**Raleigh/Wake City-County**

**Bureau of Identification**

**Investigations Division**

**ADMINISTRATIVE PROCEDURE MANUAL**



**July 2013**

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# Chapter 1: Introduction, Goals, and Objectives

## 1.1 Introduction

1.1.1. The crime scene processing procedures, evidence handling and processing methods described in this manual document the methods available and most commonly utilized by Investigations Division employees employed with the Raleigh/Wake City-County Bureau of Identification (CCBI).

1.1.2. The methods and procedures are described at times in a general sense and do not reflect all of the variations and combinations of services which are provided by CCBI employees. Nor do these guidelines impose all-encompassing procedures to be followed in every crime scene investigation as each scene is unique and may require various documentation, collection, and processing resources.

1.1.3. Specialized skills provided by Investigations Division staff members employed with CCBI are available to any law enforcement agency as it relates to a criminal investigation having jurisdiction in the Tenth Prosecutorial District. The requesting agency maintains responsibility for the investigation of a criminal violation; it is their privilege to request additional services if such are available and feasible. In addition, the requesting agency’s representative has the authority to limit the scope of the crime scene investigation.

1.1.4. For the purpose of this manual, a crime scene may be defined as an area, object, or person from which evidence is identified, documented, collected and/or analyzed. Evidence encompasses any and all objects that can establish that a crime has been committed or can provide a link between a crime and its victim or a crime and its perpetrator.

1.1.5. At a crime scene, the following services can be provided if necessary or requested:

* Scene/evidence documentation using photography and video recording;
* Scene/evidence documentation using notes and diagrams;
* Bloodstain pattern/bullet path documentation;
* Buried body/surface skeleton remains documentation and recovery.
* Serial number restoration
* Scene processing for latent print evidence as well as specialized evidence collection and packaging of the following types of evidence: biological fluids, hair, fiber, shoe impressions, tire impressions, tool marks, firearms, computers, bite mark evidence, and other materials or substances which are considered to be of an evidentiary nature.

## 1.2 Goals

1.2.1. To provide quality service in the processing of crime scenes and evidence for local, state, and federal law enforcement agencies in accordance with CCBI’s mission of continuously striving for perfection while setting the highest standards in crime scene investigation and the forensic analysis of evidence.

1.2.2. To provide testimony in courts of law regarding the documentation of crime scenes, the collection of evidence from crime scenes, and the processing of evidence.

1.2.3. To provide crime scene services on a twenty-four hour, seven-days-a-week-basis.

## 1.3 Objectives

1.3.1. To establish guidelines and procedures for the documentation of crime scenes and evidence recovered from crime scenes.

1.3.2. To establish guidelines and procedures for the processing of crime scenes.

1.3.4. To establish guidelines and procedures for the collection and handling of evidence collected from crime scenes.

1.3.5. To ensure that any deficiencies noted in crime scene services are documented and that corrective actions are initiated.

## 1.4 Good Analytical Practices

1.4.1. Crime scene processing is a highly specialized task that may involve either or both of the following situations:

1. The detection, preservation, and collection of physical evidence at the crime scene.
2. The detection, preservation, and collection of physical evidence from articles related to the crime scene which are transported to, received into, or submitted to the laboratory (i.e., vehicles, trailers, etc.).

1.4.2. The work of crime scene personnel principally involves the examination of a crime scene for two purposes:

1. To locate, document, collect and preserve physical evidence that tends to prove or disprove facts in the case.
2. To infer events from conditions of the evidence based upon analysis and deduction. During the course of the processing crime scenes, three areas of evidence can be considered: testimonial; situational; physical.
   * Testimonial evidence is based on evidence which is obtained through one of the five senses and conveyed using either verbal or written statements that may be considered as factual accountings and not in violation of the hearsay rule.
   * Situational evidence is based upon circumstances which contribute to an understanding of the events that transpired.
   * Physical evidence encompasses any and all objects that can establish that a crime has been committed or can provide a link between a crime and its victim or a crime and its perpetrator.

1.4.3. Decisions on what is to be collected and/or retained for further laboratory examinations rest with the coordinator of the crime scene processing effort. Such decisions take into account:

1. The potential value of the evidence to be collected and how it relates to proving or disproving the elements of the case; for example, the trace taping of a vehicle for trace evidence of a suspect when the suspect owns the vehicle may not be warranted.
2. The quantity of similar items to be submitted to the laboratory for examination; for example, the collection of multiple blood samples from a pool of blood formed beneath the gunshot-injured head of a deceased victim may not be warranted.
3. The potential for the evidence to be of forensic value; for example, jewelry on a victim may aid the investigator in establishing the victim’s identify but would not be conducive to forensic laboratory examination.

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# Chapter 2 Authority and Accountability

## 1.1. Order of Command

1.1.1. The Director retains full authority and responsibility for the operations within the Investigations Division. CCBI’s chain of command shall remain graphically depicted on an organizational chart, which is and will remain available to all employees.

1.1.2. The Investigations Division Deputy Director shall have direct positional authority and command over Investigations Division staff and shall report to the Director. In the absence of the Investigations Division Deputy Director, the Director or his/her designee shall be responsible for performing those functions.

1.1.3. Crime Scene Supervisors shall report to the Investigations Division Deputy Director. Crime Scene Supervisors shall have direct positional authority and command over Investigations Division staff assigned to a particular squad. In the absence of the Investigations Division Supervisor, the Senior Crime Scene Investigator shall be responsible for performing the daily functions surrounding operations. The Investigations Division Deputy Director or his/her designee shall be responsible for performing those functions not afforded to the position of Senior Crime Scene Investigator.

1.1.4. Each squad shall include a Senior Crime Scene Investigator who reports to the squad-assigned Crime Scene Supervisor. The Senior Crime Scene Investigator shall have direct positional authority and command over Investigations Division staff assigned to a particular squad.

1.1.5. Crime Scene Investigators shall be assigned to one squad and report to an assigned supervisor. In the absence of the assigned supervisor, the Crime Scene Investigator will report to the assigned Senior Crime Scene Investigator.

1.1.6. Property Crime Specialists will be assigned to one individual supervisor for employee performance evaluation purposes. The Property Crime Specialist will report to the on-duty Crime Scene Supervisor for daily operational purposes. In the Supervisor’s absence, the Property Crime Specialist will report to the Senior Crime Scene Investigator on-duty.

## 1.2. Positional Authority

1.2.1. Crime Scene Supervisor

The Crime Scene Supervisor is responsible for the identification and documentation of superior employee performance and the identification and investigation of poor performance and employee misconduct. The Crime Scene Supervisor may conduct counseling sessions, recommend remedial training, institute emergency relief from duty, recommend pre-disciplinary conferences, and issue written warnings.

1.2.2. Senior Crime Scene Investigator

The Senior Crime Scene Investigator is responsible for assisting the Crime Scene Supervisor in the day-to-day operations of a particular squad and to act on behalf of the Crime Scene Supervisor in his/her absence. The Senior Crime Scene Investigator may institute emergency relief from duty. The Senior Crime Scene Investigator may conduct counseling sessions and recommend remedial training with the prior consent of ranking superiors.

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# Chapter 3: Investigations Division Positions and Position Duties

The major duties and responsibilities of the Investigations Division staff are listed below. This is not a comprehensive list since other duties may be assigned as needed.

## 1.1. Investigations Division Deputy Director

1.1.1. The Investigations Division Deputy Director is a sworn or civilian position recognized under Wake County’s personnel program with the job classification title of Deputy CCBI Director and is an exempt position located in Band 31 of the Wake County Salary Schedule.

The primary duties of the position include the following:

1. Oversees the overall operation of the Investigations Division.
2. Coordinates the Division’s budget, purchasing, and ensures that the Division operates in an effective and efficient manner.
3. Performs administrative case reviews and releases cases in the record management system.
4. Acts as the liaison with other Divisions within CCBI as well as the Wake County Law Enforcement Community ensuring that changes in policies and procedures take place in an effective and productive manner.
5. Monitors and recommends training programs for crime scene personnel.
6. Responsible for the recruitment and hiring of positions within the Investigations Division.
7. Responsible for the management of personnel issues to include disciplinary proceedings within the Investigations Division.
8. Performs scheduled and non-scheduled inspections of staff evidence lockers, vehicles, and uniforms for compliance with applicable policies and procedures.

## 1.2. Crime Scene Supervisor

1.2.1. The Crime Scene Supervisor is a sworn or civilian position recognized under Wake County’s personnel program with the job classification title of CCBI Crime Scene Supervisor and is a non-exempt position located in Band 10 of the Wake County Salary Schedule.

The primary duties of the position include the following:

1. Oversees the overall operation of the Squad that he/she is assigned to manage.
2. Coordinates and schedules casework and call assignments, or designates personnel to be responsible; supervises crime scene personnel.
3. Performs administrative case reviews and releases cases in the record management system.
4. Monitors evidence stored in the Investigations Division.
5. Monitors evidence handling, processing, and packaging techniques.
6. Reviews processing results, case files, courtroom testimony, and crime scene processing techniques of the Investigations Division employees.
7. Performs scheduled and non-scheduled inspections of staff evidence lockers, vehicles, and uniforms for compliance with applicable policies and procedures.
8. Respond to crime scenes to provide crime scene services when necessary.
9. Reviews procedures; ensures equipment and supplies are maintained.
10. Acts as the division liaison with other CCBI Divisions ensuring that changes in policies and procedures take place in an effective and productive manner.
11. Monitors and recommends training programs for crime scene personnel.
12. Responsible for assistance in the management of personnel issues to include disciplinary actions within the Investigations Division.

## 1.3. Senior Crime Scene Investigator

1.4.1. The Senior Crime Scene Investigator is a sworn or civilian position recognized under Wake County’s personnel program with the job classification title of CCBI Senior Crime Scene Investigator and is a non-exempt position located in Band 9 of the Wake County Salary Schedule.

The primary duties of the position include the following:

1. Responds to crime scenes (and other locations as requested or assigned) to provide crime scene processing services. Processes evidence at or from crime scenes for latent prints, impression evidence, biological evidence, trace evidence, firearms, toolmarks, computer and other physical evidence.
2. Reports crime scene findings and evidence processing results utilizing a formal laboratory report.
3. Maintains equipment and supplies assigned to the Investigations Division.
4. Maintains the crime scene vehicle.
5. Maintains equipment, supplies, and upkeep of the vehicle-processing garage.
6. Assists in maintaining a clean working environment within the Crime Scene Section.
7. Is acting Supervisor in the absence of the Crime Scene Supervisor.
8. Testifies in court as to duties performed at crime scenes, evidence processing, and recovery.
9. Trains department crime scene personnel and other law enforcement personnel in crime scene matters.
10. Develops and validates new technology as well as new techniques involved in crime scene examinations and processing.
11. Performs other duties within the laboratory as needed or directed.
12. Coordinates and schedules casework and call assignments, or designates personnel responsible in lieu of the supervisor and supervises crime scene personnel during the absence of the Crime Scene Supervisor.

## 1.4. Crime Scene Investigator

1.4.1. The Crime Scene Investigator is a sworn or civilian position recognized under Wake County’s personnel program with the job classification title of CCBI Crime Scene Investigator and is a non-exempt position located in Band 8 of the Wake County Salary Schedule.

The primary duties of the position include the following:

1. Responds to crime scenes (and other locations as requested or assigned) to provide crime scene processing services. Processes evidence at or from crime scenes for latent prints, impression evidence, biological evidence, trace evidence, firearms, toolmarks, computer and other physical evidence.
2. Provides and implements specialized assignment skills during investigations if trained and qualified by CCBI to do so.
3. Reports crime scene findings and evidence processing results utilizing a formal laboratory report.
4. Maintains equipment and supplies assigned to the Investigations Division.
5. Maintains the crime scene vehicle.
6. Maintains equipment, supplies, and upkeep of the vehicle-processing garage.
7. Assists in maintaining a clean working environment within the Investigations Division.
8. Testifies in court as to duties performed at crime scenes, evidence processing, and recovery.
9. Trains department crime scene personnel and other law enforcement personnel in crime scene matters.
10. Develops and validates new technology as well as new techniques involved in crime scene examinations and processing.
11. Performs other duties within the laboratory as needed or directed.

## 1.5. Property Crime Specialist

1.5.1. The Property Crime Specialist is a civilian position recognized under Wake County’s personnel program with the job classification title of Evidence Custodian Specialist and is a non-exempt position located in Band 6 of the Wake County Salary Schedule.

The primary duties of the position include the following:

1. Responds to crime scenes related to property crimes (and other locations as requested or assigned) to provide crime scene processing services. Processes evidence at or from crime scenes for latent prints, impression evidence, biological evidence, trace evidence, firearms, toolmarks, computer and other physical evidence.
2. Reports crime scene findings and evidence processing results utilizing a formal laboratory report.
3. Maintains equipment and supplies assigned to the Investigations Division.
4. Maintains the crime scene vehicle.
5. Maintains equipment, supplies, and upkeep of the vehicle-processing garage.
6. Assists in maintaining a clean working environment within the Investigations Division.
7. Testifies in court as to duties performed at crime scenes, evidence processing, and recovery.
8. Develops and validates new technology as well as new techniques involved in crime scene examinations and processing.
9. Performs other duties within the laboratory as needed or directed.

## 1.6. Specialized Assignments

1.6.1. A specialized assignment within the Investigations Division are those assignments related to a particular skill set that require additional training and experience before being utilized in forensic investigations and/or testifying on behalf of conducting such examinations.

1.6.2 Specialized assignments require voluntary participation and no monetary salary compensation is allocated for employees accepting a specialized assignment. Due to the expense of time, money, and resources invested in those wishing to pursue a specialized assignment, upon accepting the specialized assignment responsibilities, employees having completed the minimum requirements and receiving the specialized assignment will continue to be responsible for completing the assigned duties until such a time as the Director or Investigations Division Deputy Director relieve him/her of such responsibilities.

1.6.3. Employees electing to participate in a specialized assignment area are subject to being called in outside of normally scheduled shifts. Additionally, Management is required to consider the availability of staff members possessing specialized assignments when making squad assignments and granting leave requests.

1.6.4. The specialized assignments within CCBI Investigations Division include:

1. Shooting Reconstruction – reconstruction of a crime scene involving the use of firearms.
2. Blood Stain Pattern Interpretation - the forensic science discipline of bloodstain pattern analysis and interpretation.
3. Serial Number Restoration – restoring serial numbers on evidence that have been altered or destroyed.
4. Forensic Entomology - the use of the insects that inhabit decomposing remains to aid in criminal investigations.

1.6.5. CCBI may conduct reviews of all specialized assignments for the purposes of determining whether they should be continued. The Director must approve the creation or discontinuation of any specialized assignments.

## 1.7. Openings for Specialized Assignments

1.7.1. Openings for specialized assignments will be announced by the Director's Office through e-mail. The assignment announcement will describe selection criteria to include skills/abilities, education/training, and length of service. Applicants for the position will respond to the Director’s Office outlying their qualifications and indication of their interest. The Director or his/her designee will determine the procedure and personnel selected for the assignments.

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# Chapter 4: Shift Assignments

## 1.1. Shifts

**1.1.1. Crime Scene Investigators/Crime Scene Supervisors**

1.1.2. Crime Scene Investigators and Crime Scene Supervisors will work a schedule that accommodates criminal investigations 24 hours a day, 365 days a year, and seven (7) days a week. Crime Scene Investigators will be available for and responsible for answering all varieties of crime scene investigation requests regardless of a person or property crime type.

1.1.3. Shifts are and will be designed to accommodate the effective use of resources with regards to calls for service and in a manner to promote efficient supervision. Shifts are and will be scheduled for a length of time to preclude a meal break. The Investigations Division Deputy Director may create additional or modified shifts as needed to address additional coverage demands due to call volume at his/her discretion.

1.1.4. Squads will rotate between day and night shifts every two weeks.

**1.1.5. Property Crime Specialists**

1.1.6. Property Crime Specialists are specifically dedicated to responding to only property crime requests for service. At the direction of the Crime Scene Supervisor or Division Deputy Director, they may be requested to assist Crime Scene Investigators with person crime investigations. Such involvement in person crimes investigation will be limited in scope.

1.1.7. The Property Crime Specialist Position is specifically to be allocated and scheduled for the purpose of benefiting CCBI’s response times and reducing the amount of time officers and/or victims must wait at crime scenes for CCBI’s arrival. As such, the schedule for Property Crime Specialists is very fluid and subject to change based upon call volume and response times. The Investigations Division Deputy Director retains the authority for modifications of Property Crime Specialist Shifts.

## 1.2. Schedule Changes

1.2.1. Squad Assignment

Crime Scene Investigators and Crime Scene Supervisor are divided into four squads with the letters A-D. Each of the four squads report to a specified Crime Scene Supervisor and consist of a Senior Crime Scene Investigator and Crime Scene Investigators.

Squad assignments are at the discretion of the Investigations Division Deputy Director and Director. Position, rank, experience, level of training, specialized assignment availability will all be considered when assignments are made.

1.2.2. Daily Coverage

Crime Scene Supervisors maintain primary responsibility for the adequate daily staffing of their assigned squad. Supervisors must consider supervision coverage, specialized assignment availability, the ability to respond to person crime investigations, as well as any other factors that may minimize CCBI’s ability to respond to any law enforcement request.

Crime Scene Supervisors may make temporary schedule adjustments and temporary shift assignment changes as needed for sufficient coverage or to comply with FLSA cycle differences between sworn and civilian staff. Supervisors may determine the need for additional employees based upon the nature and scope of investigations encountered. Supervisors may call in additional employees as needed.

1.2.3. Overtime

The Investigations Division staff may be required to work late due to pending calls for service or an investigation that the employee is currently working. If overtime is going to be made due to this or any other situation, the Investigations Division staff member should immediately notify his/her Supervisor and advise him/her of their status. An Crime Scene Supervisor must approve any overtime prior to being worked.

## 1.3. Schedule Maintenance and Availability

The Investigations Division and schedule will be maintained on CCBI's Shared Drive to allow all applicable employees access to the schedule. The Investigations Division Deputy Director, Investigations DivisionSupervisors or their designees only are authorized to make modifications to the posted schedule. The Crime Scene Supervisors are responsible for maintaining the schedule up-to-date and accurate with regards to their assigned employees to include leave, sick time, daily coverage, training, or any other event affecting staff coverage.

## 1.4. Reporting for Duty

1.4.1. Non-exempt Investigations Division staff members will report for duty at CCBI. The work day will begin when the employee is at CCBI, logs onto the CAD dispatch system, and/or logs into any approved time maintenance system. Duty times must correspond to the requirements listed in the CCBI Standard Operating Procedures Chapter 8, Section 6 “*Work Week*.” Modifications of scheduled duty times without proper notification or approval may be subject to disciplinary action.

1.4.2. Non-exempt Investigations Division employees are assigned laptop computers to use in the performance of official duties. Non-exempt employees assigned a laptop computer are required to leave the computer at their assigned desk when not on duty unless an unusual need arises and the employee has received prior approval from the Supervisor. Crime Scene Supervisors may maintain their issued laptops while off-duty. Exceptions may be made by an Crime Scene Supervisor, Deputy Director, or the Director for the purpose of employees attending training, special assignments, or other specific functions. Violations may be subject to disciplinary action.

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# Chapter 5: Service Prioritization and Case Assignment

## 1.1. Prioritization of Service Response

1.1.1 Investigations Division staff will respond to any crime scene or criminal investigation requiring evidence collection at the request of a law enforcement agency with jurisdiction inside of Wake County when such investigations will be prosecuted in the Tenth Prosecutorial District. Staff members are dispatched to respond to crime scenes by the Raleigh/Wake Emergency Communications Center at the request of law enforcement officers.

1.1.2. Routine investigations will be assigned by availability of staff, by call priority, and by location. Crime Scene Supervisors have the authority to assign calls outside of these criteria when manpower, requesting agency needs, or the efficiency of service dictate the need for such assignments.

1.1.3. Calls will be answered as they are requested. Crime Scene Supervisors, Crime Scene Investigators, and Property Crime Specialists on duty should make every attempt to coordinate responses based on geographic proximity of personnel. When several calls of similar priority are requested, staff may respond to such calls based upon geographical proximity as opposed to request time. Crime Scene Supervisors are responsible to ensure that such allocation of personnel is done fairly and with due regard for all requesting agencies.

1.1.4. In the event of simultaneous or conflicting requests, priorities will be assigned in the following manner:

1. Death Investigations
2. Violent Crimes Against Persons
3. Property Crimes
4. Requests for Services

1.1.5. The above order is intended as a guideline for prioritization. It is permissible to deviate from this protocol if call volume, locale, or other situations dictate/warrant such a deviation.

## 1.2. Preliminary Case Assignment

1.2.1. Personnel who respond to, and initiate a preliminary crime scene investigation shall continue such investigation until:

1. No further examination and/or analysis that aids in the investigation at the preliminary level is deemed warranted; or
2. Being relieved of the preliminary investigative responsibility by an Crime Scene Supervisor, Deputy Director, or Director of the City-County Bureau of Identification.

1.2.2. Personnel who conduct a preliminary crime scene investigation shall complete a detailed report of the investigation, as well as collect, preserve, and submit any and all evidence from such investigation.  Field notes, forms, and any other related documents in all cases will be maintained.

1.2.3. Any Investigation Division staff member assigned to an investigation is responsible for the thorough and complete investigation of the scene or evidence requested to be collected or processed. The staff member initially assigned to an investigation will maintain responsibility for the ultimate accountability and examination of all evidence collected by or submitted to the Investigations Division in the particular investigation until notification to discontinue by the investigating agency that no crime occurred, all examination and analysis of evidence has been exhausted, and/or the evidence has been relinquished to the requesting agency.

## 1.3. Follow up Investigations

1.3.1. The assignment of follow up cases will be done in such a manner as to keep the initially assigned staff member as involved as possible and to limit the involvement of additional staff members as reasonable.

1.3.2. Staff members shall conduct follow-up investigations when appropriate or requested. Such follow-up investigations shall be conducted in a systematic manner by employing, but not limited to, the following steps:

1. Staff shall read, review, and examine all preliminary and supplemental reports, departmental records, laboratory examination results, and other documents pertaining to the case. Included in the review should be the evidence inventory forms.
2. Staff should seek out the appropriate information from the staff member conducting the initial investigation or a representative of the requesting agency that may prove useful in conducting their follow-up investigation. Any subsequent interviews conducted during a follow-up investigation will be documented in the report narrative.
3. Staff members should then plan and conduct the appropriate follow-up investigation to ensure that the recovery of any additional physical evidence, latent evidence, photographs and/or sketches will be beneficial to the investigation. Searches of vehicles, places, and persons should be attempted, when deemed necessary, in order to recover any and all appropriate evidence.
4. The identification or apprehension of any suspect made by CCBI personnel during a preliminary or follow up investigation will be relayed to the requesting agency. The requesting agency shall be responsible for determining a suspect’s involvement in additional crimes and searching a suspect’s criminal history.

1.3.3. If a follow-up investigation is conducted, a narrative specifying the actions taken and any evidence recovered will be completed under the original report as a supplemental report. The completion of any forms and/or sketches appropriate to the investigation will be added to the original case file. If the follow-up investigation results in the collection of evidence, other than latent evidence or photographs, then the evidence will be turned over to the initial Investigations Division staff member. It will be the responsibility of the employee conducting the follow-up investigation to notify the initial staff member of the follow-up investigation and relinquish evidence to him/her.

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# Chapter 6: Crime Scene Response

It is the responsibility of each employee within the Investigations Division to respond as expediently as possible to all agency requests for service, in compliance with all traffic laws. Blue/yellow safety lights and sirens installed in the City-County Bureau of Identification issued vehicles should only be activated for safety reasons. They should never be used as a justification to break or enforce any traffic laws unless operated by sworn personnel, at the expressed approval of the employee’s direct supervisor, or otherwise authorized by CCBI policy.

CCBI employees shall make every effort to respond to a crime scene request for service within fifty-five (55) minutes of the time requested.

It is the responsibility of the employee to acquire all the needed information from the dispatchers and utilize their issued map books or appropriate computer software to determine the quickest and most effective route to their assigned request for service.

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# Chapter 7: Collecting Information and Scene Security

1.1. Whereas each crime scene requires a variety of investigation methods and techniques, the following steps should be utilized in sequence, when possible, when conducting a crime scene investigation to ensure thorough and accurate investigations:

1. Initial CCBI response
2. Arrival and information gathering
3. Establishing scene security and preservation
4. Satisfying legal search requirements
5. Scene documentation
6. Collection of evidence
7. Exit examination

## 1.2. Arrival and Information Gathering

1.2.1. Upon arrival to the scene, CCBI employees will notify Raleigh Communications of their arrival via radio or by CAD. Employees should park their vehicle in close proximity to the crime scene without entering any previously established crime scene. Any CCBI vehicles parked in a roadway or otherwise in a position that may impede vehicular traffic shall activate the blue/yellow safety lights in the vehicle for safety purposes.

1.2.2. Employees should meet with requesting officer(s), initial responding officers, and/or detectives prior to any scene examination to ascertain information relating to the crime. Information related to the crime is crucial in determining the identification, documentation and collection of evidence as well as the methods to be utilized in the crime scene examination. CCBI employees shall also attempt to ascertain any information related to the alteration of a scene by persons prior to the arrival of CCBI personnel.

1.2.3 When possible and/or appropriate, CCBI employees may interview victims, witnesses, and/or suspects in order to gain additional information. CCBI personnel may obtain information directly from victims, witnesses, or suspects as long as such information is obtained in accordance with applicable rules of law. The scope of such interviews shall be limited to information needed for the crime scene examination. Information obtained as a result of the interview will be documented in the Investigative Report. Any witness identified by CCBI personnel in the absence of personnel from the requesting agency will be directed to the appropriate agency.

1.2.4. After obtaining the initial information, CCBI employees should decide whether or not to notify the Crime Scene Supervisor. The Crime Scene Supervisor should be notified for all homicides, suspicious deaths, officer involved shootings, and/or incidents requiring an unusually large law enforcement response. Crime Scene Supervisors may require more frequent notifications at their discretion.

1.2.5. If the nature of the crime scene is believed to require additional CCBI resources, the employee shall forward that request to the Crime Scene Supervisor.

## 1.3 Establishing Scene Security and Preservation

1.3.1 The physical security of a crime scene shall be the responsibility of the investigating agency with jurisdiction. CCBI employees may recommend the enlargement or reduction of a crime scene based upon information provided.

1.3.2. A crime scene log detailing the entry and exit of all persons at a crime scene should be maintained and is the responsibility of the investigating agency with jurisdiction. CCBI employees entering and/or exiting a crime scene for which a log is being maintained shall notify the officer maintaining that log of their entry and exit.

1.3.3 Upon the arrival of CCBI employees to a requested scene, the scene and all evidence within shall be deemed to be in the custody of CCBI. As such, CCBI employees shall coordinate with the requesting agency to limit access to the scene to essential personnel and CCBI employees shall document any alteration to the scene during CCBI's presence.

1.3.4. CCBI employees should determine the need for any special considerations for evidence preservation. For example, if the scene is located outdoors and the weather conditions present the likelihood of evidence destruction, steps should be taken to protect the scene and/or evidence to reduce the impact of such conditions. This could include, but is not limited to, the premature removal of evidence items, vehicles, decedents, etc. In such circumstances, the item should be documented in its original location and condition and subsequent movement should be documented in the report.

1.3.5. Special considerations for evidence preservation requiring the assistance of other agencies (Fire, EMS, Emergency Management, Wreckers, etc.) should be directed to and coordinated with the investigating agency with jurisdiction as many services require some type of fee.

1.3.6. The security maintenance of the crime scene as well as the completion of a crime scene log is the responsibility of the requesting agency.

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# Chapter 8: Search Requirements

## 1.1. General Requirements

1.1.1. The responsibility for obtaining the appropriate legal authority for a search shall rest with the agency requesting CCBI assistance. If the employee and the requesting agency do not agree on the legality of the search, the employee will immediately notify their direct Supervisor.

1.1.2. Prior to conducting a forensic examination, CCBI employees shall ensure that the legal authority to conduct the examination exists. If a CCBI employee is requested to conduct a forensic examination that he/she believes is not legally permissible, the employee shall express that concern to the highest-ranking member of the investigating agency with jurisdiction that is present. If that discussion fails to resolve the issue, then the CCBI employee shall contact the Crime Scene Supervisor. The Crime Scene Supervisor shall contact a supervisory member of the investigating agency to resolve the issue.

1.1.3. Forensic investigation also presents the possibility for damage to personal property through routine investigation procedures. As a professional agency, CCBI employees must be aware that certain forensic procedures carry the possibility for property damage and use due caution when conducting an investigation. When possible and/or appropriate, property owners should be made aware of the possibility for property damage when requesting a forensic examination.

1.1.4. CCBI employees will take reasonable precautions to protect private property when possible. Such situations may include but are not limited to placing a protective covering over items like carpet, furniture, or other surfaces not being examined when such surfaces will likely be exposed to print powder or chemicals. The extent of the required processing and item(s) being processed will dictate what is deemed a reasonable precaution, however, employees may be held financially responsible and/or face disciplinary action for property damage resulting from an employee’s failure to take reasonable precautions in the protection of private property. The Director shall retain the ultimate discretion for determining the reasonableness of an employee’s actions under this section.

## 1.2. Types of Searches

Nothing in this section should preclude the use of any other legal authorization for a forensic examination.

### 1.2.1. Search Warrant:

1.2.3. Search Warrants are the preferred legal authority under which to conduct forensic examinations. The execution of a search warrant shall be completed by the investigating agency and the CCBI employee should document the execution of the search warrant in the report when done in their presence. CCBI employees acting under a search warrant will be responsible for examining the warrant to determine the authorized scope of the search. Any subsequent examination will be conducted only as authorized by the scope of the search warrant. A copy of the search warrant shall be retained with the CCBI evidence form in the original case file.

### 1.2.3. Consent

1.2.4. CCBI employees may conduct a forensic examination based upon expressed verbal or written consent given to the CCBI employee or the investigating agency as long as such consent is authorized by law and specifically in accordance with North Carolina General Statutes found in Chapter 15A, Article 9.

1.2.5. CCBI employees conducting a forensic examination based upon consent shall make every reasonable effort to explain the possibility of damage resulting from such an examination to the party providing consent prior to the examination. In the event that a significant amount of damage may occur as a result of the examination, the CCBI employee may request a search warrant be secured. Any difficulties or disagreements resulting from such a request should be directed to the Crime Scene Supervisor for a determination.

1.2.6. A verbal or written consent form may be considered inadequate when damage may occur during the evidence collection process, the responsible party is under the influence of drugs and/or alcohol, or there is a language/communication barrier. In an instance where the employee believes a circumstance exists that limits the ability of the party to provide responsible consent, the employee will consult their Supervisor for guidance prior to proceeding with the examination/investigation.

1.2.7. Victims/complainants providing consent for a forensic examination do not need to be present for such an examination to take place as long as they have been explained the above provision and still maintain consent. If a victim/complainant is not physically present during the examination but has provided consent by another means, it should be documented in the report. Individuals specifically designated by the victim/complainant to maintain control of the property or premises in their absence may also provide consent.

1.2.8. If a victim/complainant has not been contacted and no search warrant has been secured, no forensic examination should be conducted for any situation where a reasonable expectation of privacy or a reasonable likelihood for damage exists as a result of processing except as described in the implied consent section below or except when another legal authorization for such an examination exists.

For the purposes of this section, a reasonable expectation of privacy applies to areas such as a residence that are controlled by such a limited number of individuals that any contraband found during a crime scene search would likely result in criminal charges against the complainant/persons having the expectation of privacy. Absent extraordinary circumstances, for the purposes of crime scene processing in the absence of complainant contact, CCBI will not consider areas of residences that are open and/or exposed to natural elements, commercial establishments, commercially owned property, readily accessible items and items/areas found on property curtilage, or vehicles involved in property crimes as areas for which a complainant has a reasonable expectation of privacy for the purposes of forensic processing.

### 1.2.9. Suspect Consent

1.2.10. A suspect may provide consent for a forensic examination in accordance with the following:

1. The suspect has the legal authority to provide consent for the examination conducted under N.C. General Statute 15A, Article 9.
2. The examination being conducted is authorized by law to be conducted based upon consent.
3. The suspect has been explained the extent of the examination.
4. The suspect is physically and/or mentally competent to give such consent.
5. The suspect is in a position to limit the extent of the consent throughout the entirety of the examination. (Note: CCBI will not refuse to process a scene where the suspect has provided written consent but is not at physically present at the time of the examination. In such a situation, CCBI staff will secure a copy of the consent and document the suspect’s absence in the narrative.)

### 1.2.11. Implied Consent

1.2.12. CCBI employees may conduct forensic examinations based upon implied consent specifically on recovered stolen vehicles. In situations not otherwise covered by other legal or policy requirements, examinations involving property whereby a police report has already been generated by a victim/complainant or another individual who has authority to provide consent, such an examination may be conducted in situations where the extent of the expected processing is such that a reasonable expectation that no property damage should occur exists.

### 1.2.13. Exigent Circumstances

1.2.14. If exigent circumstances exist in which the CCBI employee believes the benefit of an immediate forensic examination outweighs the lack of victim/complainant contact, then the CCBI employee should contact a Crime Scene Supervisor. The Crime Scene Supervisor may authorize an exception to these policy search requirements in situations where no legal authority is applicable.

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# Chapter 9: Crime Scene Examinations

1.1. Upon entering the scene, one path should be established and utilized for all personnel entering and leaving a scene. The established path should be the least intrusive manner of access that will prevent any destruction, loss, damage, or unnecessary movement of evidence.

1.2. No CCBI employee will enter a major crime scene without wearing protective gloves and shoe coverings when it is reasonable to expect that prints or shoe evidence will be collected. Shoe coverings will be worn at any crime scene where movement through the scene requires travel over any surface or area that will be later processed for shoe impression evidence. Scenes that involve a significant amount of blood or a reasonable expectation of trace and or touch DNA may require the need for additional protection. CCBI employees dictating the need for such protective equipment shall be responsible for ensuring that all officers entering the crime scene have been advised of the need for the same protective standards.

1.3. An employee’s protection is paramount during all crime scene investigations. Prior to entry, the scene should be evaluated and all persons entering a scene where blood and body fluids are present should wear personal protection equipment.

1.4. Employees first entering the scene must use extreme caution and concentrate their attention to the floors, doors, walls, carpets, etc. They must take into account that there is a good possibility that the smallest and most fragile evidence can be overlooked and destroyed at this point. The employee should make constant observations and should consider if there are any signs of forced entry, are the lights on or off, was the carpet recently vacuumed, are there impressions on the carpet, are doors and window open or closed, are any televisions sets or radios on, what is the general condition of the scene, where did the suspect or perpetrator go, what did the suspect or perpetrator handle, what was taken or disturbed, how did the suspect leave and what evidence may the suspect or perpetrator have left behind.

1.5. Use a systematic approach when searching for evidence. Study the whole scene first, since the position of different items may be important. Search the crime scene area so that evidence is not overlooked. Consider what significance the items may have and what examinations the laboratory conducts. Additionally, the examiner should remain alert for items that may be missing but reasonably should be present based upon the type of crime being investigated. The examination should also be thorough enough to later confirm that specific items were or were not at the scene.

1.6. Record the scene by written documentation, photography, measuring and sketching (when necessary) the location of all evidentiary items. Everything should be recorded before it is moved. Record the items, noting the condition, location, date of collection and who collected each item.

1.7. When crime scene personnel are requested to process a scene (where they will be the primary scene processing personnel on hand) they will become the primary evidence custodian for that scene. Upon arrival of crime scene personnel, the scene and all items within it, fall under their direct control. This control is to include but is not limited to the direct control of all evidence handling, processing, collection and the responsibility of being the primary evidence custodian at the scene. This does not preclude the necessity of the requesting agency providing for the safety and security of the scene.

1.8. In the event that an agency wishes to procure evidentiary items (to include personnel effects, i.e., clothing, medicine, identification, cell phones etc.) from the scene, they will request what it is they wish to collect and the crime scene personnel on scene will evaluate whether the collection of the time(s) is feasible at that juncture of scene processing. If the collection of the item does not negatively impede the processing of the scene, then the crime scene personnel shall allow the items(s) to be collected.

1.9. Upon completion of processing, crime scene personnel are no longer the primary evidence custodian and are no longer responsible for items processed and/or collected from the scene.

1.10. Evidence will be collected and processed utilizing practices brought forth from each of the forensic disciplines in the laboratory as well as those procedures outlined within this manual. The order in which a scene is processed will be based upon the priority given to the most fragile or best evidence identified at the scene.

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# Chapter 10: Collection and Documentation of Evidence

## 1.1. Evidence Documentation

1.1.1. All evidentiary property that is seized, collected, transferred, or comes into the custody of a CCBI employee will be documented on a CCBI Evidence Inventory form. This form will be completed before the end of the shift and placed in the original active case file. Exceptions to the time requirements may be made with Supervisor approval.

1.1.2. A report shall be entered in the records management system describing each item of evidence and the circumstances by which the property came into CCBI possession for all items of evidence.

1.1.3. The date that the crime occurred, the employee’s name, agency case number, CCBI case number, victim’s name, the last evidence item number collected, and the last latent card number will be included on the CCBI Evidence Tracker.

## 1.2. Evidence Collection

1.2.1. CCBI employees shall collect evidence according to CCBI Policies, procedures, rules, and regulations. Additionally, CCBI shall utilize the North Carolina State Crime Laboratory’s Evidence Field Guide to provide detailed guidelines and procedures to applicable CCBI staff in the documentation, collection, examination and transfer of evidence. All CCBI employees tasked with evidence collection or examination responsibilities shall be provided a copy or electronic access to the Evidence Field Guide.

1.2.2. All physical evidence located at a crime scene should be documented appropriately prior to collection.

1.2.3. All evidence items shall be collected, packaged, and labeled separately to ensure the integrity of the evidence. The type of container used to package evidence should be directly dependent upon the type of evidence that is being collected. The following general guidelines will be utilized:

1. Evidence will be packaged in a manner to prevent any destruction, alteration, or contamination of the evidence.
2. Evidence that contains moisture (blood, bodily fluids, etc.) will be packaged in paper or packaging that is otherwise permeable by air to reduce/prevent the growth of bacteria.
3. Containers or collection instruments used to collect evidence shall be sterile or otherwise clean to prevent contamination.
4. Evidence that may be subjected to further examination for tool marks, IBIS (ballistic evidence), or any specifically identifying features will be packaged in such a manner to prevent the creation of additional marks due to the packaging.
5. Any evidence collected containing the possibility or presence of blood or bodily fluids will be marked with the appropriate biohazard warning in such a manner that is easily identifiable.
6. Any evidence collected that presents a possibility of physical danger shall be clearly marked with such a designation (guns, knives, needles, etc.).
7. No firearms will be packaged in a loaded condition and the packaging will remain unsealed. All ammunition must be removed from any collected firearms. All detachable magazines or feeding mechanisms shall be removed from firearms.
8. All firearms must be manually secured open, if possible, in such a manner to prevent the unintentional closing and locking of the chamber. Any functioning lock on the firearm that secures the weapon in an open position will suffice for this purpose when the locking mechanism appears to be in operational condition.
9. Prior to transport or transfer, all submitted firearms must have a manual marker placed through the barrel in its entirety and secured in such a manner to prevent accidental or unintentional removal. Zip ties may be used for pistols and 14 gauge or smaller plastic-coated copper electrical wire for barrels whose length precludes the use of zip ties.
10. Evidence should be secured inside the container to prevent unnecessary movement.
11. Store evidence in an evidence vault, locker or secured location where others do not have access until its submission to the investigating law enforcement agency or to the laboratory.
12. Minimize the number of people having access to items of evidence as increased and unnecessary handling of evidence increases the likelihood of contamination or degradation of the evidence.

## 1.3. Collection of Known Samples

1.3.1. The collection of known samples for various types of collected evidence is essential to many subsequent laboratory functions. As such, known sample standards should be collected as an item of evidence and submitted to an examining laboratory for the following items:

1. Hair
2. Fibers
3. Paint
4. Glass
5. Wood
6. Metal
7. Soil
8. Tool Marks

1.3.2. Certain types of DNA evidence submitted to the North Carolina State Crime Laboratory requires known standards to be submitted based upon the type of item and offense from which DNA examination is to be conducted. North Carolina State Crime Laboratory policies and submission procedures should be followed for DNA/Blood evidence and any other submitted known standards.

## 1.4. Evidence Labeling

1.4.1. The labeling of all evidence collected by CCBI staff members should include, at a minimum, the following information prior to any transfer from the employee’s custody:

* 1. The investigating agency case number
  2. The CCBI case number
  3. The date of collection
  4. The collecting employee
  5. The type of investigation
  6. A detailed description of the item collected
  7. An item number consistent with the CCBI Evidence Form

1.4.2. A CCBI employee having collected an item of evidence and storing such item must label the outer package with a minimum of the employee’s initials, the CCBI case number, and the CCBI item number.

1.4.3. Any CCBI employee having maintained custody of a piece of evidence for any length of time shall indicate their possession, at a minimum, by placing the date of receipt and their initials on the evidence packaging.

1.4.4. Placing specific physical identifying markings on an item of evidence should be avoided to prevent any contamination of the evidence. If the size or shape of the evidence precludes normal packaging abilities such labeling may occur on the items in such a position or fashion as to prevent the damage of any evidence on the item that may be requested in future examinations.

## 1.5. Evidence Security and Transport (Crime Scene)

1.5.1. All evidence collected and maintained by CCBI shall remain secured in such a manner as to limit access to only authorized personnel while in the custody of CCBI at all times until possession is properly relinquished and documented on a CCBI Evidence Inventory Form. Evidence collected at a crime scene shall remain in the physical custody of CCBI employees or placed in a locked CCBI vehicle and not left in any position or location whereby allowing access to anyone other than the employee having custody.

1.5.2. All evidence collected from a crime scene shall be transported to CCBI and stored according to CCBI procedures as soon as possible. Evidence shall not remain in a CCBI vehicle beyond the end of the employee's shift.

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# Chapter 11: Death Investigations

## 1.1. Deceased Person Investigations

1.1.1. CCBI employees are routinely called to investigate deceased persons to include suspicious deaths, accidental deaths, unknown cause deaths, suicides, and homicides. Any agency requesting CCBI to investigate a death investigation must first contact the Medical Examiner’s Office and receive approval from the Medical Examiner’s Office for accepting jurisdiction. The name of the authorizing person must be provided to Raleigh Communications and included in the dispatch information prior to CCBI personnel responding to a death investigation.

1.1.2. Upon arrival at any deceased person investigation, CCBI employees shall conduct such an investigation under the pretense that a homicide has occurred until otherwise appropriately proven.

Authority

1. Natural Causes: For the purposes of CCBI, natural cause deaths shall be defined as any death in which a physician is willing to sign the death certificate absent his/her presence at the scene. Natural cause death investigations as defined are not a function of CCBI.
2. Medical Examiner deaths: Any violent, poisoning, accidental, suicidal, homicidal or other death as defined by North Carolina General Statute § 130A-383 is under the jurisdiction of the Office of the Medical Examiner. In accordance with N.C.G.S. § 130A-383, “No person shall disturb the body at the scene of such a death until authorized by the medical examiner…”

Examination

1.1.3. No physical examination of a body shall occur until the proper medical examiner notification has been made. The examination of any deceased person at a scene shall be kept to a minimum to decrease the possibility of evidence destruction, loss, or contamination.

1.1.4. Any CCBI employee determining the need to physically examine a deceased person at a scene beyond a visual examination shall notify their Supervisor and make such a request to the Medical Examiner’s Office. Such an examination shall only be done with approval from the Medical Examiner’s Office. This includes obtaining fingerprints from the decedent, obtaining trace evidence, lifting fingerprints off of the decedent, conducting Gunshot Residue Evidence Collection Kits, etc.

1.1.5. In the absence of Medical Examiner approval, any such requested examinations shall be conducted at the autopsy and the decedent shall be secured appropriately to protect such evidence. (e.g., Wrapping in a sheet, bagging the hands, etc.)

## 1.2 Officer Involved Shootings

1.2.1. CCBI and the North Carolina State Bureau of Investigation maintain a written agreement regarding the role and responsibility each agency plays in the investigation of officer involved shootings. A copy of this agreement is maintained in the Director’s Office and copies shall remain available to all Investigations Division staff.

1.2.2. All CCBI Crime Scene Investigators and Supervisors will maintain a copy of the officer involved shooting agreement in such a manner as to be able to produce the agreement for the involved agency and/or the responding SBI personnel at the scene of any officer involved shooting investigations requiring a CCBI response.

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# Chapter 12: Examination Conclusion and Departure

## 1.1. Temporary Departure

1.1.1. If CCBI employees are leaving a scene for any length of time with the intent to return for further examination, such intent shall be communicated to the investigating agency and the CCBI employee shall advise the investigating agency of the reason for leaving, the expected return date/time, and to continue to secure the scene until the return. A CCBI presence shall be maintained at crime scenes that CCBI is actively investigating unless for the reason above or with Supervisor approval.

## 1.2. Crime Scene Examination Conclusion

1.2.1. CCBI employees conducting a crime scene examination should walk back through the scene upon the completion of the evidence collection to ensure that all processing and evidence collection is complete, all CCBI equipment has been removed, and no other evidentiary items have been overlooked.

1.2.2. Prior to leaving the scene of an investigation, CCBI employees will consult with the requesting officer or the officer most responsible for the investigation, if and when such officers are present at the scene, to ascertain any suspect information or additional investigative needs based upon the evidence collected by CCBI employees. This authority will be informed of the need for any additional investigate steps or the need for additional evidence collection necessary for the successful analysis of evidence collected. This information exchange will be documented in an investigative report.

1.2.3. Crime scene investigation involving person crimes resulting in the collection of latent prints and during the previously described exchange the CCBI employee is provided with specific suspect information, the CCBI employee will be responsible for the submission of the suspect information to the Latent Examination Services Unit for comparison purposes.

1.2.4. In major crime investigations, specifically homicides, the CCBI employee will request a detective actively engaged in the investigation to accompany the CCBI employee back through the scene to determine if any additional documentation, processing, or evidence collection is requested. Any exit examination conducted while accompanied by a member of the investigating agency should be documented in the investigative report.

1.2.5. Upon the completion of a crime scene investigation, for which an officer of the agency with primary jurisdiction is securing, CCBI employees shall communicate the conclusion of the crime scene examination to the investigating agency. CCBI employees may recommend that the investigating agency maintain the crime scene pending additional information related to the crime. If a CCBI employee makes such a recommendation, the recommendation along with the person to whom the recommendation was made shall be documented in the report. The retention of a crime scene shall be at the discretion of the investigating agency with jurisdiction.

1.2.6. CCBI employees will document the time the examination was completed in the examination report narrative.

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# Chapter 13: Storage of Evidence

## 1.1. Administration

1.1.1. All CCBI employees assigned to an evidence collection or examination function shall be assigned secure evidence lockers for the storage of such evidence. All evidence collected shall be secured in the appropriate storage locker prior to the end of the shift with a minimum of the following documentation on the evidence packaging: collecting employee's initials, CCBI case number, and item number. **Evidence shall not be stored in desks, offices, personal lockers or in any other unauthorized locations. Evidence shall not be retained in a CCBI vehicle beyond the end of the shift. At no time will any evidence be left unsecure. (CALEA 84.1.1(b))**

## 1.2. Main Evidence Room

1.2.1. CCBI Investigations Division personnel evidence lockers shall be the primary storage area for all evidence collected and retained by CCBI Investigations Division employees. All evidence lockers securing evidence shall remain secure at all times. All evidentiary items maintained inside the lockers shall be documented on a CCBI Evidence Inventory Form.

1.2.2. Employees transferring an item of evidence from their possession to an assigned personal evidence locker will indicate the transfer of possession on the Evidence Inventory Form.

1.2.3. The main evidence room shall be designated as the room containing the Investigations Division personnel’s evidence lockers. All Investigations Division personnel shall be assigned an individual evidence locker secured by a lock. General access to the main evidence room shall be limited to authorized personnel. Keys for access to the personally assigned evidence lockers shall be issued to the assigned employee and the CCBI Forensic Evidence Custodian. The following persons retain access to spare keys and may enter such personally assigned lockers for official reasons when necessary as part of official duties, inspections, or investigations; The Crime Scene Supervisors, CCBI Deputy Directors, the Office of Professional Standards, and the Director or his/her designee.

## 1.3. Retention Period

1.3.1. With the exception of digital and latent impression evidence, CCBI only retains evidence for a temporary period. All evidence brought into the custody of CCBI employees shall be retained only for the time period required to complete the requested or necessary examination and then returned to the appropriate agency, unless otherwise specified in policy.

1.3.2. A forty-five (45) day maximum time limit will be in place for all items of evidence retained by an Investigations Division employee. If the time limitation must be exceeded for any reason, supervisor approval must be made prior to the expiration of the forty-five (45) days.

## 1.4. Valuable/Sensitive Evidence

1.4.1 CCBI shall define valuable evidence as currency over $100.00 or jewelry with an estimated value in excess of $500.00. Sensitive evidence will be defined as any evidence deemed by the employee or employee’s supervisor to be of such nature as to preclude normal storage procedures and require the witnessing of custody transfers.

1.4.3. Any CCBI employee collecting evidence that meets this standard shall store this evidence in their assigned evidence locker inside the main evidence room by means of the following procedure:

1. Employees collecting any evidence defined under this section shall assign the evidence a unique evidence number and document that on the Evidence Inventory Form.
2. Evidence defined under this section will be specifically transferred from the custodial employee to a specific locker number on the Evidence Inventory Form for the purposes of custody transfer.
3. The collecting employee shall contact an Crime Scene Supervisor, a Senior Crime Scene Investigator, or the CCBI Forensic Evidence Custodian and inventory the item in their presence prior to securing the evidence. The authorized employee will sign the Evidence Inventory Form custody transfer as a witness of the transfer to the locker.
4. Removal of evidence items from the locker for transfer purposes shall be witnessed by one of the above authorized employees. The item shall be inventoried in the presence of the witness. The authorized witnessing employee will sign the Evidence Inventory Form custody transfer as a witness.

## 1.5. Firearm Evidence

1.5.1. Firearm Evidence: Any firearms collected as evidence shall be secured inside an authorized locker within the main evidence room or a secured CCBI Forensic Evidence Custodian locker. At no time shall firearms be left unsecured inside any CCBI evidence room or within the CCBI facility. Firearms shall be unloaded at all times with no rounds remaining in the firearms and any detachable magazines removed from the weapons. Firearms will be stored unsealed in a safe or open condition while in the custody of CCBI with a physical marker within the chamber indicating the weapon to be clear.

1.5.2. National Integrated Ballistic Identification Network (NIBIN)

This program is managed by the Alcohol, Tobacco and Firearms Agency (ATF).  It is a network and repository of images of spent cartridge casings.  Submission of casings from scenes are searched against each other and may result in correlations between submitted samples.

The efficiency and usefulness of NIBIN results have been found to correspond directly with the expediency of evidence entry. As such, CCBI policies have been designed to ensure the most expedient submission of evidence while ensuring accountability for the needs of the investigating agency.

The NIBIN program internally is managed by the CCBI Laboratory; specifically, the Firearms Unit.

All fired cartridge casings and/or misfired cartridges will be submitted to the Firearms Unit for examination. Cartridges/cartridge casings collected shall be submitted to the Firearms unit prior to the end of the collecting Crime Scene Investigator’s shift.  Any exception to this requirement may be done only with approval of the acting Crime Scene Supervisor.

Misfired cartridges and/or fired cartridge casings being submitted to the Firearms Unit shall be secured in an appropriately labeled evidence container in accordance with applicable procedures.  Items submitted to the Firearms Unit will be documented on an Evidence Inventory Form that will accompany the submitted items and all custody transfers will be documented in accordance with evidence transfer procedures.

The evidence will be secured and submitted to the “firearms submission” locker (#67) in the main evidence room with an Evidence Inventory Form.

## 1.6. Controlled Substances

1.6.1. Investigations Division employees shall not collect evidence believed to be controlled substances. Officers requesting the examination of such items should be directed to the CCBI Forensic Evidence Custodian and/or the CCBI Drug Chemistry Unit.

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| June 9, 2019 | 2 | Added NIBIN Information |
| Sept. 3, 2020 | 3 | Modified 1.5.1 |
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# Chapter 14: Transfer of Evidence

## 1.1. Administration

1.1.1. Prior to leaving CCBI custody or the custody of an Investigations Division staff member, all collected and packaged items, except firearms, will be sealed in such a manner to prevent access and the sealing individual shall indicate possession of the item by placing the date and initials of the employee on the seal. Authorized exceptions may be made as indicted in this policy or procedure or at the expressed direction of the CCBI Forensic Evidence Custodian.

## 1.2. Interagency Transfer of Evidence

1.2.1. In the absence of person-to-person transfer, evidence being transferred between CCBI employees will be transferred to the custody of the CCBI Forensic Evidence Custodian. Employees will place such evidence inside of a Forensic Evidence Custodian submission locker or transfer it directly to the CCBI Forensic Evidence Custodian. The CCBI Evidence Inventory Form shall document the transfer and be maintained in the original case file. The submitting employee shall notify the intended recipient of the evidence and the CCBI Forensic Evidence Custodian by email. A copy of the email will be printed and placed into the case file.

1.2.2. The CCBI Forensic Evidence Custodian will remove the item and transfer the item to the receiving employee’s evidence locker. The CCBI Forensic Evidence Custodian will notify the receiving employee of the transfer by email and a copy of the notification will be placed inside of the case file. This notification will include the date the item was transferred to the locker, the CCBI case number, and any specific type of examination requested.

1.2.3. Firearms being transferred to the CCBI Forensic Evidence Custodian will not be sealed, shall have an action that is physically secured open when possible, and have a manually placed marker in the entirety of the barrel to show that the weapon is clear during each transfer.

## 1.3. Submission of Evidence to Laboratories for Examinations

1.3.1. CCBI employees submitting evidence to laboratories for further examinations may utilize these lockers to place such evidence to transfer custody to the CCBI Forensic Evidence Custodian. Employees shall place the evidence into a specific locker and document that transfer on the CCBI Evidence Inventory Form. The CCBI Evidence Form and/or appropriate laboratory submission form shall accompany the evidence. The locker shall be secured.

1.3.2. Any CCBI employee may turn over evidence to another law enforcement agency or forensic laboratory; however, as a normal function of CCBI the CCBI Forensic Evidence Custodian shall maintain this responsibility.

1.3.3. Submission to the North Carolina State Crime Laboratory

1.3.4. The CCBI Forensic Evidence Custodian or CCBI employees responsible for the collection and/or examination of criminal evidence may submit evidence to the North Carolina State Crime Laboratory.

1.3.5. All evidence being submitted to the State Crime Laboratory shall be properly packaged, labeled and sealed. The evidence seal should be affixed in such a manner as to prevent unauthorized entry and shall bear the initials and date of the sealing employee. Exceptions to the sealing requirement may be made as dictated by Crime Laboratory evidence submission procedures.

1.3.6. Any evidence being submitted to the North Carolina State Crime Laboratory for examination shall be accompanied by the NC SBI Physical Evidence Examination Request form. The Physical Evidence Examination Request form shall be completed in accordance with the procedures outlined in the North Carolina State Crime Laboratory’s Evidence Guide section entitled SBI Evidence Control Unit, How to Submit Evidence.

1.3.7. This request will include all information related to the investigation and all desired information related to the requested examination. The CCBI employee will include the investigating law enforcement agency’s case number on the narrative portion of the SBI request form.

1.3.8. CCBI employees submitting evidence to the North Carolina State Crime Laboratory shall document that chain of custody transfer on the Physical Evidence Examination Request form and a copy of that form shall be inserted and maintained in the original case file. North Carolina State Crime Laboratory Analysis Result Forms are available on-line, if desired, and if received shall be placed in the original CCBI case file.

## 1.4. Submission to a Law Enforcement Agency

1.4.1 Evidence transferred to a law enforcement agency shall be documented on a CCBI Evidence Form. A copy of the CCBI Evidence Form may be provided to the law enforcement agency, however, the original CCBI Evidence Form shall be placed in the original case file.

1.4.2. The CCBI employee may elect to process an item of evidence at the scene and then give the item to the law enforcement officer. The CCBI employee should document this transfer, the condition of the item when transferred, and specifically to whom the item was given to in the investigative report. If the receiving officer was physically present during the collection and examination of the evidence by CCBI personnel, then the evidence and subsequent transfer does not need to be documented on a CCBI Evidence Form.

1.4.3. If the receiving law enforcement officer was not physically present during the collection, examination, or both, then the transfer shall be documented on a CCBI Evidence Form. (This section specifically refers to items picked up at a scene in which no need exists for CCBI’s possession of the item or the only expected CCBI examination is simple processing for fingerprints at the scene. This DOES NOT refer to evidence created by CCBI personnel or evidence that requires specific tools or training to collect [blood, body fluids.])

1.4.4. It is the primary responsibility of the law enforcement agency that requests CCBI assistance in an investigation to identify and notify the owner or custodian of any property that CCBI possesses from that investigation. CCBI will provide all investigative reports and documents to the law enforcement agency to assist in the identification of the owner or custodian.

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| 10/4/19 | 2 | Added to 1.2.3. |
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# Chapter 15: Laboratory Examinations

**1. CCBI Laboratories**

1.1. CCBI maintains three laboratories for examinations conducted by Investigations Division staff members to include the Wet Laboratory, the Dry Laboratory, and the Trace Laboratory.

1.2. Access to the CCBI Laboratories shall be limited to authorized personnel.

1.3. The CCBI Laboratories shall be utilized for the processing and examination of physical evidence. All CCBI employees using the CCBI Laboratory are responsible for the general cleanliness of the laboratory. Investigations Division staff members shall be assigned general cleaning responsibilities for the CCBI Laboratories. This responsibility shall include maintaining the laboratories in a clean condition, maintaining all supplies and equipment in an organized fashion, and ensuring that the necessary supplies are stocked and maintained properly inside the laboratory.

1..4. Any CCBI employee noticing an alarm or other issue with any equipment inside the laboratories shall report that condition to their Supervisor immediately.

1.5. Employees utilizing the CCBI Laboratories shall be dressed in the appropriate personal protective equipment at all times in regards to the type of examination being conducted and adhere to all established safety procedures and protocol.

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# Chapter 16: Garage

**1.1. CCBI Garage**

1.1.1. Access to the CCBI Garage shall be limited to authorized personnel.

1.1.2. The CCBI Garage shall be utilized for the processing and examination of vehicles or other large evidence items. The area shall be used as temporary evidence storage only and evidence items shall remain inside the Garage for only the length of time necessary to conduct the required examination.

1.1.3. Investigations Division staff members will be assigned general CCBI Garage cleaning responsibilities. This responsibility includes the general cleanliness of the CCBI Garage, ensuring that the necessary supplies are stocked and maintained inside the room, and ensuring that the trash is disposed of properly. Each CCBI employee utilizing the CCBI Garage is responsible for the cleanliness of the room as well.

1.1.4. No evidence shall be placed inside the Garage for storage/examination purposes without the approval of an Crime Scene Supervisor or their designee. Any evidence placed into the CCBI Garage shall be documented on a CCBI Evidence Inventory Form indicating the employee and the date and time of entry and removal. (Vehicles will be documented on a CCBI Garage Processing Form.)

1.1.5. At no time will the CCBI Vehicle Processing Area be utilized by staff members for personnel reasons to include situations such as oil changes on personal vehicles.

## 1.2. Vehicle Submission

1.2. Crime Scene Supervisors or their designees shall authorize the entrance of vehicles to the CCBI garage for examination purposes.

1.2.1. Any vehicles accepted by CCBI employees for the purpose of examination shall be physically secured in the CCBI Garage when the custodial employee is not physically present. No vehicle will be accepted by CCBI employees and located on the premises of CCBI that is not secured inside the garage unless the collection, examination, and release of said vehicle is done while CCBI custodial employees maintain a continuous presence with the vehicle.

1.2.2 All crime scene related vehicles requiring exterior examination or that cannot be secured by door locks that are submitted will be placed in garage bay 2. Employees may use an alternate garage bay when garage bay 2 is not available provided that the examination is completed prior to the employee leaving the custody of the vehicle or if all evidence is collected from the exterior of the vehicle and the vehicle is locked prior to the employee leaving the physical custody of the vehicle. CCBI employees will follow the listed procedures for receiving vehicles for examination into the Garage:

1. The vehicle can be either driven into a bay or backed in by towing company.
2. Complete the CCBI Garage Processing form, CCBI-032

For Bay 2 (only)

1. Once the vehicle is secured in the garage, pull the gate around the vehicle to the chain link fence gate. Repeat for the second portion of the gate.
2. Using the gate key, lock the security fence into the metal latch that is located on both sides of the chain link gate concrete support poles. The keys to the lock will be stored on the concrete post to the chain link gate/
3. Portions of the gate, on both sides of the vehicle, will have a handle that needs to be pushed down into the metal catches on the garage bay floor.
4. Lock the chain link fence door with provided padlock and the custodial employee shall retain the key until release of the evidence.

## 1.3. Vehicle Removal

The CCBI employee responsible for examining the vehicle or evidence shall be responsible for ensuring the timely removal of the vehicle or evidence item from the garage. Any CCBI employee removing a vehicle from the garage shall complete the applicable portion of the CCBI Garage Processing Form and have the receiving agency representative sign the form as well when present. The CCBI employee documenting the removal of the vehicle shall place the CCBI Garage Processing Form into the original case file.

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# Chapter 17: Putrefaction Room

## 1.1. CCBI Putrefaction Room

Access to the CCBI Putrefaction Room shall be limited to authorized personnel.

## 1.2. Evidence Submission

1.2.1. The placement of evidence items into the Putrefaction Room will be documented on the CCBI Evidence Inventory Form with the date that the item(s) was/were placed into the room. Subsequently, the date will be documented on the corresponding evidence sheet when the item(s) is/are removed from the Putrefaction Room.

1.2.2. Drysafe™ drying cabinets have been provided inside the Putrefaction Room to provide a more efficient manner of drying evidence items while minimizing the possibility of cross-contamination. Evidence may not be placed inside these cabinets when the size or the quantities of evidence items preclude such use or the provided cabinets are already in use.

1.2.3. Employees placing items into the Putrefaction Room or employees assigned a specific investigation on whose behalf the items have been placed and they have been notified of the placement are responsible for ensuring that submitted items are removed in a timely manner. Items placed into the Putrefaction Room will be removed within seven (7) days of entry. Items placed into the drying cabinets will be removed from the cabinet the next shift in which the employee works. The employee’s Supervisor will be informed of any situation in which evidence may need to exceed the above time limitations inside the Putrefaction Room.

1.2.4. Any evidence submitted to the Putrefaction room for which DNA or trace examinations will be or could reasonably be foreseen to occur will be placed inside the drying cabinets. All other evidence collected specifically for the simple purposes of drying may be hung on the drying rack.

1.2.5. Money, jewelry, or other items of value shall be removed from clothing/evidence prior to placement inside the Putrefaction Room and listed on the original evidence form. Such items shall be stored in accordance with applicable CCBI policies (see section Chapter 13 section 1.4).

1.2.6. No evidence will be stored inside the Putrefaction Room that has not been taken into custody by an authorized CCBI employee. A CCBI Investigative Report Call Card, a CCBI Report, and a CCBI Evidence Inventory Form will be completed for any case that results in evidence placed inside the Putrefaction Room.

1.2.7. A copy of the CCBI Evidence Inventory Form will accompany any items submitted to the Putrefaction Room. The entering CCBI employee will be responsible for ensuring that submitted evidence items are removed in accordance with this policy.

## 1.3. Drysafe™ Drying Cabinet Procedures

1.3.1. When items are placed inside the drying cabinet, the cabinet will be operated in accordance with the Drysafe™ operating procedures. A copy of the Drysafe™ drying cabinet operating procedures will be kept inside the Putrefaction Room.

1.3.2. Prior to utilizing the Drysafe™, ensure that there is a cable tie securing the door. This cable tie will indicate that the cabinet is clean and ready for use.

1.3.3. A door pre-filter will be installed on the first day of every third month by personnel designated by Deputy Director of the investigations Division.

1.3.4. Only items from the same case shall be placed into the drying cabinet together and of those items, only items for which no risk of cross-contamination of DNA or trace evidence that may be present may be placed together. (For instance, clothing from a suspect and a victim should not be placed inside the same cabinet at the same time.) Items of clothing from the same individual may be placed inside the same cabinet together as long as the investigative information available at the time does not specifically indicate the need for any particular item to be dried separately.

1.3.5. A ceiling pre-filter will be installed in the Drysafe™ and piece of kraft paper will be placed on the floor of the Drysafe™. The kraft paper will catch trace evidence that falls from the evidence items and the ceiling pre-filter may catch trace evidence due to airflow.

1.3.6. A white cable tie will be affixed to the handle and the eyehook. This will indicate that the Drysafe™ is in use and will also provide an additional layer of security (tamper resistance). Crime Scene Investigators will initial the white cable tie when securing the Drysafe™ .

1.3.7. When an item is removed from the drying cabinet, the interior kraft paper and the ceiling pre-filter will be removed and collected as one item of evidence. Upon removing evidence from the drying cabinet, the employee utilizing the cabinet in accordance with the Drysafe™ operating procedures will clean the drying cabinet. Putrid lockers will be cleaned each time bio-hazardous evidence is removed. Use a bleach solution of at least 1 part bleach to 10 parts water. A commercial sanitizing/disinfectant product may be used in lieu of the bleach solution. Wipe the floor and walls of the locker with the thick, disposable towels or use a designated mop and bucket for biohazard clean up. After proper cleaning of the drying cabinet, a tag indicating the cleaning Crime Scene Investigator and date will be placed on the exterior of the drying cabinet.

1.3.8. Once the Drysafe™ is cleaned, a cable tie will be affixed to the handle and eyehook. This will indicate that the Drysafe™ has been cleaned. The cable tie should only be affixed if the Drysafe has been cleaned.

1.3.9. No employee shall place an item of evidence into the drying cabinet without first ensuring that a tag from the previous cleaning is on the exterior of the cabinet or without first cleaning the cabinet.

## 1.4. Evidence Requiring Refrigeration

1.4.1. A refrigerator shall be provided inside the Main Evidence Room for the temporary storage of evidence that requires cold storage. The placement and removal of evidence into the refrigerator shall be documented on the Evidence Inventory Form. The Forensic Evidence Custodian will be consulted as soon as possible regarding the acquisition and desired analysis of evidence placed inside the refrigerator.

## 1.5. Putrefaction Room Cleaning Responsibilities

1.5.1 Investigations Division staff members will be assigned general Putrefaction Room cleaning responsibilities. This responsibility includes the general cleanliness of the Putrefaction Room, ensuring that the necessary supplies are stocked and maintained inside the room, and ensuring that the trash is disposed of properly.

1.5.2 Each CCBI employee utilizing the Putrefaction Room is responsible for the cleanliness of the room as well. Any CCBI employee noticing an alarm indication on a drying cabinet will report that to their Supervisor immediately. Each CCBI employee utilizing a drying cabinet is responsible for cleaning that cabinet upon the removal of submitted evidence. Any employee utilizing the Putrefaction Room outside of the drying cabinets is responsible for ensuring that blood or other fluids are contained in a reasonable manner. It is the responsibility of the submitting employee to clean any residue left inside stainless steel catch basin in the Putrefaction Room from an item of evidence that they submitted. The employee should use a bleach solution of at least 1 part bleach to 10 parts water. A commercial sanitizing/disinfectant product may be used in lieu of the bleach solution.

1.5.3. Cleaning supplies will be stored in the Putrefaction Room. The supplies will include 10% bleach solution, sponges, squeegee and cable ties.

Employees utilizing the CCBI Putrefaction Room shall be dressed in the appropriate personal protective equipment at all times.

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# Chapter 18: Case File and Records Management

## 1.1. Crime Scene Reports

1.1.1. Crime scene reports shall be written in accordance with the previously described sections in this policy manual, the CCBI Standard Operating Procedure, and in accordance with the CCBI Report Writing Manual.

1.1.2. From notes/examination documentation taken during an examination, the employee will complete a final draft report in the CCBI Records management System. The report will include the following information:

1. CCBI Case number
2. Date
3. Time requested
4. Time of arrival
5. Time completed
6. Type crime
7. Victim’s name, race, sex, and date of birth
8. A generic description of property stolen (if any)
9. Officer narrative section with a detailed report comprised from notes, photographs, processes used for evidence development, and results obtained during examinations by the employee.
10. The report shall describe each item of evidence and the circumstances by which the property came into CCBI possession for all items of evidence.
11. Requesting Agency’s Case Number

1.1.3. Crime scene reports will be completed by the assigned staff member and submitted prior to the end of the shift. CCBI employees should complete a crime scene report before responding to the next crime scene investigation. Supervisors may make exceptions to these requirements, however, only with expressed approval. Employees may proceed to another call during the same shift prior to completing the report when a priority call is dispatched and awaiting CCBI response, or when there are multiple examinations at the same location. In such instances, all investigative reports must be completed by the end of the shift.

## 1.2. Administrative Review of Examination Report

1.2.1 An administrative review will be conducted on all examination reports entered. The administrative review will be conducted by the Deputy Director, Crime Scene Supervisor, Senior Crime Scene Investigator, or designee and will ensure that the following criteria are satisfied:

1. The formal report contains correct headings.
2. The Crime Scene Examination section contains complete information as to all actions and major processes performed in the examination of the scene.
3. All items listed under the Evidence Collected Section are accounted for in the body of the report.
4. Ensure that all conclusions are supported based upon facts.
5. Review the report for clarity, accuracy, and appropriate language.
6. Ensure that the report is free of grammatical and typographical errors.

1.2.2. The reviewer will either “Deny” the report with notes as to the reason why it was denied or “Approve” the report in the records management system.

1. If a report is denied, it will be transmitted back to the issuing employee for correction. The only person who can edit a report that has been submitted is the employee who wrote it once it has been denied.
2. The report will then be corrected and resubmitted for another administrative review.

1.2.3. Once approved, the reviewer will release the final report to the customer via a PDF format on the FTP Server for retrieval by the agency to download.

## 1.3. Evidence Inventory Forms

1.3.1 CCBI evidence forms are maintained within original case files and shall document the collection, possession, any transfers to include the persons involved, the date of transfers, a description of the evidence, the locations of such evidence, and the complete chain of custody of any evidence from the time that CCBI personnel came into possession of the evidence up until the evidence left the possession of CCBI personnel.

1.3.2 The CCBI Evidence Inventory Form shall be maintained in the original case file in the CCBI Main Evidence Room. The CCBI Evidence Inventory Form will be completed and submitted to the case file prior to the end of the shift for which the evidence was collected.

## 1.4. Investigative Request Forms

1.4.1. An Investigative Request Form will be completed for all crime scene and or laboratory examinations. Investigative Request Forms will be submitted to the employee’s supervisor or assigned reviewer upon the completion of the crime scene report.

1.4.2. Crime Scene Supervisors or their designees will review all Investigative Request forms and such review shall be documented on the Investigative Request form. Upon review, the Investigative Request form shall be forwarded to the Central Records Unit for filing.

## 1.5. Case File Management

1.5.1 A case file will be maintained for each crime scene. Case files are considered “pending” and will be located in the CCBI Main Evidence Room until such time as all evidence pertaining to an investigation has been transferred from the custody of the CCBI Forensic Evidence Custodian or Investigations Division employees. At that point, the case file is considered “closed” and will be forwarded to Central Records for storage. The following items shall be included in the case file when such items have been generated as a result of the examination:

1. Evidence Inventory Form
2. Original case note(s)
3. Original sketch(s) and measurements when appropriate
4. Evidence receipts (from M.E.’s office, requesting agency, etc.) if items of evidence were received.
5. Other reports, records, or documents related to the case

1.5.2. A single case file will be utilized for each CCBI case number to contain all required forms generated as a result of an initial or follow-up investigation.

1.5.3. Access to the case files may be made only by CCBI employees who are actively performing a role in the case or require information contained within the case file for official business.

## 1.6. Case File Review

1.6.1. Case file reviews will be completed on all homicide investigations and at the discretion of the Division Deputy Director or Crime Scene Supervisor for all other crimes. The case file review will include the following:

1. Confirm that the description of all evidence submitted and reflected in the report (AP) corresponds with the information within the employees’ case notes or the Evidence Inventory Form.
2. Verify that when firearms are collected in processing and rendered safe in the field that there is notation in the case notes as to who rendered the item safe and the date it was rendered.
3. Ensure that legible and complete case notes are present.
4. Verify the agency case number, dates, name, addresses, vehicle information, and weapon information are correct and the same on all paperwork (notes and report).
5. Ensure that the case notes contain all pertinent information with regard to the use of any reagents, Alternate Light Source, metal detectors, etc.
6. Use of Alternate Light Sources, metal detectors, and the result of positive/negative control standards for each recorded in notes.
7. Ensure that an inventory of all latent lift(s) collected is present and/or that there are copies within the case file.
8. Ensure that the digital original of the crime scene photographs/video is present in the Data Works Plus Crime Scene Photo Manager.
9. Verify that the examination notes indicate start and end dates of examination.
10. Ensure that examination notes are administratively correct, i.e., date on notes, strike through and overwrites initialed, additions initialed and dates.
11. Verify that all pages in the case file generated by the employee contain full case number and the employee’s initials.
12. Ensure that initials and case numbers are present on all pages of multi-page reports.
13. Ensure that sketches are accurate and legible.
14. Verify that the chain of custody for all items collected is accurate.

## 1.7. Daily Shift Summary

1.7.1. Shift Supervisors or their designee will prepare a Daily Shift Summary and send this report to the on-coming shift all Investigations Division personnel and others a directed via E-mail. All staff members are required to check their E-mail at the beginning of their shift. The purpose of the daily shift summary is, but is not limited to:

1. Briefing staff of information regarding possible follow-ups or special circumstances originating from previous investigations.
2. Notify staff of significant occurrences or changes.

1.7.2. Staff members from the oncoming squad may be called to meet with their Supervisor, Deputy Director or Director prior to the beginning of a shift or during a shift.

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# Chapter 19: Quality Assurance, Proficiency Reviews, and Inspections

## 1.1. Policy Review and Control

1.1.1. All Investigations Division policies, procedures, manuals, and all future revisions shall be approved by the Investigations Division Deputy Director and the Director in accordance with established document control and management policies.

1.1.2. Supervisor meetings with staff members will be held as needed or required according to policy.

## 1.2. Annual On-Site Crime Scene Proficiency Review

1.2.1. The Deputy Director of the Investigations Division, an Crime Scene Supervisor or a designated individual who is currently certified as an IAI Certified Crime Scene Investigator will annually observe each staff member on a crime scene for proficiency purposes. During and directly after the observation period, the Deputy Director, Supervisor or designee will complete an Annual On-Site Crime Scene Proficiency Review Form detailing his/her observations and forward a copy to the Division Deputy Director. The evaluator will review the findings with the staff member. The Division Deputy Director will forward the form to the Executive Assistant to be maintained in the employee’s personnel file.

## 1.3. Evidence Inspections

1.3.1. CCBI shall conduct all activities associated with evidence control functions in a legal and organized fashion ensuring the integrity and chain of custody of all evidence. Inspections of evidence storage areas shall be conducted on an ongoing basis to ensure the following: adherence to proper maintenance procedures and the integrity of evidence management; compliance with departmental directives; protection of evidence from damage or deterioration; and the implementation of proper accountability procedures.

1.3.2. Biannual evidence inspections will be conducted by Crime Scene Supervisors and the Division Deputy Director and documented on a CCBI Evidence Inspection Form. Upon conclusion, the inspection form will be signed by the inspecting Supervisor and the employee. The inspection shall include examination of all items of evidence in custody. A copy of the inspection form shall be provided to the employee and the original will be forwarded to the Division Deputy Director.

1.3.3. Supervisors conducting evidence inspections shall ensure that evidence contained therein is in compliance with appropriate policies including documentation requirements and retention periods.

1.3.4. Supervisors conducting the inspection are responsible for ensuring that any deficiencies noted during the inspection are documented on the inspection form. Supervisors will ensure that the deficiency is corrected immediately or as soon as reasonably possible and that such correction is documented on the inspection form. The results of inspections may be used and/or documented in employee’s annual performance evaluations.

## 1.4. Conducting Line Inspections

1.4.1. CCBI will conduct formal and informal line inspections. These inspections shall include personnel, uniforms, equipment, supplies, vehicles, facilities, and evidence lockers.

1.4.2. Informal inspections may be conducted by Supervisors anytime. Employees are responsible for maintaining their appearance, equipment, supplies, vehicles and other work related articles in a manner consistent with CCBI SOP and Wake County policy. Supervisors should observe staff, vehicles and facilities daily to ensure that CCBI goals and policies are being adhered to as desired.

1.4.3. The following formal line inspections shall be conducted by supervisory staff:

1.4.4. Equipment/Vehicle Inspections - Vehicle inspections shall be conducted by the immediate Supervisor of any Investigations Division employee being issued a dedicated vehicle annually.

1. A Supervisor conducting a vehicle inspection shall ensure that CCBI vehicles are being maintained properly and the vehicle is equipped according to policy.
2. Vehicle inspections shall include equipment inspections for CCBI Investigations Division employees issued specific equipment for the performance of their duties. Such equipment inspections shall ensure compliance with the CCBI uniform policy and equipment policy.
3. Equipment/Vehicle inspections will be documented on a CCBI Equipment Inventory/Inspection Form and signed by the inspecting Supervisor and the employee. A copy of the inspection form shall be provided to the employee. The original inspection form will be forwarded to the Division Deputy Director.

1.4.5. Supervisors conducting the inspection will be responsible for ensuring that any deficiencies noted during the inspection are documented on the inspection form. Supervisors will ensure that the deficiency is corrected immediately or as soon as reasonably possible and that such correction is documented on the inspection form. The results of inspections may be used and/or documented in employee's annual performance evaluations.

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| July 12, 2013 | 1 | Implementation of Investigations Division Administrative Manual |
| February 2, 2014 | 2 | Remove “take-home” from 1.4.4. |
| October 2, 2017 | 3 | 1.4.4. Change inspections from biannually to annually. |
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# Chapter 20: Equipment

## 1.1. Investigations Division Vehicle Equipment and Replenishment

1.1.1. Every Investigations Division employee is responsible for checking their vehicle and supplies prior to beginning a shift to ensure that all equipment is in working order and supplies have been replenished.

1.1.2. All CCBI vehicles will be equipped with:

1. Wake County gas card and/or gas key if issued for the vehicle
2. Wake County accident reporting pack
3. Jumper cables/jump box
4. Spare tire and jack

1.1.3. All CCBI vehicles assigned to or operated by Investigations Division personnel, marked or unmarked will be equipped with:

1. Dash mounted 800MHz radio
2. Siren with public address speaker
3. Blue (sworn)/safety lights and four corner strobes
4. Accident reporting pack
5. Fire Extinguisher
6. Jumper cables/jumper box
7. Spare tire and jack
8. First aid kit
9. Haz-mat book
10. Flash-light and charger
11. OSHA compliant reflective safety vest

1.1.4. Marked CCBI vehicles used in the Investigations Division are ~~individually~~ assigned to personnel. Each employee assigned a marked field operation vehicle is responsible for ensuring the following equipment is maintained inside the vehicle and operationally ready: (CALEA 41.3.2)

1. (1) Camera tripod
2. (1) Extension cord
3. (1) E.S.D.L. and film
4. (1) Mini Blue Maxx or equivalent portable alternative light source
5. (1) Tool box
6. Evidence collection containers:

* Large/small biohazard bags
* Large/small paper bags
* Plastic bags
* Small evidence containers/bottles
* Large/small evidence envelopes

1. (1) Blood collection kit containing:

* LCV
* Phenolphthalein
* Sterile swabs
* Swab collection boxes
* Biohazard stickers

1. (1) 25' Measuring Tape
2. (1) Measuring wheel
3. (2) Gunshot Residue Evidence Collection Kits
4. (1-50) Evidence Placards
5. (1) Trace tape
6. (1) Toolmark casting kit/Accutrans
7. Personal cleaning wipes
8. (2) Gelifters
9. (1) Sketch Pad
10. (1) Fingerprint collection kit
    1. 2" tape
    2. 5" tape
    3. White latent lift cards large/small
    4. Magnetic fingerprint powder
    5. Magnetic wand
    6. Volcanic ash powder
    7. Feather duster/carbon filament applicator
11. Personal Protective Equipment to include:

* Goggles and/or disposable eye protection
* Nitrile disposable gloves
* Booties (shoe coverings)
* Biohazard suits
* Head/hair coverings
* N-95 respirators

1. (1) Laser range finder (Crime Scene Investigators)
2. (1) Metal detector (Crime Scene Supervisors)
3. (1) Portable GPS unit (Crime Scene Supervisors)

1.1.5. The following items are individually assigned to Investigations Division employees and will be accessible during a normal tour of duty:

1. (1) Laptop Computer and Air Card
2. (1) Portable 800MHz radio
3. (1) Digital Camera
4. (1) Ballistic vest
5. (1) Full-face respirator (Crime Scene Investigators, Senior Crime Scene Investigators, Supervisors)
6. (1) Video camera (Crime Scene Supervisors and Senior Crime Scene Investigators)

1.1.6. CCBI vehicles will remain locked at all times. Employees will be responsible for all items that are stolen from unsecured vehicles. Computer equipment must be removed from the interior of any individually assigned vehicle at the end of each shift. Other assigned equipment may be secured inside the vehicle.

1.1.7. CCBI and Wake County will not assume responsibility for any lost, stolen or damaged personal equipment.

## 1.2. Equipment Checks Prior to Use

1.2.1. The following equipment will be checked **before each use** to ensure that it is operating properly and the results recorded in the case examination notes. If a piece of equipment fails to perform correctly, it shall be removed from use immediately and the employee’s supervisor will be notified.

1. Electrostatic Dust Lifting Kit
2. Metal Detector
3. Electronic Measuring Devices
4. Traceable Thermometer
5. Alternate Light Source
6. Hydraulic Lifts

## 1.3. Protective Vests

1.3.1. Body armor will be issued to each member of the Investigations Division and must be worn or immediately available in his/her vehicle while on duty. Staff members are encouraged to wear their body armor on a daily basis, but are only required to wear it at the discretion of their supervisor. Staff members are responsible for the wearing of all protective equipment, including body armor, in situations where the threat of danger or imminent danger is present.

1.3.2 All CCBI personnel involved in the execution of high-risk search warrants present during high-risk situations or responding to known high-risk situations are required to wear their departmental protective vest. As such, only sworn CCBI personnel who have been issued protective vests may perform this function.

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| February 2, 2014 | 2 | Modify individual take-home vehicle language |
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**Chapter 21: Communications**

## 1.1. Continuous Communication and Tracking

1.1.1. Continuous dispatching service is provided by the Raleigh/Wake County Communications Center 24-hours a day, every day of the year.

1.1.2. All CCBI investigations division personnel will utilize Computer Aided Dispatch (CAD) for status and response purposes.

1. CCBI Investigations Division personnel will sign onto CAD at the beginning of their scheduled shift. Any additional dispatch aiding equipment (GPS) shall be connected and operational no later than the beginning of the scheduled shift. Any staff members utilizing a GPS function on their issued laptop for dispatching purposes shall maintain the laptop in such a manner as to provide accurate GPS data throughout the entirety of their scheduled shift.
2. CCBI Investigations Division personnel will maintain radio contact with the Communications Center at all times during a scheduled shift, unless exempted by a Supervisor, and shall be ready to accept and will accept all calls assigned.

## 1.2. CAD Calls

1.2.1. CCBI requests for service may only be initiated by law enforcement agencies with jurisdiction within Wake County. CCBI requests for service may only be created for calls in which the requesting agency has physically responded to the crime scene. (CCBI does not respond to requests for service generated by Telephone Response Officers) CCBI personnel may be assigned telephone requests by anyone requesting such contact. The following information will be recorded in CAD for all CCBI calls for service:

1. Control/incident number; and
2. Date, time, and name of officer making the request; and
3. Name, address, and phone number of complainant, if possible; and
4. Type of incident reported; and
5. Location of incident reported; and
6. Identification of CCBI employee assigned; and
7. Time of dispatch; and
8. Time of arrival; and
9. Time cleared; and
10. A disposition status for the call.

## 1.3. Communications with Dispatch

1.3.1. CCBI Investigations Division personnel shall maintain an updated status with the Communications Center at all times while on-duty to include reporting the beginning and end of the tour of duty, arrival and clear status at calls, out of service times, and any unusual incidents. Most of these factors can be communicated through CAD in Mobile Data Terminals (MDT). Radio traffic will be utilized to maintain such communication in the absence of MDT access.

1.3.2. CCBI Investigations Division employees engaged in official business that precludes the availability of answering calls shall be considered out of service. Any employee to be out of service shall inform the Communications Center of their out of service status and the reason for such. Employees held out of service shall maintain radio communications with the Communications Center unless inappropriate (court) or authorized by a Supervisor. All CCBI Investigations Division communication directed to/from the Communications Center during the normal course of duties shall be conducted over radios.

1.3.3. CCBI investigations division employees shall be assigned individual call numbers designated by ID followed by a unit number.

1.3.4. CCBI employees may communicate with other law enforcement agencies by the use of the issued radios or telephones for official business. CCBI employees may request the Communications Center to contact other law enforcement agencies to relay or obtain information in regards to official business.

1.3.5. Under normal circumstances, one CCBI employee shall be assigned to any investigation. Additional CCBI personnel assigned to an investigation will be done at the discretion of a CCBI Supervisor or his/her designee.

1.3.6. CCBI employees may request a Supervisor to respond to any call or incident at their discretion. CCBI Supervisors or their designee should respond to any crime scene involving a homicide unless the circumstances surrounding crime scene preclude the need for such a response, which shall be at the discretion of the Supervisor or his/her designee.

1.3.7. CCBI portable radios and in-car radio are equipped with emergency buttons. Upon activation, a signal is sent to the Raleigh/Wake County Communications Center identifying the unit and the microphone begins transmitting for a short period of time. Telecommunicators and other CCBI personnel monitoring the channel shall assess the situation and determine the necessary response.

1.3.8. CCBI Investigations Division employees requesting emergency assistance shall do so over the radio to the Raleigh/Wake County Communications Center. Telecommunicators shall send available help to the employee. CCBI Supervisors shall be authorized to or designate a CCBI employee to respond to the CCBI employee requesting emergency assistance in an emergency response fashion. Such a response will be done in accordance with applicable policies and laws.

## 1.4. RWECC Communications Function

1.4.1. The Raleigh/Wake County Emergency Communications Center will serve as the communications component for the department. The Communications Center is a shared multi-jurisdictional entity for which accountability is specified in agreements and/or authorizing documents.

1.4.2. The Raleigh/Wake County Communications Center provides 24-hour, toll-free voice and TDD telephone access for emergency calls for service. The primary functions of the Raleigh/Wake County Emergency Communications Center will be:

1. Radio Communications - to include dispatching calls for service, monitoring radio traffic from investigations personnel, and coordinating investigation units via the radio; and
2. Automated Data Communication - to include the operation of CAD, NCIC/DCI terminal and automated communications with other agencies.
3. The Raleigh/Wake Communications Center shall procure external services (i.e. fire department, EMS, wreckers) when requested by CCBI staff members in accordance with the Raleigh/Wake Communications Center Standard Operating Procedures.

## 1.5. RWECC Access to Departmental Resources

1.5.1. The Raleigh/Wake County Communications Center shall be provided immediate access to the following resources:

1. The on-duty Supervisor and other command personnel; and
2. A current roster of all Investigations Division personnel; and
3. Residential telephone numbers of all Investigations Division personnel and command staff personnel; and
4. Visual maps detailing the agency's service area; and
5. Officer status indicators (CAD).

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# Chapter 22: Field Training Program

## 1. Purpose

1.1. The City-County Bureau of Identification’s Field Training Program has been designed to provide new employees with “hands-on” training in order to ensure that new employees are provided with the necessary knowledge and experience to perform the functions of their positions in a professional manner and capable of setting the highest standards in crime scene investigation.

1.2. The Investigations Division operates a Field Training Program for the following positions:

1. Crime Scene Investigator/Crime Scene Investigator (Sworn/Civilian)
2. Property Crime Specialist

1.3. The following regulations apply to the field training programs for the positions listed above. The Investigations Division Deputy Director may incorporate more stringent requirements than stated in this policy, however, the designated training programs will contain a minimum of the following:

## 2. Crime Scene Investigators

2.1. The following policies apply to the (Sworn and Civilian) Crime Scene Investigator position and can be found in greater detail in the Crime Scene Investigator Field Training Program contained in the Field Training Manual:

2.1.1. Field training will consist of a minimum of two (2)-months supervised training period. Early release from supervised field training may occur as outlined in the Field Training Program; however, the supervised field training shall not be less than two-months. Field training will begin when the employee begins active employment at CCBI in the applicable position and is expected to perform the job functions.

2.1.2. The Investigations Division Deputy Director, the Field Training Program Manager, and/or the Crime Scene Supervisors will select field-training officers. Field Training Officers will consist of Senior Crime Scene Investigators or other experienced Crime Scene Investigators whose field performance has shown a thorough knowledge and the necessary skills and abilities to perform the requirements of the position at a satisfactory level. Those selected as field-training officers will have completed no less than a one-week field training officer course of instruction prior to being assigned a trainee.

2.1.3. Field Training Officers, for the purpose of supervision of the field training function, will be supervised by the Field Training Program Manager. The Field Training Program Manager will work in conjunction with the Field Training Officer’s assigned Crime Scene Supervisor for the purpose of evaluating the Field Training Officer’s performance. The Crime Scene Supervisor will include this evaluation in the employee’s annual performance review.

2.1.4. Field Training Officers will have completed a minimum of a one-week field training officer course of instruction prior to beginning the field training function. Sworn field training officers will attend in-service training as scheduled. When possible, sworn trainees will be scheduled for in-service training with their assigned field-training officer. Field Training Officers and trainees may also be assigned to additional training opportunities during the field-training period.

2.1.5. When assignments remove the Field Training Officer from the training function, the Crime Scene Supervisor Field Training Program Manager shall assign the trainee to another Crime Scene Investigator for the necessary time period at their discretion. If the Field Training Officer is removed from the training function for longer than a two-week period, then the trainee will be assigned to another Field Training Officer for that period of time.

2.1.6. A Field Crime Scene Investigator Trainee will rotate through no less than two separate Field Training Officers during the supervised training period. The length of time under a specified Field Training Officer will be determined by the Investigations Division Deputy Director. Whereas exceptions will occur, it is the intent of this program to give the trainee equal time under both field training officers.

2.1.7. The evaluation of trainees will be done on an evaluation form as provided in the Field Training Program. Criteria for the evaluation categories may also be found in the Field Training Program.

2.1.8. The reporting responsibilities of the Field Training Officer, the Field Training Program Manager and the assigned Crime Scene Supervisor are as follows:

1. Field Training Officers will complete an evaluation form no less than once a month on the trainee. This form will be submitted to the Field Training Program Manager and then will be discussed with and signed by the trainee. Once the feedback has been provided to the trainee, the form will be forwarded to the Investigations Division Deputy Director. Nothing in this section precludes evaluation forms from being completed more frequently at the discretion of the Investigations Division Deputy Director or the Crime Scene Supervisor.
2. At the end of the second phase of training, as outlined in the Field Training Program, the Field Training Officer will submit a written recommendation for the trainee to proceed to the third (supervised) phase of training to the Field Training Program Manager.
3. At the end of the third phase of training, as outlined in the Field Training Program, the Field Training Officer will submit a written recommendation for the trainee to proceed to the fourth (unsupervised) phase of field training to the Field Training Program Manager The Field Training Program Manager shall submit a written recommendation to the Investigations Division Deputy Director recommending the trainee to proceed to the fourth phase of field training.
4. During the fourth phase of the field training period, the Trainee’s assigned Crime Scene Supervisor shall complete a minimum of two written evaluations of the trainee’s performance. These evaluations shall be discussed and signed by the trainee and forwarded to the Investigations Division Deputy Director.
5. All evaluations and written recommendations will be maintained in the trainee’s training file. The employee’s training file will be maintained in the employee’s CCBI personnel file at the completion of the training.

## 3. Property Crime Specialists

3.1. The following policies apply to the Property Crime Specialist position and can be found in greater detail in the Property Crime Specialist Training Program contained in the Field Training Manual:

3.1.1. Field training will consist of a minimum of one (1)-month supervised training period. Early release from supervised field training may occur as outlined in the Field Training Program; however, the supervised field training shall not be less than one-month. Field training will begin when the employee begins active employment at CCBI in the applicable position and is expected to perform the job functions.

3.1.2. The Investigations Division Deputy Director, the Field Training Program Manager and/or Crime Scene Supervisors will select Field Training Officers. Field Training Officers will consist of Senior Crime Scene Investigators or other experienced Crime Scene Investigators whose field performance has shown a thorough knowledge and the necessary skills and abilities to perform the requirements of the position at a satisfactory level. Those selected as Field Training Officers will have completed no less than a one-week field training officer course of instruction prior to being assigned a trainee.

3.1.3. Field Training Officers, for the purpose of supervision of the field training function, will be supervised by the Field Training Program Manager. The Field Training Program Manager will work in conjunction with the Field Training Officer’s assigned Crime Scene Supervisor for the purpose of evaluating the Field Training Officer’s performance. The Crime Scene Supervisor will include this evaluation in the employee’s annual performance review.

3.1.4. When assignments remove the field-training officer from the training function, the Field Training Program Manager (AP) shall assign the trainee to another Crime Scene Investigator for the necessary time period at their discretion. If the field-training officer is removed from the training function for longer than a two-week period, then the trainee will be assigned to another field training officer for that period of time.

3.1.5. A Property Crimes Specialist Trainee will rotate through no less than two separate Field Training Officers during the supervised training period. The length of time under a specified Field Training Officer will be determined by the Investigations Division Deputy Director. Whereas exceptions will occur, it is the intent of this program to give the trainee equal time under both field training officers.

3.1.6. The evaluation of trainees will be done on an evaluation form as provided in the Field Training Program. Criteria for the evaluation categories may also be found in the Field Training Program.

3.1.7. The reporting responsibilities of the Field Training Officer, the Field Training Program Manager and the assigned Crime Scene Supervisor are as follows:

1. The Field Training Program Manager shall provide an outline of the training schedule to the trainee, the assigned Field Training Officers, and Crime Scene Supervisors at the beginning of the field-training period. This outline will identify which training officers the trainee will be assigned to for the supervised field training period, the initially scheduled dates of those assignments, and when trainee evaluations are due from the Field Training Officers.
2. Field Training Officers will complete an evaluation form no less than once every two weeks on the trainee. This form will be submitted to the Field Training Program Manager and then will be discussed with and signed by the trainee. Once the feedback has been provided to the trainee, the form will be forwarded to the Investigations Division Deputy Director. Nothing in this section precludes evaluation forms from being completed more frequently at the discretion of the Investigations Division Deputy Director or the Crime Scene Supervisor
3. The phases of the Property Crime Specialist training program shall be at the discretion of the Investigation Division Deputy Director, however, trainees shall not proceed from one phase to another without the written recommendation of the Field Training Officer and the assigned Crime Scene Supervisor. Such recommendations will be forwarded to the Investigations Division Deputy Director.
4. Property Crime Specialist trainees will have no less than four performance evaluations completed within the first year of appointment to the position.
5. All evaluations and written recommendations will be maintained in the trainee’s training file. The employee’s training file will be maintained in the employee’s CCBI personnel file at the completion of the training.

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