

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 01/23/2020	<b>Supersedes Policy Dated:</b> 12/18/2018	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>413.1</b>
<b>Accreditation Index:</b> 83.1.1, 83.2.1, <sup>1</sup> 83.2.4, 83.3.2			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Evidence	
<b>Chief of Police:</b>			

## Collection and Preservation of Evidence

### I Policy

The Springfield Police Department is committed to proper collection and preservation of physical evidence. These guidelines are written to ensure physical evidence is identified, collected, preserved properly, and transmitted to a laboratory promptly to enhance its effectiveness in criminal cases.

### II Definitions

### III Procedure

#### 1 MISSOURI STATE HIGHWAY PATROL CRIME LABORATORY (CALEA 83.2.1(d))

1.1 The Missouri State Highway Patrol's Crime Laboratory may provide crime laboratory services to the Springfield Police Department in the following areas: (Contract Agreement #94-224)

- 1.1.1 Gunshot residue;
- 1.1.2 Basic serology;
- 1.1.3 Firearms/ballistics;
- 1.1.4 Hair and fiber;
- 1.1.5 Glass comparisons;
- 1.1.6 Selected drug cases;
- 1.1.7 DNA;
- 1.1.8 Processing articles for the development of latent prints;

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<sup>1</sup> CALEA Standard 83.2.1 references updated to 6<sup>th</sup> Edition throughout the directive, per PCO 19-012.

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- 1.1.9 Analysis and comparison of latent prints.
- 2 FORENSIC EVIDENCE HANDBOOK (CALEA 83.2.1(b))
  - 2.1 The Missouri State Highway Patrol supplies the Springfield Police Department with a manual for collecting/packaging evidence and submitting evidence to them. The Forensic Evidence Handbook provides guidelines in three areas: (CALEA 83.3.2(b))
    - 2.1.1 Crime scenes;
    - 2.1.2 Laboratory submittal forms;
    - 2.1.3 Collection and preservation of evidence.
  - 2.2 Members of this Department shall comply with the guidelines established by the Forensic Evidence Handbook.
    - 2.2.1 Evidence will be marked/labeled at the time of collection.
    - 2.2.2 Investigating officers will collect materials and substances from known sources, whenever available.
      - 2.2.2(a) These *known standards* will be packaged separately from collected unknown evidence. Both should be submitted for analysis as directed by the follow-up investigator.
      - 2.2.2(b) The MSHP Forensic Evidence Handbook describes the proper method of collecting known standards.
  - 2.3 The Forensic Evidence Handbook will be distributed to all Major Crime Investigators, Relief Major Crime Investigators, and the Robbery/Homicide Unit. A copy will also be placed in the Property/Evidence Control Receiving area and is also available electronically on the MDT Daily Briefing.
- 3 MAJOR CRIME INVESTIGATORS (CALEA 83.1.1 and 83.2.4)
  - 3.1 The processing of major crime scenes (except certain homicides as specified in SOG 402.2 – Crime Scene Management) is the responsibility of police corporals or officers trained as Major Crime Investigators (MCI). (CALEA 83.2.1(b))
    - 3.1.1 MCIs are equipped to handle the majority of fingerprinting, evidence collection, sketches and photographic tasks.
    - 3.1.2 MCIs are assigned to field operations and are available for immediate dispatch 24 hours a day, seven days a week.
- 4 MAJOR CRASH INVESTIGATIONS (CALEA 83.2.4)
  - 4.1 Fatal vehicle crashes are investigated by police officers who have been trained to investigate traffic fatalities. (CALEA 83.2.1(b))
    - 4.1.1 Their vehicles are equipped for photography, measurements, sketches, and collection of evidence at crash scenes.

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#### **5 PROGRESSION OF CRIME SCENE PROCESSING (CALEA 83.2.1(a))**

- 5.1 Crime scene processing should be carried out in a systematic order. This progression will preserve the condition of evidence during collection by preventing the introduction of foreign material.
  - 5.1.1 Assess the scene and determine the scope of the investigation.
  - 5.1.2 Secure the scene with crime scene barrier tape, if needed.
  - 5.1.3 For major crimes such as abduction and homicide, keep a log of any persons entering or leaving the secured crime scene.
  - 5.1.4 Search the crime scene to locate evidence.
  - 5.1.5 Video the crime scene (optional).
  - 5.1.6 Photograph the crime scene and evidence.
  - 5.1.7 Measure the crime scene/evidence and create a diagram, if needed.
  - 5.1.8 Collect and remove trace evidence or body fluids.
  - 5.1.9 Collect larger evidence items.
  - 5.1.10 Process for latent fingerprints.
  - 5.1.11 Luminescent chemical processing.
  - 5.1.12 Search crime scene a second time (repeat above steps).
  - 5.1.13 Release crime scene.

#### **6 CRIME AND CRASH SCENE REPORTS**

- 6.1 Investigators of crime or crash scenes will prepare written reports of their actions and must include the following information in their reports:
  - 6.1.1 Date and time requested;
  - 6.1.2 Name of the initial investigating officer;
  - 6.1.3 Disposition of physical evidence and media cards (if appropriate);
  - 6.1.4 Crime/crash scene measurements (if taken).

#### **7 PHOTOGRAPHS AND VIDEO EVIDENCE (CALEA 83.2.1(a & d))**

- 7.1 Photographs and videos of a crime scene provide a permanent graphic representation of the appearance and position of objects and their relationship to each other. Photographs and video will be handled as evidence.
  - 7.1.1 Trained Police Department personnel may take photographs or video at crime scenes.
  - 7.1.2 Employees taking photographs or video recordings of a crime scene will document this within NICHE by completing a Detailed Photo/Video Supplement (SPD Form # 96-OP-0226-NICHE).

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- 7.1.3 Photographs taken digitally and stored on a digital media card shall be recorded on a Media Card ([SPD Form # 08-SP-0577](#)) and turned into the Investigative Services Unit.
  - 7.1.3(a) The digital media card and completed form shall be placed in a sealed envelope and secured in a locked media storage box located in the property room at Police Headquarters or the South District Station.
    - 7.1.3(a.1) The Investigative Services Unit retrieves the envelopes from the locked media storage box located at Police Headquarters.
    - 7.1.3(a.2) The Property Unit will pick up the media storage box from the South District Station and deliver it to the Investigative Services Unit to retrieve the envelopes.
  - 7.1.3(b) Digital images shall be downloaded to the assigned server by the Investigative Services Unit.
    - 7.1.3(b.1) The images shall not be rotated, adjusted, or modified in any way prior to downloading to the server.
    - 7.1.3(b.2) The downloaded images on the server shall become the master, and the images contained thereon shall never be rotated, adjusted, or modified in any way.
    - 7.1.3(b.3) The original capture device shall be erased and returned to the submitting officer for use.
    - 7.1.3(b.4) The completed Media Card will be filed in the Investigative Services Unit for future reference until purged/expunged.
  - 7.1.3(c) Images from the master server may be copied onto working media (CD/DVD) for the requesting party by authorized Technical Assistance Unit personnel only.
    - 7.1.3(c.1) These images may be adjusted according to current accepted photographic and forensic standards in order to improve color, contrast, remove distracting features, or other needs.
    - 7.1.3(c.2) Any adjustments other than to color, contrast, rotation, or cropping shall be performed using software having a provision for recording the history of that particular image and the history feature shall be utilized to record those adjustments or modifications.
  - 7.1.3(d) Digital images shall not be deleted, copied or printed except by authorized personnel.
  - 7.1.3(e) Only select personnel will have the authority to view the images.
    - 7.1.3(e.1) This will be view-only via the server.
  - 7.1.3(f) The Property Unit will be responsible for providing the Investigative Services Unit written information of media files to be purged/expunged as case dispositions are received or as directed by the Criminal Investigations Division Supervisors.

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- 7.1.3(g) The maintenance and routine backup of the server will be conducted by the Information Systems department.

## 8 FINGERPRINT EVIDENCE (CALEA 83.2.1(a, c, & d))

- 8.1 The proper methods for processing, developing, lifting, and labeling latent prints are outlined in the MSHP Forensic Evidence Handbook.
- 8.2 Latent prints lifted from a crime scene shall be logged into the property room as evidence.
  - 8.2.1 All latent prints collected at the crime scene shall be packaged together in a manila envelope stamped "Latent Print Card Submission" and all known information shall be completed on the front of the envelope.
    - 8.2.1(a) Due to their fragile nature, latent prints collected by specialized methods such as Mikrosil, Fuming, etc., shall be packaged in a manner to preserve evidentiary value.
- 8.3 Prints from deceased subjects, regardless of the circumstances of death, will be heat sealed in plastic and marked with a biohazard sticker.
  - 8.3.1 The FBI Applicant Card (Form FD-258) will be used when taking inked prints from deceased subjects. The card shall be clearly marked "DECEASED", the SPD case number shall be entered in the "Reason Fingerprinted" box, and all other known fields shall be completed. <sup>2</sup>
- 8.4 All prints will be sent to the Missouri State Highway Patrol Crime lab for examination and/or comparisons
  - 8.4.1 Prints collected from known deceased subjects shall be submitted to the Senior Criminal Justice Information System Manager at the Missouri State Highway Patrol.
- 8.5 All lab reports for latent prints will be forwarded to the Forensic Evidence Technician for review.
  - 8.5.1 After reviewing the results, the Forensic Evidence Technician will add the report and any additional information to the Records Management System, then task CIS Administration for further distribution.

## 9 DNA EVIDENCE (CALEA 83.2.1(a & b))

- 9.1 Physical evidence may be collected by any Springfield Police Department Officer. Officers will be trained in the proper procedures involving the collection, packaging and submission of DNA evidence to laboratories for analysis. (CALEA 83.2.1(c))
  - 9.1.1 All officers will receive crime scene processing and investigation training in the Police Academy to include the collection and packaging of DNA evidence.

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<sup>2</sup> Section 8.3.2 deleted, regarding transparent fingerprint card which is no longer used, per PCO 19-012.

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- 9.1.2 Advanced training in evidence collection will also be available to officers who attend Major Crime Investigator School.
- 9.1.3 All evidence collection instruction will be in accordance with the MSHP Forensic Evidence Handbook.
- 9.2 DNA evidence collection and recovery methods.
  - 9.2.1 Most DNA evidence will be air dried and collected in clean and unused paper containers.
  - 9.2.2 Moist or wet evidence can be collected in unused plastic containers and transported to the Property Room for drying. The evidence will then be repackaged in a clean and unused paper container.
  - 9.2.3 When DNA evidence is obtained using Missouri State Sexual Assault Evidence Kits, the completed kit will be refrigerated.
  - 9.2.4 Officers must guard against contamination and cross-contamination of evidence during the collection process.
  - 9.2.5 The MSHP Forensic Evidence Handbook describes the proper method of collecting DNA evidence.
- 9.3 DNA evidence related to cases where charges have been filed will be held until a disposition is received from the court.
  - 9.3.1 DNA evidence held where no charges have been filed will be held until the statute of limitations for that crime has been met per RSMO 556.036, regardless of case status (cleared by exception, active, suspended, etc).
  - 9.3.2 Sexual assault kits shall not be destroyed without the approval of the Chief of Police.

## **IV Attachments**