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			Distribution: All
Title: CRIME SCENE PROCESSING		Section: Investigations	
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CALEA References: CHAPTER 83 except 83.2.5			
Review: Annual	Authority: Chief Michael A. Keller 		

I. Purpose

The purpose of this General Order is to provide Patrol Officers and Detectives with guidelines to document, collect, package, and preserve evidence.

II. Policy

Documentation, collection, and preservation of evidence are crucial steps in criminal investigation and often provide the basis for effective identification, documentation, prosecution, and conviction of perpetrators. Crime scene personnel shall take all care reasonably possible to ensure the integrity of evidence collected at crime scenes by adherence to this policy and associated departmental training. The department will provide qualified personnel on a 24-hour basis to process crime scenes and traffic collisions (83.1.1). Additionally, all officers and detectives will be equipped with supplies to adequately process scenes, including equipment for recovery of latent prints, the taking of photographs, the drawing of sketches, and the collection and preservation of physical evidence (83.2.4).

III. Definitions

- A. **Crime Scene:** The location(s) at which a crime has been committed and/or where evidence of a crime is located or presumed to be located, and the site(s) of accidents and suspicious incidents where foul play could be involved.
- B. **Testimonial Evidence:** Evidence collected through interviews and interrogation.
- C. **Real or Physical Evidence:** Any material in either gross or trace quantities collected at a crime scene for examination and analysis.

IV. Regulations

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V. Procedures

A. Crime Scene: Initial Response

The first responding officer or ranking officer at the crime scene shall ensure that the following tasks are performed as appropriate and in the order deemed necessary:



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1. Make a careful and limited walk-through of the crime scene to secure the location from the threat of perpetrators. Thoroughly assess the crime scene for hazards, to include blood-borne pathogens, explosives, firearms, gasoline, natural gas, chemicals, and other toxic substances. Relay information on the nature of any dangerous situations to Communications.
2. Take all measures reasonably possible to not disturb potential sources of evidence, such as footprints or tire marks, or cross contaminate potential sources of DNA evidence. Identify paths of entry and retrace that path when exiting.
3. Be aware of persons and vehicles in the vicinity. Record vehicle license plate numbers in close proximity to the crime scene and, where possible and appropriate, videotape the same (APD FORM 15 – Vehicle Canvass Form). Assess the overall extent and severity of the incident; note the location of evidence in plain view and the location of weapons in particular. Assist the injured, call for medical assistance if required, and request other appropriate police backup such as a supervisor or Detective.
4. Where human bodies are encountered, make a direct approach to the victim, assess their condition, request medical assistance, and provide emergency first aid if feasible. Where dead bodies are encountered, do not move the victim, but do request assistance from the on-call Detective. Retrace the path of entrance when exiting the crime scene, and document the original position of the victim(s) (a photograph of the victim in the position found is the best evidence) (See General Order O2514 – Death Investigation for further procedures).
 - a. Attempt to secure a “dying declaration” if there is a chance a victim may die.
 - b. Create a log to record the identities of any persons (including EMTs or other emergency service responders) who access the scene before or after the first officer’s arrival. All persons irrespective of rank who wish to enter the crime scene are required to secure approval of the officer in charge and log in (APD FORM 27 – Crime Scene Entry Log).
 - c. Direct emergency service providers into the scene, pointing out potential sources of evidence. Remind medical technicians to preserve items of clothing. Record their activities and the victim’s condition and position when found. Instruct medical personnel not to unnecessarily alter the scene or clean it up.
 - d. If a victim or suspect is transported to a medical facility, send a law enforcement officer for security, to document any comments, and to preserve clothing and related evidence.
5. Secure and separate suspects and witnesses. Take steps to prevent the movement of family, friends, or bystanders into the crime scene.

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6. Secure a perimeter for the crime scene with identified points of entry and exit. The perimeter should be expansive enough to reasonably ensure that evidence of the crime will be contained and protected.
 - a. Protect the crime scene using physical barriers (e.g. crime scene tape, rope, cones, vehicles, personnel, etc.) or existing boundaries (e.g. doors and gates) as appropriate, and ensure that only persons with a need and right to enter the scene are permitted inside.
 - b. Take appropriate steps to protect the crime scene from degradation due to weather conditions, such as rain, snow, or wind, or intrusion of other devices, such as vehicles.
 - c. Keep persons other than those directly involved in the investigation and other essential first responders outside the crime scene perimeter. Keep any pets or other animals outside the perimeter as well.
7. If victims, firearms, or other items at the scene must be touched for safety or related reasons, put on latex or other nonporous gloves. Ensure that persons do not smoke, chew tobacco, use the telephone or bathroom, eat, drink, move any items, adjust windows, doors, or thermostats, reposition anything, or discard items at the scene.
8. The scope of the crime scene processing is dictated by seriousness of the crime and complexity of the crime scene. For crimes that do not require the assistance of a Detective, or where exigent circumstances demand that immediate steps be taken to preserve evidence, initial responding officers shall be prepared to do the following:
 - a. Locate and preserve items of evidence.
 - b. Photograph, videotape, and sketch the crime scene to include measurements where warranted. Use color photographs where warranted. Diagrams should be accurately drawn but not to scale.
 - c. Collect and preserve evidence in plain view.
 - d. Transport and submit evidence for storage or for laboratory examination.
9. Brief arriving supervisors and Detectives if summoned to the crime scene, review actions taken thus far by all first responders, evidence located, witnesses identified, victims or perpetrators located or identified, and provide the supervisor with any other pertinent information.
10. Prepare the initial offense report unless otherwise directed by a supervisor. Record, at a minimum, information on the time of arrival, appearance and conditions upon arrival, any items at the scene that are known to have been moved, modified, or touched; personal information on witnesses, victims, suspects, and any statements or comments made; and actions taken by yourself or others at the scene.

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B. Crime Scene Assessment

The officer or ranking officer shall develop an investigative plan and specific responsibilities for processing the crime scene. Officers shall be aware of what to look for while initially assessing the crime scene before, and if, crime scene investigators are on the scene.

1. Evaluate measures and steps that have been taken, to include safety procedures, perimeter security and access control, the adequacy of investigative resources, whether witnesses and suspects have been identified, and the degree to which preliminary documentation of the crime scene has been made.
2. Conduct a crime scene walk-through in cooperation with initial responding officers to identify any threats to crime scene integrity and conduct an initial identification of evidence.
3. Determine the need for a search warrant prior to collection of evidence.
4. Assess the overall crime scene prior to evidence collection in order to develop a plan for working within the crime scene without unnecessarily destroying or contaminating evidence.
5. Identify evidence collection and documentation team members to include specialists such as odontologists, bomb technicians, arson investigators, entomologists, fingerprint technicians, or others.
6. Identify protective equipment and clothing that are required to safely process the crime scene.
7. Identify a separate area if necessary for equipment and personnel staging and for gathering and sanitizing tools, equipment and personal protective gear between evidence collections.
8. Assign one officer primary responsibility for recording and collecting items of evidence. This will increase efficiency, establish the chain of custody, help prevent loss and reduce the number of officers who must appear in court.
9. Determine the evidence search method to be used and the point(s) at which the search will begin, and establish a working route around the scene to minimize disruption and contamination.
10. Develop a collection plan for identified items of evidence detailing the process and the order of collection.
 - a. Focus initially on easily accessible areas in open view and work outward.
 - b. Select a systematic search pattern.
 - c. Select the best progression of processing and collection so as not to compromise subsequent processing and collection efforts.

C. Evidence Collection (83.2.1)

1. The location and condition of all items of evidence shall be documented in an evidence log (APD FORM 29) and by means of photographs, sketches, and, where deemed necessary and appropriate, videotape.

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2. Sketches shall be drawn to accurately depict the location and placement of evidence. Sketches shall be made in addition to any photographs or videotapes made of the crime scenes as directed by the lead investigator. Sketches shall include the following information:
 - a. General layout.
 - b. Case number.
 - c. Title or description of area.
 - d. Date.
 - e. Sketcher's name.
 - f. Scale of measurement (to scale or not to scale).
 - g. Location of items or other significant features.
 - h. Compass direction.
 - i. Names of streets or landmarks or both.
 - j. Person who prepared the final diagram.
 - k. Person(s) who took the measurements.
3. Photographs and/or videotape of the overall crime scene shall be considered utilizing digital media. The Department does not use conventional photography. Where indicated, individual photographs shall be taken of items in the position found prior to collection.
4. Photographs shall also be taken of tool marks, footprints, tire marks, blood spatter, serial numbers, latent fingerprints prior to being lifted, and any other related items of potential evidentiary value where possible. Two photographs of sufficient quality to serve as a permanent record shall be taken in series, first in its true or natural state and the second with a scale. An ABFO #2 ruler or other appropriate measuring instrument shall be used for scaled photographs.
5. All personnel handling evidence of any kind shall wear latex or other nonporous gloves. Individual items of evidence shall be examined carefully for trace evidence prior to being removed or packaged.
6. Some items of evidence may require special handling and packaging and should be examined for trace evidence prior to packaging. When in doubt concerning appropriate collection or packaging procedures, officers shall seek the appropriate assistance.
7. Evidence containers shall be marked when collected. The collecting officer shall fully describe each item, package each item of evidence separately and place his or her initials, date and time of collection, and case number on the sealed container and the tape used for closure. Staples should never be used for sealing evidence containers. Large items shall be packaged with butcher paper or other suitable packaging. Such items shall be marked by scribe or permanent marker but with care not to damage the item's evidentiary value.
8. The collection of firearms and related evidence shall be conducted in a manner that will ensure the safety of all personnel involved and the integrity of evidentiary items.



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- a. If a firearm must be moved to protect it as evidence or because it cannot be safeguarded, its location and position shall be accurately marked and photographed where found if possible. The condition of the weapon, the number of cartridges contained, and the position of the safety shall be recorded.
 - b. If moving the weapon, lift it by grasping gently on the serrated surface of the handle. Never insert a pencil or other object into the barrel to lift or move, as it may destroy evidence inside the barrel. The weapon shall be placed in an appropriate container.
 - c. Generally, firearms shall be unloaded before being transported for evidence. If it must be transported loaded (because the weapon is damaged, for instance), it shall be conspicuously tagged to identify this fact and sealed in a rigid container similarly marked. When unloading a revolver the position of the cylinder shall be recorded, as should the markings on cartridges and conditions of primers.
 - d. Fired bullets and cartridge cases shall be protected and photographed, and their relative positions from each other and from fixed locations sketched and photographed before being bagged.
 - e. Bullets shall not be pried from objects or surfaces. Portions of the objects in which they are embedded shall be removed with the bullet intact.
9. Evidence suitable for DNA analysis can be found at many crime scenes and is a powerful investigative tool for linking suspects to crimes, eliminating suspects, and identifying victims. All officers shall be aware of common sources of DNA evidence, ways to protect against contamination of samples, and basic collection and packaging guidelines (83.2.7a).
- a. Wear a mask to avoid contamination through talking, sneezing, and coughing over evidence.
 - b. Blood and semen are the two most common sources of DNA evidence. However, other body tissues and fluids can be used for analysis even in microscopic quantities.
 - c. DNA is particularly sensitive and subject to contamination. Therefore, officers must be familiar with situations that will degrade, destroy or contaminate DNA evidence and shall observe the following precautions (83.2.7b):
 - (1) Change gloves between collections of samples in different areas.
 - (2) Use disposable instruments or clean them thoroughly with 10 percent bleach solution before and after handling each sample.
 - (3) Avoid touching the area where you believe DNA may exist.
 - (4) Air-dry evidence thoroughly before packaging. If it cannot be air-dried, refrigerate and submit to the laboratory in not more than 7 days.
 - (5) Put evidence into new paper bags or envelopes, not into plastic bags.

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- (6) Sterile swabs shall be used to collect liquid blood and air dried before packaging.
 - (7) Bloodstains shall be photographed first, packaged or wrapped carefully in paper so that the bloodstain is not dislodged or disturbed. Smaller objects can be placed in envelopes or cardboard boxes.
 - (8) Wet bloodstained materials must be dried prior to submission to a laboratory. Officers shall not use heaters, free-standing room fans, or intense light to facilitate drying as this may destroy the evidentiary value of the samples. Low-humidity cold environments that are well ventilated are suitable for this purpose.
 - (9) If exigent circumstances dictate immediate action to prevent destruction of evidence, wet bloodstained materials may be rolled or folded in paper or placed in a paper bag or box, sealed and labeled. Folding garments through stains shall be avoided.
 - (10) Bloodstained articles and blood samples shall be transported as soon as possible and should never be stored in patrol vehicles or otherwise exposed to heat.
 - (11) Use a cotton swab lightly moistened with sterile saline solution to collect dried bloodstains on fixed objects too large to transport or on porous surfaces. If saline is not available, tap water may be used so long as a control sample of the water is collected for comparison.
 - (12) As in the case of blood samples, clothing and bedding that may retain semen evidence shall be air dried if wet and packaged separately in paper containers, and labeled.
- d. Known samples of DNA should be taken, usually by buccal swab, as appropriate from potential contributors of DNA samples recovered from the crime scene and packaged separately from questioned samples to the laboratory for comparison. Search warrants should be used to obtain DNA from suspects (83.3.1).
10. Microscopic and trace evidence almost always require standards of comparison in order to be of value. These samples should be submitted to the laboratory in addition to the questioned items recovered from crime scenes. Examples include the following (83.3.1):
 - a. Pulled pubic hair from a suspect to compare with hair evidence combed from a victim.
 - b. Paint chipped from a vehicle near the area of a car from which it is suspected the paint was transferred to another vehicle.
 - c. Vegetation, such as weeds, near the scene of a homicide to compare with the seedpods found on the suspect.
 11. Fingerprints, like DNA, may be found at many crime scenes and are a powerful investigative tool linking suspects to crimes, eliminating suspects, and

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identifying victims. Officers should be aware of the proper collection techniques of fingerprints and of situations that may destroy fingerprints.

a. Fingerprints and palm prints retrieved from evidence or at crime scenes are referred to as latent fingerprints and latent palm prints. Generally, latent impressions are those fingerprints and palm prints on an object when that object has been handled by suspect(s). These impressions can be visible, partially visible or invisible. They can be enhanced or discovered by the use of powder or chemical enhancements (83.2.3).

- (1) Powders of various compounds and colors may be used to enhance a latent fingerprint for viewing or photography purposes. Once the latent print has been documented, the officer may lift the latent from the object with accepted lifting tapes, clear glues or plastic compounds.
- (2) The powders should be carefully brushed over the object to enhance any latent fingerprints. The enhanced latent prints should then be photographed in wide and macro modes without and with scale. Lifts shall be preserved onto a transparent or contrasting card.
- (3) The collector should sketch the location and mark and package the card the fingerprint is attached to as they would any other piece of evidence.
- (4) Some articles may be stained with chemicals or dyes to enhance the latent fingerprint. The object may retain the latent or it may dissipate over time. Detailed photography must be employed during this process.
- (5) Items to be fingerprinted should be fingerprinted at the scene if possible, and unnecessary movement of the items should be avoided to prevent the destruction of the fingerprint. If it is necessary to transport the item, it should be packaged in such a way to prevent the packaging material from wiping the print off of the object.

b. Fingerprints and palm prints may be obtained from live or deceased persons for comparison and or elimination of the latent prints (83.2.3).

- (1) Fingerprints from live persons may be obtained using ink or using a digital fingerprint capturing device. When using ink, the officer should put a thin layer of ink on a smooth surface, roll the person's fingers one-by-one from one side of the nail bed to the other in the ink, and then again in the appropriate place on a standard FBI fingerprint card. When using a digital device, follow the prompts on the screen and roll the subjects fingers from one side of the nail bed to the other on capturing device.
- (2) Fingerprints from deceased persons may be obtained using ink in the same manner as above, or with a fingerprint spoon designed for obtaining prints from deceased persons. Officers may also carefully dust fingerprint powder over the deceased person's fingers and use latent print lifting tape to obtain fingerprints from deceased persons. The lifting tape containing the deceased person's fingerprints should

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then be placed in the appropriate place on a standard FBI fingerprint card.

- c. Known finger, palm, lip, and ear prints should be collected as appropriate from suspects, witnesses, and victims who may have been in the area of the unknown print (83.3.1).
 - d. A state-wide database commonly called AFIS (Automated Fingerprint Identification System) may be used to search for possible suspects already entered in the system.
 - e. The submission of latent and known latent prints for comparison shall be submitted into evidence pursuant to this General Order (83.3.1).
12. Maintain evidence at the scene securely and in a manner that will prevent degradation and preserve the chain of custody.
13. A photograph log (APD FORM 28) is used to document how an area is photographed including the location of objects within that area, and what equipment was used. The photograph log can be used for both routine photography and major crime scenes. When used, the photograph log shall contain the following information (83.2.2):
- a. Offense.
 - b. Case Number.
 - c. Victim's name.
 - d. Date and time of report.
 - e. Location where photographs were taken.
 - f. Photographer and assistant's name.
 - g. Photo number and description of photo.

D. Releasing the Crime Scene

Prior to releasing the scene the lead investigator shall ensure that the following steps are taken to the degree and in the order deemed appropriate:

1. Conduct a debriefing of members of the crime scene team to share information and identify priorities for follow-up investigation. Review evidence collected, discuss preliminary findings, and identify potential forensic tests and any action needed to complete the crime scene investigation.
2. Complete overall measurements and photographs of the crime scene.
3. Conduct a final walk-through of the crime scene to determine if any items of evidentiary value have been overlooked and to double check for equipment or materials that may have been left behind.
4. Determine when the crime scene can be released.
5. Release the crime scene to somebody with legal responsibility for the property.

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E. Transfer of Physical Evidence

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1. Photographs taken at a crime scene will be transferred from the camera into the department's records management computer (83.2.2).
2. Video tapes taken at a crime scene will be transferred from the camera into the Departments RMS.
3. Whenever possession of physical evidence is transferred from one department member to another, a record will be made of the transfer and recorded on the electronic chain of custody in the department's evidence management system by the member receiving the transfer. The information of the transfer will include the name of the person transferring the property, the date and time of the transfer, and the name of the person receiving the transfer (83.2.1).
4. Officers will promptly submit items into evidence in accordance with General Order O2110 – Property Management. Evidence and property retrieved from the department's evidence storage will follow procedures detailed in the same General Order.
5. Physical evidence submitted to an outside agency for laboratory examination will not be conducted, whenever possible, until the evidence has been entered into the department's evidence management system. Transfer of evidence to an outside agency will be documented in the same manner as above, in addition to using the outside agency's report form.
6. The Commander of the Investigations Section, or his or her designee, will be responsible for transferring evidence to an outside agency for laboratory examination (83.2.2a).
 - a. Evidence may be submitted to the laboratory by US Mail or personally by a department member. If US Mail is used, it must be certified with a tracking number, must include a return receipt and must be packaged in a manner where tampering would be evident by the receiver (83.2.2b).
 - b. Documents required by the receiving agency will accompany the submission (83.2.2c).
 - c. The electronic chain of custody must be maintained and show the date and time of the submission, who submitted the item, and, if submitted by US Mail, the tracking number used for the delivery. Upon return of the evidence from the laboratory, the chain of custody shall be updated with the same information (83.2.2d).
 - d. Return receipts, and other receipts shall be maintained electronically in the case file or in the department's evidence management system.
 - e. Laboratory results should not be accepted in any other manner than in written form (83.2.2e).
 - f. DNA evidence shall only be submitted to a laboratory accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or the National Forensic Science Technology Center (NFSTC) (83.2.7d).

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F. Reports

1. All officers involved in the investigation of a crime scene will submit a written report that details their involvement at the scene (83.2.6).
2. The report should provide an overview of what was accomplished and, when appropriate, what remains to be accomplished in order to complete the processing of the scene. This may include film processing, sending samples of evidence for laboratory processing, or requesting fingerprint comparisons. This report is a vital element of the investigation and should be completed and forwarded for review as soon as possible.
3. The report will reflect all pertinent information such as:
 - a. The investigator's name and title.
 - b. The date and time of arrival at the scene.
 - c. The location of the crime or incident.
 - d. The name(s) of victim(s) and suspect(s), if known.
 - e. Actions taken at the scene.
 - f. A list of physical evidence recovered.

G. Training

1. All officers will receive training regarding the procedures for DNA collection outlined above. The training may be provided at the Kansas Law Enforcement Training Center Basic Academy or through in-service instruction by the Commander of the Investigations Section, or his or her designee (83.2.7c).