	POLICY & PROCEDURE	SERIES # 712	PAGE 1 OF 6
	FORENSIC UNIT INVESTIGATIVE RESPONSIBILITIES		EFFECTIVE DATE 08/20/18
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 712 dated 08/28/15.	

I. PURPOSE:

The purpose of this policy is to establish guidelines for the utilization of the Forensic Unit in support of criminal investigations.

II. POLICY:

It is the policy of the Hampton Police Division that personnel of the Forensic Unit shall respond to and process major crime scenes when requested by a Patrol Supervisor or Investigator. Crime scene processing will be conducted under the direction of the Investigator at the scene.

III. DEFINITIONS:

- A. Crime Scene – any structure, location or area where evidence of a crime may be located.
- B. Minor Crime Scene – this includes petty larceny or other violations of small monetary loss or property damage.
- C. Major Crime Scene – This includes homicides, rapes, robberies, maimings or other offenses of large value, loss or property damage over one-thousand dollars.
- D. NIBIN – National Integrated Ballistic Information Network - A computerized system for acquiring and storing images of cartridge cases and shotshell cases which helps link firearms and incidents.

IV. PROCEDURE:

A. Crime Scene Processing

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3. Processing of crime scenes in all but major felonies will be accomplished by qualified patrol officers unless extenuating circumstances prevail. Officers receiving Division Crime Scene Training are considered qualified.
4. It shall be the responsibility of the Patrol Supervisor or Investigator to notify the Forensic Unit of cases which are required to be processed by unit personnel. Do not call any of the Forensic Specialists directly if their assistance is needed. Contact should be made with the Sergeant in the Forensic Unit or the evening shift Investigative Sergeant to make requests for assistance. Assistance in identifying these cases may be obtained from unit supervisors.
5. If a Forensic Specialist is unavailable and cannot respond to a crime scene, the Investigator or Patrol Supervisor shall be responsible for ensuring that the scene is properly processed.

B. Evidence

1. Chain of Evidence – If any link in the chain of evidence is unaccounted for, the integrity of the evidence is threatened and it will be ruled inadmissible. Establishment of and protection for this chain of possession can be achieved by limiting the number of persons who handle the evidence between discovery and court presentation and by keeping complete notes regarding any transfer of the possession of the evidence.
2. Officers collecting additional evidence from a crime that has been worked by a Forensic Specialist will properly package and seal the evidence and turn it directly over to Forensic Unit personnel. This will prevent any duplication in evidence numbering.
3. When submitting evidence for processing by the Forensic Unit, (from crime scenes that are not associated with a case worked by the Unit) officers must first properly package it in a sealed container and turn it over to the Property and Evidence Section. The officer must provide the Forensic Unit with a copy of the Property Invoice indicating the items to be processed. Officers should contact the Investigator who will be in charge of the case prior to submitting evidence for processing.
4. All items of evidence submitted for processing must be sealed and

labeled with:

- a. Name of the officer collecting and submitting evidence
- b. Date and Time of collection
- c. Case number
- d. Item number
- e. Location collected
- f. Description

5. The results for the processing requests completed by the Forensic Unit will be posted into the Records Management System (PISTOL) by the Forensic Unit Supervisor or designee.

6. It is the responsibility of the investigator in charge of a case to notify the primary Forensic Specialist of any evidence collected from their cases that they desire to be processed or submitted to the Department of Forensic Science for analysis. The primary Forensic Specialist will then assure that the Request for Laboratory Examination (RFLE) is completed and that the evidence is transported to the State Lab. Certificates of Analysis sent to Officers shall be forwarded to Investigations.

7. Any transfer of physical evidence from one officer to another, even in the field, will be documented on a supplemental report for the case file as well as on the evidence container/packaging itself.

8. DNA evidence:

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(9) Indicate time, date, and sample location on the outside of paper bag.

(10) Seal and initial evidence.

(11) Tag into Property & Evidence

b. Buccal swabs (known samples/elimination samples) from victim and witness should be collected if victim's or witness's DNA may be present on sample swabs collected at the crime scene.

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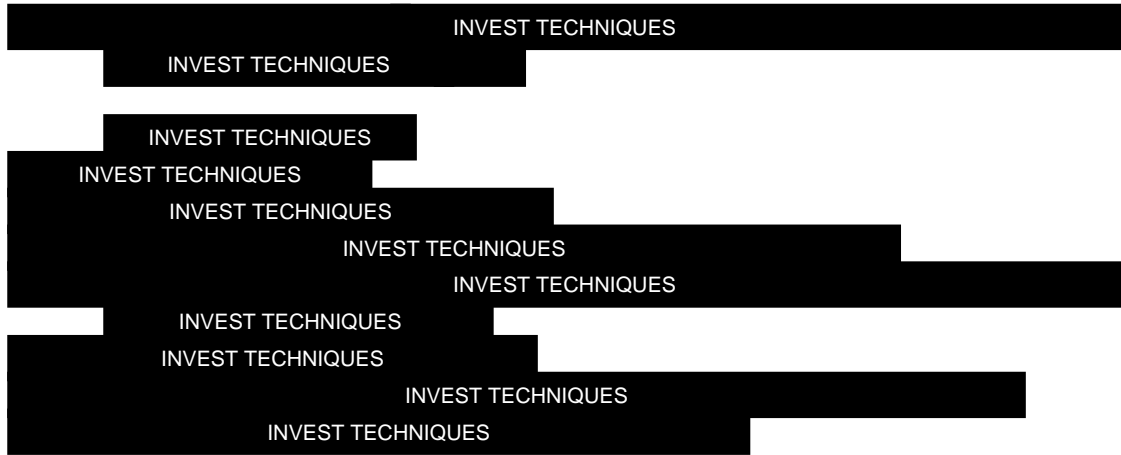
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c. SAMPLE SWABS:

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C. Procedures, Responsibility and Conditions for Submissions to Department of Forensic Services Laboratory:

1. Officers submitting items to the Department of Forensic Science Laboratory for NIBIN or other analysis will properly package, seal and label the item (all firearms will be made safe prior to submission) prior to turning it into Property and Evidence. Officers must complete the Department of Forensic Science Request for Laboratory Examination form (RFLE) with all necessary information. Drugs and/or guns will be transported to the Lab by Property & Evidence personnel (revolvers are not submitted to lab for NIBIN). All other evidence is transported by Forensic Unit personnel. OFFICERS ARE RESPONSIBLE FOR KEEPING THE LABORATORY ADVISED OF ANY COURT DATES ASSOCIATED WITH THIS EVIDENCE AND THE FORENSIC UNIT IS RESPONSIBLE FOR FORWARDING ALL LABORATORY ANALYSIS TO THE COMMONWEALTH ATTORNEY'S OFFICE.



D. Request for latent fingerprint examinations:

1. Officers/Investigators shall request a latent fingerprint examination in those cases where, through investigative or information from a reliable source, they have developed a suspect to a particular crime.
2. All requests for latent print comparisons shall be done on the appropriate form and turned over to the Forensic Unit.
3. Positive or negative responses will be posted in addendum form into the Records Management System (PISTOL).

E. All Forensic Specialists will document on an addendum all actions taken at all accidents or crime scenes they respond to, and will list evidentiary items removed from the scene for further processing. All addendums will be downloaded to the Forensic Unit crime scene folder "Narratives to be posted" to be reviewed by the Forensic Unit Supervisor and/or designee. The addendum will include:

1. Date and time of arrival at scene
2. Case number
3. Victim's name
4. Location
5. Type of offense
6. Investigating officer
7. All actions taken at scene
8. Name of Forensic Specialist processing the scene

F. TRAINING

1. Forensic Specialists will complete the following training:
 - a. Division Orientation (completed by Supervisor)
 - b. Forensic Supervised On-the-Job Training (checklist)
 - c. Virginia Forensic Science Academy (when available)
 - d. Forensic related training & re-training programs as needed
 - e. Forensic training conducted by The Virginia Department of

- Forensic Science (ex. Basic Digital Crime Scene Photography, Special Techniques for Advanced Photography, and Homicide Scene Seminar)
- f. Fingerprint identification training

Redaction Log

Total Number of Redactions in Document: 8

Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
3	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
4	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
5	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
5			2

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
		5(2)
INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1(1) 3(2) 4(1) 5(2)