



Indiana University Police Department

## Collection and Preservation of Evidence

<b>Issue Date:</b>	11/1/2019	<b>Effective Date:</b>	11/1/2019
<b>Review Date:</b>	11/1/2020	<b>Number of Pages:</b>	19
<b>Rescinds:</b>	None		
<b>IACLEA Standards:</b>	14.1.1; 14.1.3; 14.1.4; 14.1.5; 14.1.6; 14.1.7; 15.1.2, 15.1.8		

### I. Purpose

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

### II. General Order

The Indiana University Police Department (IUPD) has designed evidence and property procedures to maintain the chain-of-custody through the proper care for, control, and correct processing of all evidence or property that may come into an officer’s possession during the course of their official duties. It is the duty of all officers to ensure this directive is strictly observed, and when the procedures outlined herein cannot be followed for reasons beyond the control of the officer, alternative action taken is consistent with this directive and with a supervisor's approval.

### III. General Regulations

- A. It is the duty of all officers to care for, control, and correctly process all evidence or property which may come into their possession in the course of their official duties.
- B. The following information will be detailed in a Division Order by each Division:
  - 1. A list of Departmental Evidence Technicians and/or Detectives, if any, and a list of outside agencies who will be contacted for crime scene assistance.
  - 2. Specific jurisdictional requirements for the collection, handling, processing, and submission for review of evidence/property, including but not limited to blood draws.
  - 3. A list of outside agencies the Division will contact for expertise and assistance in the collection, handling, and processing of evidence.
  - 4. The Division Order will also include all the content indicated in *G15.1 Storage & Destruction of Evidence & Property*, section IV.C.



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### IV. Crime Scene Processing

- A. Availability of Crime Scene Technician - Qualified personnel are available on a twenty-four (24) hour basis to process a crime scene and or a traffic collision<sup>1</sup>. IUPD officers have the skills, guidelines, and procedures – including training that incorporates the application of scientific methods for the identification, collection, and preservation of physical evidence.

### V. On Scene Protocol

- A. **First Officer** on the scene:

1. establish the proper scope of the scene
2. provide security, and protection of the crime scene until relieved of that responsibility.

- B. **Investigation Officer** has the responsibility to:

1. Determine if a crime scene is to be processed for physical evidence
  - a. If a crime scene is NOT processed, the investigating police officer shall indicate on the *Incident Report* the reasons and circumstances dictating the decision not to process.
2. IS the officer in charge of the crime scene?
  - a. However, the on-duty supervisor retains the ultimate responsibility as the supervisor for direction and supervision of all personnel at the crime scene.
3. Ensures the crime scene is properly and thoroughly processed for physical evidence to include:
  - a. Establishing a perimeter well beyond the area where evidence may be located and preserving the crime scene until all evidence has been processed or until being relieved of the post.
  - b. Photographing the crime/collision scene and videotaping when appropriate.
  - c. Sketching and diagramming the crime scene when appropriate.
  - d. Protecting, collecting, packaging, and preserving physical evidence.
  - e. Limit all subjects and personnel from entering, regardless of the person's

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<sup>1</sup> IACLEA 14.1.1 – 24-Hour Availability of Qualified Personnel



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position or rank.

- i. If any individual insists on the need to enter the crime scene area, the officer securing the crime scene will:
  - 1) Document the person’s name, time of entry and exit.
  - 2) and reason stated for entry on the *Crime Scene Personnel Log*.
  - 3) The individual will be required to initial the log.
- f. Ensure chain of custody for all evidence transferred in the field.

**C. On-Duty Supervisor:**

- 1. along with the investigating officer, shall coordinate their efforts to see that all aspects of the investigation are addressed.
- 2. Once a crime scene is established, only those personnel with a legitimate investigative need are to be allowed to enter the crime scene.
- 3. Has the discretion to summon a Crime Scene Technician.
- 4. will contact the On-Call Criminal Investigations Supervisor who will have the Crime Scene Technician report to the scene.

**D. Crime Scene Technician is responsible for:**

- 1. advising and assisting the investigating officer in the complete and thorough processing of the crime scene.

**E. Other IUPD personnel and/or other agency personnel shall aid the investigating officer to include:**

- a. Scene security.
- b. Media relations.
- c. Crowd control.
- d. Other duties as directed.

## VI. Collecting Known Samples for Comparison<sup>2</sup>

<sup>2</sup> IACLEA 14.1.2 – Procedures – Collecting / Preserving Evidence



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- A. Known samples are samples that represent the source of suspect evidence.
- B. Crime Scene Technicians and crime laboratory analysts need known samples to compare suspect evidence with evidence found on questioned items.
- C. Investigating police officers may obtain known samples as directed by a court order, prosecutor’s office, or investigations.

### VII. Processing Evidence

- A. Items processed for evidence in the field may be released to the owner if they are determined not to be of evidentiary value.
- B. Items left at the scene by the suspect shall be seized as evidence if they are determined to be of evidentiary value.
- C. Items determined to be of potential evidentiary value, but not processed in the field, shall be collected and properly packaged so as to preserve the evidentiary value, prevent contamination, and ensure a complete and adequate sample of items with evidentiary value are obtained. Items collected for processing by a crime lab shall be collected and packaged in accordance with guidelines established by the receiving lab.
- D. Safety considerations for the collection of bio-hazardous material are contained in the *Indiana University Police Department Exposure Control Plan*.

### VIII. Collection<sup>3</sup>, Preservation & Processing of Evidence

- 1. Collection of physical evidence shall be accomplished in accordance with related *Indiana State Statutes*. Procedural guidelines for collecting evidence include:
  - 1. **Evidence shall be collected** with gloved hands. Evidence shall be documented as follows:
    - a. Items shall be collected and packaged in accordance with guidelines established by the receiving lab.
    - b. Photographed / videotaped (*See section below - VII. Photography and Video.*)
    - c. Fingerprints collected, as appropriate.

<sup>3</sup> IACLEA 14.1.2 – Procedures – Collecting / Preserving Evidence



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B. **Packaging of evidence** will be completed in accordance with the established guidelines of the receiving laboratory.

C. **Collecting and Packaging Money**

1. Seized money shall be counted by the police officer making the seizure, and the total amount verified by a supervisor.
2. Money should be listed by denominations in the property section of the case report.
3. Money shall be packaged and sealed using the appropriate evidence label in an appropriate container and shall itemize the denominations and document the total amount of money.
  - a. Once sealed, the package should be signed and dated by two departmental personnel to indicate verification. All money shall be packaged according to standards.
4. For all counterfeit money, the serial number must be recorded on both the property section of the case report as well as the property envelope.
5. Currency that contains additional evidentiary value may be held within the Division's secured evidence storage.

D. **Syringes, Sharps, and other Biohazards**

1. Safety considerations and instructions for handling syringes, sharps, and other bio-hazardous material are contained in the *Indiana University Police Department Exposure Control Plan*.

E. **Collection of Sexual Assault Kits**

1. Completed sexual assault kits will be processed in accordance with the established guidelines set forth by the Division's County Prosecutor's Office.

F. **DNA Evidence**

1. Because extremely small samples of DNA can be used as evidence greater attention to the meticulous collection and preservation of DNA evidence is necessary. Potential contamination or secondary transfer of DNA can affect DNA evidence during the collection, packaging, and transportation of the evidence to the property and evidence custodian or the laboratory, and during evidence analysis and storage.



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### 2. DNA Training

- a. All designated personnel will receive special training that includes the best practices for the identification, preservation, and collection of DNA evidence along with packaging of DNA for submission to an accredited laboratory.
- b. Periodic training will be provided to patrol officers and investigations personnel on the identification, preservation, collection, and packaging requirement for DNA submissions. This training will take place as new information is developed or when determined necessary by appropriate administration.

### 3. Collection, Storage and Transportation of DNA Evidence

- a. To reduce the risk of contamination or destruction, a sequence of evidence collection is suggested.
  - i. Trace evidence, hair, fibers, and biological fluids should be collected first.
  - ii. Then the collection of visible fingerprint or footwear patterns, tool marks, and finally, evidence that requires powder or chemical enhancement.
  - iii. Ultimately, the decision on what processing steps are needed in the crime scene is left to the judgment of Crime Scene Technician.
- b. Do not use plastic bags or staples in packaging DNA evidence.
- c. When transporting DNA evidence to the laboratory, it shall be kept dry and at room temperature.

### 4. Submission of DNA evidence to Accredited Laboratories

- a. Requests for DNA analysis may be submitted, along with the evidence, under the guidelines of the receiving laboratory.
- b. All evidence delivered to the forensic laboratory will be properly receipted<sup>4</sup> by having the official accepting custody complete the proper chain of custody form.

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<sup>4</sup> IACLEA 15.1.2 – Receipt of Property/Evidence



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- c. When evidence is released from the Forensic Laboratory, the Property/Evidence Custodian, or appropriate investigating officer, that receives custody of the evidence will maintain the chain of custody.

#### G. Other Types of Evidence, including Electronic Storage Devices

Types of evidence not discussed in this procedure shall be collected in accordance with guidelines established by the local prosecutor and the crime scene lab selected to receive the evidence.

#### H. Processing Recovered Stolen Vehicles

1. All vehicles reported stolen to and recovered by the IUPD shall be thoroughly processed for physical evidence unless extenuating circumstances prevent the examination. The investigating police officer may request assistance and advice from a Crime Scene Technician in processing recovered stolen vehicles.
  - a. An IUPD Officer shall conduct an appropriate preliminary or supplemental investigation for all stolen vehicles recovered by the IUPD.
  - b. The investigating police officer shall ensure that the reporting agency, if other than the IUPD, is immediately notified of the recovery.
  - c. The investigating police officer shall see that the owner of the vehicle or other appropriate person is notified of the recovery and informed of circumstances regarding the release of the vehicle from police custody.
2. When a vehicle which was stolen outside the jurisdiction of the IU Police Department, is recovered by IUPD:
  - a. The vehicle will be processed for physical evidence by IUPD personnel if circumstances indicate that the vehicle was involved in other criminal offenses that occurred at IU.
  - b. The vehicle will be processed by IUPD personnel if so, requested by the reporting agency.
  - c. The vehicle will remain in police custody at the scene or towed and stored at a secured storage facility if reporting agency personnel intends to process the vehicle or otherwise take custody of the vehicle.
3. When a vehicle reported stolen from the jurisdiction of the IU Police Department is recovered in another jurisdiction:
  - a. The agency recovering the vehicle should be requested to process the



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vehicle for physical evidence.

- b. Upon receiving notification through the DCI computer of the recovery of a vehicle reported stolen from IU, the Communications Center shall assign an IN police officer to complete a supplement to the original IUPD incident report.
4. Recovered stolen vehicles shall be released to the owner or other appropriate person as soon as possible after recovery. A recovered vehicle shall remain in police custody, and the chain of custody shall be maintained, if the recovered stolen vehicle is of evidentiary value<sup>5</sup>.

If the owner or other appropriate person cannot be contacted, and a recovered vehicle is no longer of evidentiary value, the vehicle will be towed and stored as outlined in accordance with the Division’s designated towing service.

### I. Crime Scene Sketches

1. Sketches and diagrams made pursuant to the collection and preservation of evidence shall include:
  - a. Dimensions.
  - b. Geographical relationship of the crime scene.
  - c. Address or other location description of the crime scene.
  - d. Location of significant features of the crime scene.
  - e. Compass orientation of the crime scene.
  - f. Names of persons preparing the sketch or diagram.
  - g. Documentation of physical evidence in its original location prior to the collection of such evidence.
  - h. Other sufficient information so that a final scale drawing may be made later.

### J. Sealing, Marking, and Labeling Physical Evidence

All property collected by IUPD personnel that is of evidentiary value must be submitted to property and evidence to establish and maintain a chain of custody. Property must be packaged, sealed, and labeled according to Division procedures and the *Property & Evidence Packaging Manual*. A chain of custody shall be

<sup>5</sup> IACLEA 15.1.2 – Receipt of Property/Evidence





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established and maintained. Items of physical evidence should not be marked or otherwise defaced or damaged.

#### K. Special Precautions for Contaminated Evidence

1. *Forensic Services Specialists* routinely receive evidence that has been contaminated by or contains human blood or body fluids. All *Forensic Services Specialists* must be aware of the potential for contracting contagious diseases by improper handling of such materials and must take appropriate steps to avoid infections.
  - a. It is the policy of the IUPD that all evidence which has been contaminated by or which contains human blood or body fluids shall be handled as if it carries a contagious disease and shall be considered contaminated.
  - b. The evidence shall be labeled with the appropriate bio-hazard label. Any evidence which has been carried in any body cavity shall be considered contaminated evidence.
2. All Department personnel submitting evidence to the laboratory shall notify the *Evidence Custodian* whenever contaminated evidence is being submitted for processing. The notification of such contamination must be properly noted in the case report and evidence packaging<sup>6</sup>.
3. The potential for accidental sticking by hypodermic needles is significant enough that the danger generally outweighs the possible value of such evidence. Therefore, it is the policy of IUPD *not* to accept hypodermic needles for analysis unless the importance of such evidence can be demonstrated. Approval must be obtained from the *Evidence Custodian* to submit such evidence.
4. If IUPD Officers, having hypodermic needles containing liquid, believe that analysis of the liquid is critical to the case, the liquid shall be emptied into a clean vial, then the needle and syringe stored in a ‘sharps’ container. Either the liquid or the syringe may then be submitted to the state laboratory for analysis.
5. It is not possible to define all the potential means of exposure to infectious diseases. All personnel handling contaminated evidence are required to use good judgment and safety practices to ensure their own safety and the safety of other individuals. Additional information on biohazards and safety precautions

<sup>6</sup> IACLEA – 15.1.2 – Receipt of Property/Evidence



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and procedures can be found in the *Indiana University Police Department Exposure Control Plan*.

6. Police officers should become familiar with the information provided by the *Indiana University Police Department Exposure Control Plan* to further ensure a safe working environment for all concerned.

### VII. Photography and Videography<sup>7</sup>

The IU Police Department recognizes that photographic images are an important component of criminal investigations and prosecution. Images are captured and archived using digital format. Image integrity is maintained to ensure images are admissible in a court of law.

The investigating IUPD Officer is responsible for determining if photographs or video are appropriate to the crime; however, crime scene photos shall be taken at all major crime scenes. Video may be used to supplement photographs but should not replace still photography. All crime scene photographic images shall be stored on a secured university server under the control of the *Evidence Custodian* and shall include descriptive information as outlined in this directive.

#### A. Crime scene photography shall include:

1. Photographs of the crime scene in its original state.
2. When appropriate, photographs of specific items shall be taken with and without a scale placed next to the item.
3. Photo Placards should be taken as the first item in the series of photographs.
  - a. Photographs and videos of crime scenes shall include the following information which shall be displayed on a photo placard:
4. The date.
5. The location of occurrence.
6. The case numbers.
7. The investigating officer’s name and number.
8. The name of the officer making photographs or videotapes, if different from the

<sup>7</sup> IACLEA 14.1.3 – Procedures – Photography/ Videotaping



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investigating officer.

### B. Procedure for Storage, Retrieval and Management of Digital Images and Recordings

1. The IUPD recognizes the following definitions as they pertain to digital image capture, storage, and retrieval.
  - a. **Archival storage media:** Storage media well suited to long-term storage of archival images.
  - b. **Archive Image:** Either the primary or the original image stored on media intended for long-term storage.
  - c. **Capture:** The process of recording an image.
  - d. **Compression:** The process of reducing the size of a data file.
  - e. **Digital Image:** An image that is stored in numerical form.
  - f. **Digital Image File:** A record that includes image data and related data objects.
  - g. **File Format:** The structure by which the data is organized in a file. (i.e. .jpg, .TIF).
  - h. **Image Enhancement:** Any process intended to improve the visual appearance of an image.
  - i. **Image Output:** The means by which an image is presented for examination or observation.
  - j. **Image Processing:** Any activity that transforms an input image into an output image.

Note: Image processing does not mean the original stored image is overwritten during the process. Forensic image processing is performed on a copy, or working image, of the original image.

- k. **Image Processing Log:** A record of the steps used in the processing of an image (i.e. cropping, contrast adjustments, color balance).
- l. **Image Restoration:** A process applied to an image that has been degraded by known causes, such as defocus or motion blur, so the effect of the degradation is partially or totally removed.



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- m. **Master CD-R/ DVD-R:** A writable compact disk containing copies of digital images transferred, from the digital darkroom for each officer. The master DIGITAL STORAGE DEVICE may contain images from one or more case investigations.
- n. **Native File Format:** The file format of the primary image.
- o. **Original Image:** An accurate and complete replica of the primary image, irrespective of media. For film and analog video, the primary image is the original image.
- p. **Primary Image:** Refers to the first instance in which an image is recorded onto any media that is a separate, identifiable object or objects.
- q. **Processed Image:** An output image (see *Image Processing*).
- r. **Removable Storage Media:** Storage media that is capable of being removed (and replaced) from the camera or other digital device. (i.e. Smart media card, Flash card, memory stick).
- s. **Reproducibility:** The extent to which a process yields the same results on repeated trials.
- t. **Security:** The extent to which the evidence has been preserved and safeguarded.
- u. **Storage:** The act of preserving an image.
- v. **Storage Media:** Any object on which an image is preserved. (i.e. DIGITAL STORAGE DEVICE, digital evidence computer).
- w. **Working Image:** Any image subjected to processing.

#### C. Image Storage Location

- 1. Captured digital images of crime scenes or those having evidentiary value shall be uploaded into a secured university server under the control of the Evidence Custodian.

#### D. Image Capture

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



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photographed.

2. If a digital camera is used to capture images, the file format and compression ratio is necessary to ensure high quality when viewed or printed. Use the highest setting possible on the camera.
3. The storage media containing images captured will be submitted to the Evidence Custodian for transferring to the secured server for storage. Storage media shall be packaged as specified in the Department’s *Evidence Packaging Manual* and submitted to a Department evidence locker.
4. Photographs are captured and stored as primary images on the removable storage media. The images shall not be opened or viewed with a device that enables editing of digital images. The officer shall review the images on the camera’s internal viewing screen to ensure proper exposure and composition. Officers shall not delete any images from the removable storage media until all images are transferred to archival storage. These images must be recorded in an unaltered form as soon as possible. Captured images will be submitted for upload in a timely manner. The Evidence Custodian will download the images into the University secure server.

### E. Image Transfer and Archiving

1. A record is kept of the following information:
  - a. The specific case numbers.
  - b. The date and time that the digital image file was transferred.
  - c. The operator’s name.
  - d. The investigating officer’s name.
  - e. The on-scene ID officer’s name.
2. All digital image files transferred from one media to another and all image enhancement and output for court purposes are done by the Evidence Custodian.
3. The secure server has limited access and that access is password protected. In the event of a failure of a secure server, the Evidence Custodian will establish temporary procedures for the storage and security of photographic images.



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#### G. Image Processing

1. If an officer, or supervisor, requests copies of images, an email will be sent to the department’s *Evidence Custodian*. There will be a chain of custody maintained for any images released by the department. Additionally, images may be copied onto an appropriate digital media storage device.
2. A printed image is a true and accurate representation of the incident or scene. Techniques, such as cropping, contrast adjustments, dodging and/or burning, unsharpened/mask, and color balance are acceptable enhancements, and are synonymous with existing darkroom techniques. Specific digital technique, including resizing (with or without interpolation), may be utilized to improve image quality and accommodate the processing image’s printed size.
  - a. Every enhancement performed on the working image (copy of original) must be saved and recorded on a digital media storage device as a separate photograph from the original image. Each new image file will be assigned a new file name and time stamp.
  - b. For introduction in a court of law, each image has documentation regarding any changes made from the original digital image file. The image-processing log is specific enough to allow an independent operator to produce a similar output if provided a copy of the original digital image file and image-processing log. Each entry into the log must include date, time, operator, and brief description of the action taken in order to complete the trail from original to final photograph.

#### IX. Submission of Copies to Count Prosecutor’s Office

When the images for a case are recorded onto the University secured server, upon receiving a request for digital evidence, the Evidence Custodian will copy the case images onto an appropriate digital storage device. The digital storage device is for Department personnel to submit to the County Prosecutor’s Office. The chain of custody shall be maintained on all digital media released to the Prosecutor’s Office.

- A. IU External Camera System - IU has external video cameras that are placed throughout various locations in the University. IUPD will adhere to IU Policy PS-02 *Video and Electronic Surveillance* regarding the release of any surveillance footage captured by that system.
- B. Departmental Camera Systems - For Divisions which utilize in-car camera system as part of the daily operation of the Division, the Division’s Evidence Custodian



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maintains a data storage system for all videos recorded during an officer’s tour of duty. Any outside requests for video data from either of these camera systems is subject to compliance with the State of Indiana’s rules of evidence regarding release.

### X. Collection and Preservation of Fingerprints as Evidence<sup>8</sup>

#### A. Collection of Prints –

1. Latent fingerprints shall be collected to preserve their evidentiary value, prevent contamination, and ensure a complete and adequate sample is obtained.
  - a. Latent fingerprints shall be developed and lifted according to established training as detailed in the *Division Evidence and Packaging Collection Manual*. Training shall include fingerprint pattern recognition and printing procedures relative to patterns, proper rolling, plain impressions, or slaps, dry or wet fingers, and bandaged, missing, or amputees. Training relative to the processing of latent prints shall include types of powders used and addressing potential problems with latent prints.
2. Latent impressions developed with fingerprint powder may be photographed when conditions allow. When photographed, a macro-lens and photograph scale shall always be used. If latent prints are lifted, elimination prints shall be obtained. The lifted print shall be placed on a latent fingerprint backer card.
3. All fingerprints shall be documented in accordance with the *Division’s Evidence Collection and Packaging Manual*.

### XI. Seizure of Electronic Media Storage Devices<sup>9</sup>

- A. The seizure of computer equipment and other devices capable of storing data in an electronic format shall be done in accordance with all statutory requirements related to search and seizure of evidence or contraband and in accordance with all Department policies and procedures regarding the processing of evidence. *Division Evidence Collection and Packaging Manual* further discusses statutory requirements for search and seizure of evidence or contraband.

<sup>8</sup> IACLEA 14.1.4 – Procedures - Fingerprinting

<sup>9</sup> IACLEA 14.1.5 – Procedures – Seizing Computers



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<b>Issue Date:</b>	11/1/2019	<b>Effective Date:</b>	11/1/2019
<b>Review Date:</b>	11/1/2020	<b>Number of Pages:</b>	19
<b>Rescinds:</b>	None		
<b>IACLEA Standards:</b>	14.1.1; 14.1.3; 14.1.4; 14.1.5; 14.1.6; 14.1.7; 15.1.2, 15.1.8		

1. Officers not trained in current forensics protocol as it relates to media storage devices shall only secure the scene and then contact a Crime Scene Technician who will respond to properly seize the evidence.
  2. Computer equipment and other media storage devices can be severely damaged, or data lost due to improper shutdown procedures. Police personnel should be conscious of the potential for pre-programming to erase or destroy data that is tampered with in violation of the program’s security procedures.
  3. Mainframe computer shutdowns should be accomplished by a representative of the manufacturer before the equipment is removed. A full back-up should be completed by the representative before any attempt to shut down the system.
- B. Before seizure is attempted of a personal computer, police personnel should:
1. Photograph the computer(s) and the screen(s).
  2. Unplug power sources from the back of the computer.
  3. Label all wired connections at both ends.
  4. Seal the power outlet and all ports on computers and peripherals.
  5. Collect reels, diskettes, and any peripheral equipment.
- C. Electronic components should not be exposed to extreme temperatures. Computer hard drives, electronics and media storage devices should not be placed near magnetic sources.
- D. Once seized and processed, a person skilled in electronic equipment operations should examine the equipment prior to start up. The IUPD may seek the assistance from a qualified forensic specialist regarding handling and operation of computer equipment seized for evidentiary purposes.

## XII. Reports Preparation<sup>10</sup>

- A. **Crime Scene/Traffic Crash Supplementary Reports** - The investigating police officer, or other police officer assigned to process a crime or traffic crash scene shall complete a report of those activities. This report shall be included as a

<sup>10</sup> IACLEA – 14.1.6 – Report Preparation





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<b>Rescinds:</b>	None		
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supplement to the incident report. The identification/crime scene supplementary report shall include:

1. Date and time of arrival at the scene.
  2. Location of the crime.
  3. Names of victims.
  4. Names of suspects.
  5. Actions taken at the scene including number of photographs taken, whether measurements were taken and a descriptive of any other scene processing techniques utilized
  6. A case file reference number.
  7. Inventory of evidence.
- B. If a Crime Scene Technician is summoned to a crime scene, in addition to the above information, the report should include:
1. The date and time the request is received.
  2. The name of the investigating officer.
  3. The disposition<sup>11</sup> of physical evidence.
  4. The type of digital imaging equipment utilized (video/still photography).
  5. Crime scene measurement information.
- C. **Inventory of Evidence** - An inventory of evidence is an investigative tool to aid in successful prosecution of a case. The inventory of evidence may be included in the identification/crime scene supplemental report. The investigating police officer shall be responsible for ensuring that an inventory of evidence is prepared by completing a Property Report and inventory of seized property. The inventory of evidence shall include:
1. The description of the item(s) (including numerical identifiers when available.)
  2. The location and/or person from which obtained.
  3. The name of the police officer collecting the evidence.

<sup>11</sup> IACLEA 15.1.8 – Timely Disposition of Property



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<b>Rescinds:</b>	None		
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4. The date and time the evidence was collected.

D. **Documentation When Evidence is Not Recovered** - When there are no photographs taken or no evidence is recovered from the scene of a major crime, the investigating police officer shall indicate the reasons and circumstances for the action on the incident report.

### XIII. Evidence Handling

- A. **Collection of Known Sources** - Whenever available, materials and substances will be collected from a known source for submission to the reviewing laboratory for comparison with the physical evidence collected. Known sources may include, but are not limited to elimination prints, hairs or other fibers, paint, wood, and other constructive materials, firearms, controlled substances, and blood samples.
- B. **Request for Laboratory Analysis**<sup>12</sup> - The police officer shall properly tag or package evidence and submit it to the Department designated temporary storage location. The police officer shall indicate on the property report that the evidence is to be submitted to the appropriate laboratory. The transfer of evidence shall be documented using the correct property control forms to establish and maintain the chain of custody.
- C. **The Evidence Custodian** is responsible for seeing that evidence is submitted in a timely manner to the appropriate laboratory for analysis using the established procedures and upon request.
  - 1. An officer may be required to escort the Evidence Custodian and evidence to the lab when transporting:
    - a. Firearms.
    - b. Large quantities of controlled substances.
    - c. Large quantities of money.
    - d. Other evidence of a sensitive nature.
  - 2. Perishable evidence requires additional specific collecting, packaging, and submission procedures. When an investigating police officer determines that perishable evidence is present at a crime scene and needs to be collected, the investigating police officer shall summon a Crime Scene Technician to collect, package, and preserve such evidence. Perishable evidence includes:

<sup>12</sup> IACLEA 14.1.7 – Procedures – Submission for Laboratory Analysis



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<b>Rescinds:</b>	None		
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- a. Fresh blood.
  - b. Blood-stained objects.
  - c. Other physiological stains and tissues.
  - d. Biological materials other than controlled substances.
3. When a crime laboratory will not accept perishable evidence without a known sample for comparison, the investigating police officer shall submit the evidence to the Evidence Custodian for storage until such time as a known sample can be obtained and the evidence submitted to the appropriate crime laboratory.
  4. When the submission of perishable evidence to a crime laboratory is delayed, the investigating police officer shall indicate the reasons and circumstances on the incident report or on a supplementary report form.
- D. **Chain of Custody to Laboratories**<sup>13</sup> - When physical evidence is transferred to a laboratory for analysis, proper chain of custody shall be maintained.

### XIV. Related Information

Indiana University Police Department:

*G15.1 Storage, Destruction of Evidence Property*

Indiana University Policy:

*PS-02 - Video and Electronic Surveillance*

Benjamin Hunter (11/1/2019)  
Superintendent of Public Safety

<sup>13</sup> IACLEA – 14.1.6 – Report Preparation