

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 83.1

COLLECTION AND PRESERVATION OF EVIDENCE: ADMINISTRATION

ISSUED APRIL 2006

83.1.1 24 Hour Availability of Evidence Collection

It is the policy of the Santa Clara Police Department to provide the most careful examination of crime scenes possible. The Department will do everything reasonably necessary to properly collect and preserve physical evidence at a crime scene.

To meet this goal, a group of police officers has been trained in physical evidence collection techniques to work in conjunction with investigators, and County, State and Federal crime laboratories. They are available 24 hours a day.

These officers, designated as Crime Scene Evidence Investigators (CSEI's), will be normally assigned to Patrol teams, engaging in evidence collection duties as required. When not functioning as a CSEI, the officer will perform regular patrol duties. Officers assigned to the Investigations Division may also retain CSEI status, assisting in evidence collection as appropriate.

It shall be the policy of this Department to utilize the CSEI unit to evaluate and process felony crime scenes for the purpose of detecting and collecting physical evidence. This order does not prohibit the CSEI officer from assisting in misdemeanor cases or other matters at the direction of management/supervision.

Officers will utilize CSEI's for their expertise. The patrol officers will continue to collect and process evidence in routine cases where the CSEI expertise is not required.

Patrol Sergeants should make every effort to utilize CSEI's expertise. When scheduling allows, sergeants are encouraged to assign CSEI's to freelance assignments.

The lieutenant assigned to the Investigations Division shall supervise the CSEI unit, as a secondary assignment.

When the need arises for detailed evidence collection, and no CSEI's are on duty (or when on-duty CSEI's need additional assistance), off-duty CSEI's may be called in, with supervisor approval. A callback list will be maintained for this purpose.