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**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Crime Scene Technician

ID Procedures

CRIME SCENE INVESTIGATION / ID PROCEDURES**427.00 PURPOSE**

The purpose of this General Order is to establish procedures for requesting Crime Scene Investigations by specially trained personnel.

427.01 POLICY

Crime Scene Technicians (CST); are assigned to the Bureau of Operational Support, which process major crime scenes and other designated crime scenes. Crime Scene Technicians (CST) are also assigned to the uniformed patrol squads in the Division of Field Operations, and processes all other crime scenes.

Detectives are on 24-hour call and available to process part one crime scenes when approval is given by the Bureau of Operational Support (B.O.S.) Commander or the on-duty Watch Commander. When the crime is not a part one type, the trained Division of Field Operations CST detective will process those scenes at the direction of the immediate supervisor.

A crime scene technician (CST) will be called for advice or assistance on all crime scenes to determine if the crime scene will be processed.

427.02 RESPONSIBILITIES – FIELD OPERATIONS CST

- A. When the immediate services of a CST is required, the CST officer assigned to a squad (of Field Operations) will arrive at the scene as soon as possible to determine if further investigative personnel are required.
- B. If a Bureau of Operational Support CST detective is needed at the scene, an officer will wait for the arrival of the CST for the security of the scene.
- C. The CST will not process the scene until the investigator arrives and takes charge of the investigation or he coordinate with the officer in charge of the scene. The CST will report directly to the detective or others responsible for the case.
- D. When crime scene photographs are not taken, or where physical evidence is not recovered from the scene of a serious crime against persons or property, the officer or CST officer responsible for the case will prepare a written report detailing the

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reason(s) why. This report will be included in the original report or supplement and forwarded to the Watch Commander for review.

427.03 RESPONSIBILITIES – DIVISION OF OPERATIONAL SUPPORT CST

- A. The primary responsibility of the Division of Operational Support Crime Scene Technician(s) will be to process crime scenes as determined by the Commander or his designate.
- B. The Evidence Manager will have primary responsibility for the inventory, control, auditing, transportation and disposal of all items entered as evidence in cases handled by the Ferguson Police Department.
- D. The Crime Scene Technicians within the Division of Operational Support and the Division of Field Operations will also be responsible for the control, use, repair, acquisition and replacement of all evidence equipment and supplies within their respective division upon approval of their Commander. This is to include the restocking of equipment within the I.D. van and the maintenance of said vehicle as used.

427.04 DUTIES – DIVISION OF OPERATIONAL SUPPORT CST

- A. Division of Operational Support CST personnel will be available on a 24-hour, scheduled on-call basis for the processing of the following crime/incident scenes:
 - 1. All crime scenes designated as Part 1 crimes.
 - 2. All suicides and sudden deaths where the responding officer, supervisor or Medical Examiner feels there may be suspicious circumstances.
 - 3. Any other crime scene/significant incident as determined by the D.O.S. Commander or his designate.
- B. Upon responding to a crime scene / incident, the D.O.S. CST will first walk the scene to get an overall view of the scene.
- C. The D.O.S. CST will also determine if the first responder is requesting any special examination for a specific type of evidence.
- D. The D.O.S. CST will perform all photography; videotaping and latent print processing at the crime scenes.
- E. The D.O.S. CST will also seize evidence pertinent to the crime i.e., blood / body fluid evidence, clothing, tools, weapons and any other items of evidentiary value at the scene. Where necessary, the D.O.S. CST will be responsible for the diagramming of the scene.

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- F. The D.O.S. CST will complete a supplementary report on all call-outs for scene processing.
- G. The D.O.S. CST detective may also, under certain conditions, be designated the lead investigating officer of scenes responded to for processing.
- H. D.O.S. CST personnel will also perform such duties, conduct investigations and participate in special investigations as deemed necessary by the D.O.S. Commander.

427.05 EQUIPMENT

Equipment for processing crime scenes is stored in the Evidence Van. Additional equipment is stored in the Evidence Manager's Office and is readily available but not limited to all Crime Scene Technicians for the purpose of recovery of latent fingerprints, photography and the sketching of crime scenes.

Evidence kits will be supplied to CST detectives of the D.O.S. and each squad of the Division of Field Operations will be supplied an evidence kit.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel