

- C. The employee who has control of evidence/property shall ensure that the chain of custody is maintained at all times.
1. When evidence/property is released / transferred to another employee, the Evidence Receipt Form must be signed. When officers accept statements or other items considered to be evidence for another officer, that officer will properly package and complete the evidence receipt. Statements and other items considered evidence will not be left in another officer's mail slot.
 2. When evidence/property is released / transferred to an employee of another law enforcement agency, prosecuting attorney's office, or to the owner or his/her authorized agent, following their presentation of proper identification, the Evidence Receipt Form must be signed by the person accepting the evidence/property. With the exception of the Crime Laboratory, the evidence and property receipts shall be forwarded to the Property Control Unit.

IV. PROCEDURES FOR HANDLING EVIDENCE/PROPERTY

- A. Unless otherwise stated in this General Order, all evidence/property shall be marked, packaged and sealed in a Department approved container with the officer's initials and DSN placed across the seal. The case complaint number shall be marked on the exterior of all packaged evidence/property and a properly completed Evidence Receipt Form shall be maintained with the evidence/property. Evidence/property that is too large for placement in an evidence container shall be marked with a Department approved evidence tag. Evidence/property that is of exceptional value or sensitive items shall be forwarded to the Department evidence officer for placement in Evidence/Property Locker "P", narcotics in Locker "N" and firearms in Locker "O", which are all secured with an individual padlock once submitted to the property control room.
1. The evidence tag shall be completely filled out by the employee seizing the item.
 2. The tag shall then be secured to the item.
 3. When seizing a firearm, the tag shall be attached to a location on the weapon which will not interfere with its operation.
- B. Evidence/property that requires analysis shall be forwarded to the Crime Laboratory in a brown evidence box or evidence envelope as soon as possible. A separate Evidence Receipt Form shall be prepared for each classification of evidence or property requiring analysis. For example, guns would be listed on one evidence receipt form and controlled substances would be listed on a separate form even though both classes of evidence/property were seized at the same time. Groups of evidence/property must show exact descriptions (i.e., 73 blue pills, 7 yellow capsules contained in brown plastic bottle, etc.).
- C. Evidence/property that must be hand carried to the Crime Laboratory for analysis shall be placed in temporary storage in the Department evidence lockers during those hours when

the Crime Laboratory is closed. The Department Evidence Officer shall hand carry it to the Crime Laboratory at the earliest opportunity.

D. Evidence/property that requires analysis shall be handled in the following manner:

1. Liquor Violations

a) All liquor seized in Minor in Possession cases shall be processed in the following manner:

1) Case officers seizing evidence in sealed containers will forward all containers to the Property Control Unit. The Property Control Unit will photograph all of the seized liquor and then take one full, unsealed container of each brand of liquor and package those containers as a representation of what was seized. The Property Control Unit will then dispose of the remaining full, unsealed containers. The Property Control Unit will retain those containers until notified by the Court of authority that the case is disposed of at which time containers will be destroyed, per the instructions of the Court.

2) Case officers seizing evidence from open containers or cases involving juveniles will secure a portion of the liquid from the opened container in a Department approved specimen bottle for each defendant. At the request of the court or prosecuting attorney a sample will be forwarded to the crime laboratory for analysis. The seizing officer will dispose of any remaining portion of the open container after securing the above sample. The empty container and any unopened containers will be seized as in 1 above.

b) All liquor seized in cases alleging violation of liquor control laws or ordinances by licensed establishments will require retention and analysis if requested by the court or prosecuting attorney. Upon request of the court or prosecuting attorney the evidence will be forwarded to the Crime Laboratory for analysis. All evidence receipts shall be clearly marked "Liquor Licensing Violation" to ensure that the evidence is retained.

2. Transporting Evidence To The Lab

Commissioned officers assigned to Evidence and Property Control will be responsible for transporting evidence.

E. Evidence/property that has been seized by commissioned officers that does not require analysis shall be secured at the Property Control Unit until warrant application is made. Evidence/property that is too large to be placed in an outer evidence locker at the Property Control Room shall be placed in the oversize evidence locker located in the

basement of the Ballwin Government Center. The Watch Commander will provide access to the oversized evidence locker. The locker shall be secured with the padlock provided on the locker door. The seizing officer shall notify the Department Evidence Officer that the oversized locker was utilized by submitting an Evidence Transmittal Request Form (BPD#48) to the Property Control Officer.

- F. Motor vehicles seized as evidence, shall be placed in storage at the appropriate contract garage or storage facility after being processed for evidence. The contract garage or storage facility employee accepting custody of the evidence/property shall sign the evidence receipt form maintaining the chain of custody. The evidence receipt form shall then be distributed as indicated in Section IV of this General Order. The officer with case responsibility shall also forward to the Property Control Unit a copy of the original report and a photocopy of the signed Evidence Receipt Form.

1. Evidence Processing – Felonies & State Misdemeanors

- a) When a warrant is issued, the officer who obtains the warrant shall note the warrant number and court division in a supplement report and forward it to the Property Control Unit. The Property Control Unit will inquire with the Prosecutor if the evidence should be classified as an instrumentality of the crime.
- b) When a warrant is taken under advisement, the commissioned officer with case responsibility shall prepare a supplemental report explaining why the warrant was taken under advisement and forward a copy of the report to the Property Control Unit. The Property Control Unit will make arrangements to return the property to the rightful owner or make arrangements to otherwise dispose of the property.
- c) When a warrant is refused, the Property Control Unit shall either arrange for the return of the evidence/property directly to the owner or his/her authorized agent or, if the owner cannot be notified, the Property Control Unit will retain the evidence/property until it can be returned to the owner or disposed of within established guidelines.
- d) If the ownership cannot be determined, the evidence/property shall be secured at the Property Control Unit until the court orders the disposal of said evidence/property.

2. Evidence Processing – Municipal Stealing Offenses

- a) On Municipal stealing cases wherein the stolen items are recovered during a search incident to an arrest, the recovered items will be listed on an evidence sheet, photographed and returned to the concerned businesses who will sign the sheet to complete the chain of custody. The photographs will then be placed in evidence along with the signed receipt.

- b) When the property recovered appears to be stolen (tags attached, in shopping bags, without receipts, etc.), it should be taken to the proper business when identifiable. If the business can identify the property and confirm that it is stolen, it should be listed on an evidence sheet, photographed and returned to the concerned business after being signed for. The photographs will then be placed in evidence along with the signed receipt.
 - c) If the store can identify the merchandise as theirs but cannot confirm it as being stolen, the items should be handled as evidence and submitted to the evidence locker. The items will be retained until ownership can be shown or legal requirements met.
 - d) In cases where no tags are attached, the preceding policies will be followed. However, if no owner can be identified, the items will be held for auction as directed by court order. The officers making an arrest should charge the suspects with "possession of stolen property" as there was probable cause to believe the merchandise was stolen at the time of the arrest. If the suspects can produce a receipt or receipts for the property within the 7 day period, a supplement report will be written and copies of the receipt(s) placed in evidence, when it is returned to the suspects.
- G. It is the responsibility of the officer seizing evidence to provide a copy of the evidence receipt to the officer or detective with case responsibility.
- H. It shall be the responsibility of the Property Control Unit to either personally release or authorize the release of evidence/property.
- 1. Under those circumstances where the evidence/property could contain forensic evidence, the Property Control Unit will arrange for the appropriate forensic processing and analysis and then determine if the property should be returned to the rightful owner, maintained as evidence or otherwise disposed of.
- I. Found or Abandoned Property (Except Motor Vehicles)
- 1. The officers who seize found or abandoned property shall make every attempt to locate the owner and release the property.
 - a. Owner located
- Found property shall be forwarded to the Property Control Unit in the same manner as evidence. When contacted, the owner will be advised to contact the Evidence Officer by telephone to arrange the return during regular business hours (8:00 AM to 5:00 PM, Monday through Friday). At no time will found property, evidence or property held for safekeeping be stored in Communications awaiting release to the owner or other person.

a. Owner Not Located

Found or abandoned property where the owner cannot be located or identified shall be forwarded to the Property Control Unit in the same manner as evidence.

2. When an officer's investigation reveals that found or abandoned property is associated with a violation of the law, that property shall be handled as evidence.

3. Seizing of Weapons & Ammunition to be Destroyed

When a citizen requests that the Ballwin Police Department take physical custody of a weapon(s) and/or ammunition, the following procedure will be followed:

a. The weapon(s) will be handled like any evidence or found property:

- 1) Make sure the weapon(s) is unloaded and safe.
- 2) Check the serial number in NCIC and REJIS for theft or wanted.
- 3) Establish ownership, if possible, by bill of sale, permit to purchase, or out-of-state permit.
- 4) Establish the citizen's identification by driver's license, birth certificate, voter registration, etc.

b. Have the citizen complete Ballwin Police Department Form BPD # 23 which will include:

- 1) The current date.
- 2) Their ownership of the weapon(s) and/or ammunition.
- 3) Their request that the Ballwin Police Department destroy the concerned firearm/weapon(s) and/or ammunition.
- 4) Their printed name and signature.

c. Draw a complaint number from the Division of Communications.

d. If a firearm is seized, package the firearm(s) in the prescribed manner for submission to the Crime Lab Firearms Section. Note on the evidence sheet that the firearm(s) should be test fired and compared with cases on file, and then destroyed by authority of court order.

e. Submit the firearm/weapon(s) along with a completed Citizen's Request to Dispose of Firearms/Ammunition (BPD Form # 23) and evidence receipt to the Property Control Unit.

- f. Package ammunition in the prescribed manner and submit it, along with a completed evidence receipt to the Property Control Unit.
- g. Prepare a C.A.R.E. report, if necessary.
- h. Firearms and ammunition may be combined on one "Citizen Request to Dispose of Firearms/Ammunition" form, (BPD # 23) when submitted to the department by the same person. When officers receive a firearm and ammunition, officers shall combine both the firearm and ammunition on the same evidence receipt which will be submitted to the lab. Ammunition and magazines will be enclosed in a separate envelop inside the evidence box. A separate evidence receipt shall be used for holsters, cleaning kits or other weapon related items submitted for destruction.

When a citizen turns in a firearm or ammunition, ownership and their desire to have the concerned item(s) destroyed must be established along with a record check of the serial number(s). Before a firearm can be destroyed, it must be test fired to ensure it was not used in a reported crime. Following these procedures will insure that every incident is handled in a professional and thorough manner.

4. Seizing of Weapons for Temporary Safekeeping

When at a citizen's request or upon an officers action the Ballwin Police Department takes temporary physical custody of a weapon and/or ammunition, for safekeeping, the following procedure will be followed:

- a. The firearm(s) will be handled like any evidence or found property:
- b. Complete Ballwin Form BPD #49 (Receipt for property seized) which will include:
 - 1) The current date.
 - 2) Their ownership of the weapon and/or ammunition.
 - 3) Their request that the Ballwin Police Department temporarily seize the concerned weapon and/or ammunition.
 - 4) The requesting party's signature.
- c. Draw a complaint number from the Division of Communications.
- d. Package the weapon in the prescribed manner for submission to the evidence section. If a firearm is involved, properly package for submission to the Crime Lab Firearms Section. Note: not all firearms seized for safekeeping will be automatically submitted to the Crime Lab. On the evidence receipt note what special considerations exist that warrant examination by the Crime Lab, i.e. owner has prior felony or weapons arrests, etc. The Property Control Unit will make the determination if the firearm is to be submitted to the Crime Lab.

- f. Submit the weapon/firearm(s) along with a completed receipt for property seized for safekeeping, and the evidence receipt to the Ballwin Police Evidence Custodian.
- g. Package ammunition in the prescribed manner and submit it, along with a completed evidence receipt to the Evidence Custodian.
- h. Prepare a C.A.R.E. report.
- i. Firearms and Ammunition may be combined on one request form when submitted by the same person. Do not combine Firearms and Ammunition on the evidence receipt for the lab unless you are including a round for test firing. Use a separate evidence receipt for any other Ammunition.
- j. The seizing officer must notify the individual requesting the safekeeping that unless otherwise ordered by the court, the weapon will be held for no more than one year. After one year has elapsed, the owner will be notified that he/she has 30 days to recover the property and that proof of ownership will be required at that time. If the property is not claimed within 30 days, the weapon may be disposed of as prescribed by law.

J. Safekeeping Property – Other Than Weapons

When property other than weapons is held for safekeeping is not reclaimed within twelve (12) months, the Property Control Unit shall notify the owner by mail that the property will be disposed of, if not claimed within thirty-one (31) days. If the owner does not claim the property within this period of time, the property shall be disposed of as provided by law.

V. EVIDENCE RECEIPT FORM

- A. The Evidence Receipt Form shall be completed and signed by the officer seizing/submitting the evidence/property and the following codes shall be utilized:
 - 1. Ownership Code – This code identifies the ownership of the evidence/property seized. If the owner of the evidence/property is someone other than the victim or suspect, the individual's name, address and phone number is to be listed in the Remarks section of the evidence receipt.
 - 2. Disposition Code – The code informs the Property Control Unit of the disposition of the seized evidence/property.
- B. Unless the evidence is forwarded to the Crime Lab or the Fingerprint Unit, the white copy of the Evidence Receipt Form shall be retained with the item.
- C. If the evidence is forwarded to the Crime Lab or Fingerprint Unit, a copy of the evidence receipt shall be retained by the evidence control officer for chain of custody and location.

- D. A copy of the Evidence Receipt Form, which shall serve as a receipt, shall then be returned to the officer who seized the evidence/property after it has been signed by the Property Control Unit officer receiving the evidence/property. Do not remove any copies from the evidence receipt. An officer copy will be returned to the submitting officer after the evidence has been properly logged by the Property Control Unit.
- E. Upon receipt of a report from the Crime Laboratory and/or Fingerprint Unit, the case officer will be notified of the results in writing and shall complete a supplemental report outlining the findings of the examination. Copies of the results shall also be maintained in the evidence control binders.
- F. Evidence/property submitted into the Temporary Oversize Control Locker at the Government Center shall have an Evidence Transmittal Request Form (BPD#48) completed and submitted to the Property Control Officer.

VI. GENERAL RESPONSIBILITIES

Property Control Unit

- A. All evidence/property will be packaged in accordance with the Department's Evidence Packaging Manual (BPD Manual # 9).
- B. The Property Control Unit shall not accept evidence/property that is improperly packaged or receipted. Such evidence/property shall be refused until corrections are made by the commissioned officer who seized it. The item(s) must again be submitted to the Property Control Unit.
- C. The supervisor of the Property Control Unit shall maintain an accurate record of all evidence/property maintained within the unit or stored at contract garage facilities to ensure that all items are released or disposed of in a timely manner.
- D. Evidence/property maintained by the Property Control Unit that is no longer needed for investigation or prosecution purposes shall be returned to the owner or, where applicable, disposed of per State and Municipal Law.
- E. Final disposition of found, recovered and evidentiary property shall be accomplished within six (6) months after all legal requirements have been satisfied.

VII. ACCESS & SECURITY

- A. The Department Property Control Officer, Supervisor of the Property Control Unit and Chief of Police shall have sole access to the secure evidence/property control storage room. Other employees may only access the secure area after having received explicit authorization from the Chief of Police. This facility is secured with an electronic door lock requiring access, along with multiple physical door locks.

- B. The Oversized Property Control Locker #2 located in the basement of the City of Ballwin Government Center is accessible by the Property Control Officer, Supervisor of the Property Control Unit and Chief of Police. This facility is secured with a physical padlock and door handle entry lock.
- C. The Temporary Oversized Property Control Locker #1 located in the basement of the City of Ballwin Government Center is accessible to the supervisors assigned to the Bureau of Field Operations by electronic door lock access and a door key located in the Communications Center. The Watch Commander will provide access to officers submitting oversized evidence/property and once submitted the door shall be closed and secured with a padlock. This facility is secured with two physical padlock and door handle entry lock.

VIII. INSPECTIONS

Maintaining the integrity of the evidence/property control function is paramount to the successful disposition of pending criminal cases. Therefore the following inspection, inventory, and audit protocols shall be followed:

- A. An inspection shall be conducted annually by the Department Property Control Unit or his/her designee to assure that procedures used for the control of property are being adhered to.
- B. An inventory of all property shall be conducted whenever the person responsible for the property and evidence control function is assigned to and/or transferred from the position. This inventory shall be completed jointly by the newly designated property control officer and a designee of the Chief to ensure that records are correct and properly annotated. To determine the appropriate sample size for conducting audits of high risk property (i.e. money, precious metals, jewelry, firearms and drugs) the sample size shall be 50 percent of each category of the total amount of high risk property currently possessed in the Evidence Control Unit. That sampling will be determined by the corresponding complaint number located under "High Risk Evidence Property" control logs and will be provided when conducting the respective audit. If an error rate is discovered when conducting the audit, a complete inventory of the high risk property must be performed.
- C. Annually, the Commander of Bureau of Administration and Operational Support, shall conduct an audit of the property held by the Police Department.
- D. To assure continued compliance, periodic unannounced inspections of property storage areas will be conducted as directed by the Chief of Police.

IV. DISCOVERY REQUESTS

The following procedures will be followed when a Discovery Request has been filed with the Municipal Court of Ballwin.

- A. The Municipal Court Clerk will submit the request to the Municipal Prosecuting Attorney for approval.
- B. Once approved, the Municipal Court Clerk will send a notice to the defense attorney advising of the Discovery release and that they will be contacted by a Supervisor from the Division of Criminal Investigations.
- C. The Municipal Court Clerk will notify the Commander and/or Supervisor of the Division of Criminal Investigations (DCI) of the evidence to be released, the incident complaint number, defendant, and name and contact information of the defense attorney.
- D. The Commander and/or Supervisor of DCI after replicating the evidence onto a DVD or CD will notify the Defense Attorney that the Discovery Request is available at this Department's station for pick-up.
- E. The defense attorney will be assessed the fee established by the Court for copying the video or photographs. The Defense Attorney must provide a pre-paid packaging envelope if they request that the evidence be sent via US Mail.
- F. On release, a Police Clerk will provide the Defense Attorney with a receipt with the police department incident number, defendant's name, Defense Attorney's name and number of Discovery items released. A copy of the receipt will be forwarded to the Municipal Court Clerk via daily court deliveries.

BY ORDER OF: Chief Steven Schicker 1/7/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/26/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

33.1, 33.2, 33.3, 33.4, 33.5, 33.6

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agency may be deemed as more qualified or having jurisdiction for the processing of a particular crime scene. It is the priority of department crime scene officers to process the majority of crime scenes within the city limits of Ballwin.

Bureau of Field Operations officers shall be designated as departmental crime scene officers by the Bureau Commanding Officer with the recommendation of their Patrol Squad Commanders. Every effort shall be made to maintain at least two ID officers per Patrol Squad, with these officers working different recreation day rotations regarding their regular work schedule. All members of the Bureau of Criminal Investigation will also be designated as departmental crime scene officers. In the event that a crime scene officer from the Bureau of Field Operations is not available to process a crime scene during the times when detectives are on-duty, the on-duty Watch Commander shall request a detective from the Division of Criminal Investigation to process the crime scene. When no ID officer is available and one is needed to process a crime, the on-duty Watch Commander shall contact the on-call detective or the Supervisor of the Division of Criminal Investigation who shall assign a detective to process the scene

IV. TRAINING

All departmental crime scene personnel shall complete at a minimum, the Basic Crime Scene Identification course offered through the St. Louis County and Municipal Police Academy or a comparable training program. Their training will include, but not be limited to crime scene photography, videotaping of crime scenes, the development and collection of latent fingerprint evidence, and the collection of other types of evidence from crime scenes. Every effort will be made to provide opportunities for advanced crime scene processing training to designated departmental ID officers.

V. EQUIPMENT

The department shall maintain ID and camera kits equipped with basic crime scene supplies such as evidence bags and other containers, evidence sheets, evidence tags, fingerprint-processing supplies and the like. A supply of surplus equipment shall be maintained in the department's evidence processing room and the Division of Criminal Investigations supply closet. Overall responsibility for reordering evidence related supplies shall lie with the supervisor of the Division of Criminal Investigations. The department maintains a Memorandum of Understanding relationship with the St. Louis County Police Department from whom we may request the assistance of their crime scene personnel and/or additional items of advanced crime scene processing such as sketching and other advanced equipment.

VI. DESCISION TO NOTIFY ID OFFICER/PROCESS A SCENE

It is the policy of this department to process any and all crime scenes when there is a reasonable likelihood that evidence of a criminal incident may be present. This includes minor incidents such as larcenies from autos, property damages, etc. When in doubt, the initial responding officer should request that an ID officer respond to the crime scene, allowing the ID officer to determine if evidence should be seized or if surfaces are suitable for processing. As a general rule, crime scenes should be photographed if the possibility exists that the photographs might aid in the

further investigation or prosecution of a particular crime. This shall not prevent any officer from seizing certain items to be held as evidence in cases where no scene processing is indicated.

The on-duty Watch Commander shall have the authority to delay or decline the processing of a crime scene related to a minor incident when the level of calls for service for more serious incidents makes it unpractical to assign an officer for ID work. In some cases, steps can be taken to protect a crime scene until the next shift/day, when other personnel can then process it.

VII. PROCESSING A CRIME SCENE

All officers shall assume the responsibility of preserving the integrity of a crime scene, taking the steps necessary to prevent evidence contamination or destruction, until the ID officer arrives and takes over the scene. In the case of serious crimes when a delay in the arrival of a crime scene technician is anticipated, an officer shall remain at the scene in order to protect the scene until the ID officer arrives.

Although evidence may have been moved, touched or used by the victim, family member or witness, the crime scene should not be considered as "contaminated". The responding officer and/or Crime Scene Technician discovering these facts should document in detail what was touched and by whom. Elimination prints or other forensic elimination samples should be obtained and submitted to the crime lab and documented in the report.

The Crime Scene Officer shall take over the responsibility for all evidence at a crime scene once they arrive on the scene. The overall accountability for assuring that a scene is processed thoroughly and correctly, however lies with the on-duty Watch Commander or Commander/Supervisor of the Division of Criminal Investigation in cases where he responds to a crime scene.

When an ID officer responds to a secured scene he shall follow the following procedures:

- A. Identify different types of evidence that are present.
- B. Determine the type of documentation that is required.
- C. Photograph the scene.
 1. Use overall, medium, and close-up photos.
 2. Take photos with and without measuring devices.
 3. Document all photos taken and their relation to the crime scene.
 4. Arrange for any additional perspectives that need to be taken.
 - a) Aerial photos
 - b) Video

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The videotaping of a crime scene shall be done in all cases involving major violent crimes such as homicides. Ballwin Police Crime Scene Officers shall consider the overall circumstances of a particular crime scene in determining whether to videotape the scene. Videotaping of a crime scene is generally reserved for cases where viewing the videotape would likely present a clear picture of a serious crime for investigators, prosecutors, juries, etc. Such cases might include very large or multiple room crime scenes with extensive evidence or damage, extremely unusual or rare evidence or crime scenes, etc. ID Officers are encouraged to videotape suicide scenes.

- D. Prioritize the collection of evidence.
 - 1. Consider the life span of the evidence and collect the most fragile first, working towards the more stable evidence.
 - 2. Make sure that the collection methods used do not compromise any subsequent processing/collection methods.
- E. Check for latent fingerprint evidence.
 - 1. Identify and dust any and all applicable surfaces within the crime scene.
 - 2. Photograph all latent prints prior to attempting to lift them from a surface.
 - 3. Lift any latent prints that are discovered.
 - 4. Properly mark the lifts with their initials and DSN, and package them to be sent to the lab for analysis.
- F. Obtain comparison samples of evidence when available.
 - 1. Hair, fiber, and other material samples need to be obtained to use in comparison to physical evidence that is collected.
 - 2. Elimination fingerprints need to be obtained from the victim, and other persons present, to compare to latent fingerprints sent to the St. Louis County Police Fingerprint Unit.
- G. Collect, Preserve, Inventory, Package, and Transport Evidence.
 - 1. Document all evidence by recording its location at the scene, date of collection, and who collected it.
 - 2. Collect each item identified as evidence.
 - 3. Establish a chain of custody.
 - 4. Immediately secure electronically recorded evidence from the vicinity.

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5. Identify and secure evidence in containers at the crime scene. Use the guidelines provided during Basic Crime Scene Identification training. Reference materials include the Missouri State Highway Patrol Forensic Evidence Handbook and the FBI Handbook of Forensic Services.
 6. Package items to prevent contamination and cross-contamination (items rubbing against each other allowing for the possible transfer of trace evidence).
 7. Document the condition of firearms/weapons prior to rendering them safe for transportation and storage.
 8. Avoid excessive handling of evidence after it has been collected.
 9. Maintain evidence at the scene in a manner designed to diminish degradation and loss.
 10. Transport all evidence directly to the station (or lab) and submit it for secure storage.
- H. The ID officer will prepare a supplement report detailing their investigation of the crime scene/traffic collision, all photographs taken, and all evidence that was collected.

VIII. SEIZURE OF COMPUTER EQUIPMENT

Because of the technical complexities associated with computer-related crimes and evidence, seizure of computers and computer peripherals as potential evidence presents a set of unique problems that all officers are not equipped to address. Each squad within the Division of Patrol have been provided with the manual, Best Practices for Seizing Electronic Evidence, produced by the United States Secret Service and are directed to refer to this source for reference as a review of information covering the seizure of computers and computer peripherals. It is the responsibility of all patrol and detective personnel to secure, seize and tag electronic equipment for inspection by specially trained technicians. Officers shall not attempt to extract information from a computer or similar equipment at the scene or at the station unless they do so under the direction of a certified computer forensic examiner or the prosecuting attorney.

The Ballwin Police Department is a member agency of the Regional Computer Crimes Education and Enforcement Group (RCCEEG), an organization of law enforcement officers, prosecutors and computer professionals in the St. Louis area and surrounding counties, dedicated to providing manpower, technical and legal assistance in computer crime education and investigation. When an officer has concerns or questions about the handling of electronic evidence they shall direct their inquiries to the department's detective that is a liaison for RCCEEG, or the on-duty RCCEEG team leader if he is unavailable.

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BY ORDER OF: Chief Steven Schicker 1/30/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 2/11/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

22.4, 23.1, 23.10, 33.1, 33.2