



# SOUTH MIAMI POLICE DEPARTMENT

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<b>CFA STANDARD:</b> 35 <b>SUBJECT:</b> <i>Collection and Preservation of Evidence - ADMINISTRATION</i>	<b>NEW (X) RESCINDS (X)</b> <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>  <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARD:** 35.01M, 35.03, 35.04M, 35.05

**SECTIONS:**

- 35.1.1            **24 Hour Availability**
- 35.1.2            **Collecting From Known Source**
- 35.1.3            **Training and Evaluation**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish uniform administrative procedures for collecting and preserving evidence; to maintain the integrity of the evidence and ensure the credibility of the evidence when tendered in court.

**SCOPE:** All departmental personnel.

**POLICY:** It is the policy of the South Miami Police Department to respond to all crime scenes to secure and protect the crime scene or traffic crash scene, and to ensure that once an item of evidence has been identified, steps are taken to ensure that its value is not degraded. The patrol unit, via supervisor, will request a CID detective trained in Crime Scene Investigations, who will provide support services in the form of crime scene processing, fingerprint identification, and forensic photography at serious crime scenes, or as requested by a patrol supervisor.

**DETECTIVE (CID) / CRIME SCENE INVESTIGATIONS:**

- A. The CID Detective responds to major crime scenes to detect, preserve, document, impound, and collect physical evidence.
- B. The CID Detective assists in the identification of unknown subjects, witnesses, and victims involved in criminal investigations.

- C. The CID Detective will detect and preserve latent, patent, or plastic impressions of ridge detail made by friction skin “fingerprints” using mechanical, chemical, or luminescence, and photograph those prints when necessary.
- D. The CSI certified CID Detective will work closely in conjunction with the assigned detective in providing assistance in follow-up investigations, as well as subject apprehension and arrest, in the case where a detective who is not certified in CSI techniques is the lead investigator.

**PROCEDURE:**

**35.1.1 24 Hour Availability**

- A. The Department has sworn detectives trained as Crime Scene Investigators (CSI) and officers trained as traffic crash investigators available 24 hours a day or on an on-call basis. They may be reached through the on-duty supervisor via Communications dispatcher. However, major crime scene investigations may require resources or personnel beyond the capabilities of the department. Therefore, based on the statutory responsibilities of all Sheriffs in Florida, the on-duty supervisor of such an investigation may request the assistance of the Miami-Dade Police Department’s Crime Scene Unit.

Miami-Dade Police Crime Scene Investigators with specialized training and equipment are available 24 hours per day in major or critical situations, as described below. These resources respond to the scene and will coordinate with the supervisor or lead detective, who will retain overall control and responsibility until formally relieved. Members of this department will assist in any way requested by the crime scene investigators as needed.

Every effort will be made to respond to valid requests for service. Where the crime scenes are of a lesser nature involving personal injury or loss of property, a departmental CSI trained Detective will be responsible for collecting and preserving evidence. A CSI trained Detective will be dispatched to the following crime scenes:

1. Homicide (Liaise with Miami-Dade Police Department)
2. Police shooting (Liaise with Miami-Dade Police Department)
3. Kidnapping (Liaise with F.B.I. as needed)
4. Other suspicious death (Liaise with Miami-Dade Police Department)
5. Disaster scene (Liaise with Miami-Dade Police Department)
6. Sexual Battery (Liaise with Miami-Dade Police Department)
7. Major traffic crash, traffic homicide, probable or possible traffic homicide (Liaise with Miami-Dade Police Department or FHP as appropriate)
8. Robbery
9. Serious Aggravated Battery

10. Serious Aggravated Domestic Violence / Battery (also refer to MOVES)
11. Arson (Refer to Miami-Dade Fire Department)
12. Burglary to residence or business (with investigate leads / evidence located)
13. Auto theft (with investigate leads / evidence located)
14. Larceny (with investigate leads / evidence located)
15. Vandalism (with investigate leads / evidence located)
16. Elder Crime
17. Special: Internal Affairs Investigation (Liaise with IA Sergeant)
18. Suspicious incident which may prove to be one of the above
19. Environmental crime (Liaise with DERM)

B. Response to Call-outs: CSI trained Detectives will not delay their response to call-outs for service. Immediate response is expected from the investigator; the investigator will report to the station to obtain a vehicle and any equipment needed, or if the detective drives a take-home vehicle with issued CSI equipment, the investigator may respond to the scene directly.

1. Call-outs will be facilitated via residence phone or departmental cell phone.
2. Call-outs will be rotated among the CSI trained Detectives via posted rotation schedule. The Investigator on call-out rotation may defer the call-out to another investigator who is not on call-out rotation, if that investigator agrees.
3. Any responding officer may request a Crime Scene Investigator to be called-out after consultation with and after the approval of the shift sergeant or supervisor, via the Staff Duty Officer in the case of after hours, or via the CID Lieutenant in the case of regular hours.
4. Additional Crime Scene Investigator(s) may be requested by the responding Crime Scene Investigator in charge of the scene, after the initial response has begun, as approved by the CID Lieutenant or Staff Duty Officer.
5. The responding Crime Scene Investigator will process crime scenes as soon as reasonably possible.
6. Crime Scene personnel will not respond to assist any agency without prior approval from the Detective Supervisor, Assistant Chief, or Chief of Police.

7. Crime Scene personnel will not respond to assist any agency other than those within the boundaries of Miami-Dade County unless expressly approved by the Chief of Police, or his designee.
- C. All South Miami Police Department officers are trained to investigate traffic crashes, where the traffic crashes are of a lesser nature involving non-life threatening injuries or property damage (except traffic homicides) and can be used to investigate, as well as collect and preserve basic evidence (i.e. small pieces of tail-light covers, etc.) from traffic crash investigations.
  - D. The South Miami Police Department Communications dispatcher, CID Supervisor and CSI trained Detectives shall have available the current contact information for Miami-Dade Crime Scene units. The information is to be updated as warranted. It is the responsibility of the Shift Commander to contact MDPD should the need arise.
  - E. To facilitate the accurate and thorough collection and preservation of evidence, the responding patrol officer will report any pertinent facts and brief the crime scene investigator about the incident upon his/her arrival.
  - F. While awaiting the arrival of the Miami-Dade Police Department or the South Miami Police CSI trained Detective, officers should:
    1. Protect the crime scene, particularly evidence that is in danger of being destroyed by natural elements such as rain, wind, heat, etc;
    2. Record the names, addresses or agency names, and telephone numbers of all persons known to have entered the crime scene;
    3. Conduct preliminary interviews to establish the facts. Keep witnesses separated whenever possible. Instruct witnesses not to discuss the events. Officers should not discuss the incident with bystanders.
  - G. Should a traffic crash occur involving death or life threatening injuries, the shift supervisor will make the decision to notify the Miami-Dade Police Department or FHP to call a Traffic Homicide Investigator. While awaiting the arrival of the Traffic Homicide Investigator, the officers at the scene should:
    1. Secure and protect the crash scene and all persons at the crash scene from danger of passing traffic, downed power lines, fire, etc;
    2. Assist in getting assistance for the injured;
    3. Protect the crash scene and all evidence, particularly evidence that is in danger of being destroyed by natural elements or passing motorists;

4. Conduct preliminary interviews to establish the facts, identify, document, and separate witnesses.

### 35.1.2 Collecting From Known Source

- A. The collection of physical evidence shall include collection of comparison samples and substances from a known source, whenever available. The CSI trained Detective shall insure that every effort is made to collect and package evidence, and comparison material from a **known** source for a standard of comparison. Evidence of particular importance includes blood, fluids, hair, fibers, fabrics, paint, glass, wood, soil, tool marks, footprints, (elimination) latent prints and transfer evidence.
- B. The location from which the samples are taken is of critical importance and will be documented on a Supplementary Report, as well as the Miami-Dade Police Department's Property Receipt and Laboratory Analysis Request form.
  1. Fracture Pattern Analysis: Cut items such as wire, duct tape, and so on will be impounded and submitted to the Miami-Dade Police Department for fracture pattern analysis when necessary. Latents may be developed from the sticky side of tape by Crime Scene Investigators for latent prints by using sticky side powder.
  2. Tool Marks and Pry Marks: Tool Marks and Pry Marks will be photographed and an extruder gun, Microsil or Duplicast utilized to preserve tool marks and pry marks, and this evidence impounded and submitted to the Miami-Dade Police Department for tool marks and pry marks analysis when a known tool has been found. If no extruder gun, Microsil or Duplicast is available, contact Coral Gables PD or Miami Dade PD.
  3. Trace Evidence: In the event that a scene or vehicle should require vacuuming for trace evidence, hair and fiber, the Miami-Dade Police Department Crime Scene Unit should be contacted.
  4. Blood and Bodily Fluid: In the event that blood or bodily fluid should need to be impounded, standard procedures and universal precautions will be employed in order to safeguard both the evidence and the investigator. A Wenoc Medical kit or the like will be utilized to collect blood or bodily fluid. The evidence will then be packaged in paper (**never plastic**) and submitted to Miami-Dade Police Department for lab analysis.
    - a. In the event that evidence is wet from blood or bodily fluid, accepted drying techniques will be used to safeguard the evidence

as well as the chain-of-custody. The evidence will then be submitted to Miami-Dade Police Department for lab analysis. Agencies that possess drying cabinets include the Dade County Medical Examiner, MDPD, and Miami Police Departments.

- b. The CSI trained Detective will first try to obtain the object or a portion of the object containing the blood (bloodstain).
  - c. If this is not possible, the Crime Scene Investigator will scrape the blood (bloodstain) from the surface using a sterile scalpel and place the blood on a clean piece of white paper. The CSI trained Detective will then fold the paper and place the paper in a pillbox, or if one is not available, in an evidence bag. The Crime Scene Investigator will then mark the bag and seal it in a paper bag (**never plastic**), for processing by Miami-Dade Police Department.
  - d. Blood (bloodstain) may also be collected by swabbing the stain with a sterile cotton swab, dampened with distilled water (Wenoc Medical Kit).
  - e. Presumptive Blood Testing to determine if a fluid is indeed blood, may be done with Phenolphthalein (Kastle-Meyer Reagent) or Leucomalachite Green (for specificity). If none is available, contact Coral Gables PD or Miami Dade PD.
  - f. Blood Prints (latent/“visible”) may be enhanced using the following chemistry:
    - (1) Amido Black (Naphthalene Blue-black)
    - (2) Coomassie Blue

If none is available, is available, contact Coral Gables PD or Miami Dade PD.
  - g. Blood prints may be located with Luminol. If none is available, contact Coral Gables PD or Miami Dade PD.
5. Shoe and Tire Impressions: Shoe and Tire Impressions will be photographed and dental stone casting powder utilized to preserve the Shoe and Tire Impressions; this evidence impounded and submitted to the Miami-Dade Police Department, **only** when a known standard is possessed (a subject’s tire or shoe). If none is available, is available, contact Coral Gables PD or Miami Dade PD.

### **35.1.3 Training and Evaluation**

- A. All GIU Detectives will undergo appropriate training, which may include training by FATIU (Florida Auto Theft Investigations Unit), IAATI, (International Association of Auto Theft Investigators), the Office of the Attorney General, MDPD at MPI (Metropolitan Police Institute), IPTM (Institute of Police Technology and Management - University of North Florida) or Miami Dade College. Training should be sought via training request form via chain of command.
1. It is the detective's responsibility to keep abreast of any new techniques related to their field; additional training may consist of courses by the Metropolitan Police Institute (MPI), the Florida Auto Theft Investigations Unit (FATIU), the Institute of Police Technology and Management (IPTM), Miami-Dade College (MDC-N), the Office of the Attorney General (OAG), or other appropriate training.
  2. All CSI trained Detectives will attend specialized training in the equipment, computer programs, and techniques utilized for departmental digital and non-digital (conventional) photography, and equipment necessary to process crime scenes and/or crash scenes (if applicable). CSI Detectives will also receive specialized training for crime scene sketching and other processing techniques during approved training sessions.
  3. CSI trained Detectives will provide in-service training for patrol officers on an as-needed basis in order to insure compliance with departmental procedures, or requirements of the Miami-Dade Police Department or State Attorney's Office.
  4. The Criminal investigations Division will provide orientation training for new patrol officers in order to insure compliance with departmental procedures, or requirements of the Miami-Dade Police Department or State Attorney's Office whenever possible.