



# POLICE SCIENCE

## Collecting and Processing Evidence



# Collecting and Processing Evidence

## ~ CHAPTER 27 ~

Topics and concepts included in this chapter:

1. The manner in which a preliminary investigation should be conducted for suspected crimes
2. The purpose of establishing a crime scene and the general rules for collecting and processing evidence
3. The manner in which evidence for sex offenses will be invoiced
4. The manner in which found property and currency will be invoiced
5. The proper manner to secure, process, and properly store recovered narcotics
6. The procedures to processing/invoicing firearms and firearm-related evidence
7. The Chronic Abuser Alarm Procedure

### Mandatory Patrol Guide Procedures

---

P.G. 212-04	Crime Scene
P.G. 212-47	Counterfeit Money
P.G. 214-08	Chronic Abuser Alarm Procedures
P.G. 218-01	Invoicing Property – General Procedure
P.G. 218-05	Recording of Arrest and Property Clerk Invoice Numbers on Arrest Related Reports
P.G. 218-06	Temporary Removal of Invoiced Property from the Command
P.G. 218-07	Removal and Return of Evidence to Property Clerk Division
P.G. 218-09	Evidence Other than Controlled Substances/Marijuana and Firearms/Ballistics Evidence Requiring Police Laboratory Analysis
P.G. 218-10	Using Security Lead Seals or Plastic Security Envelopes
P.G. 218-11	Use of Biohazard Labels
P.G. 218-23	Processing Firearms and Firearm-Related Evidence
P.G. 218-24	Processing Controlled Substances/Marijuana Contraband Stored at Stationhouse
P.G. 218-25	Processing Controlled Substances/Marijuana Contraband not Stored at Stationhouse
P.G. 218-26	Processing Found Property



# POLICE SCIENCE

## Collecting and Processing Evidence



P.G. 218-31	Processing Computer Evidence
P.G. 218-33	Processing Sexual Offense Collection Kits in Sex Offense Cases
P.G. 218-35	Processing Currency Required as Evidence
P.G. 218-36	Processing Non-Evidence Currency
P.G. 218-38	Processing of Currency/Negotiable Instruments for Forfeiture
P.G. 218-39	Seizure, Removal, and Disposition of Property from General and Food Vendors
P.G. 218-42	Obtaining and Returning of Property Clerk Division Seals (Plastic Security Seals)
P.G. 218-54	Preparation of Request for Laboratory Examination Report (PD521-168)
P.G. 218-55	Retention of Invoiced Property
P.G. 218-56	Change of Category for Invoiced Property

### Required Activity Log Entries

### Invoicing Property

---

1. A complete description of the property.
2. The circumstances of how the property came into police custody.
3. Property Clerk Invoice number.



# **POLICE SCIENCE**

## **Collecting and Processing Evidence**



### **WHY IS IT IMPORTANT FOR POLICE OFFICERS TO KNOW ABOUT COLLECTING AND PROCESSING EVIDENCE?**

Many members of the service believe that it is primarily detectives who gather evidence and conduct preliminary investigations at the scene of past crimes. Often, this is not the case. As the responding officer you will be called on to interview victims/witnesses and to identify, gather, preserve and safeguard potential evidence. This chapter will discuss the proper way to conduct these investigations, as well as, the procedure for preserving evidence for court. Any information or objects that a police officer gathers during an investigation or arrest may become evidence in court. Failure to handle, preserve and invoice this evidence properly will have a negative impact on the potential criminal case.

### **PRELIMINARY INVESTIGATIONS**

It is the responsibility of the officer on patrol to respond to the scene of a reported crime and conduct a preliminary investigation. This section will provide insight and guidance regarding the types of assignments you will encounter on patrol and your role as the responding officer.

#### **Alarm Investigations**

Officers on patrol are frequently alerted to possible crimes by alarms, both audible and silent. These can come to your attention as a pick-up job (one not previously reported), or from the Communications Section.

Frequently, a telephone call to 911 will result in a "10-11 Alarm" assignment. This can result from a civilian hearing a building or auto alarm and notifying the police. The activation of a silent alarm can also result in a notification to the police (example: a manually-triggered alarm, such as a bank holdup alarm or an electronic alarm which detects a window breaking, a door opening or motion inside a premise).

When certain alarms are activated, they cause a prerecorded message to be transmitted, either to 911 or to an alarm company. If an alarm company is notified, they will call 911 and advise whether an alarm company employee is also responding. It is important to note this, as you may find alarm company personnel on the scene. Be sure that you properly identify any person found at the scene.

Each alarm assignment requires a thorough investigation to determine its authenticity. These assignments are common, and frequently result from an accidental activation of the alarm. You should never assume that you are dealing with "another routine alarm job."



# POLICE SCIENCE

## Collecting and Processing Evidence



You should always consider each assignment you respond to as "founded" until an investigation proves otherwise.

Patrol response to any alarm may include but is not limited to:

- Requesting alarm indicators from Central
- Requesting callback to alarm company and ascertain:
  - Location of all alarm indications
  - Any prior alarms over two to three day period
  - If a security company is responding
  - If the owner has been notified and/or responding
- Visually inspect the entire perimeter
- Request patrol supervisor to respond to location if there is a confirmed break in

Bank robbery ("*holdup*") alarms require a carefully planned response. Avoid making a premature entry into the premises; wait until you have requested and received adequate backup. If an alarm is founded (meaning a crime has occurred), you should conduct a preliminary investigation into that crime. Your investigation may reveal that no crime has occurred. The Communications Section dispatcher would then be notified and the assignment would be classified (disposition) as "unfounded" or "unnecessary."

The Chronic Alarm Abuser procedure was established to save manpower by reducing police response to locations when three or more alarms (within a three month period) were determined to be unnecessary or unfounded. When responding to radio code signal 10-11 (alarm condition) and an investigation at the scene determines that the transmission of the alarm was unnecessary or unfounded, you will prepare a Notice of Unnecessary Alarm (PD310-120) form, place original copy in mailbox or under door, and turn in remaining copies to the desk officer before the end of tour.

The final disposition for this job is either:

- 10-90N – Notice Served: Unnecessary/Unfounded Alarm or;
- 10-90N3 – Notice Served: Unnecessary/Unfounded Alarm – Deferred Service (*to be used of service of a Notice of an unnecessary/unfounded alarm is to be made at a later time when premises are open*).