

CHAPTER 83
COLLECTION AND PRESERVATION OF EVIDENCE

DISCUSSION: This chapter addresses the function of the Hattiesburg Police Department in collecting and preserving evidence. Often, in today's court environment, it is the evidence, its collection and storage that appears to be on trial rather than the defendant. This chapter provides tried and proven guidelines for the field officer and the seasoned investigator to insure that evidence is accepted by the court. This in turn strengthens the Justice System by allowing the court and/or jury to make a determination utilizing a complete set of facts.

83.1 ADMINISTRATION

83.1.1 Availability of a Crime Scene Investigator on a 24 Hour Basis

- A. Criminal Investigator or trained crime scene investigator will be available on a twenty-four hour basis. In determining if a criminal investigator or a crime scene specialist is needed, the following sequence should be adhered to:
- B. If a crime scene or a potential crime scene is encountered, the responding officer should attempt to process the scene or collect evidence if he/she has the skills and equipment. If the officer feels that additional supplies/expertise is required, his/her immediate supervisor should be contacted.
- C. If, in the opinion of the supervisor, that a Criminal Investigator or Crime Scene Specialist is needed; the Criminal Investigator or Crime Scene Specialist who is either on duty or on call shall be notified and briefed on the situation. If a Criminal Investigator or Crime Scene Specialist is to be called after hours, the dispatcher will call the one assigned to that particular time. A list will be provided monthly to the dispatcher showing the call out list.
- D. The dispatcher will be provided with the names and after hour telephone numbers of the personnel assigned to the Metro Crime Scene Unit.

83.1.2 Collection of Evidence for Comparison Purposes

The purpose of this section is to require that whenever possible, comparison materials and substances from known sources shall be collected.

- A. Examples of known comparison evidence appropriate for collection include:
 - 1. Hairs
 - 2. Fibers
 - 3. Fabrics
 - 4. Paint
 - 5. Glass
 - 6. Wood
 - 7. Soil
 - 8. Tool Marks

9. Tire wear / Foot Impressions
10. Blood Samples
11. Semen Samples
12. Safe Dust
13. Latent Fingerprints

Evidence shall be collected, preserved, packaged and sealed as described in Section 83.2.1.

83.2 OPERATIONS

83.2.1 Collection, Processing, and Preservation of Physical Evidence

The purpose of this section is to insure that a crime scene is processed in a systematic way and that the collection, processing, preservation and transportation of evidence are performed according to listed standards. A crime scene search is a planned, coordinated, legal search by competent law enforcement officials to locate physical evidence. In order to be effective a crime scene search should include the steps outlined in the paragraphs below. However, they need not be done in exactly this order since each crime scene varies and may require a different approach.

- A. It shall be the responsibility of the first responding officer to perform the following duties as appropriate and necessary for each particular crime scene:
 1. Protect the scene from destruction, contamination and alteration.
 2. Initially assume that everything within the crime scene is evidence.
 3. Ensure that the perimeter of the crime scene is clearly and correctly marked.
 4. Quickly identify transient evidence that may be lost due to the environment or by lapse of time. Examples of transient evidence may include:
 - a. Odors: Such as air, food, perfumes, carbon dioxide, body, urine, smoke, etc.
 - b. Temperature: Such as temperature in a room, a car hood or engine upon arrival, drinks, food, cadaver, etc.
 - c. Imprints and Indentations: Such as wet footprints, tire marks on wet sand, etc.
 5. Limit access to the crime scene to persons who have a legitimate purpose for being at the scene. A crime scene log should be started as soon as possible. (refer to section 83.2.5)

Note: The date and time of initial arrival and condition of the scene at that time.

- C. If the responding officer has the time, expertise and equipment available to collect

evidence, an attempt should be made to process the scene. If additional equipment, expertise, manpower, are needed the officer's supervisor should be made aware of the situation and make those requests.

D. Regardless of who processes the crime scene; responding officer, Criminal Investigator, or a Crime Scene Specialist, the following sequences should be followed when possible:

1. Approach the crime scene
 - a. Consider personal safety
 - b. Be alert for discarded evidence
 - c. Make pertinent notes
2. Secure and protect the scene
 - a. Determine perimeters and mark
 - b. Determine main entry point to crime scene
 - c. Document entry to/exit from crime scene with crime scene log.
3. Initiate initial survey: This is an organizational stage to plan the entire search
 - a. Conduct a cautious walk through of the crime scene
 - b. Acquire preliminary photographs
 - c. Determine manpower and equipment needs and make specific assignments
 - d. Make extensive notes to document scene physical and environmental conditions, assignments, movement of personnel, etc.

Note: If a deceased human body is involved, that body cannot be moved or examined without first notifying the Coroner or his designee of the county in which the deceased is located.
4. Evaluate physical evidence possibilities
 - a. Based on preliminary survey, establish evidence types most likely to be encountered.
 - b. Insure that collection and packaging equipment is sufficient for task. A given scene may require special techniques:
5. Prepare narrative description
 - a. Handwritten notes
 - b. Videotape
 - c. Photographs

- d. Tape recording
- 6. Depict scene photographically
 - a. 35 mm format
 - b. Videotape
 - c. Other formats as needed
 - d. Begin photography as soon as possible.
 - e. Document the photographic effort with a photographic log.
 - f. Use recognized scale device for size determination (when applicable).
Note: When a scale device is used, take a photo also without scale.
 - g. Photograph evidence in place before moving or collecting.
 - h. Consider feasibility of aerial photograph.
- 7. Prepare crime scene sketch
 - a. A rough sketch is normally drawn at the scene, not drawn to scale.
 - b. A rough sketch should contain sufficient measurements and detail to be used as a model for drawn-to-scale diagram, if necessary.
- 8. Conduct detailed search/record and collect physical evidence
 - a. Use of specialized search pattern (e.g.: grid, spiral, strip, lane) is recommended when possible.
 - b. Mark evidence locations on diagram / sketch.
 - c. Complete evidence log with appropriate notations for each item of evidence.
 - d. All evidence shall be packaged and sealed as described later in this section.
 - e. If feasible, have one person as an evidence custodian, especially in cases involving large amounts of evidence.
 - f. Do not excessively handle evidence after recovery.
 - g. Be sure to collect "known" standards (ie, fiber sample from carpet).
 - h. All items of evidence should be handled and collected one at a time to avoid contamination or to prevent contact with other pieces of evidence.
 - i. Seal all evidence containers at the crime scene. All evidence seized should be marked for identification with the seizing officer's initials and date. If marking the

evidence would destroy the evidence or is not feasible because of space limitations, the evidence should be placed in the appropriate container, sealed, and marked (refer to section dealing with packaging).

- j. Insure that all evidence is seized in a legal manner.
- k. All evidence shall have an attached chain of custody form listing the following:
 - (1) Victim's name, address and phone number
 - (2) Suspects name, address and date of birth (if known)
 - (3) Agency case number
 - (4) Seizing officer's name
 - (5) Date and time of collection
 - (6) Detailed location of where evidence was seized
 - (7) Detailed description of evidence

Note: On custody transfer of evidence, the evidence sheet shall be signed so as to maintain a record of the chain of custody. A written report or transmittal sheet shall be prepared if the transfer is made to an individual or organization or laboratory outside of this department.

- l. Any member involved in processing all or part of a crime scene shall prepare a full report.

9. Conduct final survey

- a. This survey is a critical review of all aspects of the search.
- b. Discuss search jointly with all personnel for completeness.
- c. Double-check all paperwork and documentation.
- d. Insure that photographs or video tape is taken of scene showing final condition after completion of search.
- e. Check to insure that all evidence is accounted for before leaving the scene.
- f. Insure that all equipment used in the search is gathered.

Note: Make sure that you have gone far enough in the search for evidence, documented all essential things and made no assumptions.

10. Release crime scene. When releasing the crime scene, the following things should be noted:

- a. Date and time of release.

- b. To whom the scene was released.
- c. If the scene was not released to a person, how was it secured?

Note: Release the scene with the notion that there is only one chance to perform the job correctly and completely.

- d. The following procedures should be followed in the collection, identification, preservation and packaging of evidence.

Note: Upon completion of packaging and sealing, a chain of evidence form shall be filled out and attached to the evidence. All biological evidence, once properly collected and packaged, should be refrigerated during storage and transporting to the laboratory. All other evidence, unless otherwise instructed, should be packaged in paper to allow the evidence to breathe.

1. Blood Collection

- a. The easiest means of collecting blood from a bloodstained item is to collect the item. ie: bloodstained clothing, weapons, etc.
- b. Collecting from large items too big to take: ie.: carpet, floor, car seat, etc.
 - (1) Remove the stain by cutting it from the object.
 - (2) An additional piece of the item which is unstained should also be taken as a control sample. It should be taken from the same general proximity as the original sample.
- c. Collecting from wooden items such as floors, walls, doors, etc:
 - (1) By scraping with a razor blade, scalpel, (when blood is dried).
 - (2) By cutting the objects with a saw.
 - (3) If you can't scrape it up, then wet a cotton cloth with distilled water and soak up the stain.
- d. Collecting from a wet blood stain:
 - (1) Place a sterile cotton cloth, about two inches square on top of the stain and allow it to absorb the stain.
 - (2) Gauze should be avoided because it does not concentrate the stain.
- e. Allow all blood samples to air dry before packaging. Avoid direct sunlight and do not heat the stain.
- f. The dried sample should be packaged in a pharmacist fold using a clean sheet of paper. Commercial envelopes should be avoided because the glue used may contaminate the sample. After the sample is folded in the pharmacist fold, the edge should be sealed with tape, and the collecting

person's initials date, and description of contents should be written on the seal.

- g. All liquid blood samples should be refrigerated until it can be submitted to a lab for examination.

Note: Liquid blood samples should never be frozen.

- h. Collection of known blood samples from a victim or suspect should be collected in the following type of containers:

- (1) Test tube with RED stopper for traditional serological test. It contains no preservatives or anti-coagulants of any kind.
- (2) Test tube with GRAY stopper for alcohol blood test.
- (3) Test tube with PURPLE stopper if the blood will be used for DNA (Deoxyribonucleic Acid) testing. Contains EDTA, a preservative.

Note: The outside of the test tube should be initialed and dated by the person drawing the sample, and everyone handling the evidence after that point should do the same to maintain the chain of custody. The sample can be drawn by any Physician, Registered Nurse, or Phlebotomist.

- i. A blood sample may be drawn only after one of the following is obtained:

- (1) Written and signed waiver from the suspect
- (2) Court Order

2. Clothing

- a. Clothing containing evidence should be air dried if wet. If the clothing can be labeled without damaging or destroying the evidence, it should be labeled. Clothing should be packaged in paper, sealed and labeled on the outside.
- b. When packaging, care should be taken that no trace of evidence is lost.

3. Firearms and Ammunition

- a. Examine the weapon before touching it. Photograph it first.
- b. Note whether or not the safety is on or off.
- c. If it is a revolver or lever action, note whether or not the hammer is cocked.
- d. Make the weapon safe before handling.
- e. To pick a weapon up, handle it on a surface that is unlikely to have latent prints.

Note: Never place an object such as a pencil or pen down the barrel.

- f. With a revolver, note the cylinder rotation and document the positioning of the cartridges in the cylinder.
- g. If the weapon is collected from a water source, such as a lake, river, etc, collect the water source and place the weapon in the container with the water and transport it to the lab in that condition.
- h. The weapon should be packaged in paper or placed in a cardboard box, sealed and labeled until transported to the lab.
- i. When collecting a live cartridge, cartridge casing or shot shell, place the item in an empty film canister, or pill box, seal and label.
- j. When collecting a projectile, wrap it in tissue paper to protect the land and grooves and package it as described above

4. Gunshot Residue Test

- a. When a gunshot residue test is to be performed, time is very important. It is recommended that a GSR (gunshot residue test) not be performed on a living person more than four hours from the time of the shooting. For deceased subjects (suspected suicide victims) the time frame can be extended based on environmental factors.
- b. Protect the hands of the subject to be tested. Do not allow the subject to wash their hands and avoid excessive rubbing prior to testing. If the victim is deceased, and an autopsy is to be performed, the GSR test will be performed at the time of the autopsy. In that case, the victim's hands should be placed in clean paper bags, and taped at the cuffs. This will preserve the area in which gunshot residue may be present.
- c. Perform the GSR test in accordance with the instructions provided with that particular test.

Note: Collecting procedures vary according to different manufactures.

- d. Clothing of gunshot victims should be collected. Distance determination can be made by examining the clothing. When collecting the clothing, care should be taken that the entry point is not folded. Package in paper after air drying and label.

5. Hair

- a. Hair samples should be air dried before being collected.
- b. Hair samples should be collected and placed in a pharmacists fold, sealed, and labeled.

- c. For comparison purposes, hair samples should be taken from both the head and pubic area. These samples should be taken separately and packaged separately. These should include both pulled and combed samples.
 - d. In cases where the victim came in contact with the suspect, pubic combings should be taken from both.
 - e. To legally remove such hair samples from a suspect, before proceeding, the following must be done:
 - (1) Secure a written waiver from the suspect, or
 - (2) Secure a court order
6. Saliva
- a. Before a saliva sample may be taken only after one of the following is obtained:
 - (1) A written waiver from the suspect, or
 - (2) A court order.
 - b. To obtain a saliva sample, have the suspect place a piece of clean filter paper on their tongue, allowing the filter paper to absorb the saliva. The filter paper and sample must be allowed to be air dried before packaging in paper and seal and label according to the above steps.
7. Sexual Assault Kit (Victim)
- a. The sexual assault kit performed on the victim should be performed by a medical doctor. Commercially available kits may be used, but should contain at a minimum containers to collect the following:
 - (1) Underwear or contact clothing
 - (2) Oral swabbing
 - (3) Vaginal Swabbing
 - (4) Anal Swabbing
 - (5) Pubic Combing
 - (6) Blood Sample
 - (7) Saliva Sample
 - (8) Nail Scraping (if applicable)
 - b. Upon completion of the victim sexual assault kit, the kit will be sealed, initialed, and dated according to procedure, and taken into evidence by

law enforcement personnel. A chain of custody will be filled out and will remain with the kit. The kit will be stored in a secure refrigerator located in the Criminal Investigation Division of the Hattiesburg Police Department.

8. Sexual Assault Kit (Suspect)

The Collection of evidence from a suspect can be performed by any officer or civilian personnel trained and equipped in such collection procedures.

Note: The drawing of blood may only be done by a medical doctor, registered nurse, or phlebotomist. Commercially available kits may be used, but should contain at a minimum containers to collect the following: ·

- a. Head hair combings
- b. Approximately 25 pulled head hairs from all over the scalp.
- c. Pubic Combings
- d. Approximately 25 pulled pubic hairs from all over the pubic area.
- e. Blood Sample
- f. Saliva Sample
- g. Underwear or contact clothing

Note: All evidence other than that described above' should be collected, packaged, labeled, and stored according to the "Handbook of Forensic Science "U.S. Department of Justice, Federal Bureau of Investigation, 1984.

9. Computer Equipment

83.2.2 Photography and Videotaping of Crime Scenes

The purpose of this section is to insure that photographs will be taken of physical evidence before it is collected. Photographs and videotapes should be taken of any scene before any collection of evidence begins. If this is not possible, they should be done as soon as possible. Possible delays could include such things as providing medical attention, making the area safe, etc.

- A. Still photographs should be taken with 35mm film. For crime scene photography, the recommended film speed is 100. Unless otherwise indicated, photographs will be color, to accurately depict the scene. Other photographic formats may be utilized such as Polaroid, etc., but the primary format should be 35mm.
- B. Photograph evidence where initially found.
- C. Photograph evidence with and without a scale or ruler. The scale or ruler should be of sufficient size that the markings will show up in the photograph for accurate comparisons later. The ruler or scale should also show the following:
 - 1. Name or initials of the photographer

2. Date
 3. Agency Case Number
- D. The evidence should also be photographed with an individual Identifying number or letter and logged.
- E. Photograph objects to show position at the scene compared to other objects.
- F. If possible, the scene should be videotaped. This provides additional documentation of the scene. Before filming, a videographer sheet should be filled out and filmed. The videographer sheet includes the date, time, location, agency, case number and the person's name making the video tape.
- G. After the video tape is completed, the taping security tab should be removed to prevent erasure. The tape should be labeled identifying it.
- H. Photographs and videotapes of crime scenes will be stored in a designated secure area within the offices of the Criminal Investigation Division.
- I. Digital cameras are also available for use. Officers/Detectives shall follow the below listed procedures in reference to photographs with the digital camera **at** an accident or crime scene.
1. One disk will be utilized, per incident, to take photographs.
 2. The exception to #1 is Detectives using a "smart card" will take the used disk to a Crime Scene Specialist. The Specialist will download the "smart card" onto a disk and the "smart card" will be given back to the Detective to reuse. The disk will then go through the below listed procedures.
 3. The Officer and/or Detective will write the incident number and the number of pictures taken on the diskette.
 4. Envelopes utilized for rolls of film will also be used. Place the diskette in the envelope and complete all the information required on the envelope.
 5. The envelope will be placed in the locker labeled "Film" located in the new evidence room. All disks will be turned in prior to the end of each shift.
 6. Detectives and/or Crime Scene personnel will follow the above listed procedures concerning felony and/or crime scene photographs.
 7. An authorized HPD employee will be responsible for picking up the diskette(s) and printing, labeling a copy of the photograph(s) and filing the photo copy and the diskettes in the appropriate drawer located in the middle room of the Records Division.
 8. Diskettes will be provided to Lieutenants and/or Sergeants by Central Supply.

83.2.3 Procedures for Processing, Developing, Lifting, and Labeling of Fingerprints

The purpose of this section is to insure that fingerprints and fingerprint evidence are processed, developed, lifted and labeled in a consistent manner, compatible with statutory and case law.

- A. Fingerprints are taken from the following individuals with the cards secured as outlined in the AOM Chapter 82 (Fingerprint Processing).
 - 1. All adult felony prisoners
 - 2. Subjects on hold for Identification
 - 3. As a service for ID cards such as security guards, investigators, ABC permits and ect.
 - 4. Suspects developed during criminal investigations
 - 5. As an element of the employment process
 - 6. Juveniles may be photographed and/or fingerprinted in the course of an investigation where the photographs and finger prints will aid in determining the involvement of that juvenile offender. The parent or guardian may give consent voluntarily otherwise an order is required from the Youth Court Judge.
- B. The processing of any scene for latent fingerprint evidence may be done by any officer or civilian employee as long as they have been trained in the procedure, has the necessary equipment and expertise.
- C. The two methods most often used to develop latent fingerprints are powders and chemicals. The chemical processing of latent prints should only be done by persons trained and familiar with their use and should only be used according to the various manufacturers' instructions. The processing of latent fingerprints with powders should be done in the following manner:
 - 1. The selection of a powder is based on several factors:
 - a. Color: The color of the powder should contrast sufficiently with the surface to be dusted.
 - b. Adherence: The powder must be matched to the surface. Adherence of the powder only to the moisture comprising the latent print and not to the surface is a must.
 - 2. Fingerprint powders are available in three (3) different forms:
 - a. Oxide
 - b. Metallic
 - c. Magnetic
 - 3. Dusting for Latent Prints
 - a. After selecting the proper powder to conform to the properties of the

surface and to give good photographic contrast, touch the tip of the brush to the powder being careful not to pick up too much powder.

- b. Gently tap the brush to remove any excess powder.
- c. Apply the powder to the surface gently, using short strokes. When the print begins to appear, begin making the brush strokes to conform to the pattern of ridges.
- d. Once the print is fully developed, remove all of the excess powder from the brush first by tapping, then by wiping it back and forth on a clean sheet of paper. Next, go back over the latent print with a detail brush to remove any excessive buildup between the ridges.

4. Lifting the Developed Latent Print

Not all surfaces permit the lifting of a developed latent print. Most paper products fall into this category. In order to preserve the latent print on these surfaces, they should be sealed over with a clear tape or plastic. If the latent print was developed with metallic powder, it is advisable to seal over the back side of the print as well as the front. This will prevent moisture from causing the print to oxidize and become obliterated over a long period of time. A commercially made fingerprint tape should be used in the proper size to effectively cover the print. Ordinary wrapping tape should never be used for lifting fingerprints since this tape will have air bubbles and could cause problems when being compared or examined. To lift a developed print, proceed as follows:

- a. Pull off approximately three (3) inches of tape from the roll or as much as is needed to properly cover the print with overlap on each side. Tack down the leading edge about an inch above the latent.
- b. Begin pressing the tape from the leading edge with a back and forth motion of a finger. Be certain that the tape is completely adhered to the surface as you move forward. Avoid air bubbles at all cost.
- c. Continue pressing the tape an inch or more past the latent print.
- d. To make the lift, use a steady, even pull.
- e. Once the tape is pulled beyond the latent print and the print is lifted, stop so that the leading edge is still contacting the surface.
- f. The print should be mounted on some form of backing material. This may be clear or opaque with transparent tapes the backing material should contrast in color with the powder used to develop the print. Slide the appropriate backing material under the tape and smooth the tape back down onto the backer as in step 2. Once the tape has been mounted, it can be cut from the roll and the excess trimmed around the backing.

Note: Whenever possible, a developed latent print should be photographed before lifting.

5. A latent print should include the following information:

- a. Name or initials of person lifting the print.
 - b. Date and time lift was made.
 - c. Location of incident.
 - d. Detailed description of where the print was lifted.
 - e. Indication of direction of print (up, down).
 - f. Agency case number.
 - g. Exhibit number
6. A chain of custody will be filled out on all latent prints lifted.
7. The latent prints will be secured permanently in the latent print file which is to be stored in the Criminal Investigation Division of the Hattiesburg Police Department.

83.2.4 Equipment for Processing Crime Scenes

The purpose of this section is to insure that the Hattiesburg Police Department has the personnel, equipment, and supplies needed to process the following: Latent Fingerprints, Photography, Sketches and or Diagrams, Collection and Preservation of Physical Evidence.

- A. Patrol officers are trained in collection and preservation of physical evidence. The officers will receive basic instruction as a part of basic recruit training in the following areas:
 1. Latent fingerprint techniques
 2. Crime scene photography
 3. Identification, collection, and preservation of evidence
 4. Crime scene documentation/sketching
- B. Patrol Supervisors are to maintain the necessary equipment in the trunk of their car to perform the above listed tasks.
- C. Each Criminal Investigator will be trained in the areas outlined in 83.2.4.A and will be issued and required to maintain the equipment needed to perform the above.
- D. The Crime Scene Unit of the Police Department will be equipped and be required to maintain additional and specialized equipment needed for crime scene investigations such as:
 1. Lighting Equipment
 2. Specialized photographic equipment

3. Generator
 4. Protective equipment/clothing
 5. Equipment for the recovery of human remains
- E. The Police Department will also have at its disposal 24 hours a day, the personnel and equipment of the METRO CRIME SCENE UNIT. The members of this unit are specially trained in crime scene investigation and evidence collection and preservation. This unit is available when additional manpower and expertise is needed in an investigation.

83.2.5 Seizure of Computer Equipment

The purpose of this section is to assure the integrity of all computer equipment seized by the Department and to guard against accidental or deliberate erasure of a file or programs that may contain material relative to a criminal investigation

- A. Normally all computers will be seized during the execution of a search warrant.
- B. The first and most important step in dealing with computer evidence involves the preservation of the electronic crime scene.
1. Assume that every computer has been rigged to destroy evidence. Once destroyed or altered, it is unlikely that it can be reconstructed.
 2. Any individual attending the computer shall be immediately removed from the vicinity due to the fragile nature on electronic evidence.
 3. All suspects are to be interviewed for passwords and other crucial information.
 4. At no time will any suspect be allowed to assist in shut down or disconnection of the computer.
 5. Photographs will be taken as follows:
 - a. Display / operating screen
 - b. Hardware from all angles to document connections and hardware configuration of the system. All connections shall be tagged and labeled.
 - c. General area both prior to and after removal of the system and its components.
 6. Search the area specifically for passwords or other related information.
- C. Depending upon the circumstances and the scope of the search warrant, all computer hardware, software and manuals should be taken for evaluation as potential evidence. The ability to process and examine the evidence may be directly tied to special hardware, software and/or written instructions contained in manuals
- D. The following methods will be used for shutdown of computers seized by this

Department.

1. If the computer is a stand-a-lone unit it should be disabled at the power source, i.e.: wall outlet or UPS. If possible, it is preferred that power is disconnected from the back of the CPU.
 2. If a networked system is involved then the normal shut down procedures as dictated by the operating system involved will be used.
 3. Disconnect the modem (phone lines) from the CPU and power to the printer.
- E. The computer system can now be moved to a secure location where a chain of custody can be maintained and evidence processing can begin.
1. To minimize the chance of lost evidence, the computer shall not be transported or stored near radios or other electronic devices in operation due to their magnetic fields.
 2. A seized computer can be easily compromised. Therefore a seized computer must not be left unattended until it is locked up in a secure location.
 3. All computer equipment is to be treated as fragile while in storage and during transport. Departments in general have been held accountable for damage to property in its possession.
 4. Seized computer equipment is to be placed directly into main evidence. Temporary evidence is not to be utilized.
- F. Attempts to extract evidence should only be individuals trained in computer forensics obtained from the FBI's Computer Specialist Jackson, MS. done by a lab or Additional help can be Forensic Examiner in

83.2.6 Crime Scene Written Report

The purpose of this section is to insure that any officer or designated civilian who processes a crime scene shall prepare a written report concerning the crime scene. The report should contain but is not limited to the following:

- A. Date and time of arrival at the Scene.
- B. Location of the scene.
- C. Name and other vital information and identification of the person at the scene, to include:
 1. Victims
 2. Suspects
 3. Witnesses
 4. Other emergency personnel

- D. Actions taken at the scene:
 - 1. Photographs/Video
 - 2. Fingerprints
 - 3. Evidence found/collected
 - 4. Sketch/Drawing
- E. The crime scene log will also become a part of the investigation case file. The crime scene log will be maintained by a designated officer at the scene and will remain at the scene until the scene is released by the investigating officer or his designee. The crime scene log will include the following:
 - 1. Name of person entering crime scene
 - 2. Reason for entering the crime scene
 - 3. Date
 - 4. Time entering/time leaving
- F. The evidence log will also become a part of the investigation case file. The evidence log will include the following:
 - 1. Date of collection
 - 2. Time of collection
 - 3. Description of evidence collected
 - 4. Where evidence was collected
 - 5. Name of person collecting the evidence
- G. Time the crime scene was released and who it was turned over to or how it was secured.

83.3 EVIDENCE HANDLING

83.3.1 Documentation of Transfer of Custody of Physical Evidence

The purpose of this section is to insure that anytime physical evidence is transferred, that transfer will be documented. The record of transfer of physical evidence should include the following:

- A. Date and time of transfer
- B. Receiving person's name and functional responsibility

- C. Reason for the transfer
- D. Name and location of the laboratory
- E. Synopsis of the event
- F. Examinations desired
- G. Date of transfer to a laboratory not with the agency

This standard applies to all persons, functions, and components.

83.3.2 Procedures, Responsibility, and Conditions for Submitting Evidence to a Forensic lab.

The purpose of this section is to specify procedures used for submission of evidence to a forensic laboratory.

- A. It shall be the responsibility of the investigating officer or his designee to insure that evidence is submitted to the appropriate testing lab in a timely manner.
- B. Evidence that will be sent to a forensic lab for testing shall be packaged and sealed as described in the "Handbook of Forensic Science", Department of Justice, Federal Bureau of Investigation, 1984
- C. Evidence shall be forwarded to a testing or forensic lab by the following two means:
 - 1. Registered mail

Through the U.S. Postal Service. When sent by this means, a receipt will be placed in the grand jury file and a copy will be forwarded to the original main file in the Information Management Section of the Hattiesburg Police Department.
 - 2. Hand delivered.

Evidence may be delivered by hand by any person so designated by the investigating officer. The chain of custody shall be maintained while in the custody of the Hattiesburg Police Department. If the evidence leaves the control of the Hattiesburg Police Department, the person receiving the evidence shall sign the chain of custody.
- D. Evidence submitted to the Federal Bureau of Investigation for examination should be addressed to Director, Federal Bureau of Investigation, Washington D.C. 20535. All examinations requests shall follow the guidelines set forth in the "Handbook of Forensic Science", Department of Justice, Federal Bureau of Investigation, 1984.
- E. Evidence may be sent to the Mississippi State Crime Laboratory. Before any evidence is mailed or brought to the Crime Lab, a check should be made with the Main Office of the Mississippi State Crime Laboratory in Jackson, MS to determine which branch lab will process the evidence. The telephone number of the Main Office is (601) 978-1600. Evidence submitted to the Mississippi State Crime Lab shall be accompanied by the

officer "Evidence Submission Form", provided by the Mississippi State Crime Laboratory. The following information will be necessary to complete the submission form:

1. Victim's name, age, sex and race
2. Suspect's name, age, sex and race
3. Requesting agency
4. Offense
5. County
6. City
7. Detailed description of evidence being submitted
8. Detailed list of examinations requested

When evidence is turned over to the Mississippi State Crime Laboratory, the name, and title of the person delivering the evidence shall be noted on the evidence submission form along with the date and time. The space on the evidence submission form requesting written reports should be filled out providing who shall receive copies of the report and where they will be mailed.

- F. In every case, a request will be made to forward a written report of analysis results to the investigating officer.
- G. Evidence that may be hazardous or is biological in nature shall be handled with extreme caution exercising all safety precautions.