

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

POLICY & PROCEDURE: 63	SUBJECT: Evidence Tech Unit and Deployment
EFFECTIVE DATE: 09/30/2015	EXPIRATION DATE: Indefinite
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.	
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety
REVISIONS:	

**POLICY:**

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

**PURPOSE:**

The purpose of this policy is to establish procedures for the response and utilization of personnel trained as evidence technicians and authorized to act in that capacity by the Department. The processing of crime scenes by qualified evidence technicians is critical to conducting competent criminal case investigations. It is the policy of this Department that these specialists will be utilized whenever needed for the identification, collection and preservation of evidence, in accordance with the procedures contained herein.

**DEFINITIONS:**

**Crime Scene:** A geographical location, vehicle, conveyance or combination where a crime incident has or is being committed. The crime scene can be a dynamic situational condition resulting in rapidly changing perimeters and dimensions.

**Evidence:** For the purpose of this directive, only physical evidence will be addressed. Physical evidence is anything tangible, having objective existence, which establishes key elements of a crime and relationships of people associated with a crime.

**Officer-In-Charge:** The evidence technician or officer that is assigned by higher authority to conduct the investigation of the crime.

**Evidence Technician:** Any department officer that has received specialized training in evidence collection and whom the Chief of Police has designated as an Evidence Technician.

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**E.T.U.:** Evidence Technician Unit

**I. NOTIFICATION OF ETU BY DETECTIVE BUREAU**

For further direction refer to Policy & Procedure #11 - Scene Responsibility & Notification of Senior Ranking Officials and Specialists.

- A. ETU personnel may be called upon to process crime scenes while on-duty and after hours. On-duty ETU personnel shall be the initial contact. If there are no on-duty ETU personnel available, off-duty ETU personnel will then be contacted.
- B. The DB supervisor and/or a Detective are authorized to request call out of ETU personnel at the onset of the following incidents:
  1. Death Investigation;
  2. Forcible Rape;
  3. Bank Robbery;
  4. Felonious Assault with serious injury or aggravating circumstances;
  5. Child abuse/neglect with aggravating circumstances;
  6. Home Invasion;
  7. Officer involved shooting or discharge of firearms (not for injured animal);
  8. Kidnapping or abduction;
  9. Bombing; and/or
  10. Any incident in which a life-threatening injury or death may result.

**II. NOTIFICATION OF ETU BY PATROL COMMAND**

- A. ETU personnel may be called upon to process crime scenes while on-duty and after hours. On-duty ETU personnel shall be the initial contact. If there are no on-duty ETU personnel available, off-duty ETU personnel will then be contacted.
- B. If the incident requires a DB call-out, the patrol supervisor will notify the on-call detective with incident information. The on-call detective will then determine if the crime scene requires ETU notification. The detective will then notify ETU.

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- C. If the incident does not require a DB call-out, the patrol supervisor may call-out ETU personnel when the collection of evidence exceeds the capabilities of road patrol.
- D. The patrol supervisor may notify ETU of property crimes involving multiple incidents and/or high value property items. Such incidents may include, but are not limited to, the following:
  - 1. Recovered UDAA's;
  - 2. Larceny from Motor Vehicles; and/or
  - 3. MDOP's.

**III. CRIME SCENE RESPONSIBILITY**

- A. DB personnel may respond to the scene with ETU personnel as part of a thorough investigation.
- B. The assigned Detective will assume the duties of the Officer-In-Charge of the overall investigation, upon arrival. The Evidence Technician is responsible for processing the crime scene.
  - 1. ETU personnel shall be responsible for collecting, documenting, photographing, marking, packaging, and preserving sufficient samples of evidence.
  - 2. The Detective is responsible for requesting any necessary laboratory test or further processing of evidence.

**IV. VEHICLES & EQUIPMENT**

- A. The DB supervisor will designate a departmental vehicle be utilized for the transportation of ETU equipment.
- B. ETU personnel shall be equipped with the listed supplies and equipment for crime scene processing.
  - 1. Digital camera and equipment;
  - 2. Supplies for recovery of latent prints & impression evidence;
  - 3. Scales/measuring tools;
  - 4. Sketching materials; and/or

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5. Tools and equipment for collection, marking, and preservation of physical evidence.
- C. All ETU equipment shall be used by ETU personnel only, unless directed or authorized by an ETU member.
- D. ETU personnel are responsible for ensuring their supplies are stocked and equipment is properly maintained per policy.
- E. ETU personnel shall arrange for the transportation of special equipment as needed. Such equipment may include, but is not limited to the following:
  1. Emergency generators;
  2. Emergency outdoor lighting; and/or
  3. Temporary shelter.

**V. TRAINING**

- A. This department has the duty to provide Evidence Technicians with Crime Scene Evidence Technician training.
  1. Evidence technicians, once successfully completing the Crime Scene Evidence Technician training (or equivalent course and credits) shall continue training one (1) work day per month to maintain and advance skills.

**VI. REVISION RESPONSIBILITY**

- A. Responsibility for continuous updating and revision of this policy and order lies with the Director of Public Safety. Continuous shall mean when necessary or mandated by law.
- B. In the event this procedure conflicts with or supersedes any previous departmental order, procedure, or directive, to that extent the conflicting or superseded order is cancelled.

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