

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE May 2, 2008	NUMBER 2504
SUBJECT CSI Unit to Have Access to Necessary Resources		
REVISED		
REFERENCE SCLEA Chapter 25.2.2	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 4

A. PURPOSE

Evidence obtained through the application of scientific knowledge and methods is invaluable to the effective prosecution of offenders. Investigators and officers will use physical evidence to corroborate testimony, facilitate arrests, and obtain convictions, as well as clear innocent victims wrongfully accused. Research has shown clearly that physical evidence must be identified, collected & preserved properly, and transmitted to the forensic laboratory promptly if laboratory resources are to be used effectively. The purpose of the 2500 series of general orders is to establish the criterion for the collection and preservation of evidence that is obtained for the purpose of criminal prosecution.

B. POLICY

Twenty-four hour crime scene processing by qualified personnel will be available for crimes and accidents which occur and which require the prompt collection and preservation of physical evidence. The qualifications for CSI personnel will include the ability to recover latent finger prints, properly photograph a crime scene, sketch a crime scene, collect & preserve physical evidence and perform accident investigation. When the immediate services of a crime scene specialist are required, the appropriate personnel with these skills will be notified as soon as possible. If necessary, the implementation or continuation of the investigative process can await completion of certain aspects of the crime scene specialist's work.

C. PROCEDURE

1. Collection and preservation of physical evidence. (SCLEA 25.2.2, B-4)
 - a. Evidence Handling
 - (1) All evidence will be handled, collected and preserved in accordance with Series 2600 covering Property and Evidence control.
2. Equipment and Supplies 25.2.2 (CALEA 83.2.4)
 - a. Crime Scene personnel will maintain forensic supplies for processing all types of crime scenes in an effective and timely manner. The forensic equipment and supplies will be maintained for the following purposes:
 - (1) Recovery of latent fingerprints,
 - (2) Photography,
 - (3) Crime scene sketches,
 - (4) Collection and preservation of physical evidence and
 - (5) Accident investigation.
3. Latent Prints (SCLEA 25.2.2, B-1) (CALEA 83.2.4)
 - a. Uniform Patrol has Crime Scene personnel assigned to each shift they will carry latent print kits and Digital cameras in their vehicles for use and timely response.
 - b. The following guidelines will be followed when processing a crime scene for latent prints:
 - (1) The processing officer will use the appropriate methods to develop latent prints. After latent impressions are developed, it is at the officer's discretion to photograph the latent prior to lifting the latent print.
 - (2) The latent print is placed on a lift card with the following information:
 - (a) Date,
 - (b) Case number,
 - (c) Processed by <name of person>,
 - (d) Drawing of object processed
 - i. If necessary to show location obtained.

- (e) Crime type, name and address of victim on the envelope containing the latent lifts prior to turning them into evidence, (this is to keep the lifts together for filing).

4. Photography and Videotaping (SCLEA 25.2.2, B-2) (CALEA 83.2.4)

- a. The Officer or Case Investigator assigned to an incident/case will be responsible for having the crime scene and/or evidence photographed. It will be the discretion of the Case Investigator and/or Case Officer in determining whether or not the scene and/or evidence are to be photographed and/or videotaped. This pertains to Major Cases as well as Minor Cases. In Minor cases the Case Officer or Investigator may elect to photograph the scene or items himself or by the shift personnel by use of 35mm, Polaroid, or digital camera.
- b. When photographing latent prints, tire impressions, footwear impressions, or any items of evidentiary value, a scale will be placed next to the item(s) to be photographed. Also a photograph will be taken without the scale in it when feasible.
- c. It will be the responsibility of the Officer or Investigator in charge to list in the incident report **who took what photos.** There should be a cover photograph showing the case number, date, victim, and officer taking pictures, when feasible.
- d. All negatives, photographs, digital media, Polaroid photographs, etc., will be turned into the evidence custodian or evidence locker with an evidence sheet.
- e. Requests for copies of photographs or the originals for court must be submitted in writing no less than three duty days before they are needed.
- f. Requests for copies of photographs by **anyone other than the case officers or the Solicitors office for prosecution must be accompanied with a subpoena.** The cost for those copies is \$35.00 per roll or contact sheet of digital photographs, to cover cost of printing, storage and handling.

5. Crime Scene Sketches (SCLEA 25.2.2, B-3)

- a. The collection officer (Patrolman or Crime Scene Technician), will confer with the Case Officer and or Detective assigned to the case regarding the necessity and details required for any particular crime scene.
 - (1) The person assigned to sketch a crime scene shall
 - (a) prepare a sketch of the scene and
 - (b) make measurements of items for sketch.
 - i. “Sketch to *scale*” is not necessary.

6. Accident investigation.

- a. When investigating vehicular, workplace and/or other types of accidents, the City of Anderson Police Department may elect to call upon another agency for assistance. The particular agency or agencies requested to assist will be determined by the situation. Agencies that may be asked to assist include but are not limited to the SChP Major Accident Investigation Team, OSHA, DHEC or any other entity with equal or greater credentials for investigating the specific type of accident situation in South Carolina.

By order of:



Martin D. Brown, Chief of Police

4-29-2008
Date