



TUCSON POLICE DEPARTMENT

*Ready to Protect,
Proud to Serve*

OPERATIONS PAMPHLET

10

(MAY 2015)

CRIME SCENE AND SEARCH WARRANT SCENE PROCESSING

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**TUCSON POLICE DEPARTMENT
OPERATIONS PAMPHLET - 10**

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1.0 INTRODUCTION

This Operations Pamphlet is intended to be utilized as the standard of practice and resource by all members of the Tucson Police Department who have the responsibility of protecting and processing crime scenes and serving search warrants. An objective, logical, and consistent approach to processing these scenes not only enhances the legal significance of the recovered physical evidence but is also an important factor in the professional credibility of the investigators and ultimately, the agency. Lastly, the ability of prosecutors to effectively submit and present the seized evidence in a criminal trial or hearing is directly related to how the evidence was located, preserved, and collected.

1.1 Purpose and Goals

The purpose of this operational pamphlet and the contents therein are to provide a standard to be utilized by all department members who process crime scenes and serve search warrants. Members should approach all scenes as if it will be their only opportunity to preserve and recover items of evidentiary value. The goal of all crime scene processing is to be able to accurately and without bias recreate the scene as it existed at the time the evidence was seized and to reconstruct or recreate the harmful event at a later point in time. Developments in technology and improvements in the analysis and interpretation of physical evidence, be it trace, digital, or biological, places an even greater importance on properly locating, documenting, and collecting evidence. *It is recognized that all scenes and search warrant locations are unique and investigators must be flexible when presented with unusual circumstance. Deviation from this published investigative standard may be warranted but shall be justified. The judgment of the investigators and supervisors on the scene should be given deference in the implementation of the practices contained within this operations pamphlet.*

2.0 DEFINITIONS

These definitions are presented in order to clarify the practices found in this *Operations Pamphlet*. All other definitions are to be understood and applied consistent with normal usage as found in the Department *General Orders*.

2.1 ABFO Scales

(American Board of Forensic Odontology) scales are an L-shaped piece of plastic used in photography that is marked with circles, black and white bars, and 18% grey bars to assist in distortion compensation, exposure determination, and scale in the measurement

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of millimeters. When referring to a “scale” within this operations pamphlet it is the ABFO scale. .

2.2 Chain of Custody

A process used to maintain and document the chronological history of items of evidence. This must be established to ensure that evidence is secure in an unbroken or verified sequence of events from time of discovery through all criminal proceedings. Failure to maintain chain of custody may render the evidence inadmissible and useless.

2.3 CODIS (Combined DNA Index System)

CODIS is an electronic database that stores the profiles of legally submitted individuals. CODIS is actually a network of local, regional, and national systems that can be searched against profiles developed from samples obtained at scenes.

2.4 Comparison Samples (Elimination samples)

A standard / reference sample from a verifiable source to be used to either eliminate a subject from an unknown donor source or link a subject to an unknown donor source. Most often these are found in the form of Buccal cells (inner cheek skin cells) taken from subjects to compare against an unknown sample collected at a crime scene or from a piece of evidence.

2.5 Contamination

The unwanted transfer of material from another source to a piece of physical evidence. (Cross-contamination is the unwanted transfer of material between two or more sources of physical evidence).

2.6 Crime Scene Specialist (CSS)

A non-sworn department member assigned to the Investigative Services Bureau who conducts forensic crime scene investigations through documentation and preservation of scenes, individuals, and evidence through photography and other evidence collection techniques. CSSs possess advanced training and experience in crime scene processing and should be considered an invaluable resource to supervisors, detectives, and officers. Because CSSs are unarmed, a sworn department member must remain with them at all scenes until they are clear.

2.7 Crime Scene Processing (Search Warrant Service)

The specific actions taken at the scene of a crime, accident, or search warrant; consisting of documentation through photographs and sketches, locating, marking and collecting

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evidence, and preserving the evidence. Within this pamphlet the term Crime Scene and Search Warrant location can be used interchangeably.

2.8 Deoxyribonucleic Acid (DNA)

DNA is a molecule encoding the genetic instructions used in the development and functioning of all known living organisms. It is a component of virtually every cell in the human body and is the same in every cell. With the exception of identical twins an individual's DNA is unique from all others.

2.9 Evidence

Any item that tends to prove or disprove a point or fact in question.

2.10 Finder / Searcher

A designated detective whose responsibility is to search for evidence within a crime scene. The designated *Primary* finder / searcher is ultimately responsible for the sequential numbering of evidence, transportation and submission of evidence, and chain of custody integrity for the location they have been assigned. The primary finder / searcher works closely with the recorder at any scene.

2.11 Reconstruction (crime scene)

Crime scene reconstruction involves evaluating the context of a scene and the physical evidence found there in an effort to identify what occurred, in what order it occurred, and who was responsible for the occurrence. It has been likened to putting together a jig saw puzzle without knowing what the picture in the puzzle is.

2.12 Recorder

The crime scene recorder is a designated detective whose primary responsibility is to document the scene by noting transient evidence, environmental conditions, evidence found and location, times, and completing a detailed crime scene diagram if necessary. The recorder is often regarded as the "scene detective" and takes charge of the pace and scope of the scene processing.

2.13 UFED (Universal Forensic Extraction Device)

Device utilized by TPD detectives and FEMU (Forensic Electronic Media Unit) to extract and download the contents of cellular phones. TPD currently possesses three UFED's available for use by certified detectives, two are located within CID and one is with SID at HIDTA.

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3.0 RESPONSIBILITIES

These are the general roles and responsibilities of each department member who responds to and participates in crime scene processing and search warrant service. Any conflict between *General Orders* and this pamphlet shall be resolved in favor of the *General Orders*.

3.1 *First Responder*

The first responding patrol officers arrive with only the information provided by the call taker and dispatcher. Safety of the officer and all additional responding officers as well as the general public is paramount and it would be inappropriate to address tactical options and considerations in this pamphlet. All actions, tasks and responsibilities discussed here are based on the assumption that the scene and surrounding area have been made safe by the first responding officers.

3.2 *Detective*

A detective from an investigative unit will respond to process a crime scene and/or execute a search warrant at the request of field personnel or as outlined by ISB call-out protocol. The detective is responsible for the identification, collection, preservation, inventory and transportation of evidence at a crime scene and/or search warrant. Additionally detectives are responsible for obtaining search warrants, conducting recorded interviews, and other specialized tasks assigned by the investigative supervisor or incident commander. In conducting their responsibilities at the scene detectives should maintain the philosophy that this will be their only opportunity to preserve items of evidentiary value to prove the elements of the crime being investigated and/or to identify suspect(s). It is also paramount to consider taking the necessary action in order to comprehensively reconstruct the scene and present evidence during the adjudication process of the case.

3.3 *Investigative Supervisor*

The Investigative Supervisor is responsible for supervisory oversight of all members at the crime scene and/or search warrant and for the overall direction and strategy of the crime scene upon receiving an operational briefing and *assuming incident command*. They are ultimately responsible for allocating resources, case management, assigning tasks and responsibilities to detectives and officers, and ensuring that all assignments are completed satisfactorily. If an investigative supervisor is present at the scene and/or search warrant they will also ensure that an investigative de-brief and final survey are conducted prior to leaving the scene. The supervisor is also responsible for recognizing

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the need for and providing detectives from other units if appropriate (Adult Sex detectives assisting Homicide at a sexually motivated homicide scene for example).

4.0 CRIME SCENE AND SEARCH WARRANT PROCESSING

4.1 *Determine Team Composition and Assignment of Personnel*

The investigative supervisor or incident commander is responsible for determining the composition of the investigative team when contacted for a potential call out. The supervisor must take into account the number of victims, witnesses, and suspects present, the scope and complexity of the crime scene, and the possibility of obtaining and serving search warrants when determining team composition. Accurate triaging of an incident is incumbent upon both the unit supervisor when contacted and the first responders at the scene.

The investigative supervisor or incident commander is also responsible for clearly outlining the assignments of investigative personnel and what those assignments entail. Assignment titles such as “primary or case detective,” secondary detective, scene detective, scene recorder, primary finder or searcher, etc... are encouraged. The assignments as given shall be documented.

4.2 *Contamination Control*

The supervisor is responsible for ensuring that the scene is adequately protected from contamination. This is accomplished in a variety of ways to include:

1. Establish a crime scene log to record who enters and exits the scene.
2. Establish one scene entry and exit point and enforce its use.
3. Limit scene access to only essential personnel.
4. Utilize appropriate personal protective apparel such as gloves and booties (change frequently).
5. Do not allow eating, drinking, or any tobacco products inside the scene.
6. Designate a secure area outside the scene for trash and equipment.
7. Consider collecting elimination or comparison samples from all who entered the scene.
8. Sanitize all equipment and tools in between collections
9. Utilize single use equipment for direct collection such as disposable plastic tweezers, forceps, etc.

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4.3 *Documentation*

Documentation will almost always take the form of both photography and a comprehensive scene supplement (generally authored by the designated recorder). Additionally a diagram or sketch (generally not to scale) is often beneficial and in select cases video recording may be appropriate. The supervisor should consult with the detectives to determine the most beneficial manner in which to document the scene and then allocate the appropriate amount of resources to accomplish it.

4.3.1 *Photographs*

Photographs should show the scene ‘*In Situ*’ or in place, prior to conducting a search and/or manipulating the scene.

It is recommended that after an area is made safe, photographs should be taken to show the scene as it is found.

Ideally photographs should be taken from outside to inside and photographs should show interior and exterior of area and/or scene; photographs should be taken from overall views to close-up views in a 3-step approach:

1. Overall views of the scene; ideally photographs should be taken from each corner of the room and linear views of each of the walls.
2. Mid-range views showing items of interest in relation to other items of interest and in relation to the scene. This gives the viewer context or a frame of reference. This can also be done after evidence placards are placed to show context, relation, and distance of items to each other. Placards should face the same direction for photos.
3. Close-up or detailed views of items of interest; should be taken close enough to record pertinent information such as manufacturer markings, serial numbers, condition, etc. Close-up photographs should include a scale or measurement device, if necessary and an evidence placard indicating the unique number assigned to the piece of evidence.

Note* Optionally, in major or high-profile investigations, close up photos can be taken “*In Situ*” without an evidence placard or scale, and then photographed again with scale and evidence placard.

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“Exit Photographs” are photographs showing the condition of the scene after a search has been conducted and/or evidence has been collected. These photographs are not generally needed as long as no damage has been incurred as a result of the service of the search warrant or crime scene processing. Generally the only exit photograph necessary is of the search warrant return at the location it was left for the homeowner.

Photographs should be taken of any damage incurred as a result of the service of a search warrant (e.g. forced entry by first responders, cutting a wall to remove a fired bullet, removing carpet, etc.) This damage should also be documented in the case report or supplemental report.

Photographs of individuals with injuries *should* be taken by CSSs as they have specific photographic equipment to maximize the quality of the photographs. Photographs of bite marks, fingerprints, etc. must be taken by CSSs as they have the specific equipment in order for the images to be reproduced in life-size (1:1) photographs which can be compared.

Rule of thumb with photographs is that more is always better and in many cases photographing what is not there is as important as photographing what is there.

4.3.2 Written Documentation

The recorder should complete a comprehensive supplementary report incorporating the detailed notes taken at the scene which containing transient evidence (e.g., smells, sounds, sights) and environmental conditions (e.g., weather, temperature, and lighting). Times should be annotated (e.g., time of arrival at scene, warrant service time, time of departure) as well relevant settings (e.g., car engine running, lights on or off, thermostat setting, doors / windows open or closed, locked or unlocked).

The recorder is also responsible for listing the evidence seized, describing the item, the location, and who found it. If measurements are taken it is the recorder’s responsibility to document the measurements. If a crime scene diagram or sketch is appropriate the recorder also completes it. Bear in mind that the floor plan of many newer houses, apartments, and condominiums can be located on the Internet to assist in completing a diagram.

Each of the searcher/finders are responsible for documenting in their own report what evidence they found, where it was found, and if they transported it. Chain of custody must be established early both at the scene and in the reports.

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4.4 *Locate and Prioritize Collection of Evidence*

4.4.1 *Evaluation of the Scene*

Conduct a careful and methodical evaluation of the scene, considering all physical evidence possibilities (biological, latent prints, trace, and digital). Also consider evidence removed from the scene by Paramedics or first responders (clothing and personal effects at hospital).

4.4.2 *Prioritize evidence collection*

Identify areas that require immediate processing (e.g., due to safety, weather, scene integrity, etc). As a general rule, evidence should be labeled only after initially photographed, unless extraordinary circumstances prevent such (i.e. inclement weather, destruction of evidence, etc.) If a CSS isn't present and evidence must be collected, the use of a field camera with ABFO scale is recommended. If a field camera isn't used and evidence is collected prior to being photographed, it is imperative to document why it was not photographed.

4.4.3 *Systematic Search for Evidence*

Based on the scene evaluation, conduct a logical and methodical search for items of evidentiary value. Generally this occurs at the scene entry point and proceeds room by room (if a structure) in a clockwise manner or spiral or grid search if an outdoor scene. Identify and mark which items are to be collected or photographed. Recorder must be informed of each and every item located before it is photographed or collected.

Recommendation: Lay down all evidence placards (numbers) in totality and then ensure you have located all evidence at the scene before photographing the individually numbered items. This ensures sequential integrity.

4.4.4 *Mark the Evidence*

Number or letter evidence placards should be used to identify items of interest and/or evidence as well as to distinguish like items apart. Number placards shall be used consecutively for the scene and not repeated. If circumstances exist and the supervisor deems it beneficial to the investigation then room letters may be used as long as evidence numbers remain sequential throughout the location and are not duplicated within the scene. If room letters are utilized then they shall start with "A" and logically proceed from the front of the building to the last room farthest from the point of entry. Number or

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letter placards assigned to evidence should coincide with the number or letter assigned to the evidence upon submission. Leave the placards in place until the scene recorder indicates they can be retrieved.

4.4.5 Multiple Scenes

In those instances where multiple scenes are processed under one case number the recorder or primary finder's initials can be used in front of the evidence number (i.e., KRH-1) at one location and the same for the other locations so that there are no duplicate evidence numbers in one case.

4.4.6 Diagramming Resources

Crime Scene Specialists (CSSs) have the training and specialized equipment to diagram or map crime scenes; however due to limited staffing at this time, they will only respond to diagram homicides and officer-involved shootings. This requires a minimum of two CSSs and generally requires a callout; therefore response time should be taken in account when initiating a mapping request. CSSs assigned to map a scene can do so after all evidence is collected as long as number or letter placards remain at the scene and the scene remains secure and under TPD control. This is a line of sight, laser-based system.

Traffic Investigation detectives also have the training and specialized equipment to diagram or map major or high profile *outdoor* crime scenes if deemed necessary by the incident commander or investigative supervisor. This is a GPS based system.

4.5 Collect, Preserve, Inventory, and Transport Evidence

Although chain of custody begins as soon as the scene is secured by first responders it will receive the most scrutiny at this point in the investigation. The primary finder/searcher will carry the responsibility of ensuring an unbroken chain of custody by transporting the collected evidence and signing all seals and BEAST labels for the items collected at the location that they searched. Although several searcher/finders may assist at the location the designated primary searcher is ultimately responsible the collection, inventory, transportation, and submission of the evidence to the Property and Evidence section.

4.5.1 Collection

Prior to collecting any piece of evidence, ensure that the following has been accomplished:

- Item and it's location has been documented by the recorder
- Item and it's location has been photographed

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- Item does not need additional processing prior to being collected (i.e., latent prints, DNA swab or Blood Spatter Analysis)

4.5.1.1 Latent Print Evidence

Consult with Crime Scene personnel regarding the appropriateness of collecting latents in the field at the scene or in a laboratory setting.

4.5.1.2 Biological Evidence

Collect known (visible) samples with swabs or take the item using single use equipment (cut sample swatch with disposable scalpel or utility knife), or collect entire item (pillow cases, clothing, rugs). Consult with Crime Scene personnel regarding best practices of processing evidence (collection for laboratory processing vs. field processing).

4.5.1.3 Firearms

Photo and document condition of firearm prior to handling or rendering safe. Make the weapon safe while handling as little as possible. Photo each step (safety on or off, magazine in weapon, bullet in chamber, etc) and document make, model, caliber, and serial number as well as type and brand name of ammunition if present.

4.5.1.4 Cellular Telephones

If the phone is on and it is being seized as evidence place the handset into Airplane or Stand by mode. If the phone is off leave it off. Attempt to ascertain who the user of the handset is and obtain any passwords, swipe codes or other security barriers.

Avoid handling any item of evidence as much as possible. If collection is through the use of gloved hands then the gloves should be changed frequently. If collecting DNA or Biological evidence gloves should be changed between each item collection to minimize cross-contamination issues. Do not pick up the evidence placards at this time, leave them in place.

4.5.2 Preservation

Use the appropriate packaging for the item. If the item is or has potential DNA or Biological evidence on it package only in paper, not plastic, regardless if the item is dry or wet. Establish a secure area at the scene for the temporary storage of seized evidence that is cool, dry, and protected from the elements. Ensure this area is an adequate distance from the designated trash area so evidence is not mistaken for trash.

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4.5.3 Inventory

Once all evidentiary items have been collected and packaged the recorder and primary searcher/finder should conduct an inventory of all seized items prior to leaving the scene. Once the inventory has been conducted the recorder will authorize personnel to retrieve the evidence placards if no further diagramming (by Crime Scene or Traffic Detectives) is being considered.

4.5.4 Transportation

As stated previously, to ensure a strong chain of custody the primary finder/searcher should transport all seized items from the location they searched to the appropriate facility for submission. At no time should items seized from different locations (i.e., shooting scene and hospital) be transported together. At no time should items from one location be brought into contact with items from a separate location. The transportation of evidence should occur only after the investigative debrief so that all personnel can participate.

If circumstances dictate that evidence cannot be transported quickly ensure chain of custody is strictly maintained and the items are protected (air-conditioned, locked car).

4.6 Investigative Debrief

The Incident Commander or supervisor *shall* conduct an investigative debriefing prior to releasing the scene. The debriefing should include all personnel who participated in processing the scene, to include patrol officers, crime scene specialists, and detectives. The value of a debrief can be found in the following list:

- It allows the Incident Commander or supervisor the opportunity to ensure that all scene tasks and assignments have been completed.
- Ensures that all equipment, tools, and other items have been accounted for.
- It allows personnel to get updates on the status of the case, particularly if there are interviews or scenes at other locations that they have not participated in.
- It gives a final opportunity for the team to consider the scope of the investigation and determine if the scene processing has been adequate.
- It allows all personnel to critique constructively and recognize what worked well with the specific process for the benefit of all.
- It gives the incident commander or supervisor the opportunity to assign new tasks or assignments to the group so that they are all aware of each other's post-scene responsibilities.

4.7 Final Survey

This is simply a visual inspection of the scene, generally conducted by the supervisor and recorder, to ensure that all evidence was collected, all equipment, tools, material, and

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debris was picked up, that any damage incurred by police personnel was documented, and that any dangerous or hazardous conditions are documented for notification to the appropriate responsible party or public entity.

A copy of the Return of Search Warrant shall be left in a conspicuous location for the responsible party or owner of the property searched. Additionally a supervisor's business card shall be left articulating what TPD investigative unit searched the property and contact information should the property owner have questions for that investigative unit. A reasonable attempt shall be made to contact the responsible party or owner of the property if time permits.

Once the final survey has been conducted the scene can be released to the responsible party or secured appropriately.

4.8 *Papers, Photos, and Documents as evidence*

In many investigations the primary or case detective does not participate in the search and seizure of evidence. This is also true for the myriad of personnel involved in the eventual adjudication of the case. Because of this it is imperative that any papers, documents, or photographs seized as evidence be photocopied prior to submission into the Property and Evidence Section. This will save the case detective the tasks of checking all the items out, photocopying them, resealing, and then resubmitting the items back into Property.

A suitable alternative is to photograph the items at the scene so that they can be viewed and /or printed by the case detective without going through the above listed time-consuming process.

5.0 EQUIPMENT

In addition to the various forms (search warrant, consent to search, consent to obtain medical records, etc) that investigators should have at any scene the following equipment items should also be made available:

5.1 *Essential*

Each unit or detective should have the following items in order to adequately process crime scenes:

- Number and/or letter evidence placards
- DNA Swabs
- Deionized water (for DNA collection)

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- Personal Protective Equipment such as: booties, latex gloves, etc.
- Evidence Collection Materials such as: plastic bags, envelopes, paper bags, snap-cap plastic vials, handgun and rifle boxes.
- Distance meter (electronic measuring tape) or standard measurement tapes
- Large and small black markers
- Field Cameras
- Antiseptic Spray (for decontamination)

5.2 *Optional*

Consideration should be taken to carry the following in addition to the ‘essential’ equipment:

- ABFO scales
- Gunshot Residue kits (SEM)
- Disposable or single use collection tools such as plastic tweezers and carpet knives with disposable blades.
- Additional evidence collection materials such as: Knife boxes, mason jars, paint cans, plastic buckets, KPAC packaging, etc.
- Tools to include: hammers, screwdrivers, saws, shovels, pry bars, etc
- 8gb-32gb Flashdrive

6.0 **CRIME SCENE UNIT- SPECIFIC CAPABILITIES**

6.1 *General*

The Crime Scene Unit (CSU) can and should be used as an investigative resource to aid in the forensic investigation. The CSU has the ability and technology available to conduct evidence collection, detection, and preservation not available to other investigative units. Please refer to the glossary for detailed information regarding the services that the CSU has available.

Staffing; the CSU is staffed at three CSSs per shift, however keep in mind CSSs are citywide units and can be on other calls or specialized assignments at the time of a request. Additional personnel is available for callout; however callout personnel must respond to EPIC to pick up equipment and a vehicle prior to responding to a scene, therefore response time should be taken into account before requesting a callout. (Note: CSSs are not subject to mandatory callout as commissioned personnel, therefore it is a possibility that no one may respond to a callout).

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A CSU mapping callout or a callout for additional personnel can be made by the on-duty CSU Supervisor; please coordinate with the supervisor or CSS if a supervisor is not available. The Identification Superintendent can be contacted if the previous options are exhausted.

6.2 Glossary

Mapping- Diagramming of the scene; can be done with hand measurements or with digital laser mapping equipment by the Crime Scene Unit (CSU) or with GPS equipment by the Traffic detective detail as a last resort, however the Traffic GPS equipment will not work indoors

Forensic Light Source- Also referred to as an *Alternative Light Source* or *Blue Light*; an ultraviolet light used to detect bodily fluids, hairs, and/or fibers; most often used by the CSU to search for the presence of semen

Forensic Vacuum- Similar to a commercial vacuum with the exception of sealed removable filters; used to collect hairs, fibers, or any other trace evidence; the sealed filters are removed and submitted as evidence

Latent Print Processing- The process of developing impressions not readily visible to the naked eye; can be performed in the field and in a laboratory setting

Patent Print Processing- The process of preserving and/or collecting visible impressions (i.e. impressions in dust, blood, etc.)

Swabs- Sterile cotton swabs used to collect blood, trace DNA, or other trace evidence (Note: Swabs issued to CSSs and detectives are *not* the same as those used to collect DNA for arrestees booked into Pima County Jail)

Trajectory Rods- Fiberglass rods used to show the path or trajectory of a projectile such as a bullet; the CSU also has inclinometers used to measure the angle of slope or elevation

Cyanoacrylate- The chemical compound name for super glue, also referred to as *fuming*; when heated, can be used in the field or laboratory setting to develop latent prints on surfaces, evidence, or human skin.

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Luminol- A liquid chemical containing an oxidizer that exhibits a luminescent reaction when exposed to iron; used as a presumptive test to detect blood from scenes where no visible samples are observed. Blood must be at least 24 hours old for a reaction to be observed; longer time period is more effective. Note: requires 2 CSSs and scene/vehicle/area needs to be dark for reactions to be observed; therefore night hours are optimal.

Acid Phosphatase- A presumptive chemical reagent field test for semen

Leuco-Malachite (and 'Sero-Stix') - A presumptive chemical reagent field-test for human blood

Vehicle Processing Bays- The CSU has three climate-controlled vehicle processing bays at EPIC, including one with a commercial vehicle lift. Vehicles can be towed, secured and processed at a future date/time

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7.0 CRIME SCENE / SEARCH WARRANT QUICK REFERENCE GUIDE FOR INVESTIGATIVE SUPERVISORS

The following guide is designed to incorporate the concepts discussed in this operations pamphlet into a single, checklist style reference guide for investigative supervisors.

Triage –

- When taking the initial phone call from FSB personnel determine:
 - ❑ How many interviews to be conducted? Victims? Witnesses? Suspects?
 - ❑ What is the primary language of those to be interviewed?
 - ❑ How many locations does the scene consist of?
 - ❑ How large or complex is the scene(s)?
 - ❑ Seriousness of injuries?
 - ❑ Are Night Detectives or other on-duty unit resources available?

Determine Team Composition –

- Based on the triage answers determine the number of personnel necessary and initiate a call out.

Arrival at Scene –

- Immediately meet with Incident Commander and establish Contamination Control. Have the following actions been implemented (if not implement immediately)?
 - ❑ Is the scene secure on all sides? Where is the perimeter?
 - ❑ Scene Entry Control Point and Crime Scene Log established?
 - ❑ Limit scene access to only essential personnel?
 - ❑ Witnesses separated and monitored (cell phones seized)?
 - ❑ If necessary, has a work area been established for responding personnel?
 - ❑ If necessary, has a staging area been established for command post (not the same as investigative work area)?
 - ❑ If necessary, has a staging area been established for media?
 - ❑ Are peripheral scenes secure (officers at hospital, vehicle stop, etc...)?
- Attend Investigative Briefing – At the conclusion of the briefing:
 - ❑ Determine if a Crime Scene Specialist is necessary and available or if field camera will suffice.
 - ❑ Re-evaluate if you have adequate resources.
 - ❑ Re-evaluate if your scene perimeter is large enough or too small.

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- ❑ Determine appropriateness of search warrant vs. consent (if you have PC utilize a search warrant).
- ❑ Make assignments (Primary or Case detective, interviews, recorder, searcher, who will obtain search warrant, photographer, etc...)
- ❑ If appropriate, conduct a brief walk-through or survey of the scene with entire team (utilize appropriate protective apparel) using entry control point.
- ❑ Once consent or search warrant obtained, begin processing.

Processing –

- Documentation:
 - ❑ Exterior overall photographs.
 - ❑ Recorder notes transient evidence and environmental conditions inside and outside*
 - ❑ Recorder notes search warrant service time, who conducted knock and announce.
 - ❑ Interior overall photographs (4 corners and mid-line walls of all rooms).
 - ❑ Include photos of any damage caused by entry.
 - ❑ *Note-Supervisor can accompany recorder at this time to evaluate the scene for any special needs or additional resources.

- Locate and Prioritize Collection of Evidence:
 - ❑ Once the photographer and recorder have completed initial overalls and observations, the searcher/finders can enter.
 - ❑ Prior to beginning a search of the scene all team members shall be briefed as to exactly what items of evidence are listed on the search warrant or consent form
 - ❑ Identify areas that require immediate processing or collection (weather, safety, etc...)

- Systematic Search for Evidence:
 - ❑ Begin search at entry point, be it an outdoor or indoor scene. Work in logical methodical manner, generally clockwise.
 - ❑ Other searchers can continue in different portions of the scene, however numbering any evidence should proceed sequentially from the entry point.
 - ❑ Once all items within the scene have been located and numbered, the recorder and photographer can begin with recording items, locations, and who found the item.
 - ❑ Sequentially number items, with only (1) of each number for each location precludes the need for lettering rooms.
 - ❑ Searcher/finders should use this time preparing and marking the packaging for collection of items.

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- Evidence that cannot be collected and can only be photographed (shoe impressions, bullet holes in walls, etc...) can be labeled with letters rather than numbers for ease in recording and explanation to juries.

- Collection of Evidence:
 - As the photographer and recorder move through the numbers the searcher/finders follow behind collecting and packaging the items.
 - Each item should be evaluated and a determination made if processing should occur at the scene or in the laboratory
 - If bottles or containers with disposable liquid are to be collected, swab the lip or rim of the container before emptying the liquid.
 - A designated area should be identified for the placement of collected items.
 - If items are identified for both latent processing and DNA analysis, then latent processing *must* occur first with swabs taken after.
 - Leave the evidence placards in place while collecting evidence.

- Inventory the Evidence:
 - Once all items are collected, the recorder and primary searcher finder shall conduct an inventory of all seized evidence to ensure everything has been collected.
 - Once the inventory has been completed the recorder will authorize personnel to retrieve the evidence placards (if not need for diagramming).
 - Ensure placards are decontaminated prior to next use.

- Investigative Debrief:
 - Have all scene tasks and assignments been completed?
 - Is the scene processing adequate given what is known about the case up to this point (supervisor should contact interviewing detectives for updates)?
 - Critique. What went wrong, what went right, what should be done differently?
 - Supervisor makes new assignments and assigns new tasks if necessary.

- Final Survey:
 - Walk through of the scene by supervisor and recorder
 - Has all property and evidence been collected?
 - All trash, materials, and debris brought in by detectives removed?
 - Any hazardous or dangerous conditions that necessitate notification to responsible party or public entity?
 - Once final survey is completed the scene can be released.

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- Transportation & Submission:**
 - All evidence collected at one location should be transported to the appropriate facility by the designated primary searcher/finder of that location.
 - Evidence from one location should never be mixed or transported with evidence from another location.
 - If the detective must respond to another location or scene with evidence, it should remain inside the vehicle and no other evidence should be placed inside the vehicle.
 - Only the primary searcher/finder should sign all package seals and BEAST labels (other personnel can assist in packaging, sealing and BEAST input).
 - If cell phones are seized and need to be previewed (UFED) then BEAST the phone and completed the TPD Form 3263 but do not submit into Property & Evidence (see G.O. 8231.4).
 - Photocopy or photograph all seized documents, papers, and hardcopy photos.
 - Provide primary or case detective with copies of property sheets, documents and photos.