

## **BLOOMINGTON POLICE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE**

#### **SUBMITTING FORENSIC EVIDENCE AND OBTAINING FORENSIC SERVICES**

Reviewed by: Lieutenant Clayton Arnold	Effective Date: June 28, 1995
Authorized by: Chief Dan Donath	Revision Date: April 29, 2020

#### **PURPOSE**

The purpose of this SOP is to explain procedures for submitting forensic, physical evidence to the BPD, ISP, or other forensic laboratories for processing and/or analysis. Further, it explains procedures for obtaining forensic services.

#### **DEFINITIONS**

**Physical Evidence:** Anything or circumstance that explains why, when, where, how, or who committed a crime.

**Standard Evidence:** Any physical evidence that does not need to be processed or analyzed to optimize its evidence potential.

**Forensic Evidence:** Any physical evidence that must be processed or analyzed to optimize its potential.

**Chain of Custody:** The witnessed, written record of all individuals who have maintained unbroken control over the evidence since its acquisition; the positive proof that the evidence collected is the same evidence being presented in court.

**Evidence Drop:** The facilities provided for the packaging, marking, sealing, and securing of both standard and forensic physical evidence in separate lockers is commonly referred to as the "Evidence Drop." It is located in the north- east corner of the lower level of the Bloomington Police Facility. The block of lockers on the east side is for the securing of standard evidence. The block of lockers on the west side is reserved for the securing of forensic evidence.

#### **THE BPD FORENSICS/CRIME SCENE UNIT AND LABORATORY**

The primary functions of the BPD Forensics/Crime Scene Unit are the collection, preservation, and documentation of physical evidence by the scientific processing of crime scenes and the coordination of the forensic activities of the Department. In support of these functions, the Department operates an intermediate crime laboratory. Services available from the unit include:

- Crime Scene Search and Investigation
- Forensic Photography
- Latent Print Development
- Tire Mark Evidence Collection

- Tool Mark Evidence Collection
- Footwear Evidence Collection
- Bloodstain Pattern Evidence Collection
- Recovered Stolen Vehicle Processing
- Marijuana Leaf Identification (MLI)
- Biology (DNA) Evidence Collection
- Latent Print Searching via the Afix Tracker

Forensic art services available from the unit include:

- Compositry
- Forensic Reconstruction
- Digital Imaging

### **ISP FORENSIC SCIENCES LABORATORIES**

The Illinois State Police Forensic Sciences Command operates several forensic science laboratories throughout the state. Services available from the ISP laboratories include:

- Crime Scene Search
- Polygraph Examination
- Voice/Acoustic Analysis
- Drug Chemistry Testing
- Firearms Examination
- Tool Mark Examination
- Footwear Examination
- Microscopy
- Trace Analysis
- Biology (DNA) Testing
- Latent Print Development
- Latent Print Examination and Comparison
- Blood Alcohol Testing

### **OTHER FORENSIC LABORATORY SERVICES**

Toxicology, histology, forensic pathology, forensic odontology, forensic entomology, and other specialized forensic testing are handled through the McLean County Coroner's Office and other private and public laboratories. Arrangements for specialized testing are made by the BPD Forensics/Crime Scene Unit.

## **PROCEDURE**

### **SUBMITTING PHYSICAL FORENSIC EVIDENCE**

All physical forensic evidence must be submitted to the BPD Forensics Laboratory whether it is to be processed there or sent to the ISP forensic laboratories or other laboratories for processing and/or analysis. Unlike standard evidence, forensic evidence must be processed or analyzed to determine or optimize its evidence potential. Therefore, it is submitted separately to the BPD laboratory.

### **Packaging Generally**

In most cases, the following packaging procedures apply:

1. Solid, nonperishable items should be packaged in plastic, paper, or cardboard.
2. Any cannabis (marijuana) and related substances should always be packaged in paper.
3. Non-liquid drugs (cocaine, heroin, etc.) should be packaged in plastic.
4. Any blood or body fluid soaked items (clothing) should be thoroughly dried in the BPD drying rooms before packaging in paper, (not plastic) and marked with a biohazard sticker.
5. Liquids such as alcohol may be marked and sealed in their own container if possible, or separated into metal, glass (for corrosives and acids), or other appropriate sealed containers while maintaining the original containers.

### **Packaging for ISP Submission**

The BPD Laboratory adheres to Illinois State Police evidence packaging procedures. Copies of a booklet explaining those procedures are available in the BPD laboratory and at the BPD evidence drop. A poster is attached to the wall in evidence process which may also be referred to for packaging (see attached copy).

1. Evidence to be transported to ISP or other laboratories, including drug and firearm, evidence must be packaged in sealed containers.
2. Firearms, bullets, and casings must be packaged to prevent metal to metal contact. Nothing should be inserted into or through the barrel, chamber, or cylinders of any firearm submitted to the laboratory for examination and analysis.

### **Marking, Sealing, and Identification**

1. Containers must be sealed with tape, initialed and dated across the tape and onto the packaging material.
2. All evidence submitted to the BPD laboratory for processing or for referral to another laboratory must have an evidence sticker attached or accompanying the evidence.
3. When appropriate, copies of the report should be submitted with the evidence.
4. Items contaminated with blood, semen, feces, other bodily fluids, or any biohazard must be clearly marked with a biohazard warning sticker and any other appropriate information.
5. Unloaded firearms must be clearly indicated as such, on the outside of the package.

### **Submission**

Chain of custody of evidence submitted to the BPD laboratory for processing or transportation to another laboratory must be maintained and documented by initials, supplemental reports, and evidence stickers. See SOP 3.01 for additional information on Chain of Custody.

1. There may be occasions when it is better to directly submit evidence to the BPD Laboratory rather than through the evidence lockers. Often this is done to prevent damage to forensic evidence in the packaging process.

One example could include, but not be limited to, the submission of a firearm when there is a need to have it forensically processed. Removing a magazine or ammunition from a firearm in order to adhere to packaging guidelines described above in this SOP can be detrimental to its forensic potential (latent print processing or DNA collection).

A direct submission of such evidence should be accompanied by an evidence label and a description of the evidence transfer in the narrative of your report. After any forensic processing is completed, forensic personnel shall be responsible for adhering to the

packaging guidelines set forth in this SOP.

2. When forensic personnel are not available, forensic evidence is to be secured in the appropriate lockers at the evidence drop. After the evidence is secured in a locker, the key should be dropped through the hole in key drop locker #5. The number of the locker in which each exhibit is secured should be noted in the place marked "locker" on the evidence sticker attached to the accompanying evidence.

**In cases where an item, such as a gun, is submitted to an evidence locker and have not been put in their final packaging to avoid damaging potential forensic evidence, an email shall be sent to the forensic personnel assigned to the BPD Laboratory. The submitter's immediate supervisors and the CID command shall be cc'd in the email. The email shall detail any request for forensic processing, thus informing the decision not to package the evidence.**

3. Forensic evidence that is too large or inappropriate for the lockers may be secured in the BPD main laboratory room. Watch commanders, crime scene specialists, and detectives can be contacted for access to the laboratory.

### **Disposition**

After processing, forensic personnel will determine if an item should be submitted to standard evidence, returned to the owner, discarded, or destroyed. Forensic personnel will document the disposition accordingly.

### **Blood and Urine**

Procedures for obtaining blood and urine specimens and submitting them to the laboratory are explained in SOP 3.03.

## **OBTAINING FORENSIC SCIENCE SERVICES**

All general and special forensic science and forensic art services should be initially accessed through the BPD Forensic Sciences/Crime Scene Unit.

### **General Forensic Science Services**

Those services that include the processing of a crime scene for physical forensic evidence and/or the collection of such evidence generally are provided on request of any officer or detective by the BPD Forensic Sciences/Crime Scene Unit of the Criminal Investigations Division. The unit responds to such requests as dispatched, on its own initiative, or by lawful order of a superior officer. General forensic science services include:

- Crime Scene Search/Processing and Analysis
- Forensic Photography
- Latent Print Development
- Fingerprinting
- Biology (DNA) Evidence Collection
- Firearm, Tool Mark, and Footwear Evidence Collection
- Recovered Stolen Vehicle Processing
- Marijuana Leaf Identification (MLI) Latent
- Print Searching via the Afix Tracker

### **Special Forensic Science Services**

Once forensic evidence has been collected, preserved, and documented it must be examined and analyzed to determine the evidence potential. The more analytical forensic services are termed special forensic services and are available from the Illinois State Police Forensic Sciences

Command Forensic Science Laboratory system and other specialized laboratories. The services available from the ISP laboratories include:

- Drug Chemistry Testing
- Latent Print Development
- Latent Print Examination and Comparison
- Trace Evidence Analysis
- Voiceprint/Acoustic Analysis Polygraph Examination
- Firearm, Tool Mark, and Footwear Examination
- Microscopy
- Biology (DNA) Analysis
- Crime Scene Search
- Blood Alcohol Testing

Other specialized forensic services are also arranged through the BPD Forensic Sciences/Crime Scene Unit.

Officers processing their own scenes or submitting evidence they have collected may access general or special forensic services by personal request, memo, or e-mail to BPD lab personnel.

### **Forensic Art Services**

The BPD Forensic Sciences/Crime Scene Unit provides forensic art services. These services include:

- Forensic Compositry (computer generated or hand drawn)
- Forensic Reconstruction (2 dimensional)
- Investigative and Administrative Graphics
- Digital Imaging

Any BPD officer or detective may obtain forensic art services by using the “chain of command” in the following manner:

1. Any officer or investigator requiring a composite drawing may request immediate response by a forensic artist if the observation of a suspect by a witness or victim occurred within 24 hours and it is determined that a positive identification of a suspect could be made if one were apprehended.
2. Any officer or investigator requiring a composite drawing wherein 24 hours has elapsed since the observation of the suspect by a witness or victim should make an appointment with a forensic artist during that artist’s regular working hours.
3. Requests for forensic art services by other agencies should be made through the watch commander on duty (in an emergency) or the office of the Chief of Police.

# BLOOMINGTON POLICE DEPARTMENT EVIDENCE PACKAGING



## GENERAL GUIDELINES:

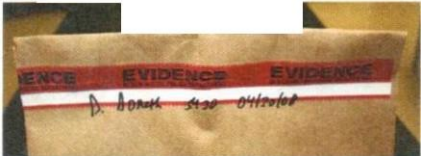
- **All** seals should be initialed/signed and dated with the date you packed the item. Evidence label goes **NS DE** plastic.



- Only **ONE** evidence label can go on a package of evidence.
- Do not package items tightly.
- Do not package items leaving extra room so the item can be removed and resealed.
- You can use staples or packaging tape to secure edges, before using evidence tape. This is highly suggested when using paper bags.



Put your evidence tape over the staples or packaging tape.



- Package paper items (mail, suicide notes, etc.) in manila envelopes.
- Fired taser cartridges go in clear plastic jars. Transfer to standard evidence.
- If the forensic lockers are full, put your evidence in a standard evidence locker. Drop the key in the forensic key drop.
- Generally speaking: if you have open alcohol containers on misdemeanor cases, you may photograph them, empty them, then package normally.
- If you are going to hold an evidence key for more than 2 days, email the crime scene detectives and/or records manager.

## CDs, DVDs, or VHS TAPES

- Package CDs and DVDs in hard plastic containers or paper sleeves. Seal edge with evidence tape.
- Package VHS tapes in their factory sleeve. Seal across the opening with evidence tape.



## DRUG EVIDENCE PACKAGING

- Controlled Substances (cocaine, crack, LSD, pills, etc.). Package in plastic or manilla envelopes.
- Needles or sharp objects. Package in plastic tubes.
- Cannabis and other plant material. Package in paper bags or manilla envelopes if you have a small, loose amount of cannabis, fold up into a new sheet of paper before packaging.
- A city OV for possession of cannabis requires only a field test. Submit to standard evidence after your field testing.
- Cannabis paraphernalia does not need lab testing. Submit to standard evidence.
- "Crack" pipes should be submitted to a forensic locker.

## BLOOD STAINED ITEMS

- Package in paper bags or cardboard boxes.
- Do not package anything wet. Allow to air dry first before packaging.  
(The crime lab has two drying closets available. Make your evidence labels. Clip them outside the drying closet. Drop the drying closet key in the forensic key drop locker.)

## SP SEXUAL ASSAULT KITS & SP DUI KITS

- **DO NOT** put SP sexual assault kits or SP DUI kits **1n plastic**. Seal the box with evidence tape and put your evidence label on the back.
- Only submit SP sexual assault kits to forensic locker. *Clothing items go to standard evidence.*
- Individually package clothing items from victim of sexual assault.
- If the hospital is out of DUI kits, wrap vials in paper towels and package in plastic.



## HANDGUNS, LONG GUNS, AND KNIVES

- Package knives in plastic tubes or cardboard knife boxes. Use zip ties to secure the knife if using a knife box.
- Package handguns and long guns in cardboard gun boxes. There are small gun boxes for handguns and long boxes for long guns. Use zip ties to secure the gun in the box.
- Package magazine with the gun. Package ammunition separate from firearms.



## LARGE ITEMS OR BEDDING SHEETS/BLANKETS

- Use "cut to fit" paper bag rolls to create your own paper container. These rolls are usually stored above standard evidence lockers.
- Utilize spare, empty boxes in NW corner of sallyport (when available).



\* Remember your evidence may go to trial one day. Make sure your professionalism and integrity are reflected