

# **CITY OF ANDERSON POLICE DEPARTMENT**

## **Anderson, South Carolina**

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> January 8, 2013	<b>NUMBER</b> 2503
<b>SUBJECT</b> Collecting, Processing and Preserving Physical Evidence in the Field		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA Chapter 25.2.1	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO.</b> <b>PAGES 3</b>

### **A. PURPOSE**

For physical evidence to be accepted by the court at time of trial, it is essential that the chain of evidence be maintained. The City of Anderson Police Department has set general guidelines for its approach to crime scene processing. The purpose of this general order is to state the guidelines for the preferred methods of collecting, marking/labeling, and packaging/storing a variety of evidentiary items. Methods used are those that should preserve the condition of evidence in the process of collection, prevent the introduction of foreign materials to it, and ensure as complete a sample as possible and practical.

### **B. POLICY**

When collecting, processing, and preserving physical evidence in the field, all personnel of the City of Anderson Police Department are expected to adhere to the agency's guidelines and procedures related to this subject.

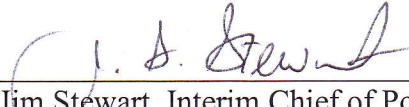
### **C. PROCEDURE**

1. Normally, first rule is to secure and protect the crime scene.
  - a. Factors which may preclude this rule may include but not be limited to exigent circumstances such as officer safety, an ongoing emergency or ongoing criminal activity.
2. Methods used for crime scene processing are those methods that should preserve the condition of evidence during the process of collection, prevent the introduction of foreign materials to it, and ensure as complete a sample as possible and practical.

3. Normally, the preferred methods of collecting, marking/labeling, and packaging/storing a variety of evidentiary items will be consistent for those types of items, unless deemed inappropriate under a particular set of circumstances by the forensic personnel at the time of collection.
4. An inventory is essential to the investigator and the forensic technician for recording activities at the scene and qualifying the evidence at the time of trial.
  - a. For all items of evidence gathered at a crime scene, the investigator and/or forensic specialist should prepare a list containing:
    - (1) a description of the item collected (including make, model, and serial number, if any),
    - (2) the source (person or location obtained from) and
    - (3) The name of the person collecting the item.
    - (4) Other information may also be pertinent to the list.
5. Collection of Evidence (SCLEA 25.2.1; CALEA 83.2.1)
  - a. In less-than-serious cases, Anderson Police Department Officers are responsible for thorough processing of crime scenes for physical evidence.
    - (1) Reporting officers will conduct a physical inspection and evaluation of a crime scene and collect the obvious items of evidence in cases when no other processing or assistance is required.
  - b. In serious and/ or complex cases, at the discretion of the supervisor or detectives, Crime Scene personnel will conduct the crime scene processing and collection of evidence.
  - c. The collection officer (Patrolman or Crime Scene Technician), will follow the steps listed below, always conferring with the Case Officer and/or Investigator assigned to the case.
    - (1) First officer on scene will secure the scene and ensure that the scene remains properly secured making a list of all personnel who enter and leave and notate the times of such activity.
    - (2) Keeping out non- essential personnel.
    - (3) Establish with the Case Officer or Detective, whether consent to search or a search warrant has been secured or is needed.
    - (4) Conduct a survey of the crime scene.

- (5) Document the existing conditions at the scene (wet, raining, hazardous, temperature, etc.).
  - (6) Photograph the scene, person, etc., (as necessary).
  - (7) Video the scene (if necessary).
  - (8) Prepare a sketch of the scene, make measurements of items for sketch; however, "sketch to scale" is not necessary.
  - (9) Conduct a detailed search.
  - (10) Record (photo/document on evidence sheet and on report) and collect all physical evidence "note the locations gathered from on your sketch".
  - (11) Review previous steps with the Case Officer and or Detective for completion and accuracy.
  - (12) Release the crime scene ONLY when the Case Officer and/or Investigator are ready and all evidence has been photographed, documented and gathered.
- d. It is in the discretion of the Investigating Case Officer and/or the supervisor-in-charge to omit any of the steps in the previous list which do not pertain to the type of the incident under investigation or the severity of the nature of the incident.
- (1) In the event that the case investigator and/or the Crime Scene Technician deems an activity to be necessary that is not included in the above list, that activity may be conducted if it is deemed in the best interest of the case by the supervisor-in-charge.

By order of:

  
\_\_\_\_\_  
Jim Stewart, Interim Chief of Police

1-8-2013  
\_\_\_\_\_  
Date