



COLUMBIA POLICE DEPARTMENT

“Policing Excellence through Community Partnerships”

Directive Type: General Order	Effective Date: 09-26-2016	General Order Number: 05.07
Subject: <i>Collection and Preservation Of Evidence</i>		
Amends/Supersedes: <i>Section 05, Chapter 07, Collection and Preservation of Evidence, 2008</i>	Chief of Police: <i>[Signature]</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 14

1.0 DIRECTIVE

Property and evidence collected by members of the Columbia Police Department shall be identified, collected, preserved, and if necessary transmitted to a laboratory in a manner that will meet the requirements for admissibility in court.

2.0 CRIME SCENE INVESTIGATIONS UNIT

The Crime Scene Investigations Unit will be responsible for processing crime scenes, applying forensic techniques, and identifying, collecting, and preserving physical evidence. Crime Scene Technicians will be available on a twenty-four (24) hour basis.

Crime Scene Technicians shall receive specialized training in the following areas:

- Recovery of latent fingerprints and palm prints
- Recovery of foot, tool, and tire impressions
- Photographing crime or accident scenes
- Sketching of crime scenes
- Collecting, preserving, and transmitting physical evidence, including biological materials
- Accident investigations

The Crime Scene Investigations Unit will have a mobile crime scene vehicle assigned to the Unit for transportation to crime scenes. The mobile crime scene vehicle will contain sufficient equipment and supplies to perform the following tasks:

- Recovery of latent fingerprints
- Photography
- Sketch of scenes
- Collection and preservation of physical evidence
- Accident investigations

3.0 SECURITY AND PROTECTION OF CRIME SCENES

CRIME SCENE SEARCHES SHOULD NOT BE CONDUCTED UNTIL THE LOCATION HAS BEEN SECURED.

Minor Incidents: The initial officer is responsible for securing and assuming control of the crime scene, unless relieved by a supervisor.

Major Incidents: The initial officer is responsible for securing and assuming control of the crime scene. Once stable, the officer shall restrict access to the immediate crime scene and begin a Crime Scene log to document any person entering or leaving the restricted area.

4.0 RESPONSIBILITY FOR PROCESSING CRIME SCENES

Minor Incidents: Patrol officers shall be responsible for identifying potential items of evidence, processing the crime scene, preserving and labeling the evidence, transporting and submitting the evidence to the Evidence/Property Room. Officers may only process crime scenes using techniques for which they have been trained, if the incident surpasses the officer's skills, or if the officer has any questions regarding the procedure for the collection and preservation of any item of evidence, a Crime Scene Technician shall be notified to process the scene.

Major Incidents: Responding officers shall notify an Investigator and/or Crime Scene Technician as soon as the crime scene is secured. Officers shall attempt to insure that nothing at the crime scene is moved prior to the Investigator or Crime Scene Technician processing the scene. The Investigator shall assume control of the crime scene and consult with the Crime Scene Technician as to the type of evidence to be collected.

5.0 COLLECTION AND PRESERVATION OF EVIDENCE

Evidence is often the most reliable factor in determining the identity of the offender and a critical fact in courtroom proceedings. Officers shall protect the integrity of the crime scene to allow for the lawful collection of evidence.

Evidence shall only be collected, processed, and preserved using approved procedures.

5.1 Collection of Evidence

Evidence collected must fit the situation and be within the limits of possibilities.

All evidence must be properly marked and tagged prior to submitting to the Evidence/Property Room.

The collecting officer may designate another individual to take charge of the evidence collected and record each item's position and location.

A "Chain of Custody" form must be completed anytime an item of evidence is transferred to, or transported by anyone other than the collecting officer.

5.2 Labeling of Evidence

All evidence collected will be labeled with an evidence tag or placed in an evidence envelope and packaged according to established procedures.

Evidence tags and evidence envelopes must be filled out in their entirety and require the following information:

- Case number
- Type of crime
- Date and time item submitted to the Evidence/Property Room
- Description of the item to include the quantity, if applicable. Envelopes containing multiple items

- require a description and the quantity of each type of item.
- The name of the receiving Evidence Custodian or the location of the evidence (i.e. secure evidence locker/cage)

If necessary, specific processing requests or requests to submit evidence to an outside laboratory may be made on the back of the evidence tag/envelope.

Suspected drug evidence is to be placed in a Columbia Police Department BEST Kit that can be obtained from the Telephone Response Unit (TRU). The BEST Kit information must be completed in its entirety and submitted to the Evidence/Property Unit or placed in a secure locker in the Evidence Locker Room.

5.3 Preservation of Evidence

Physical evidence is often the most reliable factor in determining the identity of the offender and a critical fact in courtroom proceedings. Investigators must take great care in preserving physical evidence present at the crime scene before and after it is collected.

Items of evidence that cannot be physically collected may be preserved by one of the following methods:

- | | |
|--|-----------------------------|
| • Photographs | • Trace Metal Detection Kit |
| • Latent print lifting powder and lifting tape | • Atomic Absorption Testing |
| • Luminal | • Silver Nitrate |
| • Plaster Casting | • Ninhydrin |
| • Refrigeration | • Iodine Fuming |
| • Avoid contamination | |

5.4 Chain of Custody

The officer collecting evidence will be responsible for completing the "chain of custody" information on the package. The officer will complete the "Columbia Police Department Property Record" form that may be obtained in the Evidence Locker Room (Headquarters room B-11), adjacent to the Evidence/Property Unit and must accompany the evidence until final disposition.

5.5 Crime Scene Technician Collection of Evidence

A Crime Scene Technician will be called to the scene of all major crimes to collect and preserve evidence. Crime Scene Technicians will follow the guidelines established in the FBI's "Handbook of Forensic Science" for the collection and preservation of evidence.

The Crime Scene Technician called to process a crime scene will complete an Investigative Report that will include, but not be limited to, the following information:

- | | |
|---|---|
| • Date and time of arrival at the scene | • List of physical evidence collected |
| • Incident location | • Case number |
| • Name of victim, if known | • Date and time of request for service |
| • Name of suspect, if known | • Disposition of all evidence and information collected |
| • Actions taken at the scene | |

An Investigative Report shall be completed to document description of all items, location collected, date and time collected and the name and address of all persons known to have come in contact with the items.

Whenever photographs are not taken or physical evidence is not collected from the scene of a major crime, the investigating officer will complete an Investigative Report detailing the reasons why.

6.0 CRIME SCENE PHOTOGRAPHY

Crime scenes will be photographed as soon as possible, preferably before anyone is allowed into the scene.

Photographs will be used to record the condition of individual items before recovery and to reproduce shoe, tire and similar impressions prior to attempts to lift or cast.

Photographs must show the evidence in detail and include a scale so that exact sizes can be determined. Whenever a scale is used in a photograph, another photo without the scale must be taken first.

The photographer will record the date, time, location, and case number at the time evidentiary photographs are taken.

6.1 Photographing Outdoors Crime Scenes

The following procedures will be followed for photographing outdoor crime scenes:

1. Establish the location of the scene from a distance to include a landmark
2. Take medium distance photographs to record the relative positions of closely related items of evidence
3. Take close-up photographs of each item of evidence

6.2 Photographing Indoor Crime Scenes

The following procedures will be followed for photographing indoor crime scenes:

1. Establish the location of the building through photographs
2. Photograph rooms and other interior areas from typical observation points using a wide-angle lens to show relative positions of all items within the area
3. Take medium distance photographs to show the relative positions of closely related items of evidence
4. Take close-up photographs of each item of evidence

6.3 Video Taping

All departmental videos will include a record of the date, time, location and case number. This will be recorded using the audio portion of the videotape and written in permanent ink on the videotape's exterior casing.

Any video used in an Internal Affairs investigation will become part of the official case file of the incident and will be maintained in the Internal Affairs Unit in a secure filing system. If an Internal Affairs case file is to be turned over for criminal investigation all video will be transferred to the investigator for storage with the case file.

6.4 Storage of Photographic Evidence

The original prints and videotapes of crime scenes will be kept with the case folder. All negatives will be maintained in a secure file cabinet located in the Crime Scene Investigations Unit.

7.0 CRIME SCENE SKETCHES

A crime scene sketch is a handmade or computer assisted pictorial representation of a crime scene. It is useful in clarifying investigative data and making the situation easier to understand by eliminating unnecessary detail. A sketch does not replace photographs at the crime scene and should be used to show:

- Dimensions of furniture, doors, windows, etc.
- Distances from objects to entrances and exits
- Distances between objects
- Measurements showing the exact location of items of evidence. Each object will be located by two measurements from non-movable items, such as doors, walls, etc.
- Outdoor sketches will show the relation of the scene to other buildings, geographical features, or roads

The Crime Scene Technician at the scene will sketch the crime scene and is responsible for identifying the sketch by placing his/her name, the date, the time of preparation, location and a compass reference point.

8.0 LABORATORY ANALYSIS

The officer in charge of an investigation is responsible for requesting that all relevant evidence be sent to the Department's laboratory, an outside laboratory or the Department's Crime Scene Investigations Unit for examination. All requests for processing of evidence at another laboratory must be written on the back of the evidence envelope or have the request attached to the evidence.

It will be the responsibility of the Crime Scene Technician to follow the guidelines in the FBI's "Handbook of Forensic Science" for the packaging and mailing or transportation of evidence to the proper laboratory.

When possible, materials and substances from a known source will be collected and submitted to the laboratory along with the evidence for comparison purposes.

Evidence that is sent to a laboratory will have an evidence inventory sheet detailing the disposition of the evidence to include the date and time the evidence was turned into the lab.

8.1 South Carolina Law Enforcement Division (SLED) Laboratory

When any member of the Department transports evidence to the SLED Laboratory, a "South Carolina Law Enforcement Division - Forensic Sciences Request" Form will be completed. This form will be used to detail the type of analysis to be performed and to insure that written results of the laboratory analysis will be sent to the investigating officer.

A completed evidence inventory sheet will also accompany evidence transported to the SLED Laboratory. The evidence sheet will maintain a clear chain of custody for the evidence and will contain the following information:

- Name of the officer last having custody of the item
- Date and time of submission or mailing and method used for transmission
- Date and time of receipt in the laboratory
- Name and signature of the person in the laboratory receiving the evidence.

The person transporting the evidence to the SLED Lab will maintain the last copy of the inventory sheet as a receipt for chain of custody purposes.

Serological evidence (blood, semen, body fluids), once properly collected and marked will be immediately taken to the SLED Laboratory by the officer responsible for having the evidence collected. If the SLED Lab is closed or if a known source sample needs to be collected before delivery to the SLED Lab the evidence will be placed in the Evidence/Property Unit refrigerator until the Property/Evidence Technician can transport it.

Other evidence requiring analysis at SLED will be transported as soon as possible with as few persons as possible coming into contact with the evidence in an effort to maintain a short chain of custody.

8.2 Federal Bureau of Investigations (FBI) Laboratory

The Crime Scene Investigations Unit will mail all evidence requiring analysis at the FBI Laboratory according to instructions contained in the FBI's "Handbook of Forensic Science."

An evidence inventory sheet and a letter requesting the type of analysis will accompany evidence forwarded to the FBI Lab. The Inventory Sheet will be completed with the name of the person receiving the evidence, and the date and time received. The letter will also request that a copy of the inventory sheet be sent back along with the written analysis results.

8.3 Columbia Police Department Laboratory

Laboratory analysis of suspected marijuana will be conducted by the Columbia Police Department Marijuana Analyst

Material suspected to be a drug substance, or field tested positive for drugs will be tagged into the Evidence/Property Unit using standard procedures. The officer must complete the Request for Drug Analysis Form.

How to Complete a BEST Kit

1. Complete the Drug Analysis Request Form found in the envelope:

Make sure you complete the Case # field. Evidence **will not** be analyzed without a case number.

- The officer listed on the form is the officer who should receive the final report.
 - Print your assigned area or region in the address field.
 - Write down the control number (C number) off of the BEST evidence bag
 - Complete all other fields except the Lab file number field. This will be completed by the lab.
2. Complete any Chain of Custody form` needed for the case. Form B is the initial chain of custody. If the evidence was turned over to another officer for submission to the Evidence Room, a subsequent chain of custody (Form C) must be completed.
 3. Complete the information on the BEST evidence bag using a ballpoint pen. The sealing official is the person who actually places the evidence into the envelope.
 4. Place the completed Drug Analysis Request Form inside the BEST bag making sure the paper does not interfere with the red-gummed seal at the top of the bag. The written portion of the Request form should be visible through the clear side of the BEST evidence bag. Chain of Custody forms should not be placed in the sealed Best Kit. **Evidence will not be accepted if the officer fails to put the request form in the sealed bag.**
 5. Place all evidence in the BEST evidence bag behind the request form, making sure no evidence interferes with the closing of the bag.
 - Evidence from **the same incident, same subject** can be submitted in one BEST envelope. If there are multiple subjects, it is up to the officer whether or not to complete a BEST kit for each subject.
 - If there is **Marijuana** evidence, it is to be submitted in a **separate** BEST kit.
 - **Do not include razor blades, needles, or field test kits.**
 - BEST kits were developed in order to test the best possible evidence with the greatest charge. If there are actual drugs in the case, any paraphernalia will not be tested. Paraphernalia will be tested if it is the only evidence available.

- If there is too much evidence in the bag for it to seal properly, consider separating the evidence into two BEST kits
6. Remove the blue plastic strip from the red-gummed adhesive and press both sides of the bag together until it is sealed. **Once sealed, the bag cannot be reopened.** Make sure the bag is sealed to the other side and not to your paperwork. If the adhesive adheres to your paperwork, the bag is not sealed and another kit will have to be completed.
 7. Once the BEST evidence bag is sealed properly, remove the Investigator's Receipt from the top for your records.
 8. Place sealed BEST bag and all Chains of Custody in the 10 X 13 manila envelope and close using the clasp.

9.0 RECOVERY OF STOLEN VEHICLES

Members of the Department will follow the procedures and guidelines listed below for the recovery, processing and return of stolen motor vehicles.

9.1 Vehicles Stolen and Recovered within this Jurisdiction

When any member of this Department recovers a stolen vehicle in this jurisdiction, the vehicle information (license tag and V.I.N.) will be forwarded by radio to the Telephone Response Unit with a report to follow in a timely manner.

The TRU will enter the vehicle information into the NCIC computer to get confirmation that the vehicle was stolen and from what jurisdiction the vehicle was stolen. If the vehicle was stolen from this jurisdiction, the original incident report will be located and checked to see if a Supplemental Recovery Report or Supplemental Information Report is attached. The original complaint will be contacted for verification.

A Supplemental Information Report will be completed whenever information is received that a vehicle stolen within our jurisdiction has been involved in another crime. The information on the Supplemental Report will be given to the Communications Center so that it may be broadcast to all units. A copy of the Supplemental Report will be sent to the TRU so that if the vehicle is recovered by an outside jurisdiction, that jurisdiction can be notified of the exigent circumstances surrounding that particular stolen vehicle. Another copy of the supplement will be attached to the original Stolen Vehicle Report so that when the original report is retrieved for confirmation, the additional information regarding the vehicle can be relayed to the recovering official. The copies of the NCIC hits and confirmations will be forwarded to the Investigations Division to be retained in the case jackets for future court proceedings.

Once the recovering officer has received confirmation that the vehicle is stolen, it will be the officer's responsibility to determine if physical evidence can be obtained from the vehicle. If the vehicle needs to be processed, a field officer trained in evidence collection will be notified to process the vehicle or the officer's supervisor will request that a Crime Scene Technician be dispatched to process the vehicle. The person processing the vehicle will be responsible for maintaining the chain of custody for recovered evidence. Any evidence collected (or the absence of evidence) will be noted in the report narrative.

The officer recovering the vehicle is responsible for notifying the owner that the vehicle has been recovered. If the officer notifies the owner directly or through the TRU, it must be determined if the owner is going to come to the scene to take possession of the vehicle or if the owner wants the vehicle towed. The contact will be noted in the Supplemental Report.

If the owner of the vehicle wants the vehicle towed by a particular wrecker service that wrecker service will be notified if they are licensed to tow in the city. If the owner does not have a preference, a City contract wrecker will be utilized, the owner notified of the vehicle's location and the recovering officer will complete a "Record

of Stored Vehicle" (tow slip) and inform the owner of the procedures for release of the vehicle.

If the owner comes to the incident location, the vehicle will be released to the owner by having the owner show some form of identification and having him sign the bottom of the Supplemental Report.

If the officer is unable to make direct contact with the owner, the vehicle will be towed and a "Record of Stored Vehicle" (tow slip) will be completed. The officer will be responsible for notifying the owner by completing a "Letter of Notification of Towed Vehicle" and mailing the letter with the return address of the Records Unit.

The officer recovering the vehicle will complete a Supplemental Report with the incident type listing "Recovery of a Stolen Motor Vehicle" and the case number being the same as the original report case number. The Supplemental Report must be complete and contain at least the following information:

- The incident location at the time of theft and the location at time of recovery
- A full description of the vehicle (license tag number, vehicle identification number, color, make, model). Upon recovery indicate the vehicle's condition (burned, wrecked, etc.).
- List the value of the vehicle at the time of theft and the value at the time of recovery.
- A description of the method used to remove the vehicle initially (straight wired or keys in the ignition, etc). Additionally, the report must indicate the condition when the vehicle was recovered (keys in vehicle, straight wired, steering column damage, etc, **and no signs of theft damage**).
- Indicate if a Crime Scene Technician was notified, if the scene was processed, and if any physical evidence was recovered.
- Note if an arrest was made and provide a full description of the suspect.
- Indicate the towing service used or specify if the owner came to the scene to recover the vehicle and what identification was used to verify owner identity.

Recovery of stolen vehicle reports must be turned in at the TRU within one (1) hour of completion of the recovery so that the recovered vehicle can be removed from NCIC.

9.2 Vehicles Recovered Outside our Jurisdiction

An officer will be sent to recover any motor vehicle stolen within our jurisdiction but recovered outside our jurisdiction by another agency, so long as it is within three (3) miles of the City limits. The officer will complete a "Recovery of Stolen Motor Vehicle" Supplemental Report and will be responsible for notifying the owner of the vehicle either directly or through the "Letter of Notification of Towed Vehicle."

Any motor vehicle that was stolen within our jurisdiction but recovered outside our jurisdiction by another agency and not within three (3) miles of the City limits will not have an officer sent to recover the vehicle unless there are exigent circumstances. The TRU will complete a "Recovery of Stolen Motor Vehicle" Supplemental Report. The TRU will also be responsible for notifying the owner of the vehicle either directly or through the "Letter of Notification of Towed Vehicle."

When a stolen motor vehicle is recovered more than three (3) miles outside the city limits and after pulling the Original Report for confirmation, it is discovered to have a supplement attached indicating that the vehicle was used in a felony or has some other exigent circumstances surrounding the vehicle, an investigative supervisor will be notified.

The investigative supervisor will be responsible for determining if an officer will be sent to recover the vehicle and the procedures to be used to process the vehicles for physical evidence.

9.3 Outside Agency Vehicles Recovered in this Jurisdiction

When a stolen vehicle is recovered within the City Limits and that the vehicle was stolen from outside the

Columbia Police Department's jurisdiction, the recovering officer will complete an "Assisting Another Agency" report containing the same information as required for the Supplemental Report completed for the recovery of a vehicle stolen and recovered within this jurisdiction.

The agency from which the vehicle was stolen will be notified of the recovery and if that agency has no special requests regarding the towing of the vehicle, the vehicle will be towed by the recovering officer and the necessary forms completed. It will be the outside agencies' responsibility to notify the owner of the vehicle and inform them of the location of the vehicle.

If the outside agency has any special requests regarding the processing of the vehicle for physical evidence, every effort should be made to accommodate the request.

10.0 SEIZURE OF COMPUTERS

Computers and other devices capable of storing electronic data deemed to be "found property" or those located in pawn shops, that have been confirmed stolen, may be seized without a warrant. However, in many instances the seizure of computer equipment for evidentiary purposes will require a search warrant. Investigators/officers executing the search warrant or seizing the equipment should be knowledgeable of the operation of computers other devices capable of storing electronic data.

Investigators/officers unskilled in the operation of computers and other devices capable of storing electronic data should not attempt to shut down the computer or restart any equipment that has already been shut down. Expert assistance is available through the South Carolina Law Enforcement Division (S.L.E.D.), if needed.

It is important to be aware that computers may be programmed to destroy data if proper procedures are not followed when shutting the system down. When computer equipment and other devices capable of storing electronic data are to be seized they should be photographed and documented before shutting the system down. All mechanical connections between the computer and other items of equipment should be recorded and photographed before disassembly of components begins. A wiring diagram should be prepared to ensure that all connections may be reconnected in the original manner.

Care must also be taken that the computer equipment and other devices capable of storing electronic data are not damaged or data lost during transportation of the system. This can occur if the system is exposed to extreme temperatures, humidity or strong magnetic fields.

Searches where information stored on a computer is being sought may require warrants for both the computer hardware and other devices capable of storing electronic data as well as the data.

If the computer is part of a network and the data is actually stored in another location, which may or may not be outside our jurisdiction, separate search warrants may be required. Officers who encounter these situations should contact the Solicitor's Office for guidance before attempting to execute such warrants.

11.0 DNA EVIDENCE COLLECTION

Scenes such as Homicides, Criminal Sexual Conduct, ABHAN, ABIK, or any other high profile or Felony case should be handled by the members of the Crime Scene Unit.

Other scenes where DNA is to be collected, but are not major crimes can be handled by officers who have completed departmentally approved training in the collection of DNA evidence.

Gloves must be worn when collecting DNA evidence and should be changed in-between each item of collection. Small evidence such as cans, cigarette butts, toothbrushes, hairbrushes, straws, chewing gum, etc., can be collected for analysis. Each item must be packaged separately in paper bags or brown boxes, properly sealed and labeled. For items that are too large to be collected, the potential stains or fluids can be collected through swabbing or cuttings. To swab dried

biological evidence, the collector should use a sterile swab wet with sterile water leaving part of the swab clean as a control. For wet samples, only a sterile swab is needed, still leaving part of the swab clean as a control. Swabs should be dried and packaged separately.

11.1 Procedures for the Collection of Buccal (Inside of the Mouth) Swabs

Required Supplies

- 1 Pair of Latex Gloves
- 1 package of (2 count) Sterile Swabs
- 1 Swab Container with label
- 1 Glassine Envelope
- 1 City of Columbia Evidence envelope with label and integrity seal

Procedures

- Insure that a Consent Form, Search Warrant, or Court Order is done before collection.
- Record the name and date of birth of subject on Buccal swab container.
- Direct the suspect to rinse their mouth with water before proceeding.
- Put on a clean pair of latex gloves.
- Open the sterile package containing the two cotton tip swabs. Do not touch the cotton tips of the swabs.
- Remove swabs from package and place the cotton tip between the subject's inner cheek and gums. Gently move the cotton swabs in and out five to six times, rotating the swab during the procedure.
- **IT IS VERY IMPORTANT THAT THE SWAB BE IN SOLID CONTACT WITH THE INNER CHEEK AND GUM** during the collection procedure. The cells required for DNA profiling are located in this area. Do not collect from the teeth, as a sufficient sample may not be produced from swabbing these areas.
- After the swabbing the suspect's cheek, place the stem label on the swab stem.
- Place the swab on the sterile swab package to dry. **DO NOT LET THE SWAB TIP TOUCH ANYTHING BUT THE SWAB PACKAGE.** The swab must be air dried for 20 minutes before packaging. Do not use an outside heat source to accomplish this task.
- Once the swabs are dry, place them in a swab container and package them inside a City of Columbia Police evidence envelope. **DO NOT LICK OR MOISTEN THE ENVELOPE.** The envelope must be sealed with evidence tape with the officers' initials and date of sealing.
- Place a Biohazard label on front and rear of evidence envelope.
- Buccal samples do not need to be refrigerated
- Place swabs in the evidence room for forwarding to an authorized laboratory for analysis.

11.2 Swab Collection at Scene

- Use new sterile cotton swabs
- If stain is wet do not add sterile water to swab
- If the stain is dry add sterile water to swab before collection
- Properly labeled and packaged per package instructions
- Air dry

11.3 Body Fluid and Tissue Collection Procedures

Blood

Blood on a Person

- Absorb suspected liquid blood onto a clean cotton cloth or swab. Leave a portion of the cloth or swab unstained as a control. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Absorb suspected dried blood onto a clean cotton cloth or swab moistened with distilled water. Leave a portion of the cloth or swab unstained as a control. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners. Do not use plastic containers.

Blood on Surfaces or in Snow or Water

- Absorb suspected liquid blood or blood clots onto a clean cotton cloth or swab. Leave a portion of the cloth or swab unstained as a control. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Collect suspected blood in snow or water immediately to avoid further dilution. Eliminate as much snow as possible. Place in a clean airtight container. Freeze the evidence and submit as soon as possible to the Laboratory.

Bloodstains

- Air-dry wet bloodstained garments. Wrap dried bloodstained garments in clean paper. Do not place wet or dried garments in plastic or airtight containers. Place all debris or residue from the garments in clean paper or an envelope with sealed corners.
- Air-dry small suspected wet bloodstained objects and submit the objects to the Laboratory. Preserve bloodstain patterns. Avoid creating additional stain patterns during drying and packaging. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper. Do not use plastic containers.
- When possible, cut a large sample of suspected bloodstains from immovable objects with a clean, sharp instrument. Collect an unstained control sample. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper. Do not use plastic containers.

Semen

Semen and Semen Stains

- Absorb suspected liquid semen onto a clean cotton cloth or swab. Leave a portion of the cloth or swab unstained as a control. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Submit small suspected dry semen-stained objects to the Laboratory. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper. Do not use plastic containers.
- When possible, cut a large sample of suspected semen stains from immovable objects with a clean, sharp instrument. Collect an unstained control sample. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper. Do not use plastic containers.
- Absorb suspected dried semen stains on immovable objects onto a clean cotton cloth or swab moistened with distilled water. Leave a portion of the cloth or swab unstained as a control. Air-dry the swab or cloth and place in clean paper or an envelope with sealed corners. Do not use plastic containers.

Seminal Evidence from Sexual Assault Victim(s)

- Sexual assault victim(s) must be medically examined in a hospital or a physician's office using a standard sexual assault evidence kit to collect vaginal, oral, and anal evidence.

- Refrigerate and submit the evidence as soon as possible to the Laboratory.
- Submit Sexual Assault Kit to laboratory **ASAP**
- Submit suspect DNA standards **ASAP**

Saliva and Urine

- Absorb suspected liquid saliva or urine onto a clean cotton cloth or swab. Leave a portion of the cloth unstained as a control. Air-dry the cloth or swab and pack in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Submit suspected small, dry saliva- or urine-stained objects to the Laboratory. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper or an envelope with sealed corners. Do not use plastic containers.
- When possible, cut a large sample of suspected saliva or urine stains from immovable objects with a clean, sharp instrument. Collect an unstained control sample. Pack to prevent stain removal by abrasive action during shipping. Pack in clean paper. Do not use plastic containers.
- Pick up cigarette butts with gloved hands or clean forceps. Do not submit ashes. Air-dry and place the cigarette butts from the same location (e.g., ashtray) in clean paper or an envelope with sealed corners. Do not submit the ashtray unless a latent print examination is requested. Package the ashtray separately. Do not use plastic containers.
- Pick up chewing gum with gloved hands or clean forceps. Air-dry and place in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Pick up envelopes and stamps with gloved hands or clean forceps and place in a clean envelope. Do not use plastic containers.

Hair

- Pick up hair carefully with clean forceps to prevent damaging the root tissue.
- Air-dry hair mixed with suspected body fluids.
- Package each group of hair separately in clean paper or an envelope with sealed corners. Do not use plastic containers.
- Refrigerate and submit as soon as possible to the Laboratory.

Tissues, Bones and Teeth

- Contact Coroner's Office

11.4 Additional Items to be Collected for DNA Analysis

- Condoms/ and wrappers: collect condom and swab of semen inside condom. Submit condom to laboratory for analysis for additional semen, vaginal or rectal cells.
- Fingernail, partial fingernail: collect scrapings for possible blood, sweat, tissue.
- Clothing: collect item and submit to laboratory for sweat, hair, saliva, urine and dandruff.
- Wash cloths/towels
- Drinking cups: collect item, swab side/outside of mouth surface for possible saliva, and sweat.
- Kleenex: collect and submit for possible mucus, blood, sweat, semen, and ear wax
- Bottles/soda cans: collect item, swab side/outside of mouth surface for possible saliva, and sweat.
- Baseball caps/ Ski masks/ Head bands: collect item submit to laboratory for sweat, hair, and dandruff.
- Gloves: collect for possible blood, sweat, tissue, saliva, urine and semen.
- Guns/Knives: collect for possible blood, sweat, tissue.
- Ammunition
- Bedding: collect items for possible sweat, hair, semen, urine, and saliva.
- Toothbrushes: collect item submit to laboratory for saliva.
- Hair brushes: collect item submit, to laboratory for sweat, hair, and dandruff.

- Toothpicks: collect item submit, to laboratory for saliva.
- Drinking straws: collect item, submit to laboratory for saliva.
- Eyeglasses: collect item and swab nose, ear pieces and lens for possible sweat, skin.
- Ear plug: collect item and submit to laboratory for possible sweat, skin, blood and ear wax.
- Telephones: collect item and swab mouth and ear pieces for possible sweat, skin
- Tape/Ligature: submit to laboratory for analysis for skin and sweat.
- Feminine hygiene products: submit items to laboratory for analysis for additional semen, vaginal or rectal cells.

11.5 Protection and Preservation of DNA at Crime Scenes

- Establish scene and search area
- Conduct walk thru of scene
- Limit access to crime scene
- Establish crime scene personnel log
- Place evidence tape or cones to identify evidence
- Protect DNA evidence with covers or tarps
- Establish a evidence log
- Collect evidence located in more compromising location/environment first
- First responders protect and preserve scene
- Do not eat, drink, or smoke at crime scene
- Establish entry/exit points
- Use appropriate personal protection gear.

11.6 Protective (PPE) Gear

- Gloves
- Shoe covers
- Masks
- Goggles
- Hand wipes

11.7 Collection of DNA Evidence at Crime Scenes

- Photograph/ Video/Diagram crime scene
- Document location and condition of evidence
- Use light source (flashlight, ALS light, UV light)
- If possible collect entire item. If the item is too large, identify potential stains and take swabbing or cuttings
- Swab non-porous surfaces like suspected semen on wood floor
- Cut surface like mattress covers, carpets, sofa cushions, etc.
- Air dry and package
- Package separately
- Package in paper bags/ cardboard boxes
- Property label and seal
- Refrigerate when appropriate
- Transport to storage or laboratory **ASAP**

11.8 Establish Known Standards for DNA Comparison

- Victims' swabs
- Suspect(s) swab: obtain by consent, search warrant or court order for (Buccal swabs or blood)
- Elimination samples: family member and other pertinent individuals

11.9 First Responder Responsibilities and Precautions

It is the responsibility of the first responder to determine and define the crime scene, limit access to the crime scene by marking it with Crime Scene tape, or any other barrier restricting access to the scene, and developing a Crime Scene personnel log of all participants entering or exiting the scene. Protection and preservation of the scene is crucial.