
Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

218.1 PURPOSE

To establish guidelines for use of: crime lab personnel; the crime lab garage bay in the training building; camera kits, photo kits and field drug testing kits.

218.2 PROCEDURES FOR USE OF CRIME LAB PERSONNEL

- The word “process” shall mean searching for latent fingerprints by using print powder and lifting tape, and photographing the scene.
- This policy also applies to KDPS crime lab services requested by other Kalamazoo County agencies.
- Relief lab techs do not meet the call in requirements of this Procedure.
- When a lab tech or specialist is dispatched to a crime scene, an officer shall remain at the scene until contact is made with the lab tech or lab specialist. The lab tech or specialist may request the assistance of the investigating officer to standby for safety.

When it is necessary to call in off-duty lab personnel, the shift commander shall consult the CID Captain, or designee. The lab techs and/or lab specialists shall be called to a scene as identified below.

218.2.1 HOMICIDES

Single victim: The on-duty lab tech shall be called to the scene. If a required lab tech or specialist is not on-duty, the shift commander shall contact the CID Captain, or designee, who shall call one in. If the on-duty lab tech requires additional assistance, a lab tech or specialist shall be called in.

Multiple victims: The same procedure as with a single victim, but a second specialist (or lab tech if specialist is unavailable) shall be called in.

218.2.2 TRAFFIC ACCIDENTS

1. Fatal or possible fatal accidents shall be processed by lab personnel and/or accident reconstructionist.
2. Accidents involving KDPS personnel:
 - (a) No injuries - Photos shall be taken by a command officer.
 - (b) Minor Injuries - Scene shall be processed by Command officer and/or Relief Lab Tech.
 - (c) Serious Injury - Scene shall be processed by a Relief Lab Tech and/or Lab Tech.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

- (d) Fatal or Possible Fatal: Scene shall be processed by a Lab Tech and/or Lab Specialists.

218.2.3 SERIOUS ASSAULTS AND CRIMINAL SEXUAL CONDUCT CASES INVOLVING SERIOUS INJURY OR POSSIBLE DEATH

1. The on-duty lab tech shall be called to the scene. If there is not a lab tech on-duty then an on-duty specialist may be called to the scene.
2. If there is not a lab tech or specialist on-duty the CID Captain, or designee, shall be called to determine if lab personnel shall be called in.
3. If the assault or CSC does not involve serious injury or possible death, then a relief lab or zone officer shall process the scene.

218.2.4 ASSAULT & BATTERIES

A&B victims shall be sent to tele-serve within three (3) days for photographs or a zone officer shall take photos with a zone camera.

218.2.5 LARCENY OR MDP OVER \$5,000 OR HOME INVASION/B&E INVOLVING DAMAGE OR LOSS OVER \$5,000

1. The on-duty lab tech shall be called to the scene. If there is no lab tech on-duty then an on-duty specialist may be called to the scene.
2. If there is not a lab tech or specialist on-duty, then a relief lab or zone officer may be used. Prior to the calling in off-duty lab personnel the CID Captain or designee shall be consulted.

218.2.6 STOLEN VEHICLES

1. Stolen vehicles with steering column damage or a known suspect (others are not processed and shall be released).
2. Do not have the vehicle towed to the crime lab bay for processing, unless it was involved in a serious crime (i.e., homicide). Recovered stolen vehicles shall be processed at the recovery scene. Take photos of any damage. If the vehicle is snow covered or wet, the processing officers shall process accessible areas.
3. The on-duty lab tech shall be called to the scene to process the vehicle:
 - (a) If there is no lab tech on-duty then relief lab shall process the vehicle.
 - (b) If there is no relief lab on-duty then a zone officer shall process the vehicle.
 - (c) If suspects are in the vehicle, a command officer shall decide if the vehicle should be dusted for prints. Photos shall be taken of any damage.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

- (d) Attempted UDAA vehicles shall be processed at the scene by the zone officer.
 - (e) Another agency's stolen vehicle shall only be processed upon that agency's request. Do not have it towed to the crime lab bay.
4. The vehicle shall be released to the owner or towed to the impound lot. If the vehicle is towed to the impound lot, it shall be entered in LEIN as impounded and a message shall be left for the owner if possible. A hold shall not be placed on the vehicle. A TR52 will later be sent to the owner by the traffic officer.

218.2.7 AUTOPSIES

Autopsies shall only be processed by lab techs and specialists. If a lab tech or specialist is not working, then the shift commander shall contact the CID Captain, or designee, for call in of lab personnel.

218.3 PROCEDURES FOR USE OF CAMERA KITS

Camera kits have been assigned to patrol cars in each zone. The following procedures apply to the maintaining and use of these kits:

218.3.1 ASSIGNMENT

1. **DO NOT STORE CAMERA KITS IN THE TRUNK OF PATROL CARS** - Camera kits shall be carried in the interior passenger compartment of the patrol vehicle to prevent subjecting sensitive equipment to extreme temperatures.
2. At the beginning of each shift, Public Safety Officers and tele-serve officer shall inventory their camera kit and replace any missing items.
3. Sergeants shall periodically spot-check the camera kits to ensure they are in good working order and shall document the inspection in their respective DAR.

218.3.2 EQUIPMENT AND REPLACEMENT

1. Each camera kit shall consist of the following:
 - (a) one (1) case
 - (b) one (1) camera
 - (c) one (1) dry erase board
 - (d) one (1) grease pencil or dry erase marker
 - (e) two (2) spare media cards
 - (f) one (1) media card in the camera
 - (g) one (1) flip chart for directions
 - (h) four (4) AA spare batteries.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

- (i) one (1) USB Thumb Drive
2. Personnel using a camera kit shall replace any items that are low in stock or missing.
 - (a) Replacement media cards and AA batteries will be picked up in the lieutenant's office.
 - (b) Pick up only the zone media cards that go with your zone camera.
3. Should any other replacement or repair of any part of the camera kits be needed, the entire kit shall be given to the lab personnel.

218.3.3 PROCEDURE FOR PHOTOGRAPHS

1. Only officers trained in the use of the digital cameras will take photographs. These officers shall follow the directions given to them by the Crime Lab.
2. In large legible print, the case number and the name of the officer taking the photos shall be written on the dry erase board using grease pencil. If no case numbers are available because computers are down, write the address and date on the dry erase board.
3. Stand four to five feet from the dry erase board, look through the viewfinder, zoom the camera in on the board filling the viewfinder and take the first photograph.
4. If another media card is needed on the same case, repeat steps 1 and 2 for the first photograph.
5. More than one case can be taken on the same media card. Each case shall start with steps 1 and 2.
6. The officer taking the photographs shall document in their report all photos taken with a zone camera.

218.3.4 PROCEDURE FOR VIDEO COLLECTION

1. Officers shall first determine the evidentiary quality of the video evidence prior to seizing. Officers should use their discretion and consider the following factors when determining whether or not the video should be saved:
 - (a) Does the video show elements of the crime in question?
 - (b) Does the video provide distinguishing characteristics and/or the clear facial shot of the suspect(s)?

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

- (c) What is the quality of the video (i.e. video blurry or suspect too far away as to not capture face or distinguishing features)?
2. If the video does not provide sufficient quality for evidentiary purposes, indicate this in the main body of the report and DO NOT seize the video.
3. If the video does provide some evidentiary value:
 - (a) Utilize the USB thumb-drive found in the camera kits to seize the evidence immediately. The USB will be downloaded in accordance with the same schedule as the photos cards set forth by Crime Lab personnel.
 - (b) If the USB thumb drive is not available or full, contact another officer for a different camera kit or request a relief lab officer to respond to assist in the retrieval of the video evidence.
 - (c) Once you have exhausted the previous two steps and documented your attempts to extract the video or have it extracted, then please submit a completed CL 1156 sheet (Request for Laboratory Analysis) with the time, date and video angles needed to be extracted as well as any time discrepancies within the system (is the clock and date off), and the estimated time of retention that the system has (how long does the video last on the DVR).

218.4 PROCEDURE FOR USE OF PRINT KITS

1. Assignment:
 - (a) Print kits will be assigned to patrol cars.
 - (b) At the beginning of each shift officers shall inventory their print kits and replace any missing items.
 - (c) Anyone using a print kit shall replace items that are low in stock or missing.
2. Equipment and Replacement:
 - (a) Each print kit shall consist of one case, one bottle of black print powder, one bottle of gray powder, one bottle black magna powder, one black print brush, one gray print brush, two rolls of lifting tape, one black Pilot fine point permanent marker, one package of lift backers, a minimum of a dozen print envelopes and one pair of scissors.
 - (b) Replacement lifting tape, black gray, and magna powder, lift backers and print envelopes can be acquired from the vault on the shelf marked "print supplies", or from lab personnel.
 - (c) Should any other replacement or repair of any part of the print kits be needed the entire kit shall be taken to lab personnel.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

3. Fingerprinting Procedure:

- (a) After taping and numbering a latent print, and prior to lifting, a photograph shall be taken of the location and print.
- (b) All latent fingerprint lifts shall be placed on the 2"x 5" backers. Do not cut down the backer.
- (c) All latent fingerprint lifts shall be marked with the lift number, date of lift, case number, officer who lifted it and the location the lift came from. Use the supplied Pilot fine point permanent marker or place the info. on a piece of 1"x 2" paper and bring the lifting tape with the lift on it across the backer and paper.
- (d) All latent fingerprint lifts taken from the same case go in the same print envelope. Seal the latent fingerprint envelope.
- (e) The officer who lifted the latent fingerprints shall promptly secure the fingerprint envelope in Evidence Intake Locker 44.
- (f) Record all information regarding the latent fingerprint lifts on a supplemental narrative in ILEADS. (i.e., where lifted, photographs taken). A "Request for Lab Analysis" form or PD1166 property sheet is not required for latent fingerprint lifts.

218.5 PROCEDURES FOR USE OF FIELD DRUG TESTING KITS

1. Assignment:

- (a) The field drug testing kits are assigned to and shall remain with the following: one to CID, one in each zone sergeant's car, one in the lieutenant's office, four in the K-9 cars, ten to KVET, and one in the Mobile Lab vehicle.
- (b) At the beginning of each shift, officers shall inventory their assigned kits and replace any items that are missing. Anyone using one of the drug testing kits shall replace, or arrange prompt replacement of any items that are low in stock or missing.

2. Equipment and Replacement: When in need of replacement items, the entire drug testing kit shall be brought to the lab.

3. Use of Field Drug Testing Kits:

- (a) Any drug test completed using the field drug testing kit shall be in accordance with the KDPS training program.
- (b) After conducting a test, a CL124 Field Drug Analysis Report shall be completed. The original CL124 shall go with the report and a copy shall be paper clipped to the evidence package containing the controlled substance, along with a "Request for Lab Analysis" form.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

218.6 PROCEDURES FOR USE OF THE MOBILE LAB BAY OR STATION 4/5 BAYS

1. A vehicle shall only be brought to the Training Station Crime Lab Bay when involved in a major case (i.e., homicide, CSC, carjacking) or when a lab tech, specialist, or command officer directs such action.
2. The impounding officer shall complete a PD125 "Vehicle Disposition Report" indicating the vehicle location (crime lab bay), and the location of the keys (shift commander or lab personnel). In major cases, note that release requires CID authorization.
3. The impounding officer shall maintain chain-of-custody by following the vehicle to the crime lab bay, maintaining continual visual contact until the vehicle is secured in the bay.
4. "DO NOT TOUCH" signs shall be placed on the front, both sides and rear of the vehicle, without using tape or disturbing evidence.
5. A PD1156 "Request for Lab Analysis" form shall be completed, listing the owner's name, address and telephone number to assist when the vehicle is to be released. The form shall be placed under the left windshield wiper.
6. If keys are not available, do not lock the vehicle. If the keys are available, the vehicle shall be locked. The keys shall be turned over to lab personnel. If lab personnel are not available, the keys shall be sealed in an envelope and left with the shift commander.
7. Once the vehicle is secured in the crime lab bay, a message shall be left with the lab personnel at TX 8121, reporting the case number, vehicle location, make, model, registration, VIN, reason for impound and any other pertinent details.
8. The investigating officer shall notify the shift commander when a vehicle is placed in the crime lab bay and inform of the reason. The officer shall ensure the vehicle info. is written on the dry erase board in the shift commander's office. The lab techs shall check this board upon reporting for duty.
9. Lab personnel shall process vehicles in the lab bay as indicated on the "Request for Lab Analysis" form. If processing questions arise, contact the CID or the impounding officer.
10. When processing is completed the lab person shall have the car towed to the impound lot (no hold) and the lab person shall promptly attempt to contact the vehicle owner to advise that the vehicle is available for pickup at the impound lot (leave voice mail for detective on results).

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Use of Crime Lab Personnel, Camera Kits, Print Kits, Field Drug Testing Kits and Crime Lab Garage Bay

11. If the crime lab bay is not available the on-scene supervisor shall determine where the vehicle shall be stored. The same procedures shall be followed regardless of where the vehicle is stored.