



1-35 CRIME SCENE SPECIALISTS UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

~~5-5 Scientific Evidence Division~~

~~2-57 Use of Force—Review and Investigation by Department Personnel~~

~~2-73 Collection, Submission, of and Disposition of Evidence, Confiscated and Property, and Found Items~~

~~2-98 Gunshot Detection Procedure~~

~~5-5 Scientific Evidence Division~~

B. Form(s)

~~Permission to Search for Body Samples~~

~~PD 4201 Request for Forensic Service~~

~~PD 4201B Chain of Custody for In-Person Transfers~~

~~PD 4202 Laboratory Firearms Evidence Trace Request~~

~~PD 4204 Cartridge Placement Guide~~

C. Other Resource(s)

~~None~~

D. Rescinded Special Order(s)

~~None~~

1-35-1 Purpose

It is the purpose of this policy to provide the Crime Scene Specialist (CSS) Unit ~~CSS to~~ with procedures on how to-recognize, identify, and collect forensically-significant evidence at crime scenes.

1-35-2 Policy

It is the policy of the Albuquerque Police Department (Department) to have ~~the Crime Scene Specialists (CSS) S~~-Unit personnel properly ~~to~~ collect, preserve, and recognize evidence ~~in~~ on a timely ~~basis~~ manner by following approved procedures. ~~Procedures will~~ shall be updated based on court decisions about rules of evidence, the latest technology available, and best practices.

1-35-3 Definitions

A. Crime Scene Specialist (CSS)



~~A A-Department~~ civilian ~~employee-employee charged with the~~ who is responsible for ~~ility~~ of recognizing, collecting, and preserving all forensically-significant evidence at crime scenes and ~~the-properly~~ submitting ~~ssion-of~~ that evidence to Scientific Evidence Division (SED) personnel for analysis.

B. Life-threatening Injury

Any injury that involves serious, physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight; that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

C. Serious Crimes Call-Out

A serious crimes call-out is generated when an individual sustains a life-threatening injury that creates a substantial risk of death, ~~-or that~~ causes death or serious and protracted disfigurement, or causes impairment of the function of any bodily organ or limb.

7 1-35-4 **Duties and Responsibilities**

A. Criminalistics Lieutenant

1. The ~~Crime Scene Investigations Section~~ Lieutenant ~~will~~ shall report to the Commander of the SED.
2. The ~~Crime Scene Investigations Section~~ Lieutenant ~~will~~ shall have supervisory responsibility for the CSS Unit supervisors, Property Crime Reporting Technician ~~s~~ Supervisors, the Major Crime Scene Team (MCST) Sergeant and the ~~Photo Lab~~ Forensic Photography Unit supervisor.

B. Crime Scene Specialist Unit Supervisor

1. The CSS Unit supervisors ~~s~~ ~~will~~ shall report directly to the ~~Crime Scene Investigations Section~~ Criminalistics Lieutenant.
2. The CSS Unit supervisor's primary responsibility is to ensure the services delivered by the CSS Unit are of the highest possible quality.
3. The CSS Unit supervisors ~~s~~ ~~will~~ shall maintain quality control by regularly monitoring their personnel.
 - a. The supervisor conducts ~~r~~ Random inspections of evidence submitted by the CSS Unit to the Evidence/Disposition Unit to verify evidence properly is properly:-



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- i. ~~Proper mMarkiedng~~, initialeding, and taggeding:-
- ii. ~~Proper pPackageding~~ and preservedation; and-
- iii. ~~For Proper~~ photographs, are of high quality and follow the proper procedure.
- b. ~~The supervisor conducts a~~A regular, formal inspection of personnel, vehicles, and CSS Unit equipment.
 - i. CSS Unit ~~and~~ vehicles shallwill be inspected monthly.
 - ii. Vehicle inspection forms willshall be forwarded to the Crime Scene Investigation Section Lieutenant each month.
 - iii. Repair and maintenance of CSS Unit equipment shallwill be coordinated through appropriate SED personnel.

C. Crime Scene Specialist (CSS)

1. ~~The CSS members will shall~~ work shift hours that fulfill the needs of the section to provide the most efficient coverage of calls on a ~~C~~city-wide basis.
2. ~~The CSS's d~~Duty hours willshall be flexible to meet the needs of the ~~D~~epartment.
3. ~~The CSS members will shall~~ respond to violent crimes first, property crimes second, and administrative assignments third.
4. ~~At the request of the Emergency Communications Center (ECC), CSS Unit members will~~ personnel shall respond to crime scenes ~~involving~~including, but not limited to, the following, ~~although but not limited to~~:
 - a. ~~Unexpected deaths that are~~ unnatural in nature;
 - ~~a.b.~~ ~~or S~~serious injury calls;
 - ~~b.c.~~ Armed robberies;
 - ~~e.d.~~ Criminal sexual penetration crimes;
 - ~~d.e.~~ Discharge of ~~duty weapon~~Department-issued weapon, except for training purposes;
 - ~~e.f.~~ Fatal and serious injury crashes;
 - g. Domestic violence calls;
 - h. Property crimes;
 - i. All levels of use of force and shows of force calls, consistent with SOP Use of Force—Review and Investigation by Department Personnel;
 - j. Gunshot detection system follow-up canvasses, consistent with SOP Gunshot Detection Procedure;
 - k. Homicides;
 - ~~f.l.~~ All felonies involving forensically-significant evidence; and
 - g.m. Any crime scene, ~~a~~As requested by ~~Department SED~~ supervisorspersonnel.
5. ~~The CSS shall a~~Assist ~~patrol officers~~Field Services Bureau (FSB) sworn personnel, or detectives from other units, to identify crime characteristics or special circumstances that exist.



- 6. The CSS shall ~~a~~Assist other federal, state, and local law enforcement agencies ~~as~~~~on~~ ~~approved~~ ~~al~~ ~~of~~ ~~by~~ the CSS Unit supervisor.
- 7. The CSS shall ~~a~~Assist ~~and~~/~~or~~ train personnel in crime scene procedures.
- 8. The CSS shall ~~a~~Assist the ~~Major Crime Scene Team~~MCST at crime scenes, as required.
 - a. The CSS shall identify the inner crime scene perimeter and secure it with red crime scene tape.
- ~~8.~~—
- ~~9.~~ ~~Monitor radio calls while at crime scenes to assure availability in case of emergency situations.~~
- ~~10.~~9. If a ~~Field Services~~ sworn sSupervisor is unavailable, the CSS ~~will~~ shall respond for the purpose of photographing the alleged injuries of all sworn personnel~~officers~~, suspects, and/or prisoners involved in resistance in any manner which would require a Level 1 use of force report, consistent with SOP Use of Force—Review and Investigation by Department Personnel.
- ~~11.~~10. The CSS ~~will~~ shall maintain a weekly and monthly worksheet.
- ~~12.~~11. The CSS ~~will~~ shall write Uniform Incident Reports and Supplemental Reports on all CSS Unit calls for service when evidence is collected. If evidence is not collected, the CSS Unit personnel ~~will~~ shall notify the ~~officer~~ sworn personnel taking the initial ~~r~~eport to reference in their~~his/her~~ report that no evidence was collected. The CSS Unit personnel ~~will~~ shall also add remarks to their call indicating whether or not evidence was collected and what type of evidence.

6 1-35-5 Rules and Procedures

- A. CSS Unit personnel ~~shall~~ will follow all guidelines in SOP ~~–~~Collection, Submission, and Disposition of Evidence and Property.
- B. Use of Evidence Storage Lockers:
 - 1. The CSS Unit shall ~~p~~Provide twenty-four (24)-hour evidence storage ~~;~~ ~~E~~evidence storage lockers are provided in the triage room of the Metropolitan Forensic Science Center (MFSC or; “Crime Lab”).
 - 2. The CSS ~~will~~ shall fill out the evidence storage locker logbook also located in the MFSC triage room.



3. ~~The CSS shall place a~~All items of evidence, confiscated property, and found items ~~will be placed~~ in the triage room evidence storage lockers at the MFSC by the end of ~~their~~ shift.
4. ~~The CSS is responsible for~~ collecting evidence, property, or found items ~~and is will~~ ~~be held~~ responsible for the proper preservation and safeguarding of evidence until it has been turned into the MFSC triage room.
5. Only items of evidence that physically fit into the locker should be deposited. Any items that do not fit in the locker shall be placed in the triage room.
6. To facilitate special needs during closed hours, the ~~ECC Communications Section~~ shall ~~will~~ have a call-out list of Evidence/Disposition Unit personnel who are on-call.
7. Evidence deposited in the evidence storage locker ~~shall will~~ be tagged properly.
8. CSS Unit personnel and ~~Evidence Room~~Evidence/Disposition Unit personnel shall ~~will~~ enter into the evidence management system the evidence that is deposited and retrieved ~~complete the evidence log upon each deposit and retrieval of evidence~~ from the evidence storage locker.

~~C.~~ Dispatching the Crime Scene Specialist Unit ~~SS~~

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~~1. CSS will be dispatched to:~~

- ~~a. Homicides;~~
- ~~b. Unexpected or unnatural deaths; and~~
- ~~c. All felonies involving forensically significant evidence.~~

~~2.1.~~ CSS Unit personnel calls (10-64) shall ~~will~~ be prioritized using the following guidelines:

- a. Priority 6: ~~—Fatal vehicle crashes; juvenile calls with serious injury; and v~~Violent crimes resulting in great bodily injury or death, which is required to ~~and needed to determine whether if~~ a ~~Major Crime Scene Team (MCST)~~ Serious Crimes call-out is needed.
- b. Priority 7: Unless there is an articulable reason for deviation, or as directed by an SED supervisor, the following calls should be dispatched in the listed order:
~~—Violent crime (aggravated battery) which will not result in an MCST call-out, suicides, suspicious unattended/unexpected deaths.~~
 - i. Gunshot detection (ShotSpotter);
 - ii. Serious injury;
 - iii. Use of force;
 - iv. Show of force;
 - v. Criminal sexual penetration;
 - vi. Juvenile calls without serious injury;
 - vii. Suicide;



- viii. Domestic violence;
- ix. Unattended or unexpected death;
- x. Felonies involving evidence collection; and
- ~~b.~~xi. Property crime.

~~c.~~ ~~Priority 8—Calls where an officer is standing by (use of force, recovered stolen vehicle, domestic violence, etc.).~~

~~d.~~c. Priority 8:

- i. Processing a warrant;
- ii. Accidental discharge of a weapon or intermediate weapon system by sworn personnel; and
- ~~ii.~~iii. Photo call only or comments are left when an officer leaves the scene.

~~e.~~2. If there is only one CSS in service on duty, that CSS will shall not be dispatched to a burglary property crime call.

~~i.~~a. CSS Unit personnel should not be dispatched on primary calls if there is no offender information (i.e., name and date of birth).

~~b.~~ CSS Unit personnel should not be dispatched to any burglary property crime where the possibility exists that an offender may still be present, the location has a direct hazard, or other unsafe situations exist.

~~g.~~ CSS Unit personnel will shall not clear for lunch or log off if a 10-64, P priority 6 or Priority 7 call is holding, unless cleared by their supervisor.

3.

~~h.~~a. CSS Unit personnel will shall not log a lunch break during the last hour of their shift without supervisor approval.

~~3.~~4. When a CSS Unit personnel are is dispatched to a call they personnel CSS believes to be inappropriate, the CSS they shall will try to resolve the matter through their chain of command.

~~4.~~5. A CSS Unit personnel shall will notify the on-duty CSS Unit supervisor or SED supervisor Sergeant by radio or cell phone on the nature of the following calls:

- a. Homicide;
- b. Suicide;
- ~~c.~~ Shootings;
- ~~e.~~d. Stabbings;
- ~~d.~~e. All Department personnel (sworn and civilian) injured or killed;
- ~~e.~~f. A request for service by outside agencies;
- ~~f.~~g. Child abuse calls; and
- ~~g.~~h. Any call potentially that may be widely of a potentially sensational publicized nature.

D. Crime Scene Specialist Unit Training



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N/A

1. The CSS Unit personnel training program ~~will~~shall expand the knowledge of evidence procedures in the areas of all of the forensic disciplines provided by the SED.

2. Training ~~will~~shall be implemented where needed to ensure a high level of expertise among CSS Unit personnel.

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3. Supervisors assigned to the SED ~~will~~shall identify areas where individual personnel need improvement to maintain the highest proficiency.

N/A

4. Training ~~will~~shall be implemented to improve skills as needed.

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5. SED personnel ~~will~~shall provide on-the-job training, as needed, for ~~individuals~~new CSS Unit personnel.

N/A

6. Refresher courses ~~will~~shall be provided to all CSS Unit personnel as a means of maintaining overall proficiency.

E. Due to the possibility of significant ~~psychological~~mental trauma caused by the investigation of violent crimes, CSS Unit personnel shall attend a Behavioral ~~Health~~Wellness Sciences Section (BSS) appointment biannually.