

**AUSTIN POLICE DEPARTMENT  
FORENSIC SCIENCE DIVISION  
CRIME SCENE SECTION  
STANDARD OPERATING PROCEDURES**

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## **1 SCOPE OF OPERATIONS**

### **1.1 Crime Scene Section Overview**

The Crime Scene Section will follow the guidelines set forth in the Forensic Science Division Standard Operating Procedure (SOP) Manual. Supplemental requirements specific to the Crime Scene Section are contained within the Crime Scene Section SOP, the Crime Scene Section Technical Manual, and the Crime Scene Section Training Manual. These manuals combined include guidelines for the Quality System within the Crime Scene Section laboratory.

This document specifies procedures and analyses relating to the recognition, documentation, collection, processing and preservation of evidence from both crime scene investigations and requests from law enforcement entities. Within the scope of that purpose, it is intended to ensure effective and efficient use of both the laboratory facilities and all equipment used during field investigations for the benefit of law enforcement entities and with the ultimate goal of detection, solution, and prevention of crime.

It is not possible to anticipate every situation that may arise or to prescribe a specific course of action for every case. The analyst must exercise good judgment based on experience and common sense, especially when processing evidence. In some cases, the manual offers guidelines for analysis that must be tempered with the experience of the analyst. However, any portion of a procedure not explicitly qualified as a guideline, e.g., by the use of the word “should”, may not be modified for use in casework without prior approval by the Technical Leader or supervisor.

### **1.2 History of the Crime Scene Section**

The Identification Section of the Austin Police Department originated in 1924. One unit of the Identification Section became the Crime Scene Unit. The Crime Scene Unit was created to provide assistance to officers at crime scenes in the collection, processing and preservation of evidence; providing for the secure and safe storage of evidence and processing evidence for latent prints in a laboratory setting. Property Crime Technicians

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were added in 1999 to assist in the response to property crime calls by taking reports from citizens and processing crime scenes for evidence, lessening the need for officer response. The Crime Scene Unit became the Crime Scene Section in 2004.

**1.3 Mission Statement**

No Supplemental Requirements

**1.4 Goals and Objectives**

No Supplemental Requirements

**1.5 Code of Ethics**

No Supplemental Requirements

**1.6 Organization and Staffing**

No Supplemental Requirements

**1.7 List of Locations, Addresses and Phone Numbers**

No Supplemental Requirements

**1.8 Organizational Chart**

No Supplemental Requirements

**1.9 Section Descriptions and Responsibilities**

No Supplemental Requirements

**1.10 Hours of Operation**

➤ Crime Scene Specialists maintain 24 hour coverage every day for major crime scene response. The coverage is divided into the following three shifts:

- Day shift: 0600 to 1400 hours

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- Evening shift: 1400 to 2200 hours
  - Night shift: 2200 to 0600 hours
- Property Crime Technicians maintain 16 hours of coverage every day for property crime scene response. The coverage is divided into the following two shifts:
- Day shift: 0600 to 1400 hours
  - Evening shift: 1400 to 2200 hours
- Section employees rotate days off every 28 days. Management will attempt to maintain a shift rotation that generally covers a six month period. Switching or trading of work hours between employees is not permitted. Management may alter shift schedules depending on the needs of the Section.
- Shift preference will be determined by seniority. A shift bid roster will be passed around in order of seniority and each employee will select a preferred open slot. The following criteria will be used in descending order to determine seniority in the Crime Scene Section:
- Time in current position/promotion start date.
  - Previous position/promotion start date.
  - Employment start date with Forensics Science Division per Human Resources date/time stamp on employee's application.
  - Employments start date with the City of Austin.
  - Banner number by ascending order (smallest number equals highest seniority).
- Seniority criteria for shift assignments apply only to personnel employed in the Crime Scene Section for one year or more. Shift assignments for personnel employed in the Crime Scene Section for less than one year may be determined by management discretion. Additionally, management may make exceptions to the above seniority list depending on the needs of the Section. Previous position/promotion start dates prior to an employee's last two positions are not used as criteria for seniority.
- A callback roster is utilized for the availability of additional personnel on major crime scenes or as necessary as determined by a supervisor. In the event that additional personnel are needed beyond the initial call out, those personnel will be contacted via pager and advised to respond for assignment. During City closures due to hazardous weather conditions, as determined by the City Manager, all essential

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personnel scheduled to be on duty must report to work regardless of their current work assignment (e.g., training, laboratory duty, court, etc.).

➤ **Crime Scene Supervisors**

- A Crime Scene Supervisor is assigned to each shift and one supervisor is responsible for the Quality Assurance of the Section and the Crime Scene Laboratory. One supervisor is on call 24 hours a day, for one week, rotating weekly.

➤ **Crime Scene Specialists**

- Four Crime Scene Specialists are assigned to each eight-hour shift. One Crime Scene Specialist is assigned to a day shift in the laboratory. In addition to working a scheduled shift, one Crime Scene Specialist is on call for a rotating one-week period in the event additional personnel are needed. On-call personnel should arrive at the scene within one hour when not on duty. Callback must be approved by a supervisor prior to response.

➤ **Property Crime Technicians**

- Property Crime Technicians are assigned to either day shift or evening shift, as determined by management. There is no established on-call schedule for Property Crime Technicians; however, supervisors can initiate a page to the technicians for assistance, depending on the needs of the Section.

## **1.11 Manuals**

Regarding personal appearance standards dictated by the APD Policy Manual, any reference to “sworn”, “officers”, “field” and/or “uniformed” personnel shall also apply to crime scene section field personnel.

## **1.12 Customer Service**

No Supplemental Requirements

## **1.13 Management System**

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• **Crime Scene Supervisor**

- The Crime Scene Supervisor is responsible for coordinating and supervising the daily activities of personnel within the Crime Scene Section (CS), to include the processing of evidence, ordering of supplies and equipment, and maintaining the CS Laboratory. Supervisors are responsible for responding to major crime scene investigations, as needed, and are responsible for assuming supervisory control of CS personnel. They make decisions on the processing of the crime scene and act as a liaison between CS personnel and investigators/communications/officers. They ensure the safety and security of CS personnel and evidence while processing the scene, to include the use of appropriate personal protective equipment. They ensure that sufficient supplies, equipment, and personnel are available, including any additional personnel needed for secondary crime scenes or assignments. They notify the chain of command and provide periodic updates as needed.

• **Senior Crime Scene Specialist**

- Senior Crime Scene Specialists work under the direction of a Crime Scene Supervisor. They respond to major crime scenes, following standardized principles, practices, and procedures in the evaluation, documentation, collection, preservation, processing, and/or handling of evidence at/from major scenes.
- Senior Crime Scene Specialists will respond to certain property crime scenes when no Property Crime Technician is available, including those that:
  - involve DNA and/or impression evidence collection;
  - are requested by investigators and are determined by management to be a serial episode;
  - involve APD personnel or are regarded as high-profile in nature.
- Senior Crime Scene Specialists are responsible for completing a professional report and providing expert testimony in court.
- Other assigned duties may include processing of pending laboratory requests, peer review of reports, and the coordination and communication of shift activities during supervisor absence. They are expected to provide training, guidance, and technical support to section personnel.
- Senior Crime Scene Specialists must complete and maintain the required certification as mandated in the job description.
- Senior Crime Scene Specialists acquire this designation through the Division Progression Plan.



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• **Crime Scene Specialist**

- Crime Scene Specialists work under the direction of a Crime Scene Supervisor. They respond to major crime scenes, following standardized principles, practices, and procedures in the evaluation, documentation, collection, preservation, processing, and/or handling of evidence at/from major crime scenes.
- Crime Scene Specialists will respond to certain property crime scenes when no Property Crime Technician is available, including those detailed above regarding Senior Crime Scene Specialists.
- Crime Scene Specialists are responsible for completing a professional report and providing expert testimony in court. Other assigned duties may include processing of pending laboratory requests, peer review of reports, and other duties as needed. Crime Scene Specialists are also responsible for the coordination and communication of shift activities in the absence of a supervisor or Senior Crime Scene Specialist. Crime Scene Specialists must complete and maintain the required certification as mandated in the job description.

• **Senior Property Crime Technician**

- Senior Property Crime Technicians work under the direction of a Crime Scene Supervisor. They respond to property crime scenes, following standardized principles, practices, and procedures in the evaluation, documentation, collection, preservation, processing, and/or handling of evidence at/from property crime scenes. Senior Property Crime Technicians are also responsible for completing a professional analysis report, providing expert testimony in court, and per supervision, may be asked to respond to, or assist on, major crimes. Other assigned duties may include processing of pending laboratory requests, peer review of reports, and other duties as needed. Senior Property Crime Technicians must complete and maintain the required certification as mandated in the job description.
- They are not responsible for handling all property crime calls within the city. Patrol officers are still responsible for responding to calls that cannot be handled in a timely manner by Section personnel. Senior Property Crime Technicians are not to be utilized as an evidence transport unit for the Department. Only evidence requiring forensic examination should be transported.
- Senior Property Crime Technicians acquire this designation through the Division Progression Plan.

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• **Property Crime Technician**

- Property Crime Technicians work under the direction of a Crime Scene Section Supervisor. They respond to property crime scenes, following standardized principles, practices, and procedures in the evaluation, documentation, collection, preservation, processing, and/or handling of evidence at/from property crime scenes. Property Crime Technicians are also responsible for completing a professional analysis report and providing expert testimony in court. Other assigned duties may include processing of pending laboratory requests, peer review of reports, and other duties as needed.
- They are not responsible for handling all property crime calls within the city. Patrol officers are still responsible for responding to calls that cannot be handled in a timely manner by section personnel. Property Crime Technicians are not to be utilized as an evidence transport unit for the Department. Only evidence requiring forensic examination should be transported.

**1.14 Planning and Development**

• **Statistical Information and Reports**

- Statistical reports are utilized to assist in tracking workload, predicting increases in workflow, and preparing staffing or budget analysis. All Specialists and Technicians are responsible for documenting their daily activity for the purposes of statistical analysis. Supervisors or designees are responsible for ensuring that the information is being documented.
- Acceptable Reporting Methods
  - LIMS CS – Crime Scene Investigation Information panel
  - LIMS CSL – Crime Scene Laboratory Information panel
  - LIMS Activity Log (on main page)
  - Crime Scene Section Daily Worksheet
- Responsibilities
  - Employees' Responsibilities
    - Employees may document their daily activity utilizing the LIMS CS/CSL Information Panels or LIMS Activity Log or the Crime Scene Section Daily

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Worksheet, as applicable. This applies whether the employee is working a full or partial shift, training, or attending court on a scheduled day off.

- Employees should ensure all applicable fields are complete and accurate and that all non-analysis/assignment activities are documented as soon as practical.
- The statistical information regarding assignments, specifically the Daily Worksheet, should be completed by the end of the shift and routed to the appropriate Supervisor for review.

➤ Procedures

- LIMS CS – Crime Scene Investigation Information panel is located in the Report Writing section of each LIMS CS assignment. This panel may be used to document analysis activities performed and statistical information related to a specific field case.
- The following are the call codes denoted in the “Scene Type” section for each LIMS CS field assignment:
  - Field Call: Used on all calls for service in which non-laboratory work product is initiated or expected. This would include collecting a sample from a suspect at the jail, responding to the Main to collect clothing from a detective, etc.
  - Canceled: Used after responding to calls for service for at least five minutes and then canceled or preempted.
  - Morgue Call: Used when Analyst retrieves evidence from the morgue. The “Photo Only” code should not be used.
  - No Action Call: Used after arriving on scene and determining that no crime scene processing is needed.
  - Photos Only Call: Used on those calls for service in which only photography/video documentation is completed. No processing is performed and no items of evidence are collected. An example would be photos of victim injuries with no further action taken.
  - Others: Used to account for time spent related to a specific offense number performing Crime Scene duties not listed above.  
The remaining sections of the Investigation Information panel will be completed for each LIMS CS field assignment worked.
  - “Additional Minutes” – will be determined as the amount of time required to fully complete an assignment after departing the scene, including packaging, data entry, submission and report writing.
  - “# Items Collected” – will be determined as those items packaged separately, including items later separated before submission to the CEL.

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- LIMS CSL – Crime Scene Laboratory Information panel is located in the Report Writing section of each LIMS CSL assignment. This panel will be used to document analysis activities performed and statistical information related to a specific lab case.
  - “Total Time” – determined as the amount of time required to fully complete a lab assignment, including all analysis, packaging and report writing. Time will be denoted in minutes only (not hours).
  - Items Processed for DNA” – determined as those items that required sample(s) be collected for a DNA Lab Request.
  - “# Items Processed for LP” – determined as those items that are actually processed for latent prints. One pistol (e.g. with ten rounds and a magazine) to be processed will equal twelve items.
  - “# of Friction Ridge Photos” – determined as those photos that will be transferred to a CD for Latent Print Section comparisons.
  - “# Latent Cards” – will include all friction ridge lift cards and casts.
  - “# Photo only items” – determined as non-friction ridge items that are photographed in the lab, (i.e., damage to clothing, stains, etc.)
- LIMS Activity Log: Call codes for the LIMS Activity Log will be used for administrative and non-analysis work performed by employees in the Crime Scene Section.
  - COURT: Used for total time spent regarding pretrial meetings and court proceedings (e.g. waiting to testify, actual testimony, depositions, etc.)
  - MAINT: Used for vehicle repair, calibration of equipment, preventative maintenance type duties.
  - PRACT: Used for public relations activities, such as lectures, tours, science fairs, community groups, etc.
  - PRES: Used for training given as an instructor or presenter.
  - TRAIN: Used when training is received as a student.
- Crime Scene Section Daily Worksheet will be used to document and summarize daily activities of Specialists and Technicians. The employees will total the number of Field, Lab, Report, and Miscellaneous cases worked during their shift on each day in the appropriate box under

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“Number of Cases Worked”. Additionally, the following information will be documented daily on this worksheet:

○ CODE:

- a. “F”: Field – any field crime scene call including morgue, photo only, no action, and cancelled
- b. “L”: Lab – any casework performed in the laboratory
- c. “R”: Report – report written on field or lab work
- d. “M”: Miscellaneous – any duties/activities not listed above

○ ACTIVITY:

- a. The title of offense or description of duty/activity performed

○ LIMS and/or CASE#:

- a. The LIMS and/or case number related to field or lab work.

○ TIME USED:

- a. The total amount of time used to work on a certain case or duty/activity

### **1.15 Purchasing Supplies and Services**

No Supplemental Requirements

### **1.16 Management Review System**

No Supplemental Requirements

### **1.17 Equipment and Supply Inventory**

- The Crime Scene (CS) Section has one person assigned to the Crime Scene Laboratory. This person is responsible for ensuring that proper supplies are available in the laboratory. Even though this person is primarily responsible for these functions, it is the responsibility of every employee to report inadequate supply levels and malfunctioning equipment to a Crime Scene Supervisor.
- Chemical Supplies

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- It is the responsibility of the supervisors to ensure that a monthly chemical inventory is conducted to confirm that an adequate supply is maintained.
- The person conducting the inventory will forward the results of the inventory to a supervisor.
- Supervisors are responsible for ensuring that purchase requests are prepared and chemicals are re-stocked in a timely manner.
- **Laboratory and Field Supplies**
  - It is the responsibility of the supervisors to ensure that a monthly supply inventory is conducted to ensure that an adequate supply is maintained.
  - The person conducting the inventory will forward the results of the inventory to a supervisor.
  - Supervisors are responsible for ensuring that purchase requests are prepared and supplies are re-stocked in a timely manner.
  - It is the responsibility of section personnel to ensure that the lab and vehicles are properly stocked to perform the functions assigned to the section.

## **2 FACILITY DESIGN AND SECURITY**

### **2.1 Physical Plant/Space and Design**

No Supplemental Requirements

### **2.2 Security**

- The section maintains the following storage locations within the Crime Scene Laboratory (ASCLD/LAB 5.3.4.1.f and ASCLD/LAB 5.8.4.2):

#### **In-Process Storage**

##### **➤ Temporary Storage Cabinets**

- Two Evidence Storage Rooms (or Vault) are located in the operational area of the section. One room contains individually secured evidence cabinets with keys. A key will be kept in each lock when not in use. When an item of evidence is placed in an evidence cabinet, the employee will remove the key and maintain custody of the key until the evidence is removed. The key will then be placed back in the lock for future use.

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➤ **Refrigeration Storage Bins**

- The other Evidence Storage Room contains the Evidence Refrigerator, in which there are two individually secured storage bins. A key is kept in each lock when not in use. When an item of evidence is placed in a bin, the employee will remove the key and maintain custody of the key until the evidence is removed. After use, the key will be placed back in the lock.

➤ **Drying Rooms**

- Individually secured Evidence Drying Rooms are located in the operational area of the section. A key will be kept in each door lock when not in use.
- When an item of evidence is placed in a drying room, the employee will remove the key and maintain custody of the key until the evidence is removed. The key will then be placed back in the lock for future use.

- A supervisor will be notified within 24 hours when any key is unaccounted for and immediately if the integrity of the evidence is at risk.

**Long Term (Bulk) Storage**

➤ **Evidence Storage Rooms**

- Two Evidence Storage Rooms (or Vault) are located within the operational area of the section and are utilized for the storage of bulk evidence and evidence pending processing.
- The refrigerator is located within the second Evidence Storage Room and is utilized for the storage of bulk refrigerated evidence and evidence pending processing.
- Both evidence storage rooms are secured with punch code combination locks and are locked when the lab is unattended. (ASCLD/LAB 5.8.4.1)
- Only section personnel are issued the 4-digit generic security punch code.

➤ **South Congress and Farley Vehicle Processing Facility**

- Keys for the pedestrian door of the facility are attached to each vehicle key ring or are accessible to approved personnel. The vehicle key rings are stored within the secured Crime Scene Squad Room when not in use.
- Approved personnel are issued one personal 4-digit security code to activate and de-activate alarm systems. This code will not be disclosed to anyone.

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- Once entry into the facility is made, a 60 second delay of the alarm is given to allow deactivation of the system by entering the four digit code on the keypad.
- In the event the code is not entered in a 60 second period, the system will activate and the security company will be notified immediately of the alarm.
- The company will call the facility and request the password, which has been provided to each approved employee. The correct password will terminate the alarm.
- An incorrect password will initiate a police response to the facility.
- Prior to exiting the facility, the system must be rearmed by entering the four digit personal code.
- The doors will be secured and the security system activated when unoccupied.
- In the event that the personal code is forgotten, approved personnel may contact a Crime Scene Supervisor to obtain their personal code.
- A monthly printout, establishing each time the system is armed and disarmed, is received and maintained by the Crime Scene Supervisors.
- Anyone not issued a personal security code will be accompanied by approved staff and use the Visitor Log (FSD-04) when accessing the facility.

➤ **Springdale Vehicle Processing Facility**

- Access to the processing bay of the facility is via card access. Card access to the facility is approved by the Laboratory Director.
- Anyone not issued card access will be accompanied by approved staff and will utilize the Visitor Log (FSD-04) when accessing the facility.

### **3 QUALITY ASSURANCE**

#### **3.1 Proficiency Testing**

• **Frequency of Testing**

- Each Crime Scene Section analyst will participate in and successfully complete an internal proficiency test every calendar year, unless the analyst has performed an external proficiency test during the same period. If unavailable, the analyst will be administered the internal proficiency test upon return to duty. (ASCLD/LAB 5.9.3.4)
- The proficiency test will be developed by the Technical Leader and will consist of the applicable instructions, description of its preparation with any items to be used and the expected outcomes.



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- A CS supervisor will develop a different test for the Technical Leader.
- The proficiency tests will be constructed from the various duties required for crime scene investigations and latent print processing. (ASCLD/LAB 5.9.3.3)
- The proficiency test will be performed by the supervisors prior to personnel dissemination.
- The proficiency test and applicable instructions will be forwarded to the supervisor(s) or designee who will:
  - a) Enter the test information in LIMS, initiate the Proficiency Review Form (QA 01), and request the Quality Assurance Manager to lock the LIMS cases prior to conducting the test.
  - b) Schedule the proficiency tests and evaluate the employee performance.
  - c) Return the completed test and all paperwork for each employee to the Technical Reviewer.
- The Technical Reviewer will evaluate each test with the supervisor or evaluator to determine if and what level any nonconformities were detected.
- The Technical Reviewer with the supervisor will determine what actions, such as remedial training, removal from casework, etc., will be required for any nonconformance.
- The analyst will be informed of the results before signing the Proficiency Review Form.
- The Proficiency Review Form will be forwarded to the Quality Assurance Manager after completion and subsequently returned to the supervisor.
- The Proficiency Review Forms will be maintained by the supervisor.

### **3.2 Court Testimony Monitoring**

No Supplemental Requirements

### **3.3 Case Review**

#### **Administrative Reviews**

- Upon completion, all reports will be checked for correctness before being routed to the appropriate supervisor or designee for review. The author's signature will indicate that the report contains the necessary elements of a professional report and that it complies with all Reporting Guidelines (listed in Chapter 4.2).
- Property crime reports should be completed after each call and routed as soon as practical.

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- Major crime reports should be completed as soon as practical after completing all case work (e.g., evidence processing, evidence submittal, and follow-ups).
- The reviewer may route the report back to the author for corrections or approve the report for dissemination.
- If the report is returned for corrections, the author must ensure that each revision of their original report and/or note worksheets is retained in the case record. The revisions may be saved to the case record by the reviewer returning the report.
- Rerouted reports will be returned with a “CR” routing code indicating that the report has been corrected and is ready for another review.
- Rerouted reports that do not require corrections may be returned with an “I” as the routing code.
- Crime Scene employees will monitor their LIMS Assignment queues on a frequent basis for any returned reports and or other pending assignments.

**Technical Reviews (ASCLD/LAB 5.9.4/5.9.5)**

- All Crime Scene reports will be technically reviewed (100%). At a minimum, a thorough technical review will consist of the following standards being verified:
  - Case report information complies with established ‘Reporting Guidelines’
  - All information in case report is corroborated by notes and or photos
  - Extemporaneous note pages contain – L#, signature and pagination
  - Corrections are proper with initials (and date when needed)
  - Additions (between text and in margins) are initialed (and dated)
  - ‘Crime Scene Information’ (stats matrix) panel is complete
  - Examination of any photographs submitted
  - DCSMS mandatory fields are present and correct
  - Custody of photographs are transferred to DCSMS
  - Condition of evidence received with detailed description
  - Analysis method(s), equipment and date(s) used
  - Correct substrate for method(s) used
  - Results noted after each method attempted
  - Control conducted prior to use with reagent lot number
  - Disposition of any evidence collected and/or derived
  - Initial and or final signature (for evidence requiring a physical chain of custody) obtained and placed in case record

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**3.4 Laboratory Audits**

No Supplemental Requirements

**3.5 Validation**

No Supplemental Requirements

**3.6 Instruments and Equipment**

No Supplemental Requirements

**3.7 Reagents**

- All reagents used for examination results are verified to ensure quality prior to use on evidence.
- The lot number of any reagent used will be documented in the case record.
- All control procedures are outlined in the Crime Scene Technical Manual.

**3.8 Document Management**

No Supplemental Requirements

**3.9 Deviation from Documented Procedures**

No Supplemental Requirements

**3.10 Quality Issues**

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**3.12 Customer Survey**

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**3.13 Reference Standards/Materials**

No Supplemental Requirements

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### **3.14 Reference Collections and Databases**

No Supplemental Requirements

### **3.15 Examination Verification**

No Supplemental Requirements

### **3.16 Contamination Detection and Prevention**

No Supplemental Requirements

## **4 LABORATORY RECORDS**

### **4.1 Case Records**

- The arrival date and time at a crime scene or the date and time the analysis began in the laboratory will be documented in the analyst's case notes and will be considered the start date of examination.

### **4.2 Laboratory Reports**

#### **• Reporting Guidelines**

- All personnel are responsible for maintaining accurate and thorough notes during crime scene investigations and the processing of evidence. Employees will ensure that their notes are paginated and will corroborate all information included in their report. There may be instances, however, in which photography is sufficient documentation for some items within a scene and where detailed written notes of those items are unnecessary. When photographs are employed as a supplement to note taking, so that it is easier for the customer and during the technical review, it should be noted in the handwritten notes to refer to photographs. The analyst may not leave the use of photographs as notes to the interpretation of the customer or technical reviewer. Examples of these situations include, but are not limited, to:
  - Photographs of vehicles not known to be directly related to a crime
  - General items within a container (e.g. backpacks, luggage, etc.) that are not directly related to a crime or do not affect the crime under investigation
  - Serial numbers of items that may or may not require itemized entry into Versadex

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- Negative photographs of officers documenting a lack of injury, condition of uniform, or elimination footwear photographs when an officer's name tag is documented in identification photograph(s).
- Notes and reports should include the following information, when applicable:
  - Unique Identifiers – LIMS number and author information on every page
  - Offense number and any associated offense numbers
  - Type of offense
  - Date(s) and times – of arrival and departure, including secondary scenes (the dispatched time is optional)
  - Date and time (or ranges) – of occurrence
  - Date(s) of evidence processing – in the CS Laboratory
  - Location of scene – exact address with building or business name
  - Person(s) contacted – involvement, title/position, etc.
  - CS personnel on scene – field trainer, for assistance, etc.
  - Other personnel on scene – information/direction/consent received, etc.
  - Brief description of sequence of events related to the offense
  - Description/condition of scene – single family, duplex, second floor apartment, backyard, neat, ransacked, vacant, cluttered, etc.
  - Signs of struggle – furniture/items out of place, damage to property, etc.
  - Description/condition of victim(s)/suspect(s) – clothing, injuries, position, etc.
  - Point of entry/exit – if determined, other aborted points of entry, same, etc.
  - Method of entry – if determined, type of force or tool used, left unlocked, key used, allowed in, hid inside, etc.
  - Type of items stolen/handled – large, small, specific in nature, luggage, pillow case, personal in nature, sexual in nature, etc.
    - Targeted items stolen – in more general terms, e.g., “large screen television/ gaming systems from living room”, “power/hand tools from garage”, etc.
    - Specific stolen item information may be included in the LIMS analysis report; however, that information should be forwarded to Austin PD Central Records, if not gleaned during the Versadex report review.
    - Received itemized lists of stolen property (prepared by the victim) are not evidence and must be forwarded to Austin PD Central Records.  
The information may also be scanned into the case record.
  - Suspect(s) actions – ate, used bathroom, used tools from scene, left items at scene (foreign to victim), disabled alarm/lights, vandalized, etc.
  - Evidence located – exact location, time, by whom, if processed on scene, etc.

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- Evidence documented – photographed, videotaped, sketched, etc.
  - Evidence collected – full descriptions, identification numbers, etc.
  - Weather conditions – if pertinent, scene and or evidence affected, etc.
  - Condition of items – properly sealed, no defects in packaging, greasy, etc.
  - Processing conducted – methods, controls, substrate type, location where evidence developed, results after each method employed, etc.
  - The lot number of any reagent used will be documented in the case record.
  - Disposition of evidence – dried, stored, submitted, downloaded, etc.
  - Signature of person completing report.
  - Specific observations noted at the scene, to include:
    - The presence of blood will not be reported unless it can be adequately substantiated, e.g. it is observed free flowing from a wound.
    - The phrase “presence of possible blood” may be reported only when a successful presumptive test is conducted.
    - If no presumptive test is performed, the report will be descriptive in nature, e.g., apparent blood, etc.
- Reports should not include the following:
- Speculation or unfounded opinions
  - Conclusions not based on facts/physical evidence
  - Information outside area of expertise
  - Internal issues that should be addressed in a memorandum format
  - Information of which the reporter does not have direct knowledge
- Employees will enter notes and reports into the Laboratory Information Management System (LIMS) and evidence will be entered into Versadex with an Austin PD offense number.
- Should evidence be unable to be Linked for submittal to the CEL, (i.e. officer has not written an Initial report), the following procedure may be taken – with supervisor approval, in order to force enter evidence into Versadex:
- Login to Versadex and go to main screen;
  - Click the **Records** tab and choose the **General Offenses (GO)** button to access the **GO Maintenance** page;

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- Click the **Supplemental Add** button to access the **Add Supplemental Report to Case#** window;
- Enter the CAD# (without duplicating the displayed year) and click **OK**;
- A Follow-Up page (under the entered CAD#) is created and displayed;
- Choose the **Back** button and an incomplete case is created. Do not edit any information on this page;
- Choose the **Property Report** button and enter any property items as normal;
- Return to LIMS and Link items as normal.

- All “**Corrected Reports**” will be reviewed by a Crime Scene Supervisor only.
- The supervisor will ensure that all “**Corrected Reports**” issued by the Crime Scene Section will begin with the following sentence: (ISO 5.10.9)
  - “The corrected information being detailed below is in reference to Lab Report Number \_\_ (top left corner of report)\_\_ which was issued on \_\_ (approval date) \_\_\_\_.”

• **Laboratory Information Management System (LIMS)**

- Crime Scene Section personnel will utilize the Laboratory Information Management System (LIMS) to document all assignments and analyses conducted. Versadex will be utilized for initial evidence documentation and submittal. The guidelines that follow have been specifically established for the Crime Scene Section.
- Crime Scene (Field) Assignment (CS)
  - Reports will be generated as a “Crime Scene assignment” and any items collected will be “linked” to the report through Versadex.
  - a) Open the **Find Case** tab at the bottom of the main screen and determine whether a report has already been started for the Department case number assigned.
    - Department case numbers will be searched using the full year, a hyphen with no spaces before or after, and the assigned number without any preceding zeros (i.e., 10-0010123 must be entered as 2010-10123).
  - b) If no initial case is found, the **New Lab Case** tab should be selected at the bottom of the main screen and then manual submission selected for a new lab case.

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- c) Complete the appropriate fields to generate a new case.
- d) Once the information has been entered, click **Quick Create** and locate the new case by searching under **Find Case** or by choosing the **Recent** tab under Find Case.
- o If evidence items need to be linked to the case, then a new "Submission" needs to be completed. (Refer to Evidence Submittal section below.)
- o In order to complete a report, a "CS Assignment" must be initiated. The assignment must be initiated as soon as possible after completing the call for service.
- a) To initiate a new assignment, select **Add** and complete the following information:
  - Section – enter CS
  - Analyst – enter employee number
  - Status – enter "1" (assign to analyst)
  - Check **File** box on right or check corresponding evidence item boxes
- b) This new assignment information will be transferred to the report and a report may now be completed.
- c) Remaining in the Assignments tab, select **Report** (on the right side of the screen) in order to enter an information "matrix" panel. The information completed in the matrix will be used to populate the report.
- d) All applicable fields should be completed in the **Crime Scene Investigation Information** tab within the matrix.
- e) In the **Crime Scene Item Description** panel, all items in the "Item description" field should be double clicked for generation into the final report.
- f) A **Lab Processing** panel can be added by selecting **Add** (under Analysis at the bottom of the screen) for lab processing that has been completed.
- g) Some worksheets that may be completed will be located under the **General Worksheet** tab.
  - Worksheets selected should document all mandatory analyses information, including – controls conducted, substrates processed and processes used.
- h) Stand-alone documents (sketches, receipts, etc.) may be added to the report by scanning and then attaching to the same assignment.



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- The scan function may be entered by pressing **F11** on the keyboard.
- All documents should display identifying information, including the unique identifier (LIMS and Item number).
- Once the matrix entries are completed, the **Send to Word** box should be selected in order to generate the report as a word document.
  - a) Changes to the word document can be made and saved, but the report must be opened **As Is** in the future to prevent manual corrections from being lost.
- After the report and worksheets have been completed, the report must be “signed” and “routed” to a supervisor or designee for approval.
  - a) The report is signed by selecting the **Sign** box and entering the author’s personal password. The author’s signature will then be attached to the report.
  - b) The report is then routed to a supervisor or designee for technical and or administrative review.
    - Select **Routing** on the Assignments tab.
    - Enter the supervisor or designee’s employee number.
    - Choose technical or administrative review.
    - Enter comments if applicable.
- The report must be administratively reviewed and approved before it can be released. (See 3.3)
- Evidence Submittal
  - Most evidence items will be entered into Versadex. If evidence items need to be linked to the case, then a new “Submission” needs to be completed.
    - a) If initiating the case, as the case creator, a Submission will already exist.
    - b) If not, a Submission must be created by locating the **Submissions** tab and selecting **Add**.
  - Under the Submissions tab, evidence items that have been entered into Versadex can be linked into LIMS for the purpose of processing or report writing.
    - a) Highlight the correct submission (in blue) before linking.

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- b) Select the **Link** box to enter name and password for Versadex verification.
    - c) A new panel will appear listing all the items in Versadex for the case that have yet to be linked.
    - d) Select the desired evidence items by checking the corresponding box and then click **Create Items**.
  - o The item description for every evidence item must include the actual date and time the item was collected and by whom.
    - a) Select **Items Tab** and highlight the evidence item for which the information is to be added.
    - b) Click the **Edit** box and under “described as” (after the item description) enter the actual date and time collected and the collector’s initials (i.e. Hanes, t-shirt, XL, red; collected on 06/01/07 at 1200 hrs by KF3909).
  - o The analyst must update the custody record of all items by scanning the location followed by the Versadex/LIMS barcode(s).
    - Any manual transfer (excluding digital images) should be approved by a supervisor and noted in the case record.
- Lab Case (CSL) Assignment
- o Non-field assignments will also be worked by Crime Scene personnel. Requests for lab analysis (Prelogs) of evidence items may be submitted by police and prosecutors.

• **Lab Assignments**

- The Crime Scene Section will receive requests for evidence processing through the LIMS “Prelog” only.
- Crime Scene Lab (CSL) requests in the LIMS system will be sorted using the following status codes:
  - **0** – “Assigned to Section” – new requests
  - **1** – “Assigned to Analyst” – requests that have been assigned to an analyst
  - **B** – “Ballistics Analysis Pending” – items that are being stored in the Ballistics section
  - **C** – “Chemistry Analysis Pending” – items that will need to go to Chem lab for analysis/drug separation prior to being submitted to the crime scene lab

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- **D** – “DNA Analysis Pending” - items that will need to go to DNA for analysis prior to being submitted to the crime scene lab
- **E** – “Ready for Examination” – items that have been received by the crime scene lab and are in the crime scene lab evidence vault awaiting analysis.
- A CSL assignment involving evidence that was originally collected by a Crime Scene Section employee may be placed in that person’s queue.
- Requesting Evidence for Laboratory Processing
  - Evidence not currently in the Crime Scene Lab Evidence Vault should be requested from the evidence room or from other sections within the Division.
  - Crime Scene employees may coordinate with other forensic sections for direct evidence transfers.
- Receiving Evidence for Laboratory Processing
  - Crime Scene personnel will receive requested evidence from the evidence room (generally via Evidence Transfer Locker) and other forensic sections.
  - The receiving analyst will mark the package for identification and a LIMS tag or like marking will be applied, if not already present.
  - The evidence items will be transferred to the Crime Scene Lab Evidence Vault after being ‘Linked’ into LIMS (if not already in LIMS).
  - The Crime Scene employee may be notified via an email that evidence assigned to them is being stored in the Crime Scene Lab Evidence Vault.
    - A “Requested by   (employee name)  ” notification may be placed on the exterior of the evidence packaging in the evidence vault.
  - Upon removing the evidence from the Crime Scene Lab Evidence Vault, the Crime Scene Section employee will immediately take custody of the evidence and assign themselves to the existing LIMS CSL assignment utilizing the LIMS system. **A new CSL assignment must not be created.**
- Processing Evidence
  - Refer to the Physical Evidence Processing Guide chapter in the Crime Scene Technical manual.
- Submitting Lab Processed Evidence
  - All non-ballistics related evidence should be submitted to the Evidence Section via the Central Evidence Lockers (CEL):
    - The custody will be transferred to the CEL in LIMS.
  - Requested Ballistics evidence (with an open Firearms Assignment) will be submitted to the Ballistics Section by one of two methods:
    - Crime Scene employees will transfer the item(s) to Ballistics Section personnel directly via LIMS; or

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- CS employees will transfer the item(s) in LIMS to the CS Lab Evidence Vault with a “Please submit to Ballistics” notification on the exterior of the package before placing the evidence into the Evidence Vault. The Forensic Quality Assurance Specialist or designee will then take custody of the items via LIMS before transferring them to the Ballistics Section.
- All **non-requested** Ballistics related evidence should be submitted to the Evidence Section via the CEL.
- The custody will be tracked electronically in LIMS.
- Occasionally, evidence will need to be transferred to other forensic sections and these custody transactions will be documented in the case record.

#### **4.3 Release of Records Information**

No Supplemental Requirements

##### **4.3.1 Release of Information**

No Supplemental Requirements

##### **4.3.2 Release of Information to the News Media**

No Supplemental Requirements

##### **4.3.3 Open Records Request**

No Supplemental Requirements

##### **4.3.4 Discovery Orders**

No Supplemental Requirements

##### **4.3.5 Requests for Reports**

No Supplemental Requirements

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#### **4.4 Removal of Records for Court**

No Supplemental Requirements

#### **4.5 Archiving Laboratory Case Files**

No Supplemental Requirements

#### **4.6 Expunctions**

No Supplemental Requirements

#### **4.7 Control of Laboratory Records**

No Supplemental Requirements

### **5 EVIDENCE PROCEDURES**

#### **5.1 General Practices**

##### **Practice**

Evidence is routinely brought in from the field by the analyst. This evidence may be processed by the analyst and then released to the Evidence Control Section for submittal. Any deleterious change to an item of evidence must be reported to a supervisor as soon as possible.

##### **• Evidence Receipt**

No Supplemental Requirements

##### **• Evidence Storage**

- Crime scene evidence will be stored in one of the locations identified as in-process or bulk storage locations (See 2.2 Security).

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- Occasionally, oversized or unusual items of evidence must be collected. A Crime Scene Supervisor may be notified to determine an alternative storage location.
- Every evidence item, to be temporarily stored in the identified locations, must be accompanied by a completed chain of custody before being secured.
- There are occasions when other personnel will be permitted to utilize the Crime Scene Laboratory drying rooms:
  - These personnel will be escorted into the lab and allowed to place their evidence in a drying room.
  - These personnel will follow the Crime Scene Section Technical Manual with regards to evidence storage and will maintain the key to that drying room.
  - Once the evidence is dry, these personnel will remove the evidence and return the key to the door lock.
  - Crime Scene personnel will be responsible for ensuring that the drying room is cleaned and decontaminated.

• **Evidence Handling**

- When possible, evidence items that are collected in the field will adhere to the following requirements before transport to the lab:
  - Evidence must be properly packaged to ensure all open ends are secured to prevent loss, cross transfer, contamination and/or deleterious change.
  - The exterior of the packaging must be labeled to ensure identification. If only one case is being transported, this information should include a brief description of the item, collector information, time of collection, and exact location of collection.
  - If multiple cases are being transported, the Versadex offense number or LIMS number (if known) should also be included on each package.

• **Evidence Screening and Examination**

- When possible, evidence will be examined using the least destructive method (visual) prior to progressing to more destructive methods (e.g. chemical application).
- Without dismantling the evidence (cell phones/other electronics, guns, etc.), evidence should be examined for a complete description and proper documentation for possible future identification and or comparison purposes.

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• **Evidence Security**

- Evidence will be secured in an in-process storage location and the key will be maintained by the employee responsible for that evidence.
- Unauthorized personnel will not have access to evidence secured by another employee within the in-process locations.

• **Request for Service**

- Requests for Crime Scene field response should be directed through Austin PD Communications. Direct paging of employees should be limited to those requiring an urgent response.
- Crime Scene Supervisors may be contacted for scheduling a field response in advance of the event.
- A Crime Scene Supervisor should be notified if extenuating circumstances exist, such as travelling outside Austin PD jurisdiction, multiple analyst involvement, questionable duties to be performed, etc.
- Assisting Other Agencies:
  - The Crime Scene Section will assist other agencies with forensic support at crime scenes under the following guidelines:
  - An initial report must be generated through the Austin Police Department prior to Crime Scene Section response. The title code "Assist Other Agency" should be used.
  - The Crime Scene Section will not work crime scenes requested by an outside agency without approval of the Supervisor and or Assistant Manager.
  - This approval should be in advance, may be verbal, and will be made based on the seriousness of the crime, personnel and resource limitations, etc.
  - If the outside agency request is made by an Austin Police Department investigator who is also assisting with the investigation or the crime scene is directly related to an Austin Police Department case.

• **Austin PD Evidence Transfer for Analysis**

No Supplemental Requirements

• **Transfer of Evidence Between Sections**

No Supplemental Requirements

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- **Outside Agency Submissions**

No Supplemental Requirements

- **Release of Evidence**

Because the Austin Police Department does not maintain a full service laboratory, evidence may at times be released to other agencies, courts, and outside laboratories for analysis (e.g. entomological evidence).

- **General Release Procedures**

- Once it is determined that evidence will be released to another laboratory for analysis, the evidence will be properly packaged for transport.
- Evidence can be forwarded to another laboratory in person or via mail depending on the policies of the receiving laboratory.
- The release of evidence to another laboratory will be documented in LIMS and supplemental reports. Copies of all submission forms, mail documentation, etc. will be scanned into the case record.

- **Department of Public Safety (DPS)**

- The appropriate submission form will be completed and the evidence will be transported to the DPS laboratory in person.

- **Federal Bureau of Investigation (FBI)**

- The appropriate submission documentation will be completed and the evidence will be packaged appropriately and mailed, return receipt requested.

- **Other Laboratories**

- The submission method as prescribed by the receiving laboratory will be followed.

## **5.2 Observation by Outside Experts**

No Supplemental Requirements

## **5.3 Evidence Disposal**

No Supplemental Requirements



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#### **5.4 Destruction of Hazardous Substances**

No Supplemental Requirements

#### **5.5 Outsourcing**

No Supplemental Requirements

### **6 SAFETY**

#### **• Practice**

All safety protocols and laboratory practices should be followed as outlined in the Forensic Science Division Safety Manual. In addition, the following safety practices should be adhered to by Crime Scene personnel:

#### **• General Safety**

- Personnel will not drink, eat or smoke where potentially infectious materials or chemicals are present.
- Avoid touching the face, eyes, or the mouth or other uncovered body parts with gloved hands and avoid placing pens or pencils in the mouth.
- Hands and forearms should be washed after lab processing and before leaving crime scenes, if possible.
- All equipment should be inspected for bad connections, and loose or damaged parts prior to use. Check equipment prior to responding to a crime scene to ensure it is working properly.
- Assigned flashlights, cameras and any equipment requiring a battery, must be kept charged and in good working order.
- Prior to driving a crime scene vehicle, a safety walk-around may be performed and any undocumented deficiencies reported to a supervisor. A crime scene vehicle that exhibits a safety related problem will not be driven.
- If a piece of equipment does not appear to be functioning properly or needs immediate repair, it should not be used, and will be reported to a supervisor as soon as practicable.

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- Repair of faulty or defective equipment will only be conducted by authorized personnel.
- Crime Scene personnel will refer to the Firearms Evidence section of the technical manual regarding the safe collection and handling of firearms.
- Crime Scene personnel will refer to the Autopsy Processing section of the technical manual regarding the safe collection and handling of potentially contaminated evidence.

• **Personal Protective Equipment**

- Always observe universal precautions. Assume that any potentially infectious materials, such as blood or other bodily fluids, have the potential to create an environment of exposure to Hepatitis B, HIV and tuberculosis.
- Any injury and or exposure event must be reported to a supervisor as soon as possible.
- Always use personal protective equipment (PPE) as applicable:
  - Stay aware of the condition of the PPE while wearing it and change to new equipment as it becomes contaminated (e.g., between collections of DNA related items, touching of face, pieces become punctured or ripped, wetted with chemicals, etc.)
  - An adequate supply of replacement PPE will be maintained at all times.
  - Follow all guidelines for the use of PPE, such as type of gloves and masks to be used, in any given environment or circumstance.
- Confine contamination whenever possible by placing contaminated materials and sharps into proper containers or with proper warning label.
- Any disposable, contaminated material from crime scenes will be transported to the Crime Scene Laboratory for proper disposal. The mixing of contaminated material with routine landfill trash for disposal is not permitted.
- Any non-disposable, non-evidence, contaminated items should be placed in a biohazard bag and returned to the laboratory. Clothing should be cleaned and re-usable items should be disinfected for continued use or storage.

• **Field Safety**

- Personnel should follow all safety protocols in the field that would apply in the laboratory. Remember that the field setting presents hazards as a result of being an uncontrolled environment.
- On most *property* crime related field calls, the Crime Scene (CS) personnel are the only responders, however, all CS personnel should be aware of their

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surroundings and approximate location at all times, especially while processing in isolated areas – such as unoccupied structures, walking on rooftops, etc.

- Austin Police Department Communications should always be aware of CS personnel locations and be notified of any change in location (e.g., to back latent cards, write reports, follow-ups, etc.), if unit GPS is not available.
- Crime Scene personnel will request police presence when the crime scene or their personal security should come into question, whether upon arrival or during the course of the investigation.
- If the employee feels that the hazard is an immediate threat, the employee will remove himself or herself from the situation as quickly as possible until officer arrival. Pepper spray may be deployed in accordance with APD Policy Manual.
- Pepper spray will be carried by Crime Scene personnel, unless excused, during field duty and will only be used as a defensive measure regarding an evident threat to personal safety. Any use of pepper spray will be reported immediately to both police and a CS Supervisor in accordance with APD Policy Manual.
- On most *major* crime scenes, an officer(s) must be present to establish safe scene perimeters and limit access to only those persons involved in the scene investigation.
- Employees are issued body armor that is worn at the discretion of the employee; however, personnel will have their body armor in close proximity in the event a situation arises that requires personal protection.
- Employees will wear reflective safety vests when working traffic related incidents or scenes existing in roadways when traffic flow is not restricted, regardless of lighting conditions.
- The Austin Fire Department may be requested at crime scenes that require proper lighting, lift baskets, ventilation fans, or structural concerns at arson scenes, to safely perform the functions necessary.
- All precautions should be taken and supervisor approval should be obtained when items suspected of being infested with insects (e.g., fleas, scabies, bed bugs, etc.) are requested to be collected.

• **Vehicle Processing Facilities**

- The facilities are equipped with a ventilation system, which will be used when processing with chemicals, or when gas fumes and vapors are present from an evidence vehicle.
- The facilities may be equipped with a hydraulic inspection lift used for undercarriage inspection of vehicles. Caution should be used when working around this equipment and only contracted wrecker personnel will operate the lift.

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• **Crime Scene Laboratory Safety**

- The analyst will follow safe work practices within the laboratory setting which include:
  - PPE (e.g., gloves, masks, laboratory coats and eye protection)
  - Engineering controls (e.g., fume hoods, eye wash stations)
  - Hygiene practices (e.g., washing hands, refraining from food or drink)
- In the majority of cases, gloves worn as PPE in the laboratory are intended to protect the hands from incidental contact or small splashes. In these cases, good quality disposable nitrile gloves will usually suffice. However, nitrile is not suitable for direct contact with ketones (acetone), benzene, oxidizing acids, organic compounds containing nitrogen, aniline, phenol, chloroform, or ethyl acetate, amongst others.
  - Gloves worn as PPE for intentional contact or as protection against large splashes with hazardous chemicals should be of the thicker re-usable type, but will be subject to the same chemical limitations.
  - Double glove application may be more appropriate when using acetone based reagents.
  - None of the gloves provided for field and or lab use is designed for immersion. Appropriate gloves for this task will be Butyl rubber and or a neoprene based product.
- The analyst assumes the responsibility of obtaining the necessary knowledge concerning each chemical used, the hazard(s) it may pose and the procedures and work practices necessary to prevent unhealthful exposure. This information is available from the Material Safety Data Sheets (MSDS) and the labels affixed to the chemicals.
- Wear protective equipment and clothing when mixing and applying solutions and always work with solutions in a vent hood.
- If fuming evidence with cyanoacrylate esters, adhere to all safety practices in venting the chamber.
- Caution will be exercised in the use of lasers, alternate light sources and ultraviolet lamps whether inside or outside the Crime Scene Laboratory.
  - Permanent eye damage can result from direct illumination to the eye or reflected or refractive light hitting the eyes that is generated by an intense light source, thus proper eye protection will be utilized at all times during operation. Inappropriate or incorrect goggles will not be used.
  - Goggles are available and should be selected to match the wavelengths that will be used. The following chart is a guideline:

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- a) < 400nm UV                      Yellow or UV safe
- b) 400nm to 450nm                      Yellow
- c) 450nm to 540nm                      Orange
- d) 540nm to 700nm                      Red
- Always wear UV filtered goggles when working with UV light. Other filtered goggles may be worn as long as they are designed to filter out UV wavelengths.
  - a) UV has negative health effects on the eyes.
  - b) UV-C (100-280nm) and UV-B (280-315nm) can cause Photokeratitis (inflammation of the cornea). This injury is severe but temporary.
  - c) Intermediate range of UV also causes Conjunctivitis.
  - d) Prolonged exposure can result in cataracts.
- Viewing shields may be used in place of goggles.
- Light sources should not be held any closer to the eye than 9 to 14 inches and never look directly into the beam, even when wearing protective goggles.
- Skin exposure will be kept to a minimum during operation and all exposed areas of the skin should be covered, if practical.
- The use of any forensic light source should be conducted in the Alternate Light Source (ALS) room located in the Crime Scene Laboratory.
- The ALS Room door should be kept closed at all times during operation.
- A caution sign should be placed on or near the ALS Room door to alert other employees that a laser or other forensic light source may be in use.
- If a forensic light source (including a hand held UV light) is used in the field, ensure that anyone in the immediate area is wearing the appropriate eyewear or is outside the minimum safety distance. Ensure that anyone else in the vicinity is aware that the light source is in use.

• **Hazardous Waste**

- In the event of a spill of blood or body fluids, clean spill up with soap and water or household detergent. After cleaning up the spill, wipe the area with a disinfectant solution/freshly prepared solution of sodium hypochlorite (household bleach).
- Chemical waste, whether excess of freshly mixed formulations or used chemicals, must never be poured down a sink or floor drains that connect with sanitary or storm sewer facilities. These wastes must be returned to the laboratory and placed in containers marked "Waste".
- Flammable chemicals must never be poured down a sink or floor drains that connect with sanitary or storm sewer facilities. These wastes must be returned

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to the laboratory and placed in containers marked "Waste". Safeguard against fire or sources of ignition.

- This chemical waste will be disposed of through a licensed waste collection contractor.

• **Transport and Storage of Chemicals**

- MSDS for chemicals being used in the field may be reviewed before processing the scene, especially if the process is new or infrequently used.
- Formulations of chemicals for use in the facility should be prepared in the Crime Scene Laboratory before transport, unless the procedure indicates otherwise.
- Most of the chemical mixtures used in crime scene processing contain flammable solvents such as acetone, ethanol and methanol. These mixtures or components for mixture should be transported in rugged non-breakable containers or in plastic coated glass containers and in a safe manner.
- Primary and secondary containers must be legibly marked with the contents.
- Proper ventilation must be available before chemically processing any scene.
- Suspected dangerous substances – such as Ether, should never be handled or carried in a Crime Scene vehicle. The bomb disposal unit will be notified.
- A fire extinguisher should be located in all crime scene vehicles and should be inspected for expiration during routine vehicle checks.
- All personnel should be trained in the use and handling of fire extinguishers and the suppression of fires using an extinguisher.

• **Mechanical Hazards**

- All power tools or mechanical equipment should be inspected prior to use for bad connections and loose or damaged parts. All appropriate protective equipment should be employed or worn – including eyewear.

**7 PERSONNEL**

**7.1 Documents**

No Supplemental Requirements

**7.2 Subpoenas**

No Supplemental Requirements

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### **7.3 Discussion of Cases**

No Supplemental Requirements

### **7.4 Private Case Consultations**

No Supplemental Requirements

### **7.5 Testimony for Previous Employers**

No Supplemental Requirements

### **7.6 Vehicles**

- The Crime Scene Section is assigned vehicles to conduct business. The vehicles enable the crime scene employees to respond to crime scenes and support investigations. The vehicles are not intended to be used for the transport of found property or for safekeeping purposes.

### **7.7 Major Event Protocol**

No Supplemental Requirements

### **7.8 Attendance**

#### **• Leave**

- If there are numerous requests for the same holiday(s), several factors will be taken into consideration, including but not limited to the time the leave request was submitted and number of previous holidays taken off. Requests for holiday leave (only) will be submitted no earlier than 30 days prior to the holiday, unless required for airline and/or hotel reservations. Travel arrangements should not be made until the time off has been approved.

### **7.9 Certification of Analysts**

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No Supplemental Requirements

**7.10 Employee Training Program**

No Supplemental Requirements

**7.11 Employee Approval for Casework**

No Supplemental Requirements

**7.12 Employee Career Development**

No Supplemental Requirements

**7.13 Continuing Education**

No Supplemental Requirements

**7.14 Internship Program**

No Supplemental Requirements

**7.15 Volunteer Program**

No Supplemental Requirements

**7.16 Rider Program**

No Supplemental Requirements

**8 COMPUTER RESOURCE MANAGEMENT**

No Supplemental Requirements