

 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	413 CRIME SCENE PROCESSING	
	EFFECTIVE DATE: 25 JUL 2012	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this General Order is to establish guidelines for the identification, collection, and preservation of evidence at a crime scene or accident scene.

POLICY

It is the policy of this Department to identify, collect, and preserve evidence in order to ensure its integrity and to maintain strict control and accountability of evidence and property. All evidence and property will be handled in accordance with General Order 414.

CRIME SCENE SECURITY

Crime scene processing will not begin until the scene is stabilized. Incident command priorities of life safety, search and rescue and security precede crime scene preservation and processing.

- Once the incident is stabilized, the on-scene ranking supervisor will identify and cordon off the boundaries of the crime scene using yellow crime scene tape or other appropriate markings.
- Once crime scene processing personnel have arrived, they may identify areas of entry restricted to crime scene processing personnel only.
- The ranking investigative supervisor assumes command of the crime scene upon their arrival.
- The on-scene ranking patrol supervisor is in charge of the scene outside the cordoned area.
- Until an investigative officer arrives, the on-scene patrol supervisor will be responsible for the entire scene.
- The on-scene patrol supervisor is also in charge of the entire scene when the investigative supervisor leaves the scene.
- The on-scene investigative supervisor will notify the patrol supervisor when they are relinquishing the scene.
- Scene security shall remain in place until the scene has been processed. Officers assigned to crime scene security may only be released from an active scene on agreement between scene processing personnel and the on-scene supervisor.
- The Crime Scene Entry Log shall be used at all major crime scenes.
 - Immediately after a crime scene has been secured the on-scene supervisor will designate a point(s) of entry and exit into the crime scene. All personnel shall enter and exit the crime scene at the designated point(s) of entry.
 - The on-scene supervisor shall designate officer(s) to start and maintain the Crime Scene Entry Log.
 - The officer responsible for the log shall be placed at the point(s) of entry.
 - The officer will record his/her name, case number, location, date and time at the start of the log.
 - The officer will then record the names, agency, badge number, date, time in, time out, and the reason for entering the scene of all officers or other personnel that enter the scene.
 - Post logs will be initiated and completed by all officers assigned to fixed posts at the crime scene.
- The on-scene patrol supervisor, in consultation with the on-scene investigative supervisor, will designate and set up a staging area outside the cordoned for media and other non-police staff.
- Once all police personnel have cleared the scene, the designated officer in control of the log will insure the log is collected and submitted with the case report.

GENERAL PROCEDURES

- It is the responsibility of the first officer at the scene of a crime to secure that scene from all nonessential personnel in order to prevent the loss of evidence.
- The officer securing the scene should initiate a Crime Scene Entry Log.
- Patrol supervisors responding to crime scenes will ensure the scene is secured; assess the nature and severity of the crime; determine the need for crime scene evaluation and processing; arrange for the response of crime scene processing personnel and make appropriate notifications.
- Whenever a specially trained crime scene processor (Crime Scene Technician or Detective) is not available, the Patrol Supervisor will notify the Investigative Services OIC or XO.
- The Investigative Services OIC or XO will arrange for the response of a crime scene processor or, if one is not available, will direct that the scene be secured until a processor can respond.
- Patrol supervisors maintain overall responsibility for crime scenes and Crime Scene Technicians until relieved by an Investigate Services Supervisor.
- Crime scenes will only be processed by qualified personnel. **CTLEA 1.3.45**
- Personnel at the scene of a crime not involved in the collection of evidence will not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to processing. Should such a situation arise, it becomes the responsibility of the officer to notify the officer processing the crime scene that the evidence was handled.
- Patrol personnel trained as crime scene technicians may process a crime scene or accident scene of a minor nature consistent with their training and expertise. The processing of scenes involving serious crimes or complex crime scenes will be the responsibility of the Investigative Services Unit.
- Outside agencies, such as but not limited to, the New Haven Police Department Bureau of Identification, Connecticut State Police Major Crime Squad, Federal Bureau of Investigation, and the State's Attorney's Office, may be called upon by the Investigative Services Unit OIC to assist or assume a primary role in crime scene processing, when necessary. **CTLEA 1.3.60**
- A Hazardous Devices Technician will be notified and will take authority of the scene prior to processing whenever hazardous, incendiary, or explosive materials are or could be present at the scene.

CRIME SCENE PROCEDURES CTLEA 2.3.26

Physical evidence should be photographed by qualified personnel before it is handled.

Many articles will contain more than one type of physical evidence. It is necessary to evaluate which evidence is most important and then to collect it and process it first to avoid contamination.

Each piece of evidence should be placed in a separate appropriate container. The containers should be sealed and labeled with the following:

- Date and Time of collection
- Case Number
- Contents
- Location of the recovery
- Initials of the officer packaging the evidence.

The Connecticut State Police Guidelines for packing evidence will be used when seizing, packing and submitting evidence or property.

RELEASE OF CRIME SCENE

- The Investigative Services or Patrol Supervisor in charge of a crime scene will determine when the crime scene can be released in consultation with forensic personnel.
- The Investigative Services Supervisor is responsible to coordinate crime scene clean-up with or for the occupants of the crime scene.

FINGERPRINT EVIDENCE CTLEA 2.3.28

Qualified officers may process, develop, lift and label fingerprints at crime scenes according to their training and the procedures established in this general order.

ELECTRONIC EVIDENCE CTLEA 2.3.29

Seizure of electronic or digital evidence or devices including computers, smart phones, PDA's and digital media will be performed according to SOP-656- Electronic-Digital Evidence.

PHOTOGRAPHY AND VIDEO IMAGING CTLEA 2.3.27

Investigating officers are responsible to ensure that photography and video taping of crime scenes, traffic accidents and other incidents is completed. Qualified officers will photograph and video tape all aspects of the crime scene, traffic accident or incident using photography and video equipment supplied by the department. A photo log will be utilized by the photographer.

When the exact size of an item being photographed is required, a scale will be placed next to the item to add dimension and aid in development for "life-size" prints. A second photograph of the item will be taken without the scale, using the same camera settings, position and lighting in the event the court desires photographs of evidence in which nothing has been introduced into the field of view. If the evidence to be photographed or video imaged is a fixed object, the dimension of that object should be taken to provide a scale of reference.

SUBMISSION OF EVIDENCE CTLEA 2.3.30

All evidence is to be submitted either to the NHPD Property Room or kept at YPD Headquarters in the evidence area as soon as practical to preserve the chain of evidence and marked and submitted in accordance with this general order. The ISU/OIC will determine where evidence is to be submitted.

Nonperishable evidence will be secured in either evidence room until it is transferred to the Forensic Laboratory.

Perishable evidence will be secured in the refrigerator until it is transferred to the Forensic Laboratory. In the event perishable evidence is delayed in submission to the Forensic Laboratory for any reason, it will be documented in the case report.

After packaging the evidence per Connecticut State Police Guidelines for submitting evidence, it is necessary to complete a lab exam request form. On this form should be information as to the nature of the case, date, location, suspect or accused, and the victim's identity. The form should also include an inventory of all the evidence submitted, listed by exhibit numbers which shall run in consecutive order for all the evidence in the case, even if it is not submitted at that particular time. All examinations on articles of evidence should be specifically requested. The laboratory will submit their findings in writing to the Department.

EVIDENCE COMPARISON CTLEA 2.3.25

When the following types of physical evidence are collected from a crime scene, a known standard sample must be collected for comparison:

- Blood
- Hair
- Fibers
- Paint
- Glass
- Wood
- Metal
- Soil
- Tool marks
- Footwear

The location from which the samples are taken is critical and should be documented in the report. All standards for comparison will be collected in accordance with established procedures by qualified personnel.

CRIME SCENE TECHNICIANS

Any patrol officer with one year of police experience may volunteer to serve as a crime scene technician.

Officers interested in serving as crime scene technicians may apply by submitting a memorandum of interest to the Investigative Services Unit OIC detailing their current job assignment, experience, and reasons for participation.

Crime scene technicians will be selected by the Assistant Chief of Support Services and the Investigative Services Unit OIC.

Crime scene technicians will receive initial and continued training through POSTC and other agencies. Training will include but not be limited to:

- potentialities and limitations in the examination of physical evidence;
- collection methods and procedures for fingerprints, footprints, blood, fibers and fabric, weapons, hair, paint, and tool marks;
- Preservation methods for various forms of evidence;
- maintenance of the chain of evidence, marking, custody, and records;
- Crime or accident scene sketching;
- Crime or accident scene photography;
- Crime or accident scene records.

Crime scene technicians are responsible to:

- Respond to crime scenes as assigned by a supervisor;
- Evaluate the crime scene;
- Process the crime scene according to their capabilities and training;
- Advise the patrol supervisor if sophisticated processing is needed beyond their training and capabilities;

The performance of crime scene technicians will be monitored by the Investigative Services Unit OIC and Executive Officer.

CRIME SCENE PROCESSING EQUIPMENT

The Investigative Services Unit shall be equipped with equipment suitable for the recovery of latent fingerprints, photography, crime scene sketches, and collection and preservation of evidence.

Crime scene processing equipment will also be accessible to crime scene technicians.

CRIME SCENE REPORTING

It is the responsibility of the investigating officer and crime scene processor to submit detailed reports describing the sequence of events associated with a crime scene investigation relating to evidence.

- All evidence collected from a crime scene by a member of the Department shall be listed on an Inventory of Property Seized Without a Search Warrant Form (JD-CR-18), Property Seized Under Search Warrant Form (JD-CR-53), and/or Advisement of Rights-Seized Property Form (JD-CR-42).
- The appropriate form will note the case number and date; description of the item(s) seized, including make, model, and serial number; the source; the location, and the officer's name.
- The investigating officer's incident report shall include the date and time of arrival at the scene, location of the crime, name of victim(s) if known, name of suspect(s) if known, narrative of any specialist's actions at the scene, and description of actions taken at the scene, including measurements and photographs.
- If an outside agency is called to the scene (e.g. NHPD B of I), the date and time of request shall be included in the incident report, as well as their arrival time. All information obtained by the outside agency will be part of the case file maintained by the Investigative Services Unit.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

SEE BELOW APPENDIX FOR CONNECTICUT STATE POLICE EVIDENCE SUBMISSION GUIDELINES

CSP Guidelines for Submitting Evidence

General information

1. Whenever evidence is submitted to the forensic laboratory or other agency for examination, the investigator shall properly package it using tamper evident tape and initials over the seals. Prepare a request for examination and request the type of examinations for each item of evidence.
2. When a crime involves more than one agency or investigator, or a team of crime scene specialists, evidence collection responsibilities will be delegated by the investigator in charge.
3. All evidence submitted to the laboratory should be accompanied by a Form DPS-997-C, Request for Examination of Physical Evidence.
 - a. If the form is unavailable, an accompanying letter should be submitted with the evidence;
 - b. The letter should provide a case number, location of the crime, date and time of the crime, summary of the investigation, list of items submitted and specify the examinations requested.
4. The investigator should consult an evidence examiner when there are large quantities of evidence or the submitting trooper is unsure of the value of the evidence or what examinations should be performed prior to submitting the evidence.
5. The Division of Scientific Services laboratories will not knowingly repeat examinations previously performed by another agency or expert.
 - a. Do not submit evidence to another agency or expert for a second opinion. Such actions not only waste time and resources, but create problems during court presentation of evidence.
 - b. If unique expertise or instrumentation is required, the laboratory will make necessary arrangements.
 - c. When additional examinations on previously examined items are desired, the investigator shall contact the supervising criminalist for assistance.
6. The investigator shall notify the laboratory immediately regarding a case no longer requiring examination of submitted evidence.
7. Known source materials shall be collected when available.
 - a. Materials and substances, especially of the types listed below, shall be collected from known sources, whenever available, for submission to the laboratory for comparison with collected physical evidence:
 - i. Hair;
 - ii. Fibers;
 - iii. Fabrics;
 - iv. Paint;
 - v. Glass;
 - vi. Wood;
 - vii. Soil;
 - viii. Tool marks;
 - ix. Handwriting;
 - x. Elimination Fingerprints / Palm prints;
 - xi. Footwear outsole patterns.

- b. Please include the known footwear outsole patterns of police, EMTs, and others who may have left footprints at the scene.
 - c. Whenever collecting known source materials, photographs and diagrams of the location from which the sample is taken is critical especially where fractures in the material have occurred, such as with glass, wood, paint and metal.
 8. Establish a chain of custody and control for all evidence processed. In all cases when custody of evidence is turned over to any person, receipts will be signed and safeguarded to maintain a chain of custody sequence.
 9. Establish a chain of custody and control for all evidence processed. In all cases when custody of evidence is turned over to any person, receipts will be signed and safeguarded to maintain a chain of custody sequence.
 10. General packaging requirements
 - a. All evidence, including firearms, should be submitted in a tamper-evident sealed container or package
 - b. Manufactured evidence storage bags must have self-sealing capability, evidence tape, or heat seal with the seizing and submitting officer's initials placed on the seal.
 - c. Other plastic bags must be heat sealed and similarly initialed.
 - d. Plastic bags that are not specifically manufactured for evidence storage and sealed with evidence tape will not be accepted as that seal can be easily compromised.
 - e. All tamper evident seals must be initialed. Tamper evident sealing includes the following:
 - i. Heat seals on Zip-Lock or plain plastic bags.
 - ii. Paper bags or envelopes taped end-to-end over the opening; (staples alone are insufficient)
 - iii. Metal cans taped over the lid and onto opposite sides;
 - iv. Specially manufactured evidence storage bags must be sealed with tamper evident materials, i.e., evidence tape that will not remain intact upon removal.
 - f. Computers submitted as evidence should have evidence tape placed over the power supply connector, and over any diskette, CD-ROM, DVD or tape backup drives.
 - i. Place tape over the drive opening and continue it across the surface of the unit and onto both side surfaces.
 - ii. Initial the tape and any seals used.
 - g. Label all containers as follows: Do not use a copy of form JD-CR-18 as a label.
 - i. Case number
 - i. Item description;
 - ii. Item number;
 - iii. Date & Time seized;
 - iv. Last name, initial and badge/ID number of seizing officer.
 11. Completing Request For Examination Form DPS 997-C. Separate forms are not required for each piece of evidence submitted, but use one form for all evidence sent to one laboratory and each case should have its own request form. Cross reference related cases.
 - a. Type or clearly print all entries.
 - b. Fill in all blank spaces.
 - i. If evidence from this case was previously submitted, so indicate and list the previously assigned Lab case number.
 - c. List a full name and date of birth for each known suspect and victim.
 - i. If additional suspects are developed later, submit that information on additional forms.
 - d. Briefly summarize the case.
 - i. Emphasize facts relevant to the evidence submitted.
 - ii. List each item with a brief description of the item
 - iii. Refer to any companion cases.
 - e. Type or clearly print all entries

- f. Fill in all blank spaces.
 - i. If evidence from this case was previously submitted, so indicate and list the previously assigned Lab case number.
 - g. List a full name and date of birth for each known suspect and victim.
 - i. If additional suspects are developed later, submit that information on additional forms.
 - h. Briefly summarize the case.
 - i. Emphasize facts relevant to the evidence submitted.
 - ii. List each item with a brief description of the item
 - iii. Refer to any companion cases.
 - i. Listed item numbers must correspond with the exhibit numbers written on the actual evidence containers.
 - j. List all examinations that you desire for each piece of evidence submitted
 - i. Requests may be general in nature, e.g., "examine for trace evidence, serology, test fire, enter into NIBN," etc.
 - ii. The lab will evaluate the evidence and determine the type and sequence of testing.
 - k. In Remarks, include any pertinent information such as: SPBI number of any suspect, evidence was previously examined, evidence was exposed to known adverse chemical or environmental factors, etc.
 - l. Keep the lab informed of any changes in the case, such as if new suspects were developed, arrests are made, the court disposition, etc
12. "Joyce" warrants
- a. Clearly identify the submitted evidence that will be examined pursuant to the issuance of a "Joyce" search and seizure warrant
 - b. Submit a copy of the warrant and page 5 of the affidavit, after it is signed by a judge
 - c. The warrant copy will be date stamped and signed by laboratory personnel with a copy of it returned to the submitting agency
 - d. The warrant copy must be submitted at the same time as the evidence. If evidence is submitted and a "Joyce" warrant is subsequently required, notify the laboratory immediately
 - e. The officer submitting evidence is responsible for filing a return on the warrant as required by the court and/or department regulations
 - f. Although the examination of evidence will begin within the required ten days, all examinations may not be completed by that time.