

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Processing Physical Evidence in the Field		CHAPTER/SECTION NO.: 55.3,55.4	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 83.2.1			

### 55.3 Policy

55.3.1 Crime scenes shall be processed by deputies, and/or crime scene technicians who are trained in the processing of crime scenes in general and major crimes scenes in particular.

- A. The type of case, seriousness of the crime, location of the crime, and/or at the direction of the incident commander will dictate the person responsible for the collection of evidence at a crime scene.

55.3.2 The crime scene technician and/or deputy shall retain custody of all items of evidence until delivered to the department temporary secure storage facilities (i.e., evidence lockers) or turned over directly to the evidence/property custodian. Chain of custody procedures must be followed at all times.

- A. All evidence will be booked by the end of the processing members shift.

### 55.4 Procedure

55.4.1 Collection and Preservation of evidence may include the following steps:

- A. Secure the crime scene to protect integrity of evidence
- B. If needed, call-out the crime scene technician

- C. Photographs of the scene
- D. Sketches of the scene
- E. Processing for latent prints
- F. Photograph evidence as it is located
- G. Collect, package, mark, and list all evidence on property supplement report
- H. Transport evidence to evidence storage areas

#### 55.4.2 Listing of evidence

- A. All property items, including evidence, will be listed on a property report. This report will contain the following information:
  - 1. Item number
  - 2. Package number
  - 3. Description of the item
  - 4. Quantity
  - 5. Make, model and serial number, if applicable
  - 6. Location from where the item was removed
  - 7. Property owner, if known
  - 8. Name of person collecting the item
  - 9. Date and time of discovery and removal

#### 55.4.3 After the processing phase is complete, evidence collection should begin in a thorough and systematic manner. In general:

- A. Most items will be placed in sealed paper bags.
  - 1. Wet bio-hazard material or clothing may be placed in plastic bags and turned over to CSI technicians who will take the items to a designated secure area to be hung to air dry. **Wet bio-hazard material/clothing WILL NOT be brought into the Sheriff's Office building by deputies.** Each item of clothing will be separately bagged and the plastic bag used to carry the item(s) will be

retained as part of the physical evidence.

B. In most instances visible prints should be photographed before lifting. Lifted prints will be placed on a card. The card will be marked with the following information.

1. Case number
2. Date and time
3. Technician's initials and I.D. number
4. Location found
5. Item printed

C. Whole blood, collected for comparison purposes, should be:

1. Collected by an authorized blood technician in "red-stoppered" and "purple stoppered" test tubes as appropriate, without preservatives.
2. Be refrigerated as soon as possible after collection.
3. Handled by authorized Sheriff's Office staff, blood technicians or medical personnel only.

D. Rape kits will be handled according to hospital and/or state lab procedures.

E. Processing recovered/stolen vehicles, or vehicles involved in a crime.

1. The processing of recovered stolen vehicles, or vehicles involved in a crime, for evidence will normally be completed prior to releasing the vehicle to an owner or towing it to a storage facility. If the vehicle cannot be processed at the scene, it may be towed to a secure facility for processing. Wherever possible and practical CSI should be notified to process the vehicle.

a) Vehicles placed in storage, which

are to be processed, will be posted "Evidence Do Not Touch." Doors, hood and trunk will be sealed with evidence tape.

- b) The impounding officer will be responsible for stipulating conditions of release on the impound report and making necessary notations in the first report, so appropriate notification can be made to the owner and reporting agency.

#### 55.4.4 Marking of evidence

- A. The person collecting physical evidence will mark the item, tag or container with the following identifying information:
  - 1. Case number.
  - 2. Officer initials and I.D. number.
  - 3. Date and time obtained.
  - 4. Location obtained.
  - 5. Item number.
- B. Items should be marked so as not to damage or contaminate the evidence.