

**Stevensville Police Department
General Orders**

Chapter 35 Collection and Preservation of Evidence

Date Effective By The Order of: M. Sosa, Jr., Chief of Police
5/10/21

Date Revised Date Reissued Pages
5/10/21 5/10/21 17

The Stevensville Police Department shall provide employees with guidelines and procedures that incorporate the application of scientific methods for the identification, collection and preservation of physical evidence. The Agency recognizes that successful investigations, criminal prosecutions, and other law enforcement related matters are directly linked to a thorough evidence collection and preservation process.

35.1.1 CRIME SCENE PROCESSING

CALEA Standard: 83.1.1, 83.2.1, 83.2.4

Availability of Forensic Services Officer

Qualified personnel are available on a 24-hour basis to process a crime scene and or a traffic collision through the Ravalli County Sherriff's Office. Shift Officers/Supervisors shall be responsible for the processing of all crime scenes except major crimes and special circumstances as determined by an on-duty supervisor. A Forensic Specialist with the Ravalli County Sheriff's Office can be requested to respond to major crimes and special circumstances.

On Scene Protocol

It is the responsibility of the first Officer on the scene to establish the proper scope, provide security, and protection of the crime scene until relieved of that responsibility. The Officer assigned to conduct the investigation shall be the Officer in charge of the crime scene; however, the on-duty supervisor retains the ultimate responsibility as the supervisor for direction and supervision of all personnel on the crime scene. The on-duty supervisor and the investigating Officer should coordinate their efforts to see that all aspects of the investigation are addressed.

It shall be the responsibility of the investigating Officer to determine if a crime scene is to be processed for physical evidence. However, a Forensic Specialist may be summoned to the scene of major crimes at the discretion of the on-duty supervisor. The on-duty supervisor will contact the Ravalli County Sheriff's Office who will have the Forensic Specialist report to the scene.

The investigating Officer is responsible for ensuring that the crime scene is properly and thoroughly processed for physical evidence to include:

1. Establishing a perimeter and preserving the crime scene until all evidence has been processed or until being relieved of the post.
2. Photographing the crime scene and videotaping when appropriate
3. Sketching and diagramming the crime scene when appropriate
4. Protecting, collecting, and preserving physical evidence
5. Documenting the names of personnel who enter the crime scene and the time they enter and leave.
6. Ensuring chain of custody for all evidence transferred in the field.
7. The Supervisor or Forensic Specialist is responsible for advising and assisting the investigating Officer in the complete and thorough processing of the crime scene. Other Agency personnel on the scene shall provide assistance to the investigating Officer to include:
 8. Scene security
 9. Media relations
 10. Crowd control
 11. Other duties as directed.

If a crime scene is not processed, the investigating Officer shall indicate on the incident report the reasons and circumstances dictating the decision not to process.

Collecting Known Samples for Comparison

Known samples are samples that represent the source of suspect evidence. Forensic specialists and crime laboratory analysts need known samples to compare suspect evidence with evidence found on questioned items. Investigating Officers may contact a Forensic Specialist for assistance in collecting, packaging, and preserving known samples. Known samples of evidence shall be collected when such samples are available, to include:

1. Rolled fingerprint and palm print impressions.
2. Trace evidence performed by hospital personnel.
3. Serology performed by hospital personnel.
4. Questioned documents.
5. Firearms and tools
6. Drug chemistry evidence performed by hospital personnel.
7. Prints for elimination purposes.

Processing Evidence

Items processed for evidence in the field may be released to the owner if they are determined not to be of evidentiary value. Items left at the scene by the suspect shall be seized as evidence if they are determined to be of evidentiary value.

Items determined to be of potential evidentiary value, but not processed in the field, shall be collected and properly packaged so as to preserve the evidentiary value, prevent contamination, and ensure that a complete and adequate sample is obtained. Items collected for processing by a crime lab shall be collected and packaged in accordance with guidelines established by the receiving lab.

Safety considerations for the collection of bio-hazardous material are contained in the *INFECTION CONTROL PLAN*.

Collection and Preservation of Physical Evidence

Collection of physical evidence shall be accomplished in accordance with related Montana Statutes. Procedural guidelines for the collection of DNA evidence are outlined in Montana Statute. Procedural guidelines for collecting other types of evidence include:

COLLECTION OF LIQUID BLOOD SAMPLES AND BODY FLUIDS – A qualified person shall collect liquid blood and/or body fluids. Liquid samples shall be placed in proper containers and refrigerated or immediately delivered to the appropriate crime lab.

COLLECTION OF WET OR BLOODY CLOTHING OR FABRIC – The Forensic Specialist or Officer should be summoned to assist in the collection of wet or bloody clothing or fabric.

COLLECTION OF BLOOD FOR DUI INVESTIGATIONS – The process for the collection of blood samples for DUI investigations is outlined in the Stevensville Police Department General Orders, Chapter 29, *Traffic*.

COLLECTION AND PACKAGING OF DRUGS – Drugs collected as found or recovered that are not being sent for analysis should be packaged and sealed as outlined in Chapter 36 of the Stevensville Police Department General Orders. They should be submitted to the Property & Evidence Section with a completed property report. Drugs collected for analysis shall be collected and packaged as outlined in Chapter 36 of the Stevensville Police Department General Orders.

COLLECTING AND PREPARING FIREARMS – The Officer is responsible for handling seized or recovered firearms safely. Firearms that need to be processed for evidence by a crime lab shall be collected, made safe, tagged and placed in an appropriate container. The firearms shall be submitted to the Property & Evidence Section according to the following procedures:

1. Determine if the firearm should be taken into police custody.
2. Unload the weapon and block the action by inserting and securing a plastic restraint through the cylinder of revolvers; through the magazine well and out the ejection port of semi-automatics; and/or around the receiver of single shot long guns to prevent the breech from closing. Under no circumstances should anything be placed through the barrel.

Tag the weapon with a property tag, corresponding case number and record all manufacturer information to include:

1. Serial Number
2. Make
3. Model
4. City, State and/or Country of manufacture, if known, and
5. Import information provided on the weapon's frame, if known
6. Complete the property report Submit the tagged firearm and related property report to the Property & Evidence Unit.

Firearms that are to be processed for evidence by the crime lab shall be collected, made safe, and tagged according to the guidelines established by the crime lab to which the firearms are to be submitted. Officers collecting firearms of evidentiary value which may require further processing by a crime lab shall request a Forensic Specialist to the scene for assistance with the collection.

COLLECTING AND PACKAGING MONEY – Seized money shall be counted by the Officer making the seizure, and the total amount verified by a supervisor. Money should be listed by denominations on the property report and other appropriate paperwork. After counting and verification by the supervisor and the collecting officer, the money shall be sealed using the appropriate evidence label in an appropriate container. The container shall also indicate the amount of money and all money shall be packaged separate from other evidence or property. For all counterfeit money, the serial number must be recorded on both the property report as well as the property envelope.

SYRINGES, SHARPS, AND OTHER BIO-HAZARDS – Safety considerations and instructions for handling syringes, sharps, and other bio-hazardous material are contained in the *INFECTION CONTROL PLAN*.

OTHER TYPES OF EVIDENCE – Types of evidence not discussed in this procedure shall be collected in accordance with guidelines established by the crime scene lab selected to receive the evidence.

Processing Recovered Stolen Vehicles

An Officer shall conduct an appropriate preliminary or supplemental investigation for all stolen vehicles recovered by the Stevensville Police Department. The investigating

Officer shall ensure that the reporting agency, if other than the Stevensville Police Department, is immediately notified of the recovery. The investigating Officer shall see that the owner of the vehicle or other appropriate person is notified of the recovery and informed of circumstances regarding the release of the vehicle from police custody.

All vehicles reported stolen in Ravalli County and recovered by the Stevensville Police Department shall be thoroughly processed for physical evidence within 24-hours of recovery, unless extenuating circumstances exist which prevent the examination in a timely manner. The Officer assigned to conduct the preliminary or supplemental investigation shall be responsible for ensuring that the vehicle is thoroughly processed for physical evidence. The investigating Officer may request assistance and advice from a Forensic Specialist in processing recovered stolen vehicles.

When a vehicle which was stolen outside the jurisdiction of the Stevensville Police Department, is recovered by the Stevensville Police Department:

1. The vehicle will be processed for physical evidence by Stevensville Police Department personnel if circumstances indicate that the vehicle was involved in other criminal offenses that occurred in the jurisdiction of the agency.
2. The vehicle will be processed by Stevensville Police Department personnel, if so requested by the reporting agency.
3. The vehicle will remain in law enforcement custody at the scene or towed and stored at a secured storage facility if the reporting agency personnel intends to process the vehicle or otherwise take custody of the vehicle.

When a vehicle reported stolen from the jurisdiction of the Stevensville Police Department is recovered in another jurisdiction:

The agency recovering the vehicle should be requested to process the vehicle for physical evidence.

Upon receiving notification through the dispatch office of the recovery of a vehicle reported stolen from the agency's jurisdiction, the dispatch office shall assign a Stevensville Police Department Officer to complete a supplement to the original incident report.

Recovered stolen vehicles shall be released to the owner or other appropriate person as soon as possible after recovery. A recovered vehicle shall remain in police custody, and the chain of custody shall be maintained, as long as the recovered stolen vehicle is of evidentiary value.

If the owner or other appropriate person cannot be contacted, and a recovered vehicle is no longer of evidentiary value, the vehicle will be towed and stored as outlined in Chapter 29, *Traffic*, of the Stevensville Police Department General Orders.

Crime Scene Sketches

Sketches and diagrams made pursuant to the collection and preservation of evidence shall include:

1. Dimensions
2. Geographical relationship of the crime scene
3. Address or other location description of the crime scene
4. Location of significant features of the crime scene
5. Compass orientation of the crime scene
6. Names of persons preparing the sketch or diagram
7. Date and time of preparation
8. Documentation of physical evidence in its original location prior to the collection of such evidence
9. Other sufficient information so that a final scale drawing may be made later

Sealing, Marking, and Labeling Physical Evidence

Property collected by Stevensville Police Department personnel that is of evidentiary value shall be packaged, sealed, and labeled in such a manner to preserve the integrity of the evidence. A chain of custody shall be established and maintained. Items of physical evidence should not be marked or otherwise defaced or damaged.

Items of physical evidence should be packaged or placed in paper bags or other appropriate tamper-proof containers and then sealed. Containers should be sealed with packaging tape or transparent tape. The seal should be marked with the name or other identifiable mark of the Officer collecting or submitting the evidence and the date. The mark should be made in such a manner that tampering with the seal would be immediately evident. Items that cannot be packaged in containers should be affixed with an evidence label or tag. Sealed containers shall be affixed with an appropriate evidence label or tag indicating:

1. Case number
2. Item number
3. Item description (including numerical identifiers when available)
4. Investigating Officer's name and number
5. Name and address of the owner, victim, suspect, or finder.
6. Identification of property type as arrest evidence, investigation property, decedent's property and/or other.

Large items having evidentiary value, such as vehicle, will be coordinated with the Ravalli County Sheriff's Office and shall have the proper paperwork submitted to the evidence custodian.

Special Precautions for Contaminated Evidence

Forensic Services specialists routinely receive evidence that has been contaminated by or contains human blood or body fluids. All Forensic specialists must be aware of the potential for contracting contagious diseases by improper handling of such materials and must take appropriate steps to avoid infections.

It is the policy of the Stevensville Police Department that all evidence which has been contaminated by or which contains human blood or body fluids shall be handled as if it carries a contagious disease and shall be considered contaminated and will be labeled with the appropriate bio-hazard label. Any evidence which has been carried in any body cavity shall be considered to be contaminated evidence.

All Agency personnel submitting evidence to for analysis shall notify the Evidence Custodian and/or the Forensic Specialist whenever contaminated evidence is being submitted for processing. The notification of such contamination must be properly noted on the *Stevensville Police Department PROPERTY REPORT* and the *Stevensville Police Department REQUEST FOR EXAMINATION OF PHYSICAL EVIDENCE*.

The potential for accidental sticking by hypodermic needles is significant enough that the danger generally outweighs the possible value of such evidence. Therefore, it is the policy of the Stevensville Police Department not to accept or submit hypodermic needles for analysis unless the importance of such evidence can be demonstrated. Approval must be obtained from the Chief of Police to submit such evidence.

If Officers having hypodermic needles containing liquid believe that analysis of the liquid is critical to the case, the liquid shall be emptied into a clean vial, then the needle and syringe stored in a sharps container. Either the liquid or the syringe may then be submitted for analysis.

It is not possible to define all of the potential means of exposure to infectious diseases. All personnel handling contaminated evidence are required to use good judgment and safety practices to ensure their own safety and the safety of other individuals. Additional information on biohazards and safety precautions and procedures can be found in the *INFECTION CONTROL PLAN*. Officers should become familiar with the information provided by the *INFECTION CONTROL PLAN* to further ensure a safe working environment for all concerned.

35.1.2 PHOTOGRAPHY AND VIDEO

CALEA Standard: 83.2.2

The Stevensville Police Department recognizes that photographic images are an important component of criminal investigations and prosecution. Images may be captured and archived using various imaging technologies, including but not limited to, conventional film and digital formats. Image integrity is maintained to ensure images are admissible in a court of law. The investigating Officer is responsible for determining if photographs or video are appropriate to the crime; however, crime scene photos shall be taken at all major crime scenes. Video may be used to supplement photographs but should not replace still photography. All crime scene photographic images shall be stored in the report and shall include descriptive information as outlined in this directive.

Crime scene photography shall include:

1. Photographs of the crime scene in its original state
2. When appropriate, photographs of specific items shall be taken with and without a scale placed next to the item.

Photographs and videos of crime scenes shall include the following information which shall be displayed on a photo placard:

1. The date and time
2. The location of occurrence
3. The case number
4. The investigating Officer's name and number
5. The name of the Officer making photographs or videotapes, if different from the investigating Officer

Procedure for Storage, Retrieval and Management of Digital Images and Recordings

The Stevensville Police Department recognizes the following definitions as they pertain to digital image capture, storage, and retrieval.

Archival storage media:

1. Storage media well suited to long-term storage of archival images.
2. Archive Image: Either the primary or original image stored on media intended for long-term storage.
3. Capture: The process of recording an image.
4. Compression: The process of reducing the size of a data file.
5. Digital Image: An image that is stored in numerical form.
6. Digital Image File: A record that includes image data and related data objects.

7. File Format: The structure by which the data is organized in a file. (i.e., jpeg, TIFF).
8. Image Enhancement: Any process intended to improve the visual appearance of an image.
9. Image Output: The means by which an image is presented for examination or observation.
10. Image Processing: Any activity that transforms an input image into an output image.
11. Note: Image processing does not mean the original stored image is overwritten during the process. Forensic image processing is performed on a copy, or working image, of the original image.

Image Processing Log:

1. A record of the steps used in the processing of an image (i.e., cropping, contrast adjustments, color balance).
2. Image Restoration: A process applied to an image that has been degraded by known causes, such as defocus or motion blur, so the effect of the degradation is partially or totally removed.
3. Master CD-R: A writable compact disk containing copies of digital images transferred, from the digital darkroom for each officer. The master CD-R may contain images from one or more case investigations.
4. Native File Format: The file format of the primary image.
5. Original Image: An accurate and complete replica of the primary image, irrespective of media. For film and analog video, the primary image is the original image.
6. Primary Image: Refers to the first instance in which an image is recorded onto any media that is a separate, identifiable object or objects.
7. Processed Image: An output image (see *Image Processing*).
8. Removable Storage Media: Storage media that is capable of being removed (and replaced) from the camera or other digital device. (i.e., Smart media card, Flash card, memory stick).

Reproducibility:

1. The extent to which a process yields the same results on repeated trials.
2. Security: The extent to which the evidence has been preserved and safeguarded.
3. Storage: The act of preserving an image.
4. Storage Media: Any object on which an image is preserved. (i.e., CD-R, digital darkroom computer).
5. Working Image: Any image subjected to processing.

Image Storage Location

Captured digital images of crime scenes or those having evidentiary value shall be uploaded into the Agency's Offense Reporting System.

Image Capture

Photographs will be taken when an Officer believes that visual documentation will assist to further the investigation or prosecution of any criminal act. The photographs should be of high quality and accurately represent a person's injuries or crime scene conditions as they appeared at the time it was photographed.

If a digital camera is used to capture images, the file format and compression ratio is necessary to ensure high quality when viewed or printed. The recommended captured image resolution is 1024x768 dpi or greater.

The storage media containing images captured will be submitted to the Evidence Room as evidence connected to the investigation. Storage media shall be placed in a secure envelope with the Officer's name, unit number.

Photographs are captured and stored as primary images on the removable storage media. The images shall not be opened or viewed with a device that enables editing of digital images. The Officer shall review the images on the camera's internal viewing screen to ensure proper exposure and composition. Officers shall not delete any images from the removable storage media until all images are transferred to archival storage. These images must be recorded in an unaltered form as soon as possible.

Image Processing

A printed image is a true and accurate representation of the incident or scene. Techniques, such as cropping, contrast adjustments, dodging and/or burning, unsharpened/mask, and color balance are acceptable enhancements, and are synonymous with existing darkroom techniques. Specific digital technique, including resizing (with or without interpolation), may be utilized to improve image quality and accommodate the processing image's printed size.

Every enhancement performed on the working image (copy of original) must be saved and recorded on CD-R as a separate photograph from the original image. Each new image file will be assigned a new file name and time stamp.

It is acceptable to scan negatives and other analog images, thus creating a digital image file, which can be processed, and output. The negatives are retained as original images.

For introduction in a court of law, each image has documentation regarding any changes made from the original digital image file. The image-processing log is specific enough to allow an independent operator to produce a similar output if provided a copy of the original digital image file and image-processing log. Each entry into the log must include date, time, operator and brief description of the action taken in order to complete the trail from original to final photograph.

Submission of Copies to County Attorney's Office

When the images for a case are recorded, the Officer will copy the case images onto a separate CD-R or storage device. The CD-R is for the investigating Officer to submit to the County Attorney's Office. The investigating Officer should also obtain case narratives, digital audio files, as well as any other relevant information pertaining to the case and have these burned to the CD-R. The copy should be submitted to the County Attorney's Office after completing all follow-ups. This will serve as the County Attorney's "case file".

35.1.3 COLLECTION AND PRESERVATION OF FINGERPRINTS AS EVIDENCE

CALEA Standard 3.2.3

Collection of Prints

Latent fingerprints shall be collected so as to preserve their evidentiary value, prevent contamination, and ensure a complete and adequate sample is obtained.

Latent fingerprints shall be developed and lifted according to established practices. Training shall include fingerprint pattern recognition and printing procedures relative to patterns, proper rolling, plain impressions or slaps, dry or wet fingers, and bandaged, missing, or amputees. Training relative to the processing of latent prints shall include types of powders used and addressing potential problems with latent prints.

Latent impressions developed with fingerprint powder may be photographed when conditions allow. If latent prints are lifted, elimination prints shall be obtained. The lifted print shall be placed on a latent fingerprint backer card.

All fingerprints shall be documented with the following information:

- ☐ Date and time
- ☐ Case number
- ☐ Offense
- ☐ Victim's name
- ☐ Offense location
- ☐ Investigating Officer's name and Unit number
- ☐ Name and Unit number of the Officer lifting the prints

- ☐ A rough sketch depicting where the prints were obtained in relation to the crime scene

35.1.4 EQUIPMENT AND SUPPLIES

CALEA Standard 3.2.4

Crime Scene Search Vehicles

Vehicles assigned to the Stevensville Police Department shall be equipped to allow effective and timely processing of crime or traffic collisions scenes. Stevensville Police Department General Orders, Chapter 19, *Patrol*, lists the kinds of equipment maintained in the patrol vehicles which include:

- ☐ Latent fingerprint development kit
- ☐ Crime scene photography kit
- ☐ Crime scene sketch kit
- ☐ Evidence preservation and recovery kit

Officers shall receive, maintain, and carry with them in the patrol cars, crime scene processing equipment as part of their personally assigned equipment to include:

- ☐ Equipment for latent fingerprint recovery
- ☐ Photography equipment (if issued)
- ☐ Equipment for sketching crime scenes
- ☐ Equipment for collection and preservation of physical evidence

The Stevensville Police Department General Orders, Chapter 19, *Patrol*, lists the equipment required to be maintained in all vehicles, which may be needed in response to traffic collisions or emergencies.

35.1.5 SEIZURE OF MEDIA STORAGE DEVICES

CALEA Standard: 83.2.5

The seizure of computer equipment and other devices capable of storing data in an electronic format shall be done in accordance with all statutory requirements related to search and seizure of evidence or contraband and in accordance with all Agency policies and procedures regarding the processing of evidence. The Stevensville Police Department General Orders, Chapter 21, further discusses statutory requirements for search and seizure of evidence or contraband.

Officers not trained in current forensics protocol as it relates to media storage devices shall only secure the scene and then contact a forensics expert who will respond to properly seize the evidence.

Computer equipment and other media storage devices can be severely damaged, or data lost due to improper shutdown procedures. Law Enforcement personnel should be conscious of the potential for pre-programming to erase or destroy data that is tampered with in violation of the program's security procedures.

Mainframe computer shut-downs should be accomplished by a representative of the manufacturer before the equipment is removed. A full back up should be completed by the representative before any attempt to shut down the system.

Before seizure is attempted of a personal computer, Law Enforcement personnel should:

- ☐ Photograph the computer(s) and the screen(s)
- ☐ Unplug power sources from the back of the computer
- ☐ Label all wired connections at both ends
- ☐ Seal the power outlet and all ports on computers and peripherals
- ☐ Collect reels, diskettes, and any peripheral equipment

Electronic components should not be exposed to extreme temperatures. Computer hard drives, electronics and media storage devices should not be placed in close proximity to magnetic sources.

Once seized and processed, a person skilled in electronic equipment operations should examine the equipment prior to start up.

35.1.6 REPORTS PREPARATION

CALEA Standard: 83.2.6

Crime Scene/Traffic Collision Supplementary Reports

The investigating Officer, or Officer assigned to process a crime or traffic collision scene shall complete a report of those activities. This report shall be included as a supplement to the incident report. The identification/crime scene supplementary report shall include:

- ☐ Date and time of arrival at the scene
- ☐ Location of the crime
- ☐ Names of victims
- ☐ Names of suspects
- ☐ Actions taken at the scene including number of photographs taken, whether measurements were taken and a descriptive of any other scene processing techniques utilized
- ☐ A case file reference number
- ☐ Inventory of evidence

If a Forensic Specialist is summoned to a crime scene, in addition to the above information, the report should include:

- ☐ The date and time the request is received
- ☐ The name of the investigating Officer
- ☐ The disposition of physical evidence
- ☐ The type of digital imaging equipment utilized (video/still photography)
- ☐ Crime scene measurement information

Inventory of Evidence

An inventory of evidence is an investigative tool to aid in successful prosecution of a case. The inventory of evidence may be included in the identification/crime scene supplemental report. The investigating Officer shall be responsible for ensuring that an inventory of evidence is prepared by completing a Property Report and inventory of seized property. The inventory of evidence shall include:

- ☐ The description of the item (including numerical identifiers when available)
- ☐ The location and/or person from which obtained
- ☐ The name of the Officer collecting the evidence
- ☐ The date and time the evidence was collected

Documentation When Evidence Is Not Recovered

When there are no photographs taken or no evidence is recovered from the scene of a major crime, the investigating Officer shall indicate the reasons and circumstances for the action on the incident report.

35.1.7 EVIDENCE HANDLING

CALEA Standard: 83.3.1, 83.3.2

Collection of Known Sources

Whenever available, materials and substances will be collected from a known source for submission to the reviewing laboratory for comparison with the physical evidence collected. Known sources may include, but are not limited to: elimination prints, hairs or other fibers, paint, wood, and other constructive materials, firearms, controlled substances and blood samples.

Request for Laboratory Analysis

The Officer shall properly tag or package evidence and submit it to the appropriate lab with the completed property report and the completed request for examination form. The Officer shall indicate on the property report that the evidence is to be submitted to

the appropriate laboratory. The transfer of evidence shall be documented using the correct property control forms to establish and maintain the chain of custody.

The investigating Officer is ultimately responsible for seeing that evidence is submitted in a timely manner to the appropriate laboratory for analysis using the established procedures and examination request forms of the intended laboratory.

Evidence to be submitted to a lab for analysis shall be accompanied by a completed request for examination form indicating the type of analysis requested. All latent prints, taken at a crime scene shall be packaged in an envelope, and deposited with the appropriate lab.

The investigating Officer may request assistance from a lab on procedures for submitting evidence to crime laboratories and on completing the appropriate laboratory request forms.

Officers may submit evidence to an appropriate lab by:

- ☐ Completing the appropriate physical examination request form
- ☐ Packaging the evidence according to the instructions generated by the accepting lab
- ☐ Submitting the evidence to the appropriate lab

All evidence submitted to the laboratory will be accompanied by the corresponding physical examination request form. The investigating Officer may be required to hand deliver evidence to the lab or other crime labs under special circumstances to include:

- Loaded firearms
- Large quantities of controlled substances
- Large quantities of money
- Bulk items
- Other evidence of a sensitive nature

Perishable evidence requires additional specific collecting, packaging, and submission procedures. When an investigating Officer determines that perishable evidence is present at a crime scene and needs to be collected, the investigating Officer shall summon an identification specialist to collect, package, and preserve such evidence.

Perishable evidence includes:

- Fresh blood
- Blood-stained objects
- Other physiological stains and tissues
- Biological materials other than controlled substances

When the submission of perishable evidence to a crime laboratory is delayed, the investigating Officer shall indicate the reasons and circumstances on the incident report or on a supplementary report form.

Record of Transfer of Evidence to Laboratories

When physical evidence is transferred to a laboratory for analysis, records shall be maintained indicating the:

- Name of the Officer or Property & Evidence Custodian last having custody of the property and responsible for submitting the evidence to the laboratory
- Date and time of submission or mailing of the property to the laboratory
- Method of submission of property to the laboratory, i.e., mailing or hand delivery
- Date and time of receipt by the laboratory
- Name and signature of the laboratory employee receiving the evidence
- Name of the Officer requesting the examination
- Name of the investigating Officer

Written Laboratory Test Results

A lab may provide a written report of all laboratory test results. If the crime laboratory does not normally provide a written report of test results, the Officer submitting the evidence should specifically request a written report of the laboratory test results.

35.1.8 EVIDENCE TRAINING REQUIREMENTS

CALEA Standard:

Recruits

Montana POST curriculum required by all Agency personnel provides familiarization training in:

- Rules of evidence
- Identification of evidence
- Crime scene searches
- Preliminary investigations
- Crime scene investigations
- Collection and preservation of evidence
- Fingerprint identification methods
- Evidence and property management procedures
- Traffic collision scene management
- Crime laboratory functions
- Chain of custody of evidence

The Stevensville Police Department provides additional training in evidence preservation and collection through its Field Training Program. The Field Training Program includes familiarization in:

- Agency policy and procedures concerning the role and function of Officers involved in the collection and preservation of evidence
- Potentialities and limitations of the examination of physical evidence
- Requirements for collection of materials from a known source for comparison purposes
- Collection and preservation of evidence
- Maintenance of the chain of custody of evidence