

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL

Chapter 83	Collection and Preservation of Evidence	
Date Initially Effective: 11/17/94	By The Order Of: <p style="text-align: right;">T.D. Sauls, Jr., Interim Chief of Police</p>	
Date Revised: 03/27/15	Date Reissued: 04/09/15	Page 1 of 13

The Greenville Police Department shall provide employees with guidelines and procedures that incorporate the application of scientific methods for the identification, collection and preservation of physical evidence. The Department recognizes that successful investigations, criminal prosecutions, and other law enforcement related matters are directly linked to a thorough evidence collection and preservation process.

83.1.1 CRIME SCENE PROCESSING

CALEA Standard: 83.1.1, 83.2.1, 83.2.4, 84.1.1

Availability of Forensic Services Officer

Qualified personnel are available on a twenty-four (24) hour basis to process a crime scene and or a traffic collision. Shift identification officers shall be responsible for the processing of all crime scenes unless it is determined that a Forensic Specialist should respond. A Forensic Specialist shall be available on a twenty-four (24) hour basis to respond as needed. The Forensic Unit supervisor shall develop and maintain a work schedule and call out schedule to ensure twenty-four (24) hour availability of a Forensic Specialist. The Forensic Unit call duty schedule is maintained with the Criminal Investigations Bureau call duty schedule and is electronically accessible to all personnel. Responsibilities of the Forensic Specialist on call include:

- Remaining available for contact via telephone or departmental radio
- Ensuring a response time to a crime scene of no more than one hour upon notification
- Refraining from any activity that may hamper the ability to perform any law enforcement duties

On Scene Protocol

It is the responsibility of the first officer on the scene to establish the proper scope, provide security, and protection of the crime scene until relieved of that responsibility. The police officer assigned to conduct the investigation shall be the officer in charge of the crime scene; however, the on-duty supervisor retains the ultimate responsibility as the supervisor for direction and supervision of all personnel on the crime scene. The on-duty supervisor and the investigating officer should coordinate their efforts to see that all aspects of the investigation are addressed. Once a crime scene is established, only those personnel with a legitimate investigative need are to be allowed to enter the crime scene.

It shall be the responsibility of the investigating officer to determine if a crime scene is to be processed for physical evidence. When the investigating officer is not a Shift Identification Officer, a Shift Identification Officer shall be summoned to advise and assist the investigating police officer in processing the crime scene. However, a Forensic Specialist may be summoned to the scene at the discretion of the on-duty supervisor. The on-duty supervisor will contact the on-call Criminal Investigations Bureau supervisor who will have the Forensic Specialist report to the scene.

The investigating police officer is responsible for ensuring the crime scene is properly and thoroughly processed for physical evidence to include:

- Establishing a perimeter and preserving the crime scene until all evidence has been processed or until being relieved of the post
- Photographing the crime scene and videotaping when appropriate
- Sketching and diagramming the crime scene when appropriate
- Protecting, collecting, and preserving physical evidence
- Documenting the names of personnel who enter the crime scene and the time they enter and leave
- Ensuring chain of custody for all evidence transferred in the field

The Shift Identification Officer or Forensic Specialist is responsible for advising and assisting the investigating officer in the complete and thorough processing of the crime scene. Other Police Department personnel on the scene shall provide assistance to the investigating officer to include:

- Scene security
- Media relations
- Crowd control
- Other duties as directed

If a crime scene is not processed, the investigating police officer shall indicate on the incident report the reasons and circumstances dictating the decision not to process.

Collecting Known Samples for Comparison

Known samples are samples that represent the source of suspect evidence. Forensic Specialists and crime laboratory analysts need known samples to compare suspect evidence with evidence found on questioned items. Investigating police officers and Shift Identification officers may contact a Forensic Specialist for advice or assistance in collecting, packaging, and preserving known samples. Known samples of evidence shall be collected when such samples are available, to include:

- Rolled fingerprint and palm print impressions
- Trace evidence performed by hospital personnel
- Serology performed by hospital personnel
- Questioned documents
- Firearms and tools
- Drug chemistry evidence performed by hospital personnel
- Prints for elimination purposes

Processing Evidence

Items processed for evidence in the field may be released to the owner if they are determined not to be of evidentiary value. Items left at the scene by the suspect shall be seized as evidence if they are determined to be of evidentiary value.

Items determined to be of potential evidentiary value, but not processed in the field, shall be collected and properly packaged so as to preserve the evidentiary value, prevent contamination, and ensure a complete and adequate sample of items with evidentiary value are obtained. Items collected for processing by a crime lab shall be collected and packaged in accordance with guidelines established by the receiving lab.

Safety considerations for the collection of bio-hazardous material are contained in the *GREENVILLE POLICE DEPARTMENT INFECTION CONTROL PLAN*.

Collection and Preservation of Physical Evidence

Collection of physical evidence shall be accomplished in accordance with related North Carolina General Statutes. Procedural guidelines for the collection of DNA evidence are outlined in N.C. General Statute and departmental SOP 83.1.2, Attachment A. Procedural guidelines for collecting other types of evidence include:

COLLECTION OF LIQUID BLOOD SAMPLES AND BODY FLUIDS – A qualified person shall collect liquid blood and/or body fluids. Liquid samples shall be placed in proper containers and refrigerated or immediately delivered to the appropriate crime lab.

COLLECTION OF WET OR BLOODY CLOTHING OR FABRIC – The Forensic Specialist or Shift Identification Officer should be summoned to assist in the collection of wet or bloody clothing or fabric. Bloody or wet clothing should be submitted to the Forensic Services Unit for drying before being packaged. After air drying, contaminated clothing or fabric should be packaged in paper containers.

COLLECTION OF BLOOD FOR DWI INVESTIGATIONS – The process for the collection of blood samples for DWI investigations is outlined in the Greenville Police Department Policy and Procedures Manual, Chapter 61, *Traffic*.

COLLECTION AND PACKAGING OF DRUGS – Drugs collected as found or recovered that are not being sent to the Pitt County Sheriff's Office Lab for analysis should be packaged and sealed as outlined in Chapter 84 of the Greenville Police Department Policy and Procedures Manual. They should be submitted to the Property & Evidence Unit with a completed property report. Drugs collected for submission to the Pitt County Sheriff's Office Lab for analysis shall be collected and packaged as outlined in Chapter 84 of the Greenville Police Department Policy and Procedures Manual, the GPD FIELD REPORTING MANUAL.

COLLECTING AND PREPARING FIREARMS – The police officer is responsible for handling seized or recovered firearms safely. Firearms needing to be processed for evidence by a crime lab shall be collected, made safe, tagged and placed in an appropriate container. Firearms shall be submitted to the Property & Evidence Unit according to the following procedures:

- Determine if the firearm should be taken into police custody.
- Unload the weapon with sterile gloves and block the action by inserting and securing a plastic restraint through the cylinder of revolvers; through the magazine well and out the ejection port of semi-automatics; and/or around the receiver of single shot long guns to prevent the breech from closing. Under no circumstances should anything be placed through the barrel.
- Place the weapon securely in an evidence box,
- Complete the property portion of the case report to include:
 - Serial Number
 - Make
 - Model
 - City, State and/or Country of manufacture, if known, and
 - Import information provided on the weapon's frame, if known
- Submit the firearm and any related property to the Property & Evidence Unit.
- Forward a copy of the above information to the ATF Task Force Officer.

Firearms to be processed for evidence by the crime lab shall be collected, made safe, and tagged according to the guidelines established by the crime lab to which the firearms are to be submitted. Police officers collecting firearms of evidentiary value which may require further processing by a crime lab shall request a Forensic Specialist or Shift Identification Officer to the scene for assistance with the collection.

COLLECTING AND PACKAGING MONEY – Seized money shall be counted by the police officer making the seizure, and the total amount verified by a supervisor. Money should be listed by denominations on the property report and other appropriate paperwork. After counting and verification by the supervisor and the collecting officer, the money shall be sealed using the appropriate evidence label in an appropriate container. The container shall also indicate the amount of money and indicate denominations. All money shall be packaged separately from other evidence or property. For all counterfeit money, the serial number must be recorded on both the property report as well as the property envelope.

SYRINGES, SHARPS, AND OTHER BIO-HAZARDS – Safety considerations and instructions for handling syringes, sharps, and other bio-hazardous material are contained in the *GREENVILLE POLICE DEPARTMENT INFECTION CONTROL PLAN*.

OTHER TYPES OF EVIDENCE – Types of evidence not discussed in this procedure shall be collected in accordance with guidelines established by the crime scene lab selected to receive the evidence.

Processing Recovered Stolen Vehicles

A Greenville police officer shall conduct an appropriate preliminary or supplemental investigation for all stolen vehicles recovered by the Greenville Police Department. The investigating police officer shall ensure that the reporting agency, if other than the Greenville Police Department, is immediately notified of the recovery. The investigating police officer shall see that the owner of the vehicle or other appropriate person is notified of the recovery and informed of circumstances regarding the release of the vehicle from police custody.

All vehicles reported stolen in the City of Greenville and recovered by the Greenville Police Department shall be thoroughly processed for physical evidence within twenty-four (24) hours of recovery, unless extenuating circumstances exist which prevent the examination in a timely manner. The police officer assigned to conduct the preliminary or supplemental investigation shall be responsible for ensuring that the vehicle is thoroughly processed for physical evidence. The investigating police officer may request assistance and advice from a Shift Identification Officer or a Forensic Specialist in processing recovered stolen vehicles.

When a vehicle which was stolen outside the jurisdiction of the Greenville Police Department, is recovered by the Greenville Police Department:

- The vehicle will be processed for physical evidence by Greenville Police Department personnel if circumstances indicate that the vehicle was involved in other criminal offenses that occurred in Greenville.
- The vehicle will be processed by Greenville Police Department personnel if so requested by the reporting agency.
- The vehicle will remain in police custody at the scene or towed and stored at a secured storage facility if reporting agency personnel intends to process the vehicle or otherwise take custody of the vehicle.

When a vehicle reported stolen from the jurisdiction of the Greenville Police Department is recovered in another jurisdiction:

- The agency recovering the vehicle should be requested to process the vehicle for physical evidence.
- Upon receiving notification through the DCI computer of the recovery of a vehicle reported stolen from Greenville, the Communications Center shall assign a Greenville police officer to complete a supplement to the original Greenville Police Department incident report.

Recovered stolen vehicles shall be released to the owner or other appropriate person as soon as possible after recovery. A recovered vehicle shall remain in police custody, and the chain of custody shall be maintained, as long as the recovered stolen vehicle is of evidentiary value.

If the owner or other appropriate person cannot be contacted, and a recovered vehicle is no longer of evidentiary value, the vehicle will be towed and stored as outlined in Chapter 61, *Traffic*, of the Greenville Police Department Policy and Procedures Manual.

Crime Scene Sketches

Sketches and diagrams made pursuant to the collection and preservation of evidence shall include:

- Dimensions
- Geographical relationship of the crime scene
- Address or other location description of the crime scene
- Location of significant features of the crime scene

- Compass orientation of the crime scene
- Names of persons preparing the sketch or diagram
- Date and time of preparation
- Documentation of physical evidence in its original location prior to the collection of such evidence
- Other sufficient information so that a final scale drawing may be made later

Sealing, Marking, and Labeling Physical Evidence

Property collected by Greenville Police Department personnel that is of evidentiary value shall be packaged, sealed, and labeled in such a manner to preserve the integrity of the evidence. A chain of custody shall be established and maintained. Items of physical evidence should not be marked or otherwise defaced or damaged.

Items of physical evidence should be packaged or placed in paper bags or other appropriate tamper-proof containers and then sealed. Containers should be sealed with packaging tape or transparent tape. The seal should be marked with the name or other identifiable mark of the police officer collecting or submitting the evidence and the date. The mark should be made in such a manner that tampering with the seal would be immediately evident. Items that cannot be packaged in containers should be affixed with an evidence label or tag. Sealed containers shall be affixed with an appropriate evidence label or tag indicating:

- Case number
- Item description (including numerical identifiers when available)
- Investigating officer's name and number
- Name and address of the owner, victim, suspect, or finder.
- Identification of property type as arrest evidence, investigation property, decedent's property and/or other.

Large items having evidentiary value, such as vehicles, which must be stored in the sally port or another storage facility shall have the proper paperwork submitted to the Evidence Custodian and the sally port or other storage facility shall be secured. All doors will be locked to prevent entry while the evidence is being held in the sally port or other storage facility. Any persons entering the sally port or other storage facility shall be accompanied by the Evidence Custodian and all entries will be properly documented to preserve the integrity of the evidence.

Special Precautions for Contaminated Evidence

Forensic Services Specialists routinely receive evidence that has been contaminated by or contains human blood or body fluids. All Forensic Services Specialists must be aware of the potential for contracting contagious diseases by improper handling of such materials and must take appropriate steps to avoid infections.

It is the policy of the Greenville Police Department that all evidence which has been contaminated by or which contains human blood or body fluids shall be handled as if it carries a contagious disease and shall be considered contaminated. The evidence shall be labeled with the appropriate bio-hazard label. Any evidence which has been carried in any body cavity shall be considered to be contaminated evidence.

All Department personnel submitting evidence to the Forensic Services Unit shall notify the Evidence Custodian and/or the Forensic Services Specialist whenever contaminated evidence is being submitted for processing. The notification of such contamination must be properly noted on the *GREENVILLE POLICE DEPARTMENT PROPERTY REPORT* and the *GREENVILLE POLICE DEPARTMENT REQUEST FOR EXAMINATION OF EVIDENCE*.

The potential for accidental sticking by hypodermic needles is significant enough that the danger generally outweighs the possible value of such evidence. Therefore, it is the policy of the Greenville Police Department not to accept hypodermic needles for analysis unless the importance of such evidence can be demonstrated. Approval must be obtained from the Forensic Services Unit Supervisor to submit such evidence.

If officers having hypodermic needles containing liquid believe that analysis of the liquid is critical to the case, the liquid shall be emptied into a clean vial, then the needle and syringe stored in a sharps container. Either the liquid

or the syringe may then be submitted to the state laboratory for analysis. The lab's policy states approval must be first granted by the Assistant Director of Laboratory Services to submit such evidence.

It is not possible to define all of the potential means of exposure to infectious diseases. All personnel handling contaminated evidence are required to use good judgment and safety practices to ensure their own safety and the safety of other individuals. Additional information on biohazards and safety precautions and procedures can be found in the *GPD INFECTION CONTROL PLAN*. Police officers should become familiar with the information provided by the *INFECTION CONTROL PLAN* to further ensure a safe working environment for all concerned.

83.1.2 PHOTOGRAPHY AND VIDEO

CALEA Standard: 83.2.2

The Greenville Police Department recognizes that photographic images are an important component of criminal investigations and prosecution. Images are captured and archived using digital format. Image integrity is maintained to ensure images are admissible in a court of law. The investigating police officer is responsible for determining if photographs or video are appropriate to the crime; however, crime scene photos shall be taken at all major crime scenes. Video may be used to supplement photographs but should not replace still photography. All crime scene photographic images shall be stored on the internal data hard drive in the Forensics Unit and shall include descriptive information as outlined in this directive.

Crime scene photography shall include:

- Photographs of the crime scene in its original state
- When appropriate, photographs of specific items shall be taken with and without a scale placed next to the item
- Photo Placards should be taken as the first item in the series of photographs

Photographs and videos of crime scenes shall include the following information which shall be displayed on a photo placard:

- The date and time
- The location of occurrence
- The case number
- The investigating officer's name and number
- The name of the officer making photographs or videotapes, if different from the investigating officer

Procedure for Storage, Retrieval and Management of Digital Images and Recordings

The Greenville Police Department recognizes the following definitions as they pertain to digital image capture, storage, and retrieval.

- Archival storage media: Storage media well suited to long-term storage of archival images.
- Archive Image: Either the primary or original image stored on media intended for long-term storage.
- Capture: The process of recording an image.
- Compression: The process of reducing the size of a data file.
- Digital Image: An image that is stored in numerical form.
- Digital Image File: A record that includes image data and related data objects.
- File Format: The structure by which the data is organized in a file. (i.e. jpeg, TIF).
- Image Enhancement: Any process intended to improve the visual appearance of an image.
- Image Output: The means by which an image is presented for examination or observation.
- Image Processing: Any activity that transforms an input image into an output image.

Note: Image processing does not mean the original stored image is overwritten during the process. Forensic image processing is performed on a copy, or working image, of the original image.

- **Image Processing Log:** A record of the steps used in the processing of an image (i.e. cropping, contrast adjustments, color balance).
- **Image Restoration:** A process applied to an image that has been degraded by known causes, such as defocus or motion blur, so the effect of the degradation are partially or totally removed.
- **Master CD-R/ DVD-R:** A writable compact disk containing copies of digital images transferred, from the digital darkroom for each officer. The master CD-R/DVD-R may contain images from one or more case investigations.
- **Native File Format:** The file format of the primary image.
- **Original Image:** An accurate and complete replica of the primary image, irrespective of media. For film and analog video, the primary image is the original image.
- **Primary Image:** Refers to the first instance in which an image is recorded onto any media that is a separate, identifiable object or objects.
- **Processed Image:** An output image (see *Image Processing*).
- **Removable Storage Media:** Storage media that is capable of being removed (and replaced) from the camera or other digital device. (i.e. Smart media card, Flash card, memory stick).
- **Reproducibility:** The extent to which a process yields the same results on repeated trials.
- **Security:** The extent to which the evidence has been preserved and safeguarded.
- **Storage:** The act of preserving an image.
- **Storage Media:** Any object on which an image is preserved. (i.e. CD-R/DVD-R, digital evidence computer).
- **Working Image:** Any image subjected to processing.

Image Storage Location

Captured digital images of crime scenes or those having evidentiary value shall be uploaded into the Department's evidence computer. Archived digital images will also be stored on the internal or external data hard drive in the Forensic Services Unit.

Image Capture

Photographs will be taken when an officer believes that visual documentation will assist to further the investigation or prosecution of any criminal act. The photographs should be of high quality and accurately represent a person's injuries or crime scene conditions as they appeared at the time it was photographed.

If a digital camera is used to capture images, the file format and compression ratio is necessary to ensure high quality when viewed or printed. The recommended captured image resolution is 1024x768 dpi or greater.

The storage media containing images captured will be submitted to the Forensic Services Unit for transferring to the digital evidence computer. Storage media shall be placed in a secure envelope with the officer's name, number and placed in the secure storage bin in the sallyport.

Photographs are captured and stored as primary images on the removable storage media. The images shall not be opened or viewed with a device that enables editing of digital images. The officer shall review the images on the camera's internal viewing screen to ensure proper exposure and composition. Officers shall not delete any images from the removable storage media until all images are transferred to archival storage. These images must be recorded in an unaltered form as soon as possible. Captured images will be submitted for upload in a timely manner. The Forensic Services Unit will download the images into the digital evidence computer and ensure the images are backed up on an external hard drive.

Image Transfer and Archiving

After the removable storage media is uploaded to the evidence computer Data drive, the images will be backed up on an external hard drive.

A record is kept of the following information:

- The specific case number

- The date and time that the digital image file was transferred, and
- The operator's name.
- The investigating officer's name
- The on-scene ID officer's name

All digital image files transferred from one media to another and all image enhancement and output for court purposes are done within the Forensic Services Unit.

The digital evidence computer has limited access and that access is password protected. In the event of a failure of the digital evidence system, the Forensic Services Supervisor will establish temporary procedures for the storage and security of photographic images.

Image Processing

If an officer, or supervisor, requests copies of images, a "Request for Examination of Evidence" form must be completed and forwarded to the Forensic Services Supervisor by being placed in the storage bin in the Sally Port or emailed to the Forensic Supervisor. The written request serves as a record to assist in tracking the images. Images can be processed or printed by the Forensic Unit, as contact sheets or larger images as requested. Additionally, images may be copied onto a CD-R/DVD-R.

- A printed image is a true and accurate representation of the incident or scene. Techniques, such as cropping, contrast adjustments, dodging and/or burning, unsharpened/mask, and color balance are acceptable enhancements, and are synonymous with existing darkroom techniques. Specific digital technique, including resizing (with or without interpolation), may be utilized to improve image quality and accommodate the processing image's printed size.
- Every enhancement performed on the working image (copy of original) must be saved and recorded on CD-R/DVD-R as a separate photograph from the original image. Each new image file will be assigned a new file name and time stamp.
- For introduction in a court of law, each image has documentation regarding any changes made from the original digital image file. The image-processing log is specific enough to allow an independent operator to produce a similar output if provided a copy of the original digital image file and image-processing log. Each entry into the log must include date, time, operator and brief description of the action taken in order to complete the trail from original to final photograph.

Submission of Copies to District Attorney's Office

When the images for a case are recorded onto the digital evidence computer, upon receiving a "Request for Examination of Evidence" form, the Forensic Services Unit will copy the case images onto a separate CD-R/DVD-R. The CD-R/DVD-R is for the investigating officer to submit to the District Attorney's Office. The investigating officer should also obtain case narratives, digital audio files, as well as, any other relevant information pertaining to the case and have these burned to the CD-R/DVD-R. The copy should be submitted immediately after completing all follow-ups. This will serve as the D.A.'s "case file".

City of Greenville External Camera System

The City of Greenville has external video cameras that are placed throughout various locations in the city. The City's IT Department is the repository for the camera system and the custodian of the video data is the Police Department. The video data stored on the cameras has the potential to be used as evidence in civil and criminal matters. The Department's point of contact for the retrieval of any video data from the City's external camera system is the Court Liaison Officer. All requests for video data from this system shall be directed to the Court Liaison Officer and employees should refer to *SOP 83.1.2 External Camera Data Retention & Retrieval* for guidelines on retrieving video data.

83.1.3 COLLECTION AND PRESERVATION OF FINGERPRINTS AS EVIDENCE

CALEA Standard: 83.2.3

Collection of Prints

Latent fingerprints shall be collected so as to preserve their evidentiary value, prevent contamination, and ensure a complete and adequate sample is obtained.

Latent fingerprints shall be developed and lifted according to established training as detailed in the *Greenville Shift Id Training Manual*. Training shall include fingerprint pattern recognition and printing procedures relative to patterns, proper rolling, plain impressions or slaps, dry or wet fingers, and bandaged, missing, or amputees. Training relative to the processing of latent prints shall include types of powders used and addressing potential problems with latent prints.

Latent impressions developed with fingerprint powder may be photographed when conditions allow. If latent prints are lifted, elimination prints shall be obtained. The lifted print shall be placed on a latent fingerprint backer card.

All fingerprints shall be documented with the following information:

- Date and time
- Case number
- Offense
- Victim's name
- Offense location
- Investigating police officer's name and badge number
- Name and badge number of the officer lifting the prints
- A rough sketch depicting where the prints were obtained in relation to the crime scene

83.1.4 EQUIPMENT AND SUPPLIES

CALEA Standard: 83.2.4

Crime Scene Search Vehicles

Vehicles assigned to the Greenville Police Department Forensic Services Unit shall be specially equipped to allow effective and timely processing of crime or traffic crash scenes. Greenville Police Department Policy and Procedures Manual, Chapter 41, *Patrol*, lists the kinds of equipment maintained in the crime scene search vehicles which include:

- Latent fingerprint development kit
- Evidence preservation and recovery kit
- Tool impression/recovery kit
- Camera equipment
- Tools necessary for sketching crime scenes

Shift Identification Officers shall receive, maintain, and carry with them in the patrol cars, crime scene processing equipment as part of their personally assigned equipment to include:

- Equipment for latent fingerprint recovery
- Photography equipment (if issued)
- Equipment for sketching crime scenes
- Equipment for collection and preservation of physical evidence

Greenville Police Department Policy and Procedures Manual, Chapter 41, *Patrol*, lists the equipment required to be maintained in all vehicles, which may be needed in response to traffic crashes or emergencies.

83.1.5 SEIZURE OF MEDIA STORAGE DEVICES

CALEA Standard: 83.2.5

The seizure of computer equipment and other devices capable of storing data in an electronic format shall be done in accordance with all statutory requirements related to search and seizure of evidence or contraband and in accordance with all Department policies and procedures regarding the processing of evidence. Greenville Police Department Policy and Procedures Manual, Chapter 43, further discusses statutory requirements for search and seizure of evidence or contraband.

Officers not trained in current forensics protocol as it relates to media storage devices shall only secure the scene and then contact a Forensic Services Specialist who will respond to properly seize the evidence.

Computer equipment and other media storage devices can be severely damaged or data lost due to improper shutdown procedures. Police personnel should be conscious of the potential for pre-programming to erase or destroy data that is tampered with in violation of the program's security procedures.

Mainframe computer shut downs should be accomplished by a representative of the manufacturer before the equipment is removed. A full back-up should be completed by the representative before any attempt to shut down the system.

Before seizure is attempted of a personal computer, police personnel should:

- Photograph the computer(s) and the screen(s)
- Unplug power sources from the back of the computer
- Label all wired connections at both ends
- Seal the power outlet and all ports on computers and peripherals
- Collect reels, diskettes, and any peripheral equipment

Electronic components should not be exposed to extreme temperatures. Computer hard drives, electronics and media storage devices should not be placed in close proximity to magnetic sources.

Once seized and processed, a person skilled in electronic equipment operations should examine the equipment prior to start up. The Greenville Police Department may seek the assistance From the City of Greenville Information Technology Department with regard to handling and operation of computer equipment seized for evidentiary purposes.

83.1.6 REPORTS PREPARATION

CALEA Standard: 83.2.6

Crime Scene/Traffic Crash Supplementary Reports

The investigating police officer, or other police officer assigned to process a crime or traffic crash scene shall complete a report of those activities. This report shall be included as a supplement to the incident report. The identification/crime scene supplementary report shall include:

- Date and time of arrival at the scene
- Location of the crime
- Names of victims
- Names of suspects
- Actions taken at the scene including number of photographs taken, whether measurements were taken and a descriptive of any other scene processing techniques utilized
- A case file reference number
- Inventory of evidence

If a Forensic Services Specialist is summoned to a crime scene, in addition to the above information, the report should include:

- The date and time the request is received
- The name of the investigating officer
- The disposition of physical evidence
- The type of digital imaging equipment utilized (video/still photography)
- Crime scene measurement information

Inventory of Evidence

An inventory of evidence is an investigative tool to aid in successful prosecution of a case. The inventory of evidence may be included in the identification/crime scene supplemental report. The investigating police officer shall be responsible for ensuring that an inventory of evidence is prepared by completing a Property Report and inventory of seized property. The inventory of evidence shall include:

- The description of the item(s) (including numerical identifiers when available)
- The location and/or person from which obtained
- The name of the police officer collecting the evidence
- The date and time the evidence was collected

Documentation When Evidence Is Not Recovered

When there are no photographs taken or no evidence is recovered from the scene of a major crime, the investigating police officer shall indicate the reasons and circumstances for the action on the incident report.

83.1.7 EVIDENCE HANDLING

CALEA Standard: 83.3.1, 83.3.2

Collection of Known Sources

Whenever available, materials and substances will be collected from a known source for submission to the reviewing laboratory for comparison with the physical evidence collected. Known sources may include, but are not limited to: elimination prints, hairs or other fibers, paint, wood, and other constructive materials, firearms, controlled substances and blood samples.

Request for Laboratory Analysis

The police officer shall properly tag or package evidence and submit it to the Property & Evidence Unit with the completed property report and the completed Request for Examination Form. The police officer shall indicate on the property report that the evidence is to be submitted to the appropriate laboratory. The transfer of evidence shall be documented using the correct property control forms to establish and maintain the chain of custody.

The investigating police officer is ultimately responsible for seeing that evidence is submitted in a timely manner to the appropriate laboratory for analysis using the established procedures and examination request forms of the intended laboratory.

Evidence to be submitted to the Greenville Police Department Forensic Services Unit for analysis shall be accompanied by a completed "Request for Examination Form" form indicating the type of analysis requested. All latent prints, taken at a crime scene shall be packaged in an envelope, and deposited in the temporary holding box located outside the sally port entrance to the Evidence Room. Latent prints shall only be removed from the designated temporary storage box by Forensic Services Specialists.

The investigating police officer may request assistance from the Evidence Technician or a Forensic Services Specialist on procedures for submitting evidence to crime laboratories and on completing the appropriate laboratory request forms. The Greenville Police Department has access to and uses several crime laboratories including:

- The Greenville Police Department Forensic Services Unit

- The Pitt County Sheriff's Office Laboratory
- North Carolina State Crime Laboratory
- United States Federal Bureau of Investigation Crime Laboratory
- Other public and private scientific laboratories

Police officers may submit evidence to the North Carolina State Crime laboratory by:

- Completing the appropriate physical examination request form
- Packaging the evidence according to the instructions in the state crime lab evidence guide
- Submitting the evidence to the Property & Evidence Unit for delivery

Copies of the *North Carolina State Crime Lab Evidence Guide* shall be maintained in the following locations:

- Forensic Services Unit Office
- Property & Evidence Unit
- Investigations Division reports area

Evidence submitted to the lab for analysis is normally transferred to their custody by a property custodian. All evidence submitted to the laboratory will be accompanied by the corresponding physical examination request form. The investigating police officer may be required to hand deliver evidence to the lab or other crime labs under special circumstances to include:

- Loaded firearms
- Large quantities of controlled substances
- Large quantities of money
- Bulk items
- Other evidence of a sensitive nature

Perishable evidence requires additional specific collecting, packaging, and submission procedures. When an investigating police officer determines that perishable evidence is present at a crime scene and needs to be collected, the investigating police officer shall summon an identification specialist to collect, package, and preserve such evidence. Perishable evidence includes:

- Fresh blood
- Blood-stained objects
- Other physiological stains and tissues
- Biological materials other than controlled substances

When a crime laboratory will not accept perishable evidence without a known sample for comparison, the investigating police officer shall submit the evidence to the Property & Evidence Unit for storage until such time as a known sample can be obtained and the evidence submitted to the appropriate crime laboratory.

When the submission of perishable evidence to a crime laboratory is delayed, the investigating police officer shall indicate the reasons and circumstances on the incident report or on a supplementary report form.

Record of Transfer of Evidence to Laboratories

When physical evidence is transferred to a laboratory for analysis, records shall be maintained indicating the:

- Name of the police officer or Property & Evidence Specialist last having custody of the property and responsible for submitting the evidence to the laboratory
- Date and time of submission or mailing of the property to the laboratory
- Method of submission of property to the laboratory, i.e., mailing or hand delivery
- Date and time of receipt by the laboratory
- Name and signature of the laboratory employee receiving the evidence
- Name of the police officer requesting the examination
- Name of the investigating police officer

Written Laboratory Test Results

The Greenville Police Department Forensic Services Unit, the Pitt County Sheriff's Office Laboratory, and the North Carolina State Crime Laboratory provide a written report of all laboratory test results. If a crime laboratory does not normally provide a written report of test results, the police officer submitting the evidence should specifically request a written report of the laboratory test results.

83.1.8 EVIDENCE TRAINING REQUIREMENTS**Recruits**

The North Carolina Basic Law Enforcement Training curriculum required by all Greenville Police Department recruits provides familiarization training in:

- Rules of evidence
- Identification of evidence
- Crime scene searches
- Preliminary investigations
- Crime scene investigations
- Collection and preservation of evidence
- Fingerprint identification methods
- Evidence and property management procedures
- Traffic crash scene management
- Crime laboratory functions
- Chain of custody of evidence

The Greenville Police Department provides additional training in evidence preservation and collection through its Field Training Program. The Field Training Program includes familiarization in:

- Greenville Police Department policy and procedures concerning the role and function of officers involved in the collection and preservation of evidence
- Potentialities and limitations of the examination of physical evidence
- Requirements for collection of materials from a known source for comparison purposes
- Collection and preservation of evidence
- Maintenance of the chain of custody of evidence

Forensic Services Unit/Shift Identification Training

Greenville Police Officers assigned to the Forensic Services Unit and Greenville Police Officers assigned as Shift Identification Officers are responsible for crime scene processing duties. These officers shall receive appropriate specialized training which will include:

- Recovery and analysis of latent fingerprints and palm prints
- Recovery of foot, tool, and tire impressions
- Crime or traffic crash scene photography
- Preparing crime or traffic crash scene sketches
- Collecting, preserving, and transmitting physical evidence, including biological materials
- Collection and preservation of DNA evidence

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SOP 83.1.1	Collection and Preservation of Evidence: DNA Evidence	
Date Initially Effective: 08/31/07	By The Order Of: <i>T.D. Sauls, Jr.</i> T.D. Sauls, Jr., Interim Chief of Police	
Date Revised: 03/27/15	Date Reissued: 04/09/15	Page 1 of 4

A. PURPOSE

The purpose of this directive is to establish guidelines and procedures for first responders and Forensic Services Technicians in the proper documentation, collection, packaging, and submission to forensic laboratories of DNA evidence. *The process for the collection of blood samples for DWI investigations is outlined in Greenville Policy and Procedures, Chapter 61, Traffic.

B. DISCUSSION

Precise documentation, collection, preservation and submission of physical evidence to forensic laboratories may provide the key ingredients of any criminal investigation. The crime scene is most often the starting point of any investigation. Through evidence located at the scene, suspects are developed or eliminated and investigative leads are established. Law Enforcement must always be aware that physical evidence collected at a crime scene may have to be presented in a court of law; therefore, it is important that each individual exercise care in processing a crime scene so as not to overlook valuable evidence or contaminate or destroy collectible items.

C. PROCEDURES

Because extremely small samples of DNA can be used as evidence; and due to the possibility of secondary transfer of DNA from one object to another, greater attention to contamination and meticulous collection and preservation is necessary. Potential contamination of physical evidence can occur at the crime scene, during the collection, packaging, and transportation of the evidence to the property and evidence custodian or the laboratory, and during evidence analysis and storage. Recent advances in forensic DNA technology make it even more important that law enforcement personnel become more aware of the issues surrounding the preservation of DNA evidence.

1. Training

- Each member of the Forensic Services Unit will receive special training that includes the best practices for the identification, preservation, and collection of DNA evidence along with packaging of DNA for submission to an accredited laboratory.
- Members of the Forensic Services Unit will provide periodic training to patrol officers and investigations personnel during roll call briefings on the identification, preservation, collection, and packaging requirement for DNA submissions. This training will take place as new information is developed or when determined necessary by appropriate administration.

2. First Responding Officer

- The first responding officer is responsible for protecting the crime scene to the best of their ability until relieved by another member of the police department. It is understood that the preservation of

life or bodily injury or the apprehension of a possible suspect may prevent immediate attention to the preservation of the crime scene area.

- The first responding officer shall notify the on-duty supervisor immediately if they believe that there is a need for a Forensic Services Specialist. The on-duty supervisor will determine when or if Forensic Services will be requested. Contact will then be made with the on-duty Criminal Investigations Bureau Sergeant to request assistance.
- Determine the dimensionality of any crime scene that will require evidence processing and extend the barriers well past the area where evidence may be located. Indoor scenes, by virtue of being enclosed structures, are easier to secure. Outdoor scenes may require additional personnel to properly protect.
- Police Crime Scene tape shall be used to secure the boundaries of such a crime scene when possible. A visual boundary to the scene assists in restricting access and reducing possible contamination. Only individuals with a need to be within the secured boundaries will enter the crime scene once it has been established and/or secured.
- The officer in charge of securing a crime scene shall seek to limit all subjects and personnel from entering, regardless of the person's position or rank. If any individual insists on the need to enter the crime scene area, the officer securing the crime scene will document the person's name, time of entry, and reason stated for entry and request the person initial the log. The Crime Scene Personnel Log is the only acceptable form to use for tracking this information.

3. Collection, Storage, and transportation of DNA evidence

- Any crime scene that the on-duty supervisor has determined to be one that may require the collection of DNA evidence from the scene will result in the notification of a Forensic Services Specialist. Crime scenes that may require the response of a Forensic Services Specialist include homicide, sexual assault when a crime scene has been identified, and burglaries that involve serious bodily injury to a victim and suspect DNA evidence is believed to exist. The Investigations Forensic Laboratory will only accept select major cases for a DNA analysis. Submission for less serious crimes or those without an identified suspect DNA are normally not tested.
- To reduce the risk of contamination or destruction, a sequence of evidence collection is suggested. Trace evidence, hair, fibers and biological fluids should be collected first. This should be followed with the collection of visible fingerprint or footwear patterns, tool marks, and finally, evidence that requires powder or chemical enhancement. Ultimately, the decision on what processing steps are needed in the crime scene is left to the judgment of the Forensic Services Specialist.
- DNA samples of known suspects may be collected by sworn personnel by using the Suspect Buccal Swab Collection Kit (for DNA testing).
- Items should be air dried thoroughly before packaging. The on-duty supervisor will need to contact the Forensic Services Unit if items need to be left for a time period to air dry. Officers will not package items that are still wet. Items will not be left in direct sunlight to dry as evidence may be destroyed.
- Each piece of evidence will be packaged separately in paper bags, paper envelopes, breathable evidence pouches, or appropriate cardboard boxes that are supplied by the Department for such use. Each item will be sealed properly.
- Do not use plastic bags or staples in packaging DNA evidence.
- Liquid specimens will be stored in the property/evidence refrigerator.
- When transporting DNA evidence to the laboratory, it shall be kept dry and at room temperature.

4. Submission of DNA evidence to accredited laboratories

- Requests for DNA analysis may be submitted, along with the evidence, to the North Carolina State Crime Laboratory, an accredited forensics laboratory in Raleigh, North Carolina.
- The investigating officer assigned to a particular case is responsible for requesting laboratory examinations and for identifying what forensic test(s) should be performed.

- All examination request forms will be completed in full and either type written or neatly printed. The top copy of the form will be submitted to Property/Evidence. The original form will accompany all evidence to the Forensic Laboratory for analysis.
- The state laboratory requests that officers check with known suspects or victims for any known diseases, including AIDS, HIV, Hepatitis, TB, or venereal diseases prior to submitting DNA evidence for analysis. This information shall be noted on the Request for Analysis form.
- The Property and Evidence Custodian will deliver evidence to the forensic lab monthly for DNA evaluations.
- If the investigating officer does not want to wait for the scheduled delivery, they can sign the evidence out of Property/Evidence and personally deliver it to the laboratory, along with the Request for Analysis form for possible analysis.
- All evidence delivered to the forensic laboratory will be properly received by having the official accepting custody complete the Chain of Custody section on the Request for Analysis form.
- When evidence is released from the Forensic Laboratory, the Property/Evidence Custodian, or appropriate investigating officer, that receives custody of the evidence will sign and date the Request for Analysis form and return it to the Property and Evidence Custodian for filing.
- Written results of a laboratory analysis, in the form of State Laboratory Report, are returned with the evidence to the Property/Evidence Custodian.
- Evidence requiring DNA Analysis may also be submitted to the Center for Advanced Forensic DNA Analysis (CAFDA) located in Greenville, NC.

5. CODIS – Combined DNA Index System

CODIS, an electronic database of DNA profiles that can identify suspects, and is similar to the AFIS database used for fingerprint identification. All states have implemented a DNA index of individuals convicted of certain crimes. This CODIS System is available through the State Crime Laboratory and through CAFDA if requested by law enforcement.

Attachment A

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
83.1.2	External Camera Data Retention & Retrieval	
Date Initially Effective: 02/22/10	By The Order Of:  T.D. Sauls Jr., Interim Chief of Police	
Date Revised: 3/27/15	Date Reissued: 04/09/15	Page 1 of 3

A. PURPOSE

The purpose of this directive is to identify agency responsibility and to establish uniform procedures for internal and external requests for video data from the City of Greenville's external camera system.

B. DISCUSSION

The City of Greenville's Information Technology (IT) Department is the repository for all City owned and operated video recording cameras that are located throughout various locations in the City of Greenville. The City of Greenville's IT Department is also responsible for all maintenance involving the OnSSI Netguard EVS camera system. The Greenville Police Department shall be the custodian for the video recorded images on the camera system. The Department's point of contact (POC) for all requests will be the Court Liaison Officer (CLO). All video recorded images will remain in IT's repository, unless the custodian's POC has received a request for specific video recorded images.

The OnSSI Netguard EVS camera system records and retains video images on a 30-day sliding cycle and at the completion of the 30-day sliding cycle the system begins a new recording period and overwrites the previous 30 days. Some of the cameras are wireless and may be subject to interference from non-preventable factors such as: inclement weather, radio frequency interference (RFI), or the server becomes disabled. The CLO shall maintain a log of all requests, the date of the request, the data requested, whether the data could be retrieved, and the date the response to the request was sent. The requesting party should also provide the CLO with a DVD/CD R for the downloading of the video data.

The Greenville Police Department's Records Unit will maintain a designated DVD/CD storage pick-up location for all public requests that are not received by a subpoena or in situations where a DVD/CD was not supplied by the requesting party. A \$2.00 fee will be assessed to all requesting parties not providing the appropriate DVD/CD and the Records Unit will be responsible for the collection of fees. In the event, the requesting party lives outside of Pitt County and is requesting the DVD/CD be mailed, then a \$3.00 fee shall be assessed. Requests received that require the requesting party to pick up the DVD/CD from the Records Unit, will be issued a letter of written notification indicating that the DVD/CD is ready for pick-up and must be picked up within 30 days of the date of the letter. Any DVD/CDs that are placed for pick-up in the Records Unit and have not been picked up within 30 days from the date of written notification will be destroyed by the Court Liaison Officer.

C. DEFINITIONS

1. Repository – place for storage (video storage)
2. Custodian – Agency responsible for holding or looking after valuable property on behalf of a company or another person.

3. OnSSI Netguard EVS – On-Net Surveillance Systems Incorporated Enterprise Video System

D. PROCEDURES

1. Internal Requests (In-house)

- Requesting party shall contact the Court Liaison Officer and request video surveillance data within five (5) working days of the incident and shall provide the specific time and date needed for the video data retrieval.
- The Court Liaison Officer shall record the request and shall within five (5) business days provide a DVD/CD containing the specific data requested to the requesting party.

2. Subpoenaed Requests

- Upon receipt of a subpoena requesting video surveillance data, the Court Liaison Officer shall notify the requesting attorney of the procedures for video data retrieval.
- DVD/CD provided: The Court Liaison Officer shall make contact within five (5) business days by written notice, e-mail or telephone to advise the requesting party whether the data could be retrieved. If data is available, provide the DVD/CD with the requested data to the location designated in the subpoena.
- DVD/CD not provided: The Court Liaison Officer shall within five (5) business days obtain the video surveillance data requested and then make contact by written notification, e-mail or telephone to the requesting attorney. The Court Liaison Officer will place the DVD/CD in the Records Division storage location for pick-up. A \$2.00 payment is required before pick-up

3. General Public In-County Requests

- All requests received by department personnel for video surveillance data shall forward such requests to the Court Liaison Officer.
- The Court Liaison Officer shall advise the requesting party the procedures for requests for video surveillance data. Within five (5) business days obtain the requested data and it should be downloaded if available. Contact should be made with the requesting party to advise whether the data could be retrieved. If retrieval is not possible, a reason should be provided. If available, place the DVD/CD in the Records storage location for pick-up.
- The Court Liaison Officer shall notify the Administrative Services Bureau Commander or designee and the City Attorney's Office of the request immediately upon receipt of the request.

4. General Public Out-of-County Requests

- The Court Liaison Officer shall advise the requesting party of the procedures for requesting video surveillance data and provide the requesting party the Records Unit mailing address.
- Records personnel shall upon receipt of the \$3.00 fee, notify the Court Liaison Officer of the receipt of payment.
- The Court Liaison Officer shall within five (5) business days of notification from Records Personnel obtain the requested video surveillance data. Written notification, e-mail notification, or contact by phone shall be made and the DVD/CD provided to Records personnel
- Records personnel will mail the DVD/CD to the requesting party.

- The Court Liaison Officer shall notify the Administrative Services Bureau Commander or designee and the City Attorney's Office of the request immediately upon receipt of the request.

5. Media Requests

- All requests received by department personnel from a member of the media shall forward the request to the Court Liaison Officer.
- The Court Liaison Officer shall immediately notify the Administrative Services Bureau Commander or designee, the Department's Public Information Officer, and the City Attorney's Office of the request.
- The requesting member of the media shall be advised of the procedures for requesting video surveillance retrieval by the Court Liaison Officer.
- Within five (5) business days the Court Liaison Officer shall obtain the requested data; make contact with the requesting party; attach a note to the DVD/CD indicating whether payment is required before pick-up; place in the Records storage location for pick-up.