

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 035		TITLE: Crime Scene Reporting	
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REFERENCE: CALEA 41.1.3, 42.2.1, 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.6, 83.3.1		RESCINDS:	
 Sheriff of Monroe County			

- I. **PURPOSE:** The purpose of this directive is to establish guidelines for processing and reporting crime scenes.
- II. **DISCUSSION:** This directive applies to all affected members of the Monroe County Sheriff's Office (MCSO). It is the policy of the Sheriff that the office have specially trained members assigned to each sector of the county to systematically process crimes scenes and to collect and preserve all evidence obtained at those crime scenes.

III. POLICY AND PROCEDURE

A. Crime Scene Detectives

1. Crime Scene Detectives are under the direct supervision of the sector detective sergeant.
2. Crime scene detectives shall be available to each sector 24 hours per day. [CALEA 83.1.1]
3. When the services of a crime scene detective are not immediately available, he/she shall arrive at the scene no later than one hour after being requested.
4. Crime scene detectives shall be requested through the detective sergeant. The crime scene detectives may be called out for all felonies and/or crime scenes involving less than a felony if a member on the scene determines assistance is needed in collecting physical evidence. [CALEA 42.2.1 c]
5. During the investigative process, the role of the crime scene detective shall be that of processing and collecting physical evidence. The role of the case detective shall be that of overall coordination and investigation of the incident. The patrol member's role is to maintain and assist as directed.

B. Reporting

1. Definitions
 - a. Report: A written report is the documentation of work performed by a sheriff's office member and is reflective of the quality of service being rendered by members of the sheriff's office to other entities in the office and the Criminal Justice System. All efforts shall be made to ensure that crime scene reports are accurate, proper, neat, sufficient for courtroom testimony and based upon a uniform format.

- b. Responsibility: The performance of any function relative to a crime scene on behalf of any departmental or governmental agency requires the submission of a written report that is assigned an MCSO case number. Crime scene detectives are personally responsible for the prompt preparation and submission of reports relative to incidents to which they are assigned.
- c. Time table: All reports not involving additional processing shall be completed and submitted before the end of the immediate tour of duty. Reports requiring additional processing shall require a preliminary report prepared by the end of the immediate tour of duty. The final report shall be completed and submitted within 72 hours from the initial visit to the crime scene.

2. Report Review

- a. Detective sergeants will review and, if correct, will approve all reports submitted by crime scene detectives.
- b. Review and approval criteria will be based upon, but not limited to, the following:
 - 1) Use of correct forms
 - 2) Legibility and spelling
 - 3) Thoroughness and comprehensiveness
 - 4) Promptness
 - 5) Absence of deletions and corrections
 - 6) Conforming with established format
 - 7) Symbols and abbreviations are in accordance with standard and proper procedure
 - 8) Printed reports are completed in black ball point
- c. After approval, distribution of reports shall be made to the investigative member, Records Section, Crime Laboratory, and the crime scene case file. Copies of reports involving deaths shall be forwarded by the Detective Sergeant to the Homicide Team supervisor.

3. Report Forms

- a. Burglary Scene Report
 - 1) The burglary scene report form is to be used on all burglary scenes with the exception of burglary of vehicles.
 - 2) This report form, is intended to be used as a source of information for the Criminal Investigations and the Identification Section of the Laboratory. It can also be used to assist the Crime Scene Detective in giving intelligent testimony at deposition and trial.
 - 3) Although not required, this report should be used in note-taking on other types of cases when a burglary is only a part of a crime scene such as a burglary/rape or burglary/homicide, etc.
- b. Death Scene Report: Used for all death cases responded to.

- c. General Crime Scene Report: Used for all crime scenes responded to other than burglary or death investigations such as vehicle theft, larceny, follow-up, robbery, assault, etc. Also includes burglary of a vehicle.
 - d. Continuation Report: Provides additional writing space for expansion of other report forms.
 - e. Property Receipt: All evidence and property removed from a crime scene will be turned over to the evidence custodian. Property receipts will be used in compliance with MCSO evidence and property guidelines and procedures
 - f. Aerial Photograph Request: Map-like form to be completed by the requesting member and approved by the Undersheriff.
4. Instructions for Report Forms (not including "Narrative")
- a. Burglary Scene Report: General Instructions:
 - 1) In order to check all applicable blocks, the reporting member will have to obtain basic information from the first member on scene and the investigator who is assigned to the case. All blocks are to be considered even if the results of processing are negative or the scene is poor from an evidentiary point of view. This information will be included in the "remarks" section of the form.
 - 2) Determine if case is handled by Monroe County Sheriff's Office or outside agency and check appropriate box. If outside agency, indicate case number in space provided.
 - 3) Check "service cancellation" if case is canceled or scene is unavailable.
 - b. Specific instructions
 - a) Date: Date responding to the scene
 - b) Case Number: MCSO case number
 - c) Victim: Name of individual or company burglarized
 - d) Scene Location: Specific address of scene of burglary
 - e) Phone Number: Phone number at scene of burglary
 - f) Requested By: Identification number and/or name of officer making request
 - g) Date/Time Received: Date and time request was received
 - h) Dispatch Time: Time dispatched to the scene
 - i) Arrival: Time of arrival at the scene
 - j) In-Service: Time departing scene
 - k) Structure: Indicates what floor entry was made and total number of floors to building. Check if building construction is CBS, frame or other.
 - l) Facing: Check direction structure faces

- m) Scene: Check one block that best describes the nature or use of the structure
- n) Entry Point: Check one block that best describes where entry was first gained
- o) Type Window: Check one block if entry was gained through a window
- p) Type Door: Check one block if entry was gained through a door
- q) Method of Entry: Check one block that best describes method in which entry was gained. Indicate number of slats removed or number of jalousies that were pushed out of the way.
- r) Screen: Check one block that best describes how screen was attached at entry site
- s) Hand Coverings: Check one block only if known from evidence developed (fabric impressions) or item discovered on the scene (i.e., socks, towels, etc.
- t) Property Taken: Check all appropriate blocks
- u) Tools Used: If no tool was used, check appropriate block. If a tool was used and victim's tools are not out of place, check the appropriate block. If a pry tool was used, check the appropriate block and indicate approximate width of the pry tool.
- v) MO Peculiarities: Check all applicable blocks. If a tool was used to gain entry and not left on the scene, check the appropriate block. If tools used to gain entry (victim's or subject's) are left at the scene, check the appropriate block.
- w) Safe: Check one block if applicable, otherwise N/A entire box
- x) Alarms: Check one block if applicable, others N/A entire box
- y) Remarks: Used to amplify any box marked "See Remarks" in Blocks M – X. A Continuation Report will be used for any additional information that will be useful to the investigator, (i.e., exit point, items left behind by subject(s), etc.)
- z) Items/Areas Latents Recovered: List only those areas where latents were recovered and not all surfaces processed. A representative list is sufficient in this area, (i.e., POE, metal boxes, ceramic items, etc.)
- aa) Other Evidence Collected/Disposition: List all items collected (other than latent prints) in this box and the item's disposition, (i.e., blood specimen/serology; 1 hat/property room; 1 pry bar/property room). Use continuation form if necessary.
- bb) Property Receipt: Check applicable block.
- cc) Continuation: Check applicable block
- dd) Photo File: Check applicable block
- ee) Paper: Check applicable block if paper item(s) are collected for chemical processing by the Identification Section
- ff) Eliminations: Indicate number of eliminations taken and name of person(s) printed. If block is too small, list names in the "remarks" box.

- gg) Latents: Total number of latents submitted to the evidence custodian for examination by the Identification Section. Additional items in this section are to be used only by the Identification Section. However, if latent prints were submitted on a property receipt, write "via property receipt" in this area.
- hh) Photos: Total number of black and white and/or color photos taken
- ii) Reporting Officer: Signature of reporting officer. Officer's last name is to be printed below this line.
- jj) Badge: Reporting officer's identification number
- c. General Crime Scene Report: General Instructions [CALEA 83.2.6]
 - a) Determine if case is handled by MCSO or outside agency and check appropriate box. If outside agency, indicate what agency and that agency's case number in space provided.
 - b) Check "service cancellation" if case is canceled or scene is unavailable
 - c) If "no service" applies, indicate reason in the "remarks" section
 - d) Case Number: MCSO case number (Incident No.)
 - e) Date: Date responding to the scene
- d. Specific Instructions.
 - a) Offense/Incident: Crime classification or type of incident.
 - b) Victim: Name of individual or company victimized. (Note: only one person can be indicated as the victim of a robbery)
 - c) Phone Number: Phone number at address of dispatch
 - d) Scene Location: Specific address of scene of original incident
 - e) Address of Dispatch: Specific address of scene processed
 - f) Requested By: Identification # and/or name of officer making request
 - g) Date/Time Received: Date and time request received
 - h) Dispatch Time: Time en route to scene
 - i) Arrival: Time of arrival on scene
 - j) In-Service: Time departing from scene
 - k) Vehicle: Complete all available information if a vehicle is being processed or recorded as part of a scene. Mark "N/A" if not applicable.
 - l) Remarks: See GO Chapter 090
 - m) Items/Areas Latents Recovered: List only those areas where latents were recovered

and not all surfaces processed. A representative list is sufficient in this section.

- n) Other Evidence Collected/Disposition: List all items collected (other than latent prints) in this box (i.e., blood specimens, 1 hat, etc.). If space does not permit listing all items collected, use continuation form to complete list.
 - o) Property Receipt: Check applicable box
 - p) Continuation: Check applicable box
 - q) Photo File: Check applicable box
 - r) Paper: Check applicable box if paper item(s) are collected for chemical processing by the Identification Section
 - s) Eliminations: Indicate number of eliminations taken and names of person(s) printed. If block is too small, list names in the "remarks" box
 - t) Latents: Total number of latents submitted to the evidence custodian for examination by the Identification Section
 - u) Reporting Officer: Signature of reporting member. Member's last name is to be printed below this line
 - v) Badge: Reporting member's Identification number
 - w) Approved By: Legible signature of detective sergeant supervisor
- e. Death Scene Investigation Report: General Instructions
- a) Multiple Scenes
 - (1) If the body is at the scene of the crime, the Death Crime Scene Report is directed at the crime scene
 - (2) If the body scene only is known (original scene of crime is unknown), the Death Crime Scene Report is directed at the body scene
 - (3) If the crime scene and body scene are both known, but are separate locations (i.e., body had been transferred), the Death Crime Scene Report is directed to the crime scene. The scene where the body is located is described on a separate Death Crime Scene Report form.
 - (4) If, the crime scene is processed by one member, and body scene is processed by a different member, the death scene investigation report form is to be completed for the crime scene. A crime scene report form is completed for the body scene. The officer completing the death scene form will make notation in the "body" section: "See report by Deputy Smith."
 - b) Multiple Victims
 - (1) A death scene investigation report form will be prepared for each victim
 - (2) Victim numbering must be the same as used by the lead detective. Victim #1 is entered on the lead sheet.

(3) Subsequent death scene investigation report forms are supplementary to the lead sheet, (i.e., victim #2 on sheet 2, etc.)

(4) "Scene, Vehicle and Evidence" portions of the subsequent forms must be completed if they are unique and relevant to that specific victim, otherwise a large "N/A" can be recorded in each portion.

f. Specific Instructions

- a) Page _____ of _____ Pages: Self-explanatory
- b) Monroe County Sheriff's Office/Assist Other Agency: Determine if case is handled by MCSO or outside agency and check appropriate box. If outside agency, indicate respective case number and name of agency in space provided.
- c) Case Number: MCSO case number.
- d) Victim's name: Enter full name of victim (if known) indicating last name first.
- e) Type Case: Enter one of the following: homicide, unclassified, apparent suicide; apparent natural; apparent accidental
- f) Manner of Death: This section should answer, in specific terms, what caused the victim's death (i.e., multiple gunshot wounds, massive blunt trauma from fall, electrocution, suffocation, suffocation from hanging, etc.) In the Event of Natural Death, be careful not to denote the cause unless already confirmed by the medical examiner and such information is included in report. "Unknown" is sufficient otherwise.
- g) Race, Sex, Age and Occupation: Self-explanatory.
- h) Instrumentality: Be specific when possible. Weapon, item or general which contributed toward death, (i.e., canal, bathtub, faulty power tool, Arsenic, .38 caliber revolver). Indicate N/A for natural deaths.
- i) Street Address of Scene: Street address or general location here incident occurred (i.e., canal bank, 186 NW of NW 212th Street and 8th Avenue).
- j) Description of Instrument/Weapon: Precise description of the weapon listed above
- k) Contact Person Responsible for Victim: Name of medical examiner
- l) Place Victim Viewed: Enter "scene location". If elsewhere, state location (i.e., Medical Examiner's Office, etc.)
- m) Date/time viewed: Actual time victim first viewed by crime scene detective
- n) Phone number: Phone number at the scene or closest to the scene
- o) Lead Investigator: Name and Identification number of lead detective assigned the responsibility for case investigation and coordination
- p) ID Number: Self-explanatory.
- q) Agency: Investigative agency responsible for the investigation, (i.e., Monroe County Sheriff's Office CIU or Medical Examiner, etc.)

- r) Requested By: Name or identification number of person originally requesting crime scene processing by the Crime Scene Member (i.e., Deputy Smith/1311).
- s) Date/Time Received: Date/time original request received.
- t) Dispatch Time: List time first dispatched to the scene.
- u) Arrival: Time unit arrived on scene.
- v) In-Service: Time unit cleared scene.
- w) Type of Scene: General description of scene (i.e., urban street, wooded area, one family home, motel room, etc.) Simply putting "indoor" or "outdoor" is not sufficient.
- x) Weather upon Arrival: Self-explanatory.
- y) Outside Lighting: Use specific terms that best record conditions at time of arrival
- z) Inside Lighting: Use specific terms that best record conditions at time of arrival
- aa) Air Conditioning: Self-explanatory.
- bb) Windows: Window conditions (i.e., SE bedroom closed, living room open). Record any forced entry.
- cc) Curtain/Shades: Condition of window coverings (i.e., open, partially open).
- dd) Temperature Inside: Record room temperature where the victim's body is found indoors
- ee) Doors: Condition of doors, (i.e., open, closed, locked, unlocked). Record any forced entry.
- ff) Primary Surface or Floor Covering: General types of surfaces found within the scene (i.e., carpeted floors, lawn, tile floors, gravel, etc.)
- gg) Temperature and Humidity outdoors at the time of arrival on the scene. Record in "Temperature Outside" block. (Can be obtained from weather bureau.)
- hh) Appliances/Tools: Only list items which may be relevant to the investigation. Make note of any appliances which seem to have been in use at time of death.
- ii) Furnishings: List generic furniture type in the vicinity of the victim (if any)
- jj) Chemicals/Poisons: List presence and location of any toxic materials
- kk) Smoke Materials: List pertinent data concerning condition, location, brand, etc. of smoking items; use of or absence of matches, lighter, ash tray, etc.
- ll) Drugs: Record location, types, quantities of drugs including empty containers if death related
- mm) Food/Drink: Record presence, condition and contents of drink containers, food materials etc. on the scene

- nn) TV/Radio: State if either a TV or radio is present in the vicinity of the victim and if they are turned on when first unit arrived at the scene
 - oo) Trash/Garbage: Record presence and condition of any evidentiary items
 - pp) Newspaper/Dates: Record types, dates and location of any newspapers that may have accumulated in or around the structure.
 - qq) Exact Location: Exact location of body in relation to the entire crime scene (i.e., SW bedroom on floor, front driver's seat, etc.) Provide measurement data in narrative section of report.
 - rr) Position: Record body position (i.e., sitting, slumped, supine, prone, hanging, etc.)
 - ss) Contact Surface: Material body in contact with (i.e., carpet, concrete, vinyl seat, etc.)
 - tt) Trauma: Record generalized trauma (i.e., gunshot wound to right temple, multiple stab wounds to chest and arms, contusions to head and face, etc.)
 - uu) Decomposition: List if the victim's body is in any state of decomposition (i.e., no, mild, severe). List if rigor is present and briefly to what extent.
 - vv) Clothing Description: Complete description of clothing on body. Include underwear, belts, shoes, etc.
 - ww) Condition of Clothing: Record peculiarities (i.e., fly open, top two buttons missing from shirt, right sleeve torn, etc.)
 - xx) Vehicle: Self-explanatory. Describe additional vehicles in narrative
 - yy) Additional Functions Performed: Indicate actual evidence functions performed (i.e., vacuuming, plaster cast, shoe impression, measurements, etc.) If nothing other than items already indicated in latent/photo/sketch blocks, then indicate "no other".
 - zz) Weapons/Other Items Impounded: Record any weapon which contributed to the death or other evidentiary items, (i.e., victim's clothing, hand swabs, etc.)
 - aaa) Reporting Officer's Name: Type/print last name first, then sign complete name
 - bbb) Badge: Identification number of reporting member
- g. Anatomy Chart: General Instructions: This chart is designed as a supplement to other crime scene reports to record trauma to the bodies of victims. The trauma recorded can be any of the following but not limited to:
- a) Bullet entrance and exit wounds
 - b) Knife wounds
 - c) Burns, abrasions, bruising, etc.
- h. Specific Instructions
- a) Page _____ of _____ Pages: Self-explanatory

- b) Incident No.: MCSO Case Number
- c) Date: Date of Incident
- d) Victim's Name: Self-explanatory
- e) Nickname: Self-explanatory
- f) Race: Self-explanatory
- g) Sex: Self-explanatory
- h) HT: Height of victim
- i) WT: Weight of victim
- j) DOB: Date of birth of victim
- k) AGE: Self-explanatory
- l) Place Viewed: Location where observations were made (Crime Scene, Hospital, Morgue, etc.)
- m) Date/Time Viewed: Self-explanatory
- n) Investigator: Name of Investigator making observations
- o) ID: Investigator's Identification Number
- p) Sector: In which sector does the detective work
- q) Offense/Incident: What in the nature of the incident (murder, rape, battery, etc.)
- r) Remarks: Any general observation
- s) Notations: List trauma on appropriate mannequin showing extent of trauma
- t) Reporting Officer's Signature: Signature of investigator making observations
- u) ID Number: Investigator's identification number
- v) Approved By: Signature or initials of investigator's supervisor

5. Narrative Instructions

a. Continuation Narrative

- 1) The narrative section is provided for the purpose of relating a written description of information not already covered by the report forms filled out at the scene. This information can be a further explanation of items on the cover forms and a detailed list of actions the crime scene investigator took at the crime scene.
- 2) The facts and details contained in the narrative shall relate directly to the information gathered, actions taken and observations made for each occurrence and will appear in a logical order.

- 3) The key to effective report writing is to be concise, report only pertinent information and exclude irrelevant material.
- 4) The report, as well as the remarks, reflect the ability and attitude of the reporting member. An investigation properly conducted but inadequately reported fails to provide the Sheriff's Office with the many and varied needs that the report must fulfill.

b. Narrative Format

- 1) Continuation narrative on death scene investigation and crime scene investigation report forms will follow a standard and comprehensive format of subheadings which are as follows:

- a) Death scene investigation report form

- (1) Remarks (if appropriate)
- (2) Case summary (be brief)
- (3) Scene and body
- (4) Processing
- (5) Evidence
- (6) Pending

- b) Crime scene report form

- (1) Case summary
- (2) Scene
- (3) Processing
- (4) Evidence
- (5) Pending

- c) Explicit Details of checked boxes.

- (1) Sub-headings will be printed or typed in capital letters to the left side of the report form.
- (2) Narratives pertaining to subheadings will be indented accordingly.

- 2) Expansion of format

- a) Remarks (death scene reports only): Used to further clarify or further explain any items in the lead sheet blocks. In some instances there may not be sufficient room on the lead sheet to fully explain a block (i.e., "chemicals / poisons" block might contain "lye" and "see remarks"). In this case, "remarks" could state: "chemicals / poisons: two half empty and one empty can of lye found at victim's feet". In general, anything not adequately explained on the lead sheet must be further explained in the "remarks" section of the form.

- b) Scene:
- (1) Provide a detailed description of the scene. State observations as they are viewed upon arrival. When describing the scene, be as specific as the case warrants being aware of separation of thought and comprehension of ideas.
 - (2) The facts and details contained in the narrative should bear directly upon the occurrence(s) in question and should appear in a logical sequence. The "remarks" in conjunction with pertinent blocks of the lead sheet must answer or attempt to answer basic questions such as WHO, WHAT, WHEN, WHERE, HOW and WHY. EXAMPLE: The structure is a 3-bedroom, 1-bath CBS 1-story single family residence facing north with a circular driveway, located on 1370 NW 174 Street. There is an open field to the rear, similar residences east and west and a canal across the street in front. The front of the home faces north. The yard is neatly kept. The house consists of three bedrooms, two baths, kitchen, living room, carport and small Florida room in the rear. The scene is located in the NE master bedroom which is furnished as follows: etc.
 - (3) When describing the scene, be as specific as the case warrants using paragraphs to provide separation of thought and comprehensive reading. Do not offer an analysis or conclusion of evidentiary value or potential.
- c) Scene And Body (Death Scene reports only): Describe scene first. Reference may be made to the body as it relates to the scene. Detailed measurements are to be included in this subheading. Specifically describe the body (i.e., position, clothing and details concerning trauma, etc.)
- d) Processing: This subheading is to reflect those specific functions that were conducted by the crime scene officer including a description of what was collected and from what locations. When including latent processing, photos, etc. generally state what was processed and photographed. Other functions would include plaster casts, swabbing, vacuuming, recovery of paint, stains, glass, etc. and the processing of subjects.
- e) Evidence: Itemize all accumulated evidence and disposition.
- f) Pending: List those functions which will be accomplished at a future time i.e., aerial photos, search of vacant field using metal detector, plat drawings, etc.
- c. Helpful Hints For Narrative Preparation
- 1) Remarks must be comprehensive and should be written by starting at a logical point of origin, thus placing all facts in sequential order and closing with an appropriate conclusion, thereby providing an orderly narrative.
 - 2) Limit the narrative to facts and details that are related to the incident. Accurate and detailed facts are necessary in any report. Degree of brevity or conciseness will be commensurate with the type of incident being reported. The report of a major offense will be lengthier than the report of some minor incident.
 - 3) Opinions will not be stated in a report.
 - 4) Crime scene section reports are always written in the first person, present tense.
 - 5) Recurring references to people, property, places, etc. can be solved by using terms

such as aforementioned, above mentioned, or below mentioned.

- 6) Elaboration on any topical block can be indicated in the remarks section of the form by prefixing the elaboration with the topic then stating the elaboration. Information contained on the lead sheet need not be repeated in the remarks unless it adds to the clarity and reading continuity of the report.
- 7) Reports will be correct relative to grammar, sentence structure and spelling.
- 8) Reports do not have to be typewritten, however they must be written in a manner that is easily read by everyone that has a need.

d. Anatomy Chart

- 1) This form can be used for any case where body trauma is present (i.e., assaults, battery, etc.)
- 2) This form is self-explanatory. The mannequins are present to mark location(s) of birth marks, tattoos, bruises, wounds and their path or trajectory from entry to exit.
- 3) Notations can be anything that the crime scene detectives observes and wants or needs to document.

6. Property Receipt: Format will be in compliance with MCSO Property and Evidence standard guidelines.

7. Accepted Abbreviations:

- a. Following is an incomplete list of standard abbreviations, other abbreviations may be used provided they are deemed acceptable for crime scene reports by reviewers (supervisors) as being comprehensible, appropriate and in proper context:

Atomic Absorption	AA
Air Conditioner	A/C
Also Known As	AKA
Approximately	approx.
Automatic	auto.
Avenue	Ave.
Black and White	B:W
Boulevard	Blvd.
Caliber	cal.
Captain	Capt.
Cubic Centimeters	cc
Centimeter	cm

Case Number	C/N
Colonel	Col.
Court (Street/Lane)	Ct.
Degree	Deg.
Department	Dept.
Deputy	Dep.
Detective	Det.
Division	Div.
Date of Birth	DOB
Doctor	Dr.
East	E
Eliminations	elim.
Explosive Ordinance Disposal	EOD
Estimated	est.
Estimated Time of Arrival	ETA
Et cetera	etc.
Florida Crime Information Center	FCIC
Foot (feet)	ft.
Forward	fwd.
Gauge	ga.
Gallon	gal.
Gone On Arrival	GOA
Gram	g.
Gunshot Residue	GSR
Gunshot Wound	GSW
Highway	hwy.
Improvised Explosive Device	IED
Inch (inches)	in.

Information	info
Inside	i/s
Junior	Jr.
Kilogram	kg
Large Evidence Bag	LEB
Large Glassine Bag	LGB
Last Known Address	LKA
Lane	Ln.
Large Plastic Box	LPB
Lieutenant	Lt.
Liter	l
Pound	lb.
Major	Maj.
Medical Doctor	M.D.
Medical Examiner	M.E.
Medium Evidence Bag	MEB
Medium	Med.
Medium Glassine Bag	MGB
Meter	m
Mile	mi.
Millimeter	mm
Modus Operandi	M.O.
Miles per Hour	MPH
Mister	Mr.
Misses	Mrs.
Marital status unknown (female)	Ms.
North	N
Outside	o/s

Revolver	Rev.
Small Evidence Bag	SEB
Scanning Electron Microscope	SEM
Small Glassine Bag	SGB
Sergeant	Sgt.
Small Plastic Bag	SPB
Senior	Sr.
South	S
Street	St.
Supervisor	Supv.
Technician	Tech.
Terrace	Terr.
Television	TV
Unable to Locate	UTL
University	Univ.
Vehicle	Veh.
Vehicle Identification No.	VIN
West	W
White Female	W/F
White Male	W/M
White Pill Box	WPB
Within	w/i
Without	w/o
Yard	yd.

b. Other commonly accepted abbreviations may be used such as:

- 1) States: Standard 2 capital letters used by NCIC and UPS
- 2) Weekdays: Sun., Mon., Tue., Wed., Thurs., Fri., Sat.
- 3) Months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

- 4) Government Agencies: FBI, ATF, etc.
- 5) Department Entities: CIU, ID, CSD, etc.

C. Processing [CALEA 83.2.1 a, 83.2.4 b]

1. Photographs

- a. Whenever photographs are not taken or whenever physical evidence is not recovered from the scene of a crime against a person or property, the individual assigned shall state in the case report why no such recovery was made.
- b. Whenever available, materials and substances from a known source are to be collected for submission to the laboratory for comparison with the physical evidence collected.
- c. Prior to a detailed examination of the crime scene being made or prior to any items being moved or even touched, the crime scene is to be photographed. Detailed photographs are to be taken to show items of physical evidence prior to their removal in the condition found. All photographs are to be taken twice, once with a scale so that the exact size of the object can be determined and once without the scale. In addition, photographs are to be taken to clearly and accurately depict: [CALEA 83.2.2 a]
 - 1) The scene as it was found;
 - 2) The path taken by the criminal to the scene;
 - 3) The point of entry;
 - 4) The point of exit; and
 - 5) The escape route.
- d. The following information is to be recorded at the time evidentiary photographs are taken:
 - 1) The type of camera used;
 - 2) Description of the lens;
 - 3) Kind of film used;
 - 4) ASA speed of the film and camera;
 - 5) Lens setting;
 - 6) Kind of lighting;
 - 7) Direction of camera at the time of exposure;
 - 8) Date and time of exposure; and
 - 9) A brief description of each photograph taken.
- e. Digital photographs: If digital photography equipment is used to document the crime scene, storage and chain-of-custody are key issues.

- 1) The following is to be recorded at the time of evidentiary digital images are captured.
 - a) The type of camera used
 - b) Date and time of image capture
 - c) A brief description of each image captured
 - 2) Download digital data from camera through a USB interface to a Windows-compatible computer and directly to a CD/DVD through the use of the Windows Explorer program. The image should not be placed into any image software program or initially stored within the computer hard drive prior to saving onto the permanent CD/DVD in order to maintain purity of the image
 - 3) The CD/DVD shall be marked with the appropriate case number and acquiring officer and placed into property.
 - 4) An additional CD/DVD may be made as backup or for the working case file, marked as noted above and, at the close of the case, placed into property.
- 2. Crime Scene Sketch:** A crime scene sketch is to be routinely made. Both the photographs and crime scene sketch should complement each other in order to adequately and properly depict the crime scene. The sketch is to include: [CALEA 83.2.4 c]
- a. The case number
 - b. The name of suspect (if known)
 - c. The name of victim
 - d. The name of investigating officer
 - e. The name of the individual drawing the sketch
 - f. The date and time the sketch was made
 - g. A scale
 - h. Distance measurements between items present on the sketch
 - i. Reference points to located items
 - j. The location
 - k. The direction of "north" is indicated.
- 3. Physical Evidence:** Physical evidence must be collected following the initial crime scene search, photography and sketching of the crime scene. Priorities are to be set for which evidence to collect first. The most fragile evidence shall have first priority. [CALEA 83.2.4 d]
- a. Search for fingerprints
 - 1) Latent fingerprints [CALEA 83.2.3, 83.2.4 a]
 - a) Develop: The majority of latent fingerprints can be developed with powders which

are on non- or low-porous surfaces. A powder of contrasting color to the object the print is on should be used. A print card of similar color to the object should also be used.

- b) Photograph; when possible photograph developed latent prints prior to lifting them and lift and preserve with lifting tape or print lifters.
 - (1) Only one lift will be placed on a card unless consecutive fingerprints can be made with one lift.
 - (2) Latent prints that are next to each other need not be lifted separately but can be lifted with one piece of tape and placed on one card.
 - (3) The location the print is lifted from shall be noted on the back of the card with the case number, date and deputy's/technician's name and ID #.
 - (4) Nothing shall be written on the glossy side of the latent finger print card; it is for latent prints only.
 - (5) Latent prints will be packaged separately in a clear evidence envelope and sealed in accordance with established procedures. A separate Property Receipt shall be used for all latent fingerprints.

2) Visible fingerprints

- a) Photograph;
- b) Lift and preserve with lifting tape or print lifters if possible; and
- c) If not possible to lift, collect print by taking the object the print is on as evidence.

3) Questionable Fingerprints: When the object that the latent prints may be located on is of a material that presents a problem for the deputy to easily develop the print he/she may elect to:

- a) Collect the object packaging it in a manner to preserve the desired surface and submit it to the lab for development
- b) Contact a supervisor and request a crime scene technician respond to the scene to develop and or collect the latent prints/object.
- c) If the deputy has any concerns about developing and collecting the latent fingerprints, a supervisor shall be contacted and a Crime Scene Technician requested.

4) Submission for Identification

- a) If a suspect is known, the recovered latent fingerprint may be submitted, following the chain-of-custody, to available personnel for a timely comparison.
- b) They shall then be submitted to Property for proper storage.
- c) The Property Division shall submit all recovered latent fingerprints to the identification technician for an AFIS system review.

- b. Blood and Bloodstains: Any blood that is to be collected must be collected before fingerprint powder is used.
 - 1) Liquid state of blood.
 - a) Place sterile gauze pad in blood;
 - b) Air dry if possible and place dry gauze in envelope and seal; and
 - c) If not possible to air dry, place wet gauze in test tube and leave end unplugged.
 - 2) Dried blood.
 - a) Scrape with scalpel on to clean piece of paper;
 - b) Fold paper in such a way as to minimize loss of blood;
 - c) Mark paper and place in an envelope and seal; and
 - d) Mark envelope appropriately.
 - 3) Blood smears.
 - a) Wet cotton swabs with water;
 - b) Retain one (1) control swab;
 - c) Hold swabs with tweezers and gently swab the smear;
 - d) Once a dark-colored stain is on the cotton, a sufficient sample has been collected;
 - e) Place cotton swab in a dry, clean test tube and leave the end unstopped; and
 - f) Mark test tube.
 - 4) Bloodstained objects.
 - a) If possible, collect the blood stained objects;
 - b) If not possible, follow the above procedures;
 - c) Air dry blood stained clothing, then package;
 - d) Package all items separately and loosely in wrapping paper or in paper bags. Never use newspaper or plastic bags;
 - e) Mark all objects prior to packaging; and
 - f) If blood stained items cannot be air-dried, package separately and loosely in paper and transport to the office. Allow item(s) to air dry in a secure area.
- c. Control Sample: A control sample would be any material from which the evidence was collected without the suspected evidence included. Control samples are necessary to determine if there is anything normally in the material that may cause a false positive. [CALEA 83.3.1]

- 1) Cut and remove a specimen of the object next to the stain and package.
 - 2) In areas that are swabbed, swab an area next to the stain following the procedures outlined for the collection of smears.
- d. Trace Evidence: Trace evidence can be any material that may be small, microscopic, or of endless variety which is found at the scene of the incident. Examples of trace evidence include paint chips, metal tooth fillings, dust, dirt, blood flakes, glass fragments, rust particles, cloth fragments, cigarette butts, matches, etc.
- 1) Collect in a legally admissible manner.
 - 2) All trace evidence shall be double packaged with each package marked.
 - 3) Control samples shall be collected at the same time and packaged separately.
- e. Sample Collection: A complete evidence sample will be collected at a crime scene when possible and practical. Obtaining complete samples may include the impounding of materials/objects upon which fluids, liquids, and physiological evidence is found.
- f. Firearms Evidence
- 1) All firearms evidence shall be carefully marked, photographed, and sketched at the scene before moving.
 - 2) Firearms evidence shall include but not be limited to:
 - a) The weapon
 - b) Bullets
 - c) Pellets
 - d) Wadding
 - e) Slugs
 - f) Casings
 - g) Bullet fragments
 - h) Bullet holes
 - i) Shotgun patterns
 - j) Ammunition associated with the weapon
 - k) Distance measurements
 - 3) Care must be taken in the handling of firearms to avoid accidental discharge and/or the destroying of any fingerprints or any contact evidence on the weapon.
 - 4) All weapons suspected of being used in the commission of a crime shall be submitted to the evidence custodian for laboratory testing.

- 5) All weapons should be packaged in clear plastic bags for FDLE submission. All weapons submitted to the evidence custodian shall be unloaded and rendered safe prior to submission, however, if the order of fire of revolvers is of possible importance to the investigation, the evidence custodian must be informed that the weapon is loaded and not safe prior to submission.
- 6) Gunshot Residue
 - a) Gunshot residue shall be collected on the suspect immediately using the GSR kits.
 - b) Gunshot residue shall be submitted to the evidence custodian the next working day if possible.
- g. Impression Marks
 - 1) Impression marks are those impressions left by tools, tires and the like.
 - 2) Impression marks are to be first photographed with and without scale.
 - 3) Impression casts are then to be of the marks.
 - 4) With tool marks, it is best to collect the object bearing the mark. If not possible, photograph and cast.
- h. Documents
 - 1) Handle evidence documents with care using tweezers.
 - 2) When possible, documents should be placed in clear plastic protection sheets.
 - 3) If latent processing is required, advise the evidence custodian.
 - 4) Severely crumpled, torn or oversized paper items should be placed in an evidence bag.
 - 5) Charred documents should not be directly handled.
 - a) If possible, place entire ashtray or other small container of a charred document in a rigid box. Handle cautiously and keep free from air flow.
 - b) If charred document must be handled, carefully slide rigid piece of paper underneath and collect.
 - c) Place in a hard, air-free container.
 - 6) Typed documents in a typewriter should be collected with instrument intact.
 - 7) If not intact, collect typewriter separately and submit.
 - 8) Do not attempt to develop document with indented writing. Simply collect and submit using proper procedure.
 - 9) Whenever possible, collect comparison standards of handwriting and signatures. Simple signatures are not usually sufficient.
- i. Trace Evidence: Luma Lite System: This is a portable illumination system that will cause

fluorescence in some materials in their natural state and in other materials after they have been processed with certain chemicals. This will cause stains and fingerprints that were not visible to the naked eye, to be seen and photographed under the Luma Lite. This equipment is to be used at major crime scenes by personnel trained in its use.

- j. Use of Video Recording Equipment for Crime Scene [CALEA 83.2.2 c]
 - 1) Each crime scene van shall be equipped with a portable video recorder, lights and a battery pack or a generator with extension cords.
 - 2) Extension cords will not be used if there is blood or trace evidence on the floor or ground or if there is rain.
 - 3) To protect the video recorder during rain, a clear plastic bag should be placed over the recorder and pulled close to the lens.
 - 4) Only one crime scene will be recorded on each tape. This will become the master recording.
 - 5) The master recording is evidence and will be listed on a property receipt and turned into Property. The master recording will not be edited in any manner. A copy of the master can be made for investigative purposes or for the State Attorney's Office. Copies can be made only by a signed written request to the video technician.
 - 6) At the beginning of the recording of the tape, the crime scene detective will announce his/her name, case number, date, time, the crime being investigated and the location (be as specific as possible). If the CSD is being assisted by someone in recording the scene, the name(s) of such persons will also be announced. Then, at this time, the sound recording will be shut off and only a video recording will be made. At the end of the recording session, the CSD will turn on the sound recording and announce the completion time. The time/date generator is not to be used during this recording. Any required narration of the recording can be made during the court presentation.
 - 7) If at all possible, all exterior recordings should be made in daylight, rather than by artificial light. If the interior lighting needs to be supplemented, the use of tungsten lighting is best.
 - 8) The recording should start by showing the general location in relation to known or permanent landmarks and then shift to the scene or building. The total exterior of the scene or the building should be made prior to entering.
 - a) In a building, all of the rooms are to be recorded, with the actual scene to be recorded last. As in the case of a homicide, the views of the body would be at the end of the tape.
 - b) For an exterior scene the actual scene should again be recorded last.
 - c) If a detailed recording of graphic injuries to a body is wanted, a separate recording is to be made, then if the graphic injuries are challenged in court, the crime scene recording will not be affected.
 - 9) During the recording, no extraneous personnel should be walking through the area.
 - 10) If the victim is to be walked through the scene, a separate tape is to be used. The recording should have the same information at the beginning and end as listed in 6)

above, plus the name of the victim. No sound recording is to be made during the walk-through. The required narrative can be made during the court presentation by the victim.

11) If the suspect is to be walked through the crime scene, a separate tape is to be used. The recording will have the same information as listed in 6) above, plus the name of the suspect. The suspect will be read his rights at the beginning of the recording, prior to the walk-through. The time/date generator is to be used during this recording. During the whole recording session, the sound will be turned on.

k. Other Evidence: All other evidence is to be collected, preserved and submitted according to the guidelines established in the Florida Department of Law Enforcement, Crime Laboratory Services and Evidence Submission Manuals. Manuals are issued to all certified members.

D. Special Purpose Vehicle: Crime Scene Van

1. Objectives of their operation or usage: The crime scene vehicle is to be used by the crime scene detective to respond to crime scenes and perform his other police duties. It will be utilized for the storage and transportation of equipment used for crime scene investigations and will be a self-contained crime scene vehicle. [CALEA 41.1.3 a]
2. Instructions, conditions and limitations of usage: Due to its specialized equipment, the crime scene vehicle will not be utilized for other duties that would jeopardize its being available for its intended usage. Prisoners will not be transported in this vehicle and the equipment area will be separated from the passenger area. [CALEA 41.1.3 a]
3. Authorization for use in various situations: The sector commander will have the authority to authorize the vehicles use for non-crime scene duty.
4. Qualifications and training for members assigned to operate the vehicle: The department member assigned to operate the crime scene vehicle will conform to department regulations regarding operation of department four wheeled vehicles. [CALEA 41.1.3 b]
5. Designation of a person or position responsible for the condition and maintenance of the vehicle: Each crime scene vehicle is assigned to a crime scene detective, who is solely responsible for the condition of his vehicle. He is responsible to schedule maintenance for the vehicle. The CIU detective sergeant is responsible for a monthly inspection of the crime scene vehicle. [CALEA 41.1.3 c]
6. A list of equipment to be kept in or on the vehicle: A list of the crime scene equipment assigned to the vehicle will be kept in the vehicle. Equipment of a permanent nature such as a gasoline generator will be noted with the amount of this item. Evidence gathering equipment will be listed under its general use and not broken down further. (Example: blood gathering material) [CALEA 41.1.3 d]
7. Vehicle list of persons or positions authorized to operate the crime scene vehicle: The crime scene detective or detectives assigned to the command are authorized to operate the crime scene vehicle. If none of the authorized members are able to operate the vehicle, a sergeant or above may authorize a qualified operator to operate the vehicle if necessary.