

19.1 RESPONSIBILITIES FOR SECURING AND PROTECTING AN INCIDENT SCENE

It is the responsibility of the first officer present at the scene of a crime to secure that scene from all nonessential personnel. The scene of a crime must be secured as soon as possible to prevent contamination and/or loss of evidence. The officer securing the scene should initiate a log or a Supplement Report listing the time, name, and reason for all personnel who enter the crime scene. All personnel at the scene will not disturb, touch, or handle physical evidence prior to processing.

19.2 RESPONSIBILITIES FOR PROCESSING CRIME SCENES/COLLECTING EVIDENCE

.1 Depending on the type of crime, crime scenes may be processed by Patrol Officers, Criminal Investigators (Detectives) or personnel from the Western Maryland Regional Crime Lab (WMRCL). Upon request of the Criminal Investigation Division Supervisor, or his/her designee, the department's crime laboratory personnel (Forensic Scientists or Forensic Technician) may be requested to assist in processing crime scenes. The following guidelines will determine crime scene processing responsibilities:

.1 PROCESSING TO BE CONDUCTED BY CID OR UNIFORM PATROL

- Malicious destruction of property (including motor vehicles).
- Theft from motor vehicles.
- Misdemeanor theft (persons, vehicles, businesses)
- Burglaries (except those that are part of a more serious crime requiring processing by CID or lab personnel).
- All items which can be processed for latent prints by use of the standard fingerprinting kits.

.2 PROCESSING TO BE CONDUCTED BY CID AND/OR THE WMRCL

- Homicides.
- Rapes and/or serious sex assault cases.
- Serious assaults (first degree, shootings, stabbings, etc.).
- Crime scenes which require an expertise in collection of the evidence.

.2 If a patrol supervisor is not sure who should be responsible for processing a specific crime scene, he/she is to consult with the CID supervisor, who will make the determination.

.3 The personnel processing the scene (Patrol Officer(s), Detective(s) or Crime Lab Personnel) have the responsibility to direct and supervise the processing of the scene.

.4 Personnel processing a crime scene or incident will be responsible for photographing, collecting, preserving, transporting, and submitting all evidence to the evidence control function.

.5 On any other occasion when evidence is collected (arrests, stop and frisk, etc.), the evidence will be marked, sealed, tagged, and submitted to the evidence control function by the collecting officer.

.6 Any person who processes a crime scene or otherwise collects evidence, whether alone or in conjunction with other personnel in an investigation, shall submit a Supplement Report detailing his/her action at the scene. If the person processing the scene is conducting the preliminary investigation and prepares the initial Investigative Report, his/her actions regarding crime scene processing may be included in that report instead of a Supplement Report.

.7 Accident scenes requiring the services of an accident reconstructionist will be processed and evidence collected by the reconstructionist. Other accidents shall be processed and evidence collected by the investigating officer. Assistance from CID or lab personnel may be requested.

- .8 Personnel may only collect those types of evidence they have been trained to collect. Training may be received from a variety of sources, including, but not limited to:
- entry level (e.g. academy)
 - in-service (internal or external)
 - pre-service (technical, college, etc).

19.3 REQUIREMENT FOR CRIME/ACCIDENT SCENE PROCESSING AVAILABILITY

- .1 Response to calls for service where a crime has been committed that may involve physical evidence requires that such evidence be collected and promptly submitted to the Crime Laboratory without delay. When Criminal Investigation Division personnel are responsible for crime scene processing and none are on duty, the on-call policy described in Rules and Regulations Chapter 42 will be followed.
- .2 In cases requiring accident reconstruction, the accident reconstructionist will be called to the scene if one is not already on duty. If an accident reconstructionist cannot be contacted, the Maryland State Police or Washington County Sheriff's Department will be contacted to provide this service.
- .3 In many cases, the implementation or continuation of the investigative process must await the completion of certain aspects of crime scene processing. Therefore, in cases requiring the immediate services of a Detective, Crime Lab Personnel, or Accident Reconstructionist to process a scene, notification shall be made as soon as possible. The initial responding officers shall secure and protect the scene until the arrival of a scene processor.

19.4 SEALING, MARKING, AND LABELING PHYSICAL EVIDENCE

- .1 Physical evidence collected by investigating officers or laboratory personnel shall be marked as soon as practical. The mark shall consist of the collector's initials (or any unique mark chosen) and the date scribed or marked with indelible pen (or scratched on if pen does not work) in a location that will not mutilate or destroy the value of the item itself or the item's value as a piece of evidence. If the recovered item displays a serial number, that number may be recorded and used for purposes of identification to prevent marking of the item. If the nature of the evidence prevents the officer from marking it directly, or if the value of the evidence would be adversely affected by marking, the officer will mark the container in which the evidence is placed.
- .2 Certain types of evidence need to be collected in some type of container or packaging to protect it. Evidence which is susceptible to change, contamination, or tampering (CDS, documents, items which need to be processed or analyzed, small items, etc.) or items which would be hazardous (razors, knives with exposed blades, etc.) will need to be packaged for protection. The person recovering the evidence will place such evidence in a proper container, seal the container in a "tamper-proof" manner, and place his/her mark on the seal. Approved methods of "tamper-proof" sealing include:
- .1 Evidence integrity tape.
 - .2 Self-sealing "tamper-proof" evidence bags.
 - .3 Heat sealing of plastic bags.
- .3 All evidence packages must be labeled or tagged. The label or tag must contain the following information:
- .1 Complaint number.
 - .2 Date.
 - .3 Recovering/packaging individuals name.
 - .4 Description of exhibits including make, model, and serial number, if any.

- .4 In the event that a sealed evidence container has to be opened prior to presentation at trial (e.g. for lab analysis, examination by attorneys, etc.), the person breaking the seal will indicate possession of the evidence on the chain of custody log(s). When the evidence is replaced in the container, the same person will reseal it and place his/her mark and date on the seal. If the evidence is opened at trial or by the prosecutor just before the trial, the officer who signed it out will reseal it after it is returned to him/her.
- .5 Each person who takes custody of evidence sealed in a container or package will inspect the container or package to ensure that it is secured and properly sealed. If it is not, the person will return the evidence to the last person who had custody. That person will inspect the package and evidence to ensure that it is in the same condition as when he/she last had possession of it. Once this is confirmed, that person will properly seal the container or package before it is received by anyone else. Any discrepancies discovered through this inspection process will be reported to the Support Services Administrator. By taking custody of evidence sealed in a container (and signing to chain of custody log), each individual is certifying that the package or container is secured and properly sealed.

19.5 COLLECTION OF BLOOD AND/OR OTHER BODY FLUIDS

- .1 Appropriate safety measures as set forth in the Rules and Regulations of this Department and City of Hagerstown Safety Manual will be followed when collecting, handling and transporting evidence containing (or possibly containing) human body fluids. Protective gloves will be worn, and depending on the nature of the evidence and the collection scene, protective clothing, face masks, eye-wear, etc. will be worn.
- .2 Fresh (wet) blood will be collected either on sterile swabs or on sterile gauze and must be air dried before packaging. Wet swabs or gauze may be transported to HPD in a plastic container prior to air drying.
- .3 After thoroughly drying, the item will be packaged in brown wrapping paper, paper bags, or similar packaging. Packaging will be marked, sealed, and tagged or labeled. Multiple items must be packaged individually to avoid contamination.
- .4 When collecting dry blood not on fabrics, the entire object that contains the blood stain should be submitted whenever possible.
- .5 When the blood stain is located on a wall, floor, or other object that cannot be submitted, one of the following procedures should be utilized:
 - .1 When a large amount of stained material is present, the easiest technique is to scrape several large flakes into a plastic vial. Evidence containers must be marked, sealed, and tagged or labeled.
 - .2 When the stain is small, collect the stain on 2-4 sterile cotton tip swabs. Moisten the swabs with sterile distilled water then swab the blood stains. Allow to completely air dry before packaging in a swab carton. Label and mark the carton and package it in a manila envelope or paper bag. Dried blood stains do not require refrigeration. Mark, seal, and labeled the envelope or bag.
- .6 Other types of stains can be collected using the same procedures as previously described for wet and dry blood.
- .7 Body tissue must be collected and placed in a sterile vial in sterile distilled water. The vial must be stoppered, sealed, marked, labeled and placed in one of the temporary evidence refrigerators or given to the Evidence Custodian to be placed in the bio-hazard evidence room refrigerator.

- .8 Any bio-hazardous material (e.g., blood soaked clothing) that needs to be dried will be placed in a bio-hazard drying chamber. The biohazard drying chamber door must be secured. It is the responsibility of the officer placing evidence in the biohazard chamber to remove and package the evidence after drying. The biohazard chamber must be cleaned before AND after each use. Evidence must be taken directly to the Evidence Custodian or placed in a temporary evidence locker once removed from the biohazard drying chamber.

19.6 COLLECTION OF LATENT PRINTS

- .1 Latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, they should be lifted.
- .2 The lifted print is to be placed on a "Latent Fingerprint Investigation" card and the following information listed:
 - .1 Complaint number
 - .2 Date and time processed
 - .3 Processed by (print name) and initial
 - .4 Location processed
- .3 Visible prints subject to destruction during the course of processing should first be photographed before extraordinary measures are taken to further develop and collect them.
- .4 If an item contains latent fingerprints of potential evidentiary value but the processing employee does not believe he/she will be able to lift the print successfully, the item may be removed from the scene and submitted to the Western Maryland Regional Crime Laboratory for processing.
- .5 When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will include inked finger and palm prints and/or provide the appropriate local, SID, or FBI identification number (if available) of the suspect.
- .6 When possible, collect exemplar samples from victims or other persons who had access to the relevant item or area, and submit the samples with the latent print evidence.

19.7 COLLECTION OF CONTROLLED DANGEROUS SUBSTANCES

- .1 All CDS evidence will be sealed in tamper proof evidence packaging.
- .2 The evidence package or property tag will list all exhibits contained within.
- .3 When hypodermic syringes are submitted as evidence, the submitting officer will package the needle/syringe in a specialized syringe safety container. These containers are located in the evidence packaging locker in the Uniform Patrol office, or can be obtained from the Records Division. The containers consist of a plastic cylinder with a styrofoam bottom. The needle of the syringe is embedded into the styrofoam, and the container is sealed before submission to the Evidence Room.
- .4 Items which can be counted (pills, capsules, individual baggies, marijuana cigarettes, etc.) will be counted before packaging, and the exact number will be recorded on the Property Record and laboratory analysis request. The quantity will also be noted in the Investigative Report.
- .5 MedReturn Drug Collection Unit: This is a locked, labeled box located in the HPD lobby to provide citizens a safe and secure method of disposing of unwanted prescription drugs without the need for police intervention or a police report. Keys to the lock are kept by the Internal Affairs Administrator and the Special Services Captain. Periodically, the Internal Affairs Administrator will empty the box, complete a CDS Disposition Form (green card) as described in section 28.18 of HPD Rules and Regulations Manual, and submit the collected items to the evidence function.

19.8 COLLECTION OF CLOTHING

- .1 Wet clothing collected as evidence should be dried in a bio-hazard drying chamber as described in section 19.6.
- .2 If more than one piece of clothing is collected in conjunction with an incident, each piece of clothing will be marked, packaged, and tagged individually to prevent contamination.
- .3 Wet clothing collected from different sources should be dried separately to prevent cross contamination.

19.9 COLLECTION OF MONEY AND DOCUMENTS

- .1 Documents that are wet will be handled in the same manner as wet clothing.
- .2 An accurate count of money is the responsibility of the submitting officer. Depending on the situation, the submitting officer should consider having second HPD or other law enforcement employee assist to ensure an accurate count.

19.10 COLLECTION OF FIREARMS

- .1 All firearms submitted to the property room must be unloaded.
- .2 All handguns submitted as evidence must be packaged in a protective "gun box".
- .3 Long arms submitted as evidence must be appropriately marked and/or tagged. Long arms must be packaged in a protective "gun box" in cases where a laboratory examination is requested.
- .4 Ammunition, magazines and/or accessories present with firearm evidence should be packaged separately.
- .5 Separately packaged ammunition and magazine(s) associated with a particular firearm should be placed inside the gun box with the firearm.
- .6 Officers seizing firearms shall complete a "Firearms Return Receipt Policy" Form and leave it with the person, or at the place where the firearms were seized. The form will include information describing the firearm, the identity of the officer and person from whom it was received from and the HPD Complaint/Incident Number. Completion of this form is not required in the service of a search warrant intended to recover the firearms as evidence which already involves or requires the provision of a search inventory, in cases where the firearm is simply found by an officer or person who is not the owner, or in the event that a firearm is seized as evidence relative to an individual who is carrying or possessing it in violation of the law.

19.11 COLLECTION OF VOLATILE/HAZARDOUS MATERIALS

- .1 Volatile fluid of evidentiary value will be stored in the evidence room in metal containers. A maximum of one pint will be stored. Excess volatile fluid will be disposed of in accordance with EPA and Fire Department procedures for hazardous waste materials.
- .2 Fireworks, road flares, fuses, or ammunition less than .50 caliber may be submitted. All other explosives will be considered unsafe. Such material will be photographed and safely disposed of according to applicable local, state, and federal law.

- .3 Other hazardous materials such as chemicals, nuclear material or other unsafe matter will be photographed and disposed of according to applicable local, state, and federal law.
- .4 No explosives, dangerous chemicals, nuclear material or ammunition greater than .50 caliber will be submitted to the evidence room. The "on duty" shift supervisor will make contact with the Fire Department, Hazardous Materials Team, Fire Marshall's Office or other specialized agency when such material is recovered. All such items are to be photographed and disposed of according to procedures in the codified ordinance. Handling of the items will be accomplished by requesting the specialized agency at the scene.

19.12 PROCEDURES FOR PROCESSING STOLEN VEHICLES

- .1 Vehicles that are reported stolen from this City will generally be examined by the investigating officer upon recovery. This examination may be conducted by the jurisdiction where the vehicle is recovered if it is outside the City limits. This department may process another jurisdiction's stolen vehicle(s), if requested, and time and manpower are available.
- .2 The recovered vehicle should be processed for evidence at the recovery scene. If this is not practical, the recovered vehicle shall be towed to Department headquarters and placed in the impound lot. If adverse weather exists or environmental conditions are not suitable for vehicle processing within the impound lot, the vehicle may be towed to an enclosed area for processing provided approval is received from the on-duty shift supervisor.
- .3 Any evidence collected from the recovered vehicle will be marked, sealed, labeled/tagged, and placed in the Evidence Room to maintain a chain-of-custody.
- .4 The assigned case officer or Detective will complete an Investigative Report for recovered stolen property on any vehicle recovered in this city that was reported stolen by another jurisdiction. The vehicle will be held as long as needed by this Department for evidence. It will then be released to the reporting agency if that agency needs it for evidence. If the vehicle is not needed for evidence, it will be released to the owner after the tow fee is satisfied. If the owner does not respond for the vehicle within a reasonable period of time, a storage fee may be assessed, and/or the vehicle may be towed from the Department property.
- .5 Recovered vehicles reported stolen within the City require only a supplemental report to be added to the original report.
- .6 It shall be the responsibility of the assigned Case Officer or Detective recovering the stolen vehicle to notify the Dispatcher operating the teletype with the following information:
 - .1 Time and date of recovery.
 - .2 Name and I.D. number of recovering officer.
 - .3 Vehicle location, condition, and name of towing company.
 - .4 Vehicle VIN number and registration.
 - .5 Time and date owner was notified or notification was attempted.

19.13 DNA EVIDENCE

- .1 Biological evidence, which contains DNA, is not always visible to the naked eye. DNA testing has expanded the types of useful biological evidence. All biological evidence found at crime scenes can be subjected to DNA testing.

- .2 Since only a few cells can be sufficient to obtain useful DNA information to help your case, the list below identifies some common items of evidence that you may need to collect, the possible location of the DNA on the evidence, and the biological source containing the cells. Remember that just because you cannot see a stain does not mean there are not enough cells for DNA typing. Further, DNA does more than just identify the source of the sample; it can place a known individual at a crime scene, in a home, or in a room where the suspect claimed not to have been. It can refute a claim of self-defense and put a weapon in the suspect's hand. It can change a story from an alibi to one of consent. The more officers know how to use DNA, the more powerful a tool it becomes.
- .3 Contamination: The risk of contamination of any crime scene can be reduced by limiting incidental activity. In addition to the collection procedures described in this chapter, it is important for all law enforcement personnel at the crime scene to make a conscious effort to refrain from smoking, eating, drinking, littering or any other actions which could compromise the crime scene. Because DNA evidence is more sensitive than other types of evidence, law enforcement personnel should be especially aware of their actions at the scene to prevent inadvertent contamination of evidence.
- .4 The following are some examples of physical evidence and their potential as sources of DNA.

Evidence	Possible Location of DNA on the Evidence	Source of DNA
Baseball bat or similar weapon	handle, end	sweat, skin, blood, tissue
Hat, bandanna, or mask	inside	sweat, hair, dandruff
Eyeglasses	nose or ear pieces, lens	sweat, skin
Facial tissue, cotton swab	surface area	mucus, blood, sweat, semen, ear wax
Dirty laundry	surface area	blood, sweat, semen
Toothpick	tips	saliva
Used cigarette	cigarette butt	saliva
Stamp or envelope	licked area	saliva
tape or ligature	inside/outside surface	skin, sweat
bottle, can, or glass	sides, mouthpiece	saliva, sweat
used condom	inside/outside surface	semen, vaginal or rectal cells
blanket, pillow, sheet	surface area	sweat, hair, semen, urine, saliva
"through and through" bullet	outside surface	blood, tissue
bite mark	person's skin or clothing	saliva
finger nail, partial finger nail	scrapings	blood, sweat, tissue

Source: <http://nij.gov/topics/forensics/evidence/dna/basics/pages/identifying-to-transporting.aspx>

19.14 CRIME SCENE SKETCHES

- .1 When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
 - .1 Dimensions.
 - .2 Relation of the crime scene to other buildings, geographical features, or roads.
 - .3 Address, floor or room number as appropriate.
 - .4 Location of significant features of the scene, including bodies.
 - .5 Date and time of preparation.
 - .6 Name(s) of person(s) preparing the sketch.
 - .7 Compass direction.
 - .8 Location of items of physical evidence recovered.
- .2 Generally, the processor of the scene will make rough sketches and measurements, including sufficient additional information so a final representative drawing to scale can be made at a later time. These rough sketches may be considered evidence and should be kept with the original report or documents.

19.15 CRIME SCENE/EVIDENCE PHOTOGRAPHY

- .1 While photographs are not evidence in and of themselves, they provide visual documentation of incident scenes, the location and condition of evidence within the scene, victims, suspects, etc. Photographs allow investigators to recreate that scene for later analysis or for use in the courtroom. The following are examples of situations that may require photography:
 - .1 Homicide.
 - .2 Suicide.
 - .3 Accidental death.
 - .4 Rape, abduction or kidnaping.
 - .5 Burglary.
 - .6 Aggravated or felonious assaults.
 - .7 Any crime scene upon request of the reporting or investigating officer.
 - .8 Fatal or serious injury traffic accidents.
 - .9 Accidents, damage or injury involving City property.
 - .10 Any injury to a Department employee sustained on duty.
 - .11 Injuries to a police officer or citizen during an arrest.
 - .12 Investigation of excessive force.
 - .13 Serious property damage accidents.
- .2 The method of crime scene/evidence photography for HPD personnel shall be digital. Conventional photography will not be utilized.
- .3 Officers shall ensure the electronic version either is attached to the investigative report via uploading, or is provided to the Records Unit for inclusion in the electronic case file. If the latter method is used, the photos may be emailed or provided on electronic media such as CD, DVD, thumb drive, etc.
- .4 Digital photographs taken by WMRCL personnel will be processed and stored according to laboratory protocols developed in accordance with accreditation and regulatory requirements.
- .5 When the exact size of an item being photographed is required, a scale will be placed next to the item to add dimension and aid in development for "life-size" prints. A second photograph of the item will be taken using the same camera settings, position and lighting in the event the court desires photographs of evidence in which nothing has been introduced into the field of view.
- .6 If the evidence to be photographed includes a fixed object, the dimensions of that object can be used to provide a scale reference within the photograph(s).

- .8 A Supplement Report shall be submitted by the photographer if he/she is not preparing the initial Investigative Report. When describing the photographic evidence, officers preparing reports shall include the date, time, and location of the photos.
- .9 Videography and imaging may supplement, but should not replace still photography.
- .10 Evidence belonging to crime victims which is considered to be a personal or business necessity may be photographed and returned to victims without being submitted to the evidence room. Other evidence belonging to crime victims must be submitted to the evidence room per standard procedures and may only be photographed and released before trial with the consent of the Washington County State's Attorney. NOTE: SAO consent is not required in each case if the officer or a supervisor determines the release is reasonable based on his/her experience in other similar cases. The photographs will be included in the electronic case file as described in this section.

19.16 SUBMISSION OF EVIDENCE TO THE EVIDENCE CONTROL FUNCTION

- .1 Each department member responsible for submitting evidence shall do so with the required property reports before the end of the member's tour of duty.
- .2 A Property Record will be completed via the Xmobile Report Writer, printed, and signed by the submitting individual. The same information on the evidence label or tag will be listed on the Property Record. This form must accompany all evidence submitted to the evidence room. A separate Property Record shall be completed for each of the following types of evidence (when more than one of these types of evidence are collected together):
 - .1 Guns and ammunition (may be included together on the same property record).
 - .2 Money confiscated for forfeiture.
 - .3 CDS and CDS Paraphernalia.
 - .4 Evidence (other than CDS) likely to be submitted for laboratory analysis.
 - .5 All other evidence (may be included together on the same Property Record).
- .3 With the exception of blood, urine, semen and other body fluids or tissue (see next section), all evidence will be placed in the temporary evidence storage lockers, nos. 1 through 18, located in the basement prisoner processing area or may be given directly to the Evidence Custodian. If all of these lockers are filled, evidence can be placed in the large brown evidence drop box. Firearms, large items (which will not fit in the drop boxes), and fragile items are to be secured in the weapons evidence lockers, nos. 1 through 4. If additional space is needed, the evidence will be secured in a manner that reasonably protects it from tampering or contamination, such as securing it in one of the holding cells, a locked patrol supervisor's office, or other locked room, cabinet, or drawer with limited access. Additionally, the evidence custodian or approved designee may be called in to secure items in the evidence room or custodian's office if the nature of the evidence, case, or particular situation would suggest that would be appropriate.
- .4 Blood, urine, semen and other body fluids or tissue collected in liquid form should be placed in the refrigerator or freezer, depending on the sample, in the Departments bio-hazard evidence room. If the Evidence Custodian is not available at the time the specimen is collected, the specimen is to be placed in one of the temporary evidence refrigerators. The refrigerator is to be padlocked (lock and key are kept with the refrigerator) and the key placed in the evidence drop box with the property record/chain of custody. The Evidence Custodian shall remove the evidence to the bio-hazard evidence room as soon as possible.

19.17 REQUESTS FOR LABORATORY EXAMINATION

- .1 The Western Maryland Regional Crime Laboratory of this Department is capable of conducting but is not necessarily limited to the following laboratory testing:
 - .1 Analysis of Controlled Dangerous Substances.
 - .2 Processing items for latent fingerprints.
 - .3 Physical evidence examinations.
 - .4 Specialized photographic requests.
 - .5 Firearms test firing.
- .2 Analyses not performed by the Western Maryland Regional Crime Laboratory will be submitted to a designated facility. Requests for analysis and arrangements for transportation of evidence will be made by the Criminal Investigation Division or laboratory personnel.
 - .1 Property to be submitted to the MSP Laboratory must have the MSP laboratory request form completed.
 - .2 A record of all evidence sent to the MSP Laboratory or other designated facility shall be maintained in the department's evidence room and with the original WMRCL case file.
 - .3 Property submitted to the MSP Laboratory must be "hand-carried" by departmental personnel, or other authorized personnel.
 - .4 Property submitted to other designated facilities may either be hand carried by department personnel or other authorized persons, or sent via a trackable shipping service.
 - .5 The MSP Laboratory or other designated facility evidence receipt shall be retained in the original case file in the department's added to the investigative file (scanned into Laserfiche) by Records Unit personnel after the evidence is returned to HPD.
 - .6 The HPD member coordinating the submission of evidence for laboratory analysis is responsible for ensuring compliance with that facility's submission procedures. Contact with laboratory staff or other designated personnel may be required prior to submission.
- .3 The responsibility for requesting laboratory examinations lies primarily with the assigned Case Officer or Detective. This does not, however, preclude WMRCL personnel or the assigned case officer's supervisor from initiating a lab examination request when they recognize the investigative or probative value of the examination.
- .4 Any evidence requiring laboratory analysis will be accompanied by a laboratory analysis request form (see Rules and Regulations Chapter 28 for instructions on completing the laboratory analysis request). All evidence requiring analysis will be listed on this form, and all pertinent information completed.
- .5 It is the responsibility of the submitting case officer to review laboratory reports prior to submission and after lab processing. If additional laboratory services are necessary, or new or additional evidence becomes available, the assigned case officer must submit a new laboratory analysis request.
- .6 Upon receipt of evidence for analysis, a Forensic Scientist will follow established laboratory protocols for processing/analyzing the evidence. The results of the analysis will be recorded on the appropriate Department forms. Copies will be forwarded to the Records Unit for inclusion in the electronic case file. The original laboratory report will be maintained in the Lab. Any discrepancies found in numbers, amount, or type of CDS submitted will be brought to the attention of the submitting officer and officer's supervisor by the person finding the discrepancy. If the discrepancy cannot be satisfactorily explained, the Support Services Administrator will be notified and will initiate an investigation if warranted.
- .7 For cases in which potential DNA evidence is to be analyzed and/or entered into a DNA database, the evidence may only be submitted to an accredited law enforcement laboratory or other accredited facility approved by the Maryland Department of Health and Mental Hygiene (DHMH).

- .8 Nonperishable evidence will be secured in the evidence room until it is transferred to the Crime Laboratory.
- .9 Perishable evidence such as blood, urine, and semen collected in liquid form will be maintained in the bio-hazard evidence room refrigerator or freezer, depending on the sample. Perishable evidence that needs to be transferred to another lab for analysis may only be transferred to labs capable of refrigerated storage.
- .10 The Western Maryland Regional Crime Laboratory and the MSP Laboratory, or other designated facility, will provide a written report of laboratory analysis results as standard procedure for requests for laboratory analysis.
- .11 Written reports of laboratory findings received from the Western Maryland Regional Crime Laboratory or other designated facility, are added to the investigative file (scanned into Laserfiche) by the Records Unit.

19.18 COLLECTION OF KNOWN STANDARDS FOR COMPARISON

- .1 When physical evidence/trace evidence is collected from a crime scene, a known standard sample must be collected for comparison whenever possible. This includes, but is not limited to:
 - .1 Blood.
 - .2 Hair.
 - .3 Fibers.
 - .4 Paint.
 - .5 Glass.
 - .6 Wood.
 - .7 Metal.
 - .8 Soil
 - .9 Tools (for tool mark comparison)..
 - .10 Footwear.
 - .11 Tire tread.
- .2 The location from which the samples are taken is critical for the Crime Laboratory and should be documented on the laboratory request form. Some examples of sources of known standard samples include the victim, the suspect, vehicles, and the crime scene and surrounding area.
- .3 In minor or non-serious cases where a known standard for comparison is not immediately recovered, the collected evidence will remain stored in the department evidence room until such a standard is received or for at least one year. After one year, the Evidence Custodian shall request that the submitting officer make a recommendation for disposition of the evidence. The submitting officer shall decide whether or not the evidence needs to be retained.
- .4 In major or serious cases where a known standard for comparison is not recovered, the collected evidence shall remain in the department evidence room permanently, or until such a time when the lead investigator and CID Supervisor determine the evidence is no longer of value.

19.19 INVENTORY PROCEDURES FOR COLLECTED EVIDENCE

- .1 Evidence submitted to the evidence room or evidence drop box will be assigned a property number and evidence room location by the Evidence Custodian or approved designee.
- .2 Only the Evidence Custodian, or approved designee, is authorized to remove evidence from the evidence drop boxes and transfer it to the Evidence Room. When this is done, the Evidence Custodian, or approved designee, will sign the chain of custody log(s), log the evidence in, and place it in the appropriate bin(s). Evidence in the evidence drop box shall be transferred to the Evidence Room at least once a week by the Evidence Custodian.

- .3 Designated back-up personnel may release evidence from the Evidence Room or the evidence drop boxes for court, investigative purposes, or laboratory analysis. Back-up personnel shall consist of two designated CID personnel.
- .4 The Evidence Custodian shall keep the original property record in the evidence room files, and provide a copy to the Records Unit to be added to the case file.
- .5 The Evidence Custodian shall log all submitted property into the computer evidence tracking system.

19.20 MAINTAINING THE CHAIN OF CUSTODY

- .1 The chain of custody begins when possession of an item of evidence by HPD personnel first occurs.
- .2 No item is to be released from the evidence property room other than for court, lab processing, investigative purposes, or training purposes without the notification and approval of the Support Services Administrator, Special Services Captain, or Chief of Police.
- .3 Evidence released from the evidence room to the owner will be made only after release documentation has been completed by the Evidence Custodian or designated back-up personnel.
- .4 From the time evidence comes into the custody of department personnel, and each time the custody changes, the chain of custody section of the Property Record must be completed to document each person who had custody of the evidence.
- .5 The chain of custody section on the Property Record will be used to record the transfer of custody of physical evidence from the time it is first collected until final disposition. It will include the following information:
 - .1 Date, time, and from whom the evidence was received.
 - .2 Receiving person's name.
 - .3 Date, time, and to whom the evidence was released.
- .6 The Evidence Custodian maintains the Property Record with original signatures in the chain of custody section. Anytime evidence is removed from the custody of the Evidence control function, the Evidence Custodian or designee will ensure the chain of custody sections of the Property Record are signed indicating that the property was removed and by whom. The Evidence Custodian or designee will sign the chain of custody sections when the evidence is returned to the evidence room. After final disposition, the Property Record with all original signatures is to be forwarded to the Records Unit to be scanned into the electronic case file then destroyed.
- .7 Evidence transferred to the WMRCL, MSP Laboratory, or other designated facility, for analysis/processing shall be signed out of the Evidence Room by the transporting personnel. The Evidence Custodian (or other approved person) will ensure the chain of custody sections of the Property Record are signed indicating that the property was removed and by whom. The chain of custody will continue to be recorded on the laboratory's forms.
- .8 If evidence is mailed via Certified or Registered mail to the FBI Laboratory or other facility deemed qualified by the WMRCL, the postal receipt is to be kept with the WMRCL case record. The postal receipt for evidence transferred to the MSP Laboratory or other designated facility via courier shall added to the case file by Records Unit personnel. Only sworn personnel, WMRCL Forensic Scientists, the Evidence Custodian, or other person(s) authorized by the Evidence Custodian, may transport evidence to the MSP Laboratory or other designated facility. When the evidence is received back from the MSP, or other designated facility, it shall be returned to the Evidence Room and the chain of custody sections of the Property Record and laboratory request form completed.

- .9 Any time evidence is taken to court, the transporting personnel will take the Property Record with original signatures to court. The Evidence Custodian will keep a copy until the original is returned. If the court retains any item, the transporting personnel will ensure the court clerk signs for receipt on the Property Record chain of custody or provides a receipt. If the evidence is not retained by the court, the transporting personnel will place the case disposition at the bottom of the property record and return the evidence to a temporary evidence locker or Evidence Custodian. If the court keeps the Property Record, or if it becomes lost or damaged, the copy being held by the Evidence Custodian will take its place and be used from that point on to record original signatures. In such cases, the Evidence Custodian shall note same on the Property Record.
- .10 Other than lab analysis, any changes in an item from the time it is released from the evidence room to the time it is returned will be documented on the property record or in a supplemental report by the person with custody of the item. Some examples include, but are not limited to:
 1. Items opened and/or altered in court during trial.
 2. Items accidentally damaged or altered.
 3. Items altered while being handled in the course of an investigation.
- .11 Until it is returned to the evidence room or evidence drop box, the security and control of evidence released from the evidence room is the responsibility of the last person assuming custody of it.

19.21 SECURITY OF EVIDENCE ROOM

- .1 Unless occupied by authorized personnel, the Evidence Room and bio-hazard evidence room doors shall be kept closed and locked.
- .2 Access to the Evidence Room and bio-hazard evidence room is limited to the following personnel:
 - .1 Evidence Custodian.
 - .2 Designated back-up personnel.
 - .3 Person(s) designated to conduct audits and/or inspections in the presence of the Evidence Custodian .
 - .4 Other persons who have legitimate business there, but only while conducting said business.
- .3 Keys to the evidence room and bio-hazard evidence room are assigned to the Evidence Custodian. That person maintains one set, and another is stored in a safe in the patrol division supervisors' office. Only the Evidence Custodian and designated back-up personnel acting in the absence of the Evidence Custodian will have the combination to that safe. Whenever a key is removed or replaced, the person will complete the required information on the Evidence Room Key Log. The log will include the name of the person removing / replacing the key, the date and time removed / replaced, and the signed initials of the patrol supervisor witnessing the key removal / replacement.
- .4 Persons having business with the Evidence Custodian are not to enter the Evidence Room. They are to advise the Evidence Custodian of what they need and it will be handed out to them. Persons may enter the Evidence Room and bio-hazard evidence room as needed to work with or assist the Evidence Custodian.
- .5 Items of property requiring added protection, to include money, precious metals, jewelry, gemstones, weapons, narcotics, and dangerous drugs are to be stored in the secured area located within the evidence room. This includes evidentiary and non-evidentiary property.

19.22 EVIDENCE DISPOSAL

- .1 Evidence (except Controlled Dangerous Substances, weapons and money) no longer needed in connection with a prosecution or no longer relevant to the Department, and with a known owner, will be disposed of according to procedures that are consistent with PS §3-505.
- .2 If the owner of evidence described above is unknown, the item will be appraised for value and disposed of in a manner consistent with Chapter 39 of the City Code.
- .3 **CONTROLLED DANGEROUS SUBSTANCES**
 - .1 The amount of the CDS will be verified by actual counting and comparing the count as recorded on the property record . The count will be conducted by the Evidence Custodian, and the Internal Affairs Administrator or other person assigned by the Special Services Captain.
 - .2 If verification of count of the CDS is established, the Chief and/or his designee will authorize the destruction of same. The authorization and signature will be noted on the Property Record. If there is a variance in count, the CDS will not be destroyed until the difference is accounted for to the satisfaction of the Chief of Police
 - .3 All CDS (except liquid) will be placed in an incinerator and burned under the supervision of the Evidence Custodian and the Internal Affairs Administrator, or other person assigned by the Support Services Administrator.
 - .4 Any liquid CDS will be flushed through the Water Pollution Control System under the supervision of the Evidence Custodian, and the Internal Affairs Administrator or other person assigned by the Support Services Administrator.
 - .5 After destruction of the CDS is completed, the disposition will be recorded on the Property Record .
 - .6 Found/Confiscated CDS:
 - .1 Those officers finding or confiscating CDS materials, when there are no arrests made for the possession or alleged use of same, will be responsible for providing the required information on CDS Disposition Form (Green Card). The type and a count of each item will be included on the form.
 - .2 Upon receipt of the material by the Evidence Custodian, the amount will be verified by counting.
 - .3 Found or confiscated CDS will be stored for a period of 30 days. If, after 30 days, there are no legal reasons to keep same, the Chief of Police, or his designee shall sign the CDS Disposition form authorizing destruction.
- .4 **COINS AND CURRENCY**
 - .1 When no longer needed in connection with a prosecution or no longer relevant to the Department, coins and currency will be disposed of according to procedures that are consistent with PS §3-505.
 - .2 Currency/coins WILL NOT be returned when confiscated as a result of illegal gambling or drug violations and forfeiture proceedings are, or will be, initiated by the Department, under the provisions of Title 12 or Title 13 of the Criminal Procedure Article.
 - .3 If the owner is unknown, the currency/coins will be deposited in a City of Hagerstown general fund account established by the City Finance Department.
- .5 **FIREARMS**
 - .1 Prior to adjudication, all firearms taken into custody by this Department are checked through NCIC to determine whether they are stolen and an ATF trace form is mailed to verify ownership.

- .2 Once ownership is established, or not established as the case may be, the firearm is placed into evidence for use at subsequent trial unless this Department is otherwise directed by the State's Attorney's Office.
- .3 Firearms seized by this department for any reason (evidence, confiscation, found property, as a result of Family Law Article 4-506 referencing Ex Parte Orders and Family Law and Article 4-511 regarding Domestic Violence) will not be released to any person until the following conditions are satisfied, or pursuant to a court order or other provision of law.
 - .1 All firearms seized by this department will be held for three months;
 - .2 Owners wishing to have firearms returned must complete the Firearms Return Request form and submit it to the Chief of Police;
 - a. The form shall contain a section capturing the date it was completed and the applicant's full name, address, home phone, work phone, and date of birth.
 - b. The form shall contain an applicant questionnaire. The questions will be designed to determine if the applicant is prohibited from lawfully receiving firearms back from this department pursuant to 18 USC § 922 (refer to provisions below). If the applicant's responses indicate that he/she is prohibited by law from receiving firearms, the request shall be denied and the firearms will be disposed of according to normal department procedure.
 - .3 Absent a court order, firearms will not be returned to any person who this department knows or has reasonable cause to believe;
 - is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding one year;
 - is a fugitive from justice;
 - is an unlawful user of or addicted to any controlled substance;
 - has been adjudicated as a mental defective or has been committed to any mental institution;
 - is an illegal alien;
 - has been discharged from the Armed Forces under dishonorable conditions;
 - having been a citizen of the United States, has renounced his citizenship; or
 - is subject to a court order that restrains such a person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child, except that this paragraph shall apply to a court order that:
 - was issued after a hearing of which such person received actual notice, and at which such person had the opportunity to participate; and
 - (1) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (2) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner of child that would reasonably be expected to cause bodily injury. (18 USC 922 (d)).
 - has stalked, threatened, or menaced another person.
 - .4 Before returning a firearm to any person, a background check on the applicant will be conducted by the Criminal Investigation Division. The investigator shall complete the Firearms Return Checklist. The checklist will be designed to uncover information indicative of an applicant's ineligibility to receive a firearm pursuant to 18 USC §922. Although the investigator shall cover all the items on the checklist, he/she is not limited by it. An investigator may utilize any other resources available to determine firearms release eligibility.
 - .5 If the background investigation reveals, or creates reasonable cause to believe, that the applicant is prohibited by law from receiving firearms, the request shall be denied and the firearms will be disposed of according to state and local law.
 - .6 If the department receives a court order to return a firearm to a person who is otherwise prohibited by law from receiving it, the Chief of Police may notify the City Attorney for advice on how to proceed and will determine the appropriate disposition.

- .7 If, after the background investigation, a determination is made to return the firearm to the applicant, the Chief of Police shall sign the application indicating approval. The Chief or the Chief's designee shall notify the owner who may then receive the firearm. Normal procedures for release of property shall be followed at that time.
- .8 Nothing in this section shall be construed as permitting the release of any illegal weapon to any person.
- .4 Firearms that are acquired by HPD and are precluded by law from being released to the owner, have been abandoned by the owner, or who's owner is unknown may be disposed of in any manner permitted by state and local law. Procedures for disposition shall be established by the Chief of Police.
- .5 Short barreled rifles or shotguns (as defined in CL §4-201), or unsafe or unserviceable firearms will be cut up as scrap and destroyed or sold to a licensed firearms dealer.
- .6 Final disposition of all evidence will be recorded on the property record. Property owners (or owner's properly identified designee) will sign on the property record for receipt of any property returned.

19.23 CRIME SCENE PROCESSING SUPPLIES

- .1 CRIME LAB VEHICLE: The Department shall maintain a specially equipped vehicle for use by crime laboratory personnel and detectives for processing all types of crime scenes in an effective, timely, and safe manner. The Crime Lab Vehicle will be used primarily at scenes requiring more than just basic evidence collection or recovery of latent prints. Specialized equipment is maintained in the Crime Lab Vehicle at least for the following purposes:
 - .1 Photography. (To protect against damage, cameras and film are kept inside headquarters until needed)
 - .2 Crime scene sketches.
 - .3 Collection and preservation of physical evidence.
 - .4 Recovery of latent fingerprints.
 - .5 Protection of scene investigator/processor to biological contaminants.
- .2 A cabinet containing supplies for processing crime scenes shall be maintained in CID. A member of the Criminal Investigation Division shall be assigned by the CID Supervisor to maintain the stock in the cabinet. When supplies need to be replenished, the CID representative shall inform the Forensic Scientist. The Forensic Scientist will be responsible for ordering and maintaining a stock of supplies for crime scene processing.
- .3 Each detective is assigned a crime scene processing kit supplied, at least, with equipment to be used for recovery of latent prints and collection and preservation of evidence. Each detective is responsible for ensuring that his/her kit is replenished as needed using the equipment and supplies from the cabinet in CID.

19.24 INFORMATION EXCHANGE/UPDATE WITH PROSECUTORS AND JUDGES

- .1 The Criminal Investigation Section Supervisor and the Director of the Western Maryland Regional Crime Laboratory (Department's Supervisory Forensic Scientist), or their designees, shall initiate a meeting with the Washington County States Attorney's Office and the Circuit and District Court Judges for Washington County, as needed. The purpose of these meetings will be:
 - .1 To update the court systems and prosecutor's with the latest information on the abilities of the investigators and the laboratory in developing information for prosecution.
 - .2 To update the investigators and the laboratory analyst(s) on investigative and procedural concerns of the court system.
- .2 The Criminal Investigations Section Administrator will take the initiative to establish the information exchange meeting.

19.25: RESERVED**19.26 COMPUTER EVIDENCE RECOVERY**

The purpose of this policy is to facilitate evidence data recovery from computer system components and to stress proper evidence handling so that essential data is not lost. The Hagerstown Department of Police shall, to the fullest extent possible, identify, investigate, and prosecute persons who use computers in the furtherance of criminal activity. During agency investigations, **only personnel trained in computer seizure and data recovery shall seize (or instruct in the seizure of) computers, recording devices or recording media for the purpose(s) of collecting the devices and/or data contained therein as evidence.**

19.27 CONTROLLED SUBSTANCES AND WEAPONS USED FOR TRAINING PURPOSES

- .1 Controlled substances and weapons may be removed from the evidence control function for training purposes. Examples of such use include:
 - K9 drug detection training.
 - Recognition training for police trainees or law enforcement personnel.
 - Demonstrations or education for community groups.
 - Demonstrations or education for other components of the criminal justice system.
- .2 Only sworn personnel or members of the WMRCL may remove CDS or weapons from the evidence control function for training purposes. Only CDS or weapons with no evidentiary value may be removed for training purposes.
- .3 Before the CDS or weapons can be released, the person wishing to remove it must request permission in writing from the Chief of Police or his designee. The request will contain the following information:
 - .1 The name of the requesting employee.
 - .2 The type and amount of CDS or description of the weapon being requested.
 - .3 A description of the training for which it will be used.
 - .4 A description of how the CDS or weapon will be used.
 - .5 A description of how the CDS or weapon will be secured while in the employee's custody.
 - .6 The length of time the employee anticipates needing custody the CDS or weapon(s).
- .4 The Chief or designee shall indicate on the request if is approved or denied. The Evidence Custodian may only release the CDS or weapon(s) to an employee presenting an approved request. The standard procedures for documenting chain of custody shall be followed when removing and returning the CDS or weapon.
- .5 The Evidence Custodian will record on the request the case number under which the CDS or weapon was seized and shall ensure that a copy of the request is forwarded to the Records Unit. The Records Unit will scan the copy into the electronic case file. A copy of the approved request will be kept with the Evidence Custodian's records until the CDS or weapon is returned to the custody of the evidence control function.
- .6 Each employee who removes CDS or weapons for training purposes is responsible for ensuring they are not left unsecured or otherwise out of the employee's control.

- .7 Except for K9, employees shall return all CDS or weapons to the evidence control function immediately after the particular training is completed. If the CDS or weapons are needed for multiple days, they must be stored in a secure manner at HPD between training sessions. This could include the employee's issued locker while locked, a supervisor's locked office, or some other location where access is controlled (said method to be described on the written request as noted above). If the CDS or weapon is needed for a period beyond that approved by the Chief or designee, the employee shall submit a new request as described above.
 - .8 CDS or weapons removed for K9 training may remain in the custody of the K9 unit for as long as they are useful as a training tool. Between active training sessions, the CDS or weapons are to be stored in the locked metal cabinet located in the booking area near the temporary evidence lockers. Keys are issued only to K9 officers who need to use CDS or weapons for training their dogs. When CDS is removed from the evidence control function for K9 training, the employee will measure it (weigh and/or count as appropriate for the particular evidence) assign a training aid number, and list it in the K9 training inventory log book. Weapons will be described and listed in the same inventory book. When using CDS or weapons for training, handlers will sign out the items using a log book maintained separately from the inventory log book. It shall contain the date, a listing of which aids were removed and by whom, and a sworn supervisor's signature.
 - .9 The Department recognizes that during certain types of training, items may become damaged, destroyed, altered, or lost. Some examples include:
 - CDS burned during an academy class.
 - CDS used to train in the use of test kits.
 - CDS altered through normal handling by students.
 - CDS altered or lost due to K9 actions.
 - CDS re-packaged in different configurations to accommodate training needs.
 - Weapons broken or damaged due to rough handling.
- Regardless of the reason, anytime CDS or weapons are damaged, destroyed, altered, or lost, the employee shall document the circumstances and describe the changes in a memo. For CDS or weapons being used by K9 officers for training, the memo will be kept with the training inventory log book. All other personnel will forward the memo to the Chief of Police via the chain of command, and a copy to the Records Unit to be scanned into the original case electronic file.
- .10 Quarterly, the Internal Affairs Administrator will inspect all CDS or weapons that have been removed from the evidence control function for training purposes for more than 30 days. The inspection shall include measuring (weigh and/or count as appropriate for the particular evidence) and verifying that relevant procedures are being followed (storage, security, records, documentation, etc.). The Internal Affairs Administrator will report his/her findings to the Chief of Police.
 - .11 Anytime CDS or weapons are removed from the evidence control function for longer than described on the approval, the evidence custodian shall notify the employee who obtained the approval, and the employee shall return it immediately to the evidence control function.
 - .12 If it is necessary to obtain CDS for training purposes that are not available from the HPD evidence control function, said CDS will be obtained, stored, and used according to the procedures and requirements of 21 CFR Part 1301.

19.28 CONTROLLED SUBSTANCES AND WEAPONS USED FOR INVESTIGATIVE PURPOSES.

- .1 Controlled substances and weapons may be removed from the evidence control function for investigative purposes.
- .2 Only sworn personnel or members of the WMRCL may remove CDS or weapons from the evidence control function for investigative purposes.
- .3 Before the CDS or weapons can be released, the person wishing to remove it must request permission in writing from the Investigative Division Lieutenant or an Investigative Division Sergeant. The request will contain the following information:
 - .1 The name of the requesting employee.
 - .2 The case number.
 - .3 A description of the CDS to be removed.
 - .4 A description of how the CDS will be used in the investigation.
 - .5 A description of how the CDS will be secured while in the employee's custody.
 - .6 The length of time the employee anticipates needing custody the CDS.
- .4 The Investigative Division Lieutenant or Sergeant shall indicate on the request if it is approved or denied. The Evidence Custodian may only release CDS or weapons to an employee presenting an approved request. The standard procedures for documenting chain of custody shall be followed when removing and returning the CDS/weapons.
- .5 The Evidence Custodian will record on the request the case number under which the CDS/weapons were seized and shall ensure that a copy of the request is forwarded to the Records Unit. The Records Unit will scan the copy into the electronic case file. A copy of the approved request will be kept with the Evidence Custodian's records until the CDS/weapons are returned to the custody of the evidence control function.
- .6 Each employee who removes CDS or weapons for investigative purposes is responsible for ensuring it is not left unsecured or otherwise out of the employee's control.
- .7 Employees shall return all CDS/weapons to the evidence control function immediately after the investigative need has been met. If the CDS or weapons are needed for multiple days, they must be returned to the custody of the evidence control function each day.
- .8 When the CDS/weapons are returned to the custody of the evidence control function, the employee shall prepare an incident report under the original case number, detailing how the CDS/weapons were used. If the CDS/weapons are not in the same state/condition they were in when removed, the employee shall describe the circumstances and the change, and the supervisor approving the report shall ensure a copy is forwarded to the Chief of Police.
- .9 The regulations in this section are not intended to apply to CDS or weapons being removed for court or analytical purposes.
- .10 Quarterly, the Internal Affairs Administrator will inspect all CDS or weapons that have been removed from the evidence control function for training purposes for more than 30 days. The inspection shall include measuring (weigh and/or count as appropriate for the particular evidence) and verifying that relevant procedures are being followed (storage, security, records, documentation, etc.). The Internal Affairs Administrator will report his/her findings to the Chief of Police.
- .11 Anytime CDS or weapons are removed from the evidence control function for longer than described on the approval, the evidence custodian shall notify the employee who obtained the approval, and the employee shall return it immediately to the evidence control function.