

	POLICY & PROCEDURE	SERIES # 714	PAGE 1 OF 3
	FORENSIC UNIT AND VEHICLES		EFFECTIVE DATE 04/22/2019
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 714 dated 11/18/09.	

I. PURPOSE:

The purpose of this policy is to establish guidelines for the proper utilization of the Police Division's Forensic Unit and vehicles.

II. POLICY:

It shall be the policy of the Hampton Police Division to identify and utilize all Forensic Science capabilities within the Forensic Unit and Forensic vehicles in supporting investigative functions.

III. PROCEDURE:

A. The Forensic Unit will be used for all processing procedures which can be accomplished without utilizing the Virginia Department of Forensic Science.

1. All evidence brought to headquarters by Forensic Specialists will be properly secured in the Forensic Unit until processing of evidence is completed. The evidence will then be properly packaged and turned over to the Property and Evidence Section for safe storage.
2. Evidence will only be stored in the Forensic Unit until processing is completed. No evidence will be stored in the Forensic Unit for more than thirty (30) days without the Unit supervisor's authorization.
3. A complete record will be kept of all evidence which is collected and all transactions will be recorded when evidence is transferred for any reason. This transfer of evidence will be documented in a typed narrative from the Forensic Specialist. Evidence will not be released without the authorization of the Investigator in charge of the case.

B. Safety Procedures:

1. Forensic Specialists shall wear protective clothing when engaging in any activity where fluid or air borne pathogens may be present.
2. Rubber gloves and eye protection will be worn when mixing chemicals.

APPROVED:
CHIEF OF POLICE



Chemicals will only be used in the ventilator hoods with the exhaust equipment in operation.

3. When using the blood drying cabinet for evidence, a sanitizer will be used immediately after the completion of the drying process.
 4. All evidence contaminated with body fluids will be clearly marked “BIO HAZARD” and all necessary labels affixed.
 5. Any personnel exposed to a “BIO HAZARD” will immediately notify the Forensic Unit Supervisor so all necessary procedures can be initiated.
 6. These procedures are established to ensure the safety of the Forensics Unit Personnel. Any deviations from these procedures will be authorized by the Forensic Unit Supervisor.
 7. Malfunctions of equipment or other safety hazards shall immediately be brought to the attention of the Commander of the Forensic Unit and then documented in a Special Report.
- C. The Forensic Unit vans shall be equipped and utilized in such a manner as to aid in the identification, collection, preservation, and processing of physical evidence at a crime scene.
1. All vans will have equipment necessary to process any major crime scene. The same equipment will be available in each vehicle (A list of equipment can be located on the monthly inspection form). Any shared equipment will be stored in the Forensic Unit Office.
 2. Vans and the equipment contained in them will be available at all crime scenes to which the Forensic Specialists respond.
 3. Only Forensic Unit personnel are authorized to operate Forensic vehicles. Forensic Unit personnel must have received training in the proper use of the equipment located in the van to be qualified to operate the vans.
 4. The Forensic Specialists will be responsible for the condition of the vehicles. The Forensic Specialists will maintain a current list of necessary equipment to be carried on the vans at all times and will conduct a monthly inventory of that equipment.
 5. Scheduled maintenance of the vehicles is the responsibility of the Police Division’s Special Projects Unit. Any discrepancies in the maintenance will immediately be brought to the attention of the Forensic Unit Commander in a Special Report.
 6. Forensic vehicles will only be used for crime scene processing and related duties. Use of the vans for other purposes must be approved by the Forensic Unit supervisor.

7. Forensic vehicles will not be used for apprehending law violators when being operated by civilian personnel. Sworn personnel should only use the Forensic Unit vans for apprehension of a violator in an emergency and when no other alternative is available. Should a pursuit occur, procedures outlined in P&P 1128, "Trucks, Vans and Unmarked Units" will be followed.

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