragile evidence that may be destroyed or contaminated if not collected upon discovery. All strange odors should be noted.
  - 2) Officers should treat as evidence all other items that are foreign to the area in which they are found, such as hair, fiber, and earth particles.
  - 3) A crime scene search shall include a detailed examination for visible, plastic, and latent finger and palm prints and foot impressions.
  - 4) The search is completed when the area has been thoroughly examined, a rough sketch drawn, pertinent photographs taken, and necessary notes completed.

### **2. Collecting Evidence**

- a. After the search has been completed and sketches and photographs have been taken, the evidence may be collected.
- b. One (BCI) Evidence Technician will be the primary evidence collector. This will allow the orderly and professional gathering of evidence to ensure security, safe handling, and a proper chain of custody. The appropriate Property Labels shall be affixed to each item of evidence that is obtained. Property Labels include the following information: Property number, type, description, serial number and other similar information, owner information, date, time, incident number, and reporting officer. Each item of evidence/property with its

corresponding property number shall also be entered into the computer system in the appropriate Incident or Arrest report.

- c. If custody of evidence must be transferred to another officer/Evidence Technician in the field, the report shall include:

RI 16.2(a)

1) The date and time of transfer;

RI 16.2(b)

2) The person's identity who receives the evidence;

RI 16.2(c)

3) The reason for the transfer;

RI 16.2(d)

4) The name and location of where the property was transferred; and

RI 16.2(e)

5) Any examinations performed (if applicable).

- d. For all evidence collected, a list shall be compiled on the Evidence Log Sheet that shall include, but not be limited to the following:

1) Description of the item(s), including the make, model, and serial number, if any;

2) Identification of place or person item(s) was/were obtained from;

3) The name of the person collecting the item(s);

4) Case number, location of the crime, and date;

5) Packaging methods and marking data;

- e. Officers should only handle evidence when necessary. The wearing of gloves during the collection of evidence shall be required, as it will prevent the contamination of evidence and the potential transfer of communicable diseases to officers collecting the evidence. The use of Tyvek suits shall be worn when appropriate.

- f. If needed, an article of evidence, e.g., carpeting, upholstery, walls, doors, etc. may be cut out, taken away, or removed from its original environment.

- g. If the fingerprints of an officer are placed on any item, it should be noted in both the field notes and the final report.

- h. Special types of evidence necessitate special handling procedures.

1) Liquid blood samples should be placed in properly sealed containers and stored promptly in secured a refrigerator.

2) Wet or bloody clothing should be air-dried and packaged in paper bags.

3) Physiological fluids should be frozen.

4) Items possibly supporting latent fingerprints should be protected from any movement or actions that may destroy or contaminate the prints.

### 3. Marking the Evidence

- a. Investigating members should place their initials and/or badge number and date on each piece of evidence they seize. Exceptions should be made for precious metals or jewelry that have a high monetary value.

- b. A marking should be made as soon as the item is discovered and should be placed where it least affects the appearance of the monetary value.
  - 1) To mark very hard materials, a diamond or carbon point pencil or engraving tool should be used.
  - 2) Soft articles such as clothing or paper may require an indelible ink mark.
  - 3) Evidence that cannot be marked should be placed in an appropriate container, sealed, and marked on the container's exterior.

#### 4. Containing Evidence

- a. The main purpose of using proper containers is to prevent a change in the physical evidence through:
  - 1) Loss of leakage;
  - 2) Evaporation or seepage;
  - 3) Contamination;
  - 4) Mixture or mingling;
  - 5) Alteration;
  - 6) Pilferage.
- b. The investigating officer and the Evidence Officer are directly responsible for the preservation and security of the evidence.
- c. All evidence containers should be sealed in such a way that a container cannot be opened unless a seal is broken. All seals should have the officer's name and other particulars written on them.
- d. Evidence should not be bent or forced into a container. Padding may be added to prevent the object from moving, sliding, or rolling in the container.
- e. To ensure the preservation of evidence and the prevention of contamination, all items should be properly packaged and stored.
  - 1) Metal paint cans shall be used for volatile substances and arson-related materials.
  - 2) Clean plastic jars with screw-on lids or empty 35 mm film canisters for small items such as bullets, casings, glass fragments, metal fragments, paint chips, hair, fibers, dried blood, powder, etc.
  - 3) Self-sealing plastic bags for narcotics and other dangerous drugs, jewelry, paper, and other small items.
  - 4) Small plastic tubes with screw-on lids for liquids suspected of containing alcohol.
  - 5) Paper bags for stained materials, such as bloodied articles or those containing seminal fluid. Do not package when wet or moist. Articles should be allowed to thoroughly dry and then be placed in a separate bag.

RI 16.6(d)

- 6) Cardboard boxes for large bulky items or numerous small articles from the same location.
- 7) Hypodermic needles and syringes shall be sealed in clear, plastic, protective cases before being sealed in plastic evidence bags.
- 8) Appropriate information shall be filled out on all evidence bags, tags, and labels.
- 9) For additional guidance in packaging and storing evidence, department members shall refer to the procedures outlined in the FBI Handbook of Forensic Science.

## **I. SUBMISSION OF EVIDENCE TO FORENSIC LABORATORIES**

1. It shall be the responsibility of the BCI Lieutenant to coordinate and delegate the preparation and transmittal of physical evidence to the appropriate lab. Written results of laboratory analysis will be available to the investigating officers.
2. All seized evidence subject to laboratory examination will be submitted to the appropriate laboratory as soon as possible.
3. In situations where perishable evidence such as fresh blood, physiological stains, and tissue and biological materials cannot be submitted in a timely fashion, such perishable evidence will be stored in the secured evidence refrigerator.
  - a. Blood-stained or soaked evidence shall be placed in the evidence dryer by BCI personnel before submission.
4. As with all evidence, officers are to ensure that the proper chain of evidence is recorded when handling perishable evidence. The officer transferring the evidence will ensure the following Chain of Custody information is documented which shall include:
  - a. Case number;
  - b. Date and time of initial seizure and all subsequent transfers;
  - c. Officer's name and signature initially seizing evidence and subsequent officers handling the evidence;
  - d. The storage location (e.g. Temporary Evidence Storage, Evidence Locker number);
  - e. Reason for the transfer;
  - f. Physical description of each piece of evidence;
  - g. Destination of transferable evidence, i.e., other agencies, laboratories;
  - h. Witness signatures;
  - i. Any examinations performed;
  - j. Any other data that may further secure the chain of custody and/or describe the disposition of evidence.

**RI 16.5(b)**

5. Items of physical evidence submitted for examination will be prepared uniformly. Items of evidence will be packaged and transmitted consistent with the requirements of the receiving laboratory.
6. Depending upon the circumstances surrounding an investigation and/or the type of evidence in question, the department will utilize, but is not limited to, any of the following crime/forensic laboratories:

- 1) The Federal Bureau of Investigation Laboratory;
- 2) The Alcohol, Tobacco, and Firearms Laboratory;
- 3) The Rhode Island Crime Laboratory at the University of Rhode Island;
- 4) The Rhode Island Department of Health Laboratory, Providence, Rhode Island.

**RI 16.12**

- a) Evidence samples submitted to the Rhode Island Department of Health will be consistent with RI Department of Health guidelines.
- b) Personnel responsible for the submission of evidence samples have 24-hour access to RI Department of Health guidelines.

**RI 16.5(c)**

7. Accompanying each transfer of evidence shall be the appropriate form specific to each laboratory. Upon completion of the laboratory analysis, the results of the analysis shall be returned to the department in writing.
8. The officer transferring the evidence to the laboratory will obtain a receipt to ensure the maintenance of the chain of custody.
9. Regardless of which laboratory is utilized, the following information will be recorded by the Evidence Officer upon submission of the evidence:

**RI 16.5(a)**

- a. The identification of the officer submitting the evidence;
  - b. The date and time of the submission or mailing and the method used for transmission;
  - c. The date and time of receipt in the laboratory;
  - d. Name and signature of the person in the laboratory receiving the evidence.
10. In situations where a substance from a known source needs to be collected for comparison to physical evidence collected, department members shall do the following:
    - a. Obtain consent from the suspect to collect the substance, if the suspect maintains a proprietary interest in the property from which the sample is to be taken. If not, obtain consent from the individual with a proprietary interest in the property in question.
    - b. Obtain a search warrant for the substance.
    - c. When it is necessary to obtain known samples from a crime scene/involved participant and/or article of evidence, the samples shall be collected in a way that does not taint and/or reduce the evidentiary value of the sample or the area where the sample was obtained. All such known samples shall be

properly packaged and marked as such for submission to the appropriate agency/laboratory for comparison with physical evidence that had been collected.

11. In situations where the crime of Sexual Assault occurs and a rape kit is completed, all separately packaged evidence including the rape kit shall be brought to the Rhode Island Department of Health.
12. Lab results may be accepted verbally but must always be followed up with a written report.

RI 16.5(d)

#### **J. SEIZURE OF ELECTRONIC EQUIPMENT (COMPUTERS, PHONES)**

1. Before any search that is likely to result in the discovery of computer equipment; the investigating officer shall contact the Rhode Island State Police (RISP) Computer Forensics office at 275-5100. A request shall be made for the assistance of a Computer Examiner in both the seizure of the computer equipment as well as later conducting a forensic examination of the seized computer equipment.
2. Asking the owner of the computer equipment about his or her computer system can produce incriminating answers. Therefore, the owner should be advised of his or her Miranda warnings. Before transporting the computer equipment from the scene, the owner should be asked about passwords and other information about the computer system.
3. There are several “wiping” applications currently used which will erase the entire computer disc. Most of these applications are initiated during the shutdown process on the computer equipment; therefore before seizing any computer equipment, the seizing officer should perform a “hard shutdown” of the system. This can be simply done by unplugging the system.
4. There are several “wiping” applications currently being used for smartphones as well; therefore, when seizing a cell phone, officers should immediately place the phone in “Airplane Mode” and ensure the Wi-Fi connection is disabled.
5. Extreme care shall be used while transporting electronic equipment.
  - a. Department members should consider packaging electronic equipment in its original packaging box if it can be located before actual transport.
  - b. Computer equipment shall be transported in the same position that it was placed when originally discovered.
  - c. Electronic equipment should have limited exposure to the sun, as heat can destroy magnetic media.
  - d. Electronic equipment should not be placed near radio units in the trunks of departmental vehicles. In addition, officers should avoid radio transmissions while transporting equipment.

6. Electronic equipment shall be secured away from magnets, speakers, radio equipment, heating and cooling ducts, dust, and insects. It shall either be stored in the BCI office waiting for processing or in the Evidence Room.

#### **K. RECORDING EVIDENCE FOR OPERATING UNDER THE INFLUENCE**

The Woonsocket Police Department shall record the booking process of all Operating under the Influence arrests. The Evidence Officer will be notified of the recording of a DUI booking process so the recording can be saved to a DVD and placed in the case file.

#### **L. TRAINING**

1. All officers shall receive training in crime scene search techniques and accident scene processing during their basic recruit academy training.
2. Since the art of crime scene processing is constantly changing, officers involved in the process shall be provided with in-service training as well as training from outside agencies and departments that maintain expertise in these and related areas.
3. Efforts shall be made to afford officers with specialized training that develop expertise in, but not limited to the following areas of crime/accident scene processing:
  - a. Identifying, collecting, preserving, and transmitting physical evidence, including perishable and/or biological materials;
  - b. Preparing crime scene and accident scene sketches and diagrams;
  - c. Recovery of latent fingerprints and palm prints;
  - d. Recovery of the foot, tool, and tire impressions;
  - e. Photographing crime and accident scenes;
  - f. Crime scene/accident scene analysis and reconstruction.

**Per order,**

*Thomas F. Oates, III*

**Chief of Police**

*Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police*