


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 7.04</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: CRIME SCENE INVESTIGATIONS</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Crime Scene Investigations Criminal Investigation Division</p>	<p>State Certification Standards: 5.23</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding Crime Scene Investigation.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that a Crime Scene Investigator be used to investigate major crimes and to assist personnel in the investigation of all other crimes.

DISCUSSION

The purpose of the Crime Scene investigator is to provide scientific investigative services to all branches of the Rabun County Sheriff's Office and any outside agencies, including city police, Sheriff's Office, city and county fire services and EMS, requesting such services.

DEFINITIONS

CID — The Criminal Investigations Division

Crime Scene — The location where the crime occurred or where the indication of the crime exists.

Crime Scene Processing — The specific actions taken at a crime or accident scene, consisting of the taking of photographs, preparing the crime or accident scene sketch, and the collecting and preserving of physical evidence.

Crime Scene Processor — The person or persons charged with the responsibility for processing the crime scene, but whose primary duties are different, such a traffic deputy or investigator. This can include the watch crime scene deputies.

Crime Scene Investigator/Specialist/Technician — A person who processes the crime scene, who may have a higher level of training than the crime scene processor and whose primary duty is crime scene processing.

I. GENERAL POLICIES AND PROCEDURES

Personnel Responsibilities at a Major Crime Scene

1. The first deputy to arrive on the scene of a major crime should determine if the perpetrator is still on the scene and make every effort to apprehend the suspect. The deputy should then learn the status of any victim(s). If the victim's status is life threatening, all efforts should be directed toward saving the life first. If medical personnel give aid and transport from the scene the deputy should make note of the position of the victim, the victims clothing any injuries or blood patterns observed and any items moved or relocated by the medical personnel, and the path of travel of the personnel in and out of the scene.
2. The deputy must then determine as many facts as possible about the crime scene, notify their supervisor and if needed request the assistance of the Criminal Investigations Division.
3. The most important task of the first deputy at the scene at this time is the protection of the scene. The scene must be protected from victims, witnesses' civilian personnel, and law enforcement personnel to maintain the integrity of the scene and provide the best possible evidence needed for the successful conclusion of the investigation.
4. A Crime Scene Integrity log should be kept by the first responding deputy, listing all persons that enter and exit the crime scene including the person's name, agency, date, time, and purpose for entering the scene. Crime Scene Investigators or technicians processing the scene do not need to have their times noted when going to and from their vehicles for processing equipment or with periodic consultations with detectives. When the scene is completed and released, the log shall be turned over to the lead investigator.

II. CRIME SCENE PROCESSING PROCEDURES

1. The Crime Scene Investigators and Crime Scene Technicians must follow a set routine to ensure that any and all evidence connected with the scene will be preserved and processed. The CSI and CST must ensure the continued protection of the scene during the investigation, either by physical barrier or by placement of security personnel. If this has been accomplished prior to the CSI or CST arrival, the CSI or CST can extend the barriers as needed or request additional security personnel. These procedures include but are not limited to the following:
 - A. Photograph the overall scene prior to any disturbances. Taking care to prevent the destruction or loss of any trace or fiber evidence in the crime scene. All homicides, law enforcement shootings and other significant incidents will be videotaped. (The microphone should be disabled);
 - B. Take measurements and complete a rough sketch of the scene;
 - C. Maintain an accurate set of notes of the investigation of the scene by the CSI or CST so that an accurate report can be completed;
 - D. Locate and recover any trace evidence;

- E. Locate and recover any latent /patent print impressions;
 - F. Locate and recover any and all physical evidence pertaining to the crime;
 - G. Evidence recovered, which is wet or bloody, should be air-dried. After the item is dry, it must be packaged in a paper bag;
 - H. Dried physiological fluids should be frozen;
 - I. Liquid blood samples must be put in the proper containers and stored in secured refrigerators;
 - J. Items that are recovered which might contain latent prints should be handled carefully. Latent prints can be damaged rubbing against the storage medium used to transport the item. Careless handling, even when wearing gloves, can also damage latent prints;
 - K. Maintain an accurate log of any and all evidence collected. The log should describe the evidence collected, location found, who recovered the evidence, date and time. If measurements are taken also note these on the log;
 - L. Catalog and properly package all evidence;
 - M. Request State Crime Lab services where applicable;
 - N. Maintain a chain of custody form;
 - O. After processing, release all evidence to the property and evidence room;
 - P. Take all steps necessary to maintain integrity of the investigation and crime scene;
 - Q. It should be noted that not all of the above listed processes will apply to every scene but the list should be used as a guide and the listed processes should be used whenever possible.
2. Crime scene vehicles will maintain a supply of the items needed to process scenes. These are to include paper and plastic bags, a well-stocked fingerprint kit, collection materials for blood and body fluids, rubber gloves, disposable protective clothing, a tape measure, and evidence tape.
 3. During extreme weather conditions the cameras and film should not be left in the CSI or CST's vehicle to prevent damage from heat and extreme cold.
 4. All CSI and CST's are to have their own latent print kit. Crime scene personnel when responding to all calls will carry these kits. Materials for note taking will be maintained in the crime scene vehicles.

III. PHOTOGRAPHIC DOCUMENTATION OF CRIME SCENES

1. Crime scenes under the investigation should be photographed prior to the recovery of any evidence. In the case of homicides, police shootings or other significant incidences, a videotape should be made at the scene.
2. By photographing the general scene and items of evidence, investigators will be able to refer to the photographs and reevaluate the scene as it appeared upon their arrival. Photographs may be substituted for the actual objects in court. Many times such as buildings, streets or decedents cannot be brought into the courtroom; therefore making photographs is the best possible evidence.

3. Photographs of the scene should be taken as soon as possible after the arrival of CSI personnel and before moving any items of evidence. Photographs must be a true and accurate portrayal of the scene as observed. They shouldn't be misleading or distort the facts. They can be used to identify evidence, victims and locations.
4. Photographs of a crime scene should be taken in some type of logical order. Basically there are three types of photographs that should be taken at any crime scene:
 - A. Overalls;
 - B. Mediums;
 - C. Close-ups.
5. By starting on the outskirts of a scene, there is less chance of accidentally disturbing evidence prior to taking photographs of it. The overall shot should depict the scene as completely as possible and from several different angles. The photographer should then move in closer to take medium shots of items or evidence in the relation to other items. Close-ups should be taken for all major items of evidence and if a body is on the scene, all three groups of photos should be taken of the body—overall, mediums and close-ups.
6. Any weapons should be photographed with and without a measuring device for size comparison. Tire and footwear impressions should also be photographed with and without a measuring device so that they can be enlarged to one-to-one scale for comparison purposes. Fingerprints also fall under this category. The photographs taken for later comparison purposes should be taken at a 90-degree angle to the object photographed.
7. Crime scene reports should document the person's name that took the pictures, the general scene, date and time. Videotapes should be placed in the safe mode in order to protect them as well as labeled indicating date, time and what the scene location is.

IV. CRIME SCENE SKETCHES

1. The purpose of a crime scene sketch is to show the relationship of items of evidence, the body, etc. to one another. It is to give an idea of distance from one item to another, although the scene is photographed many different angles and locations. A photograph cannot accurately display distance therefore it is necessary to prepare a drawing of the scene with all important items displayed within the sketch. Crime scene sketches will be mandatory on all homicide investigations, police shootings or other significant incidences as determined by the supervisor on the scene. The detective in charge of the case can request that a crime scene sketch be completed at any crime scene however there should be a definite need for the request. Any time a death investigation is conducted and it is questioned as to whether or not it is a homicide, the case will be treated as a homicide with a sketch will be necessary.
2. After documenting the scene with photographs, measurements will be made utilizing one of the accepted methods prior to anything being moved. A rough sketch will be made on the scene and include either on the rough sketch or in notes the measurements to all pertinent points and evidence including any decedents at the scene. The measurements need to be as accurate as possible so that the event it becomes necessary each item can be replaced into its original position. This sketch will include the dimensions of the room, building, roadways, and geographical features pertinent to the scene. It will include all items of evidence recovered from the scene as well as furniture and fixtures important to the investigations.
3. The final sketch will include all of the above as well as the following:
 - A. Not drawn to scale if applicable;

- B. The name of the person drawing the sketch;
 - C. Case number;
 - D. Date of incident;
 - E. Location of incident;
 - F. An 'N' to indicate the direction north with an arrow to show the actual direction.
4. There are two methods used by the CSI's to take measurements for a crime scene sketch;
 - A. Triangulation method;
 - B. Coordinate or base line method.
 5. Either method would be acceptable, but this does not limit the use of measuring devices or better techniques as they are developed.

V. TRACE EVIDENCE

Trace evidence should be located and collected. Trace evidence is usually fragile and sometimes short lived, therefore it should be collected as soon as possible. Trace evidence includes items such as fibers, hairs and body fluids.

VI. LATENT OR PATENT FINGERPRINTS

1. Latent or patent finger, palm or foot impressions should be located, developed, photographed when necessary and lifted. This type of evidence is also fragile and should be collected as soon as possible. There are three types of fingerprints.
 - A. Latent print is a print left by chance, usually not visible to the naked eye. A print left on an object that is touched can be fragile and should be lifted as soon as possible using whichever method is more efficient for the item that the print is left upon;
 - B. Ink fingerprints or impressions that are taken with the aid of black printers' ink, a roller and ink slab. The ink is spread on the slab, transferred to fingers and then transferred onto paper;
 - C. Patent prints are impressions left in a soft surface such as putty or blood.
2. There are several techniques for processing latent fingerprints. Impressions procedures for use on non-porous materials include:
 - A. Powders—powder acts on latent impressions. Black and gray are two of the most common used colors. Magnetic powders are also available. These are used on non-metallic surfaces;
 - B. Cyanoacrylate fuming—this process is commonly referred to as super glue fuming. This procedure is usually conducted in the lab. It works on all non-porous material and some porous ones;
 - C. Lumalite—more advanced techniques are available for latent recovery with this device and special powders and other chemicals used in latent enhancement.

3. Procedures for use on porous materials include:

- A. Iodine fuming—which reacts to the oils secreted by the sweat pores. This method will corrode metals and is poisonous if taken internally or inhaled;
- B. DFO —reacts to amino acids secreted by sweat pores; must be viewed under alternate light source and photographed and proceeds ninhydrin;
- C. Ninhydrin—reacts to amino acids secreted by the sweat pores. This technique has developed latent prints known to be thirty years old;
- D. Physical developer—reacts to fats and oils secreted by sweat pores; Must be photographed and utilized after ninhydrin;
- E. Fluorescent powders and dye stains. There are a variety of fluorescent powders and dye stains that can be utilized with alternate light source or lumalite.

VII. CRIME SCENE SEARCH

Once all obvious evidence has been located, a crime scene search should be conducted to locate any other evidence. There are three types of crime scene searches:

- 1. Point to point. This method usually begins at the first major item located and continues from that item to the next most logical item near it and so on until all items have been located and collected;
- 2. Area or sector search. The location to be searched would be divided into small areas or sectors and each area would then be searched individually until all areas have been gone over at least twice, preferably by two different people; and
- 3. A spiral search. This search would begin at the outside edge and by making circular motions inward to the center of the scene, continuing until the entire area has been searched. The spiral should also start from the innermost point within the scene and continue outward until all areas have been searched.

VIII. MARKING OR LABELING PHYSICAL EVIDENCE

- 1. Physical evidence shall be packed according to the Georgia Bureau of Investigation Crime Laboratory due to the possibility of distorting areas of significance, for example, projectile shell casing and clothing. Items will be placed into suitable containers or packages sealed and marked with the technician's initials. No markings are to be placed directly on the evidence.
- 2. All firearms shall be unloaded and tagged. A chamber indicator shall be placed between the hammer and the barrel for safety or other methods shall be used to ensure the safety of the weapon. Within the container or package shall be identified on the exterior of the package with a property sheet attached. Evidence tape should be used to seal the package. If a package is to be forwarded to the Georgia State Crime Lab for testing, the container or package must be sealed with tamper-proof evidence tape. Written requirements for packaging and submitting evidence to the Georgia State Crime Lab are available in the crime scene office or may be accessed on the Internet at www.qanet.org/gbi/labmanual.

IX. INVENTORY OF EVIDENCE

1. Each item of evidence collected must be thoroughly described in the body or narrative of a crime scene report on the property sheet. For weapons, appliances and items with serial numbers or model numbers, the description should include any and all numbers pertinent to the item as well as type of finish, size and/or data needed to describe the item completely.
2. For items of clothing, include the item description: shirt, jeans, shoes, etc.; size if available; brand name; color. Other items without a brand name or serial number should be described as completely as possible. In the report, state where the item was recovered, by whom and when.

X. COLLECTION OF KNOWN SAMPLES

During the investigation of a crime scene, there can be a wide variety of materials collected as potential evidence. It is essential that when collecting such items as blood, hair, fiber or fabric materials, a known sample is collected that has not been contaminated to give the crime lab a standard for comparison purposes. The materials previously listed are by no means the only items that require a standard, but they are examples. On most all types of comparison processes, standards should be recovered and submitted to the crime lab to help prevent false or erroneous information from the analysis.

XI. REPORTING OF CRIME LAB RESULTS

The Georgia State Crime Lab provides test results or analysis results over the Internet on a secured link. Copies of test results are available through the crime scene investigator or through the site manager. Through the site manager each investigator can be personally set up through the Internet to receive copies of crime lab reports.

XII. AUTOPSY AND MORGUE PROCEDURES

1. All crime scene personnel must have completed the hepatitis B vaccination before performing duties in the morgue. The Rabun County Sheriff's Office has a program set up for its employees for the inoculations. All safety precautions should be adhered to while working in the morgue. Gloves, fluid shields, disposable lab coats should be worn when performing duties around the deceased. All items will be disposed of in the biohazard waste bin located in the morgue.
2. Crime scene technicians will obtain inked fingerprints and inked palm prints of the deceased in all homicide cases. Technicians will obtain fingerprints of the deceased with unknown identities for comparison purposes of known individuals or for the submission on AFIS.
3. Crime scene technicians will attempt to obtain latent fingerprints from the deceased with the permission of the medical examiner.
4. Crime scene personnel may be requested to be present at the autopsies and work with the medical examiner in gathering evidence. Crime scene personnel may also be requested to take photographs and handle evidence collected by the medical examiner at an autopsy.
5. Overall photographs will be taken of the body before the autopsy begins. This should include photographs of the face, scars, abnormalities, tattoos and clothing worn. Other photographs to be taken include:
 - A. Overall photographs of the body after clothing has been removed;
 - B. Photographs of any apparent injuries or injuries pointed out by the medical examiner;
 - C. Photographs of internal body cavities and organs, especially any damaged areas;

- D. Photographs of entrance or exit wounds;
 - E. Photographs of evidence recovered from the body.
6. Evidence to be collected by the medical examiner includes:
- A. Blood;
 - B. Urine;
 - C. Bile or stomach contents;
 - D. Head hair, cut and pulled samples;
 - E. Pubic hair combings, pulled and cut samples (sexual assault cases);
 - F. Swabs of the mouth, anus, vagina and nose;
 - G. Fingernail scrapings;
 - H. Surgically removed entrance and exit wounds;
 - I. Victim's clothing;
 - J. Tissue samples.
7. The medical examiner will specify what evidence to collect and what scientific tests should be conducted in corroboration with the crime scene investigator as well as the lead investigator in the case.

XIII. DRUG TESTING BY CRIME SCENE PERSONNEL

The CSI provides presumptive testing of some suspected drugs. CSI can provide marijuana drug identification on suspected leafy substance and determine of the weight. Copies of the narcotics testing from Rabun County Sheriff's Office will be sent to the appropriate court whether it is Juvenile, State or Superior. All other controlled substances must be sent to the Georgia State Crime Lab for testing and confirmation.

XIV. VEHICLE PROCESSING – MAJOR CASES

Any vehicle that is used in a homicide, rape, carjacking, kidnapping, armed robbery or any other serious case will be secured at the Rabun County Sheriff's Office to undergo processing.

XV. TEMPORARY EVIDENCE STORAGE

1. Evidence lockers located in the Rabun County criminal investigations division shall be dedicated for the temporary security of evidence pending the processing of the evidence. The crime scene technician and crime scene investigator may temporarily secure evidence in these lockers. The Evidence Custodian and CID Commander/ Investigator maintain the key to the room. The Evidence Custodian and CID Commander are the only personnel to have access to this office. Other investigators or personnel can be accompanied into the lab area as long as the Evidence Custodian or CID Commander is present.
2. Items for evidence collection and documentation such as evidence bags, property and evidence sheets, toe tags, film and other items will be maintained in a separate storage facility, namely the storage area for the

investigators. This will negate the necessity for any investigator or other personnel to need access to the Evidence Room. Having the only personnel with keys to the Evidence Room being the Evidence Custodian and the Back up Evidence Custodian allow for testimony on the stand during court proceedings. Cases where the integrity of the evidence might come into question can be easily answered by stating that the only subjects that have access to the lab are people directly related to the responsibilities inside the Evidence Room and investigators that are working the case have no access to the evidence while being processed. (This eliminates any argument of evidence tampering).



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County