



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-5

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 05/26/15

5-5 SCIENTIFIC EVIDENCE DIVISION

5-5-1 Mission

The mission of the Scientific Evidence Division is to provide high quality, modern scientific and technical support for the processing, collection, preservation and analysis of evidence to all areas of the Department, Bernalillo County Sheriff's Office and outside agencies upon request.

5-5-2 Objectives

A. The objectives of the SED are to:

1. Thoroughly investigate and process all major crime scenes, which occur within the city limits of Albuquerque.
2. Respond to and process crime scenes involving department personnel where death, serious injury, or the discharge of a firearm at an assailant has occurred.
3. Utilizing the Crime Scene Specialist Unit, respond to and process crime scenes (burglaries, robberies, rapes, recovered stolen vehicles, etc.) to identify, collect and preserve physical evidence.
4. Review all latent fingerprints collected at crime scenes for workability.
 - a. Workable prints will be entered into the Automated Fingerprint Identification System (AFIS) for possible matching to known offenders.
 - b. Support includes results of analysis, if appropriate, and expert testimony.
5. Process and examine firearms, and firearms related evidence of forensic value. Support includes results of analysis and expert testimony.
6. Provide analysis of tool marks of forensic value.

Support includes results of analysis and expert testimony.
7. Process and restore (if possible) damaged or obliterated serial numbers on firearms or other applicable items. Support includes results of analysis and expert testimony.
8. Provide analysis of suspected controlled substances.

Support includes results of analysis and expert testimony.
9. Provide support in the area of clandestine drug laboratories.

Support includes consultation, results of findings and expert testimony.



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10. Provide analysis of blood and other body fluids.

Support includes results of serological and genetic marker tests (if appropriate) and expert testimony.

11. Provide analysis of blood for alcohol content.

Support includes results of analysis and expert testimony.

12. Provide support for the DWI program by performing regular maintenance and proficiencies on breath alcohol instrumentation, recording all data, and expert testimony.

Support also includes officer training and maintenance of state required certification(s).

13. Provide support in the area of collection and preliminary screening of trace evidence upon arrangement.

Support may include arranging for outside analysis and testimony regarding preliminary findings.

14. Provide high-quality photographic imagery in support of police field activities, including mug shots, casework photos, and distribution of film and equipment. Provide public relations photography for the department.

15. Provide support in the area of digital evidence to include audio and video enhancement.

Support includes scene processing, results of findings and expert testimony.

16. Receive, transport, store, protect, lawfully release or dispose of property/evidence collected from APD and BCSO evidence tagging stations.

17. Secure property/evidence from theft, loss or contamination; ensure the property is available for check out upon request in support of the criminal justice system: preserve the integrity of the property/evidence by maintaining documentation (chain-of-custody) of the entire process that is sufficiently accurate and complete to satisfy any court, which has reason to examine the process.

18. Maintain identification records including criminal activity, fingerprints, and photographs of all persons arrested in Bernalillo County.

19. Respond to criminal history information requests from the FBI and other law enforcement agencies.



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20. Provide background checks for evidence firearms pursuant to the Federal Gun Control Act 1968, for concealed carry permits pursuant to the Concealed Handgun Act 29-1-5 and for the purpose of law enforcement employment.

21. Administration of the NMDIS via a Memorandum of Understanding between the DNA Oversight Committee and the City of Albuquerque Police Department.

5-5-3 Definitions

A. Archive Image

Either the primary or the original image stored on media suitable for long-term storage. This may include original and duplicate images.

B. Artifact

Any image or information not present in the primary or original image that is inadvertently introduced by image processing.

C. Digital Imaging Technologies

Includes, but is not limited to, digital cameras and video devices or any system and/or method used to capture, store, process, transmit, or produce a digital image.

D. Digital Photography

The process of capturing and recording a visual image that is stored in a digital (numerical or binary) form.

E. Flash Cards

An intermediary storage device used by some digital cameras for the capture of primary images.

F. Image Analysis

The extraction of information of an image beyond which is readily apparent through visual examination, i.e. un-sharp masking, multi-imaging averaging or integration, and Fourier analysis.

G. Image Enhancement

Any process intended to improve the visual appearance of an image, including, but not limited to, cropping, dodging, burning, color balancing, and contrast adjustment.



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H. Image Processing Log

A log that is maintained to document any processing to which a duplicate image is subjected. The log will be such that another comparably trained individual can repeat the steps and produce the same output when the image is subjected to processing. The log will simply represent the steps taken by the individual in the process.

I. Image Verification

A process by which the individual who captured the original image or was present at the time the original was captured identifies an image as a true and accurate representation without alteration.

J. Item of Evidentiary Value

Any piece of evidence, visual documentation, or another item with intrinsic value intended for use as evidence in a criminal investigation or intended to be viewed within the context of the criminal justice system.

K. Joint Photographic Experts Group (JPEG)

JPEG is a lossy compression technique for color images. Although it can reduce files sizes to about 5% of their normal size, some detail is lost in the compression.

L. Primary Image

The first instance in which an image is recorded onto any media.

M. Processing

The means by which an image is subjected to (including but not limited to) image enhancement and or analysis.

N. RAW

Is not an abbreviation but literally means "raw" as in "unprocessed." RAW file contains the original image information. It is an image output option available on some digital cameras. It is a factor of three or four smaller than TIFF files of the same image.

O. Working Copies

Those duplicates of the original images made for investigative use or analysis.



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5-5-4 Rules and Responsibilities

A. Budget and Purchasing

1. The SED budget will be controlled by the SED Commander or designee. All purchases are subject to prior approval by a Unit Supervisor to ensure funds are available from the particular account needed.
2. After approval from the appropriate supervisor is obtained, any person expending SED funds will supply the SED Laboratory Director with copies of all receipts, invoices, and/or requisitions associated with the purchase.
3. The approving supervisor will forward copies of all memos, invoices, or receipts to the SED Laboratory Director for accounting purposes.
4. The SED Laboratory Director will provide a monthly budget report to the Deputy Chief.
5. In order to control and to maintain an accurate record of orders and expenditures, it is necessary that all purchases be approved in advance by a Unit Supervisor or the SED Laboratory Director.
6. The Fiscal Section will not accept or process invoices or requisitions that do not have the SED Laboratory Director's approval.
7. The procedures following will be adhered to when expending police department funds:
 - a. \$100.00 and under - Petty Cash
 - i. Make a purchase and obtain a receipt. These are non-taxable purchases.
 - ii. Take the receipt to the Fiscal Section after having the SED Laboratory Director initial the receipt. Your name and driver's license must be on the receipt.
 - iii. Give a copy of the receipt to the SED Laboratory Director.
 - b. Under \$2,500.00 – Credit Card
 - i. Get approval from Fiscal Section.
 - ii. Make a purchase and obtain a receipt.
 - iii. Receipts and credit card packet sent to the Fiscal Section every Friday.
 - c. 2,500.00 to \$10,000.00
 - i. Three verbal quotes are required from vendors, with the purchase made from the lowest bidder.
 - ii. This purchase requires that the SED Laboratory Director initial a requisition form.
 - iii. The requisition form will be taken to the Fiscal Section for processing.



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iv. Once the item is purchased, a copy of the requisition and all receipts will be given to the SED Laboratory Director.

d. Over \$10,000.00

This purchase requires sealed bids and will be coordinated through the City Purchasing Department and the Police Fiscal Section after it is approved by a supervisor.

e. Contractual Purchases

These are purchases made with vendors under contract by the City of Albuquerque.

f. MFSC and City Wide Contracts

i. Write a partial requisition for purchase and submit it to the SED Laboratory Director for his/her initials.

ii. Obtain the merchandise.

iii. Submit the approved requisition, receipts, or invoices to the SED Laboratory Director.

g. Telephone Orders

Follow the above procedures concerning purchases in B. through E. above, placing the order for merchandise by phone.

h. Verification of receipt of ordered merchandise.

When purchased items are received, the person receiving the items will sign the receipt offered by the delivery personnel. The receipt must indicate what is being delivered. In the case of a partial shipment of goods, the receiver will sign and indicate only the items received.

B. On-Call Status

1. Hours of Operation

The Metropolitan Forensic Science Center (MFSC) is normally open for business between 0730 and 1600 hours, closed for lunch (1130-1230) Monday through Friday. The MFSC is closed on holidays and on Saturday and Sunday. The ID and CSS Sections, however, operate 24 hours a day for police officers.



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2. Emergency Response Services
 - a. The SED provides certain services on an emergency basis. These services include major crime scene investigations, photo lab services, digital evidence collection/preservation, and known standards collection (saliva and hair).
 - b. The most frequently required emergency services are major crime scene investigations. To meet this need, specific personnel are assigned to be on-call for immediate response to major crime scenes. Normally, the team consists of a supervisor, a primary investigator, a secondary investigator, and a Crime Scene Specialist. Team members are called out and released from the scene at the discretion of the supervisor, and depending on the circumstances of the scene.
 - c. Supervisors will access the manpower needs of each scene and call out only those needed to safely and accurately process the scene.
3. When an SED employee is assigned on-call status, s/he will carry the appropriate phone. Cell phones may be issued to each person on-call and are listed on a "Call-Out" roster with the Communications Section. Major Crime Scene call-outs are facilitated by the on-duty CSS sergeant or the on-call supervisor, who is called first by the Communications Section. Employees may choose to use their own phone. However they will not be compensated for its use and, they will be held accountable for its maintenance and operations. Some employees have City-issued cell phones but are not considered to be on-call.
4. Personnel who are on-call must be able to respond within one hour and may not consume alcohol during on-call status.
5. In addition, the employee may choose to telephone the Communications Section and advise them of the telephone number of his or her present location to facilitate communication.
6. SED employees assigned to on-call status will normally drive their take-home vehicle if one is assigned to them. Should circumstances warrant taking home a mobile crime van, members will use discretion in parking the van so that the vehicle is protected from damage and its presence at a particular location does not compromise the Department. When in the van, employees will monitor the police radio.



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7. Rotating on-call assignments are made in advance and posted at the MFSC. The supervisor in the Communications Section maintains a copy of the current supervisor on-call roster. Assignments are normally rotated each week, although an unusually heavy series of calls may result in new assignments before a given week's assignments have expired. In the event that the demand for emergency services requires the participation of more employees than are assigned on-call status, a supervisor will attempt to contact appropriate employees who are not currently on-call. If the supervisor is able to contact an employee, the employee is then considered to be immediately on-call for assignment.
8. Sworn employees, when assigned to an on-call status, will be compensated at a rate of eight hours compensatory time per week of on-call status, as well as for overtime accrued for call-outs after normal working hours. Civilian personnel may adjust their schedules within the same week so as not to exceed 40 hours. Collective bargaining contracts will supersede any compensatory time allotments.

C. Duty, Overtime, and Compensatory/Flex Time

1. Regular duty hours are flexible with the supervisor's approval within the 0700 to 1700 hour range. Every employee must work a basic schedule of 40 hours per week unless otherwise approved by the SED chain of command.
2. The appropriate collective bargaining agreement set general policy in this area.

D. Attire

1. Employees dress in appropriate business attire or a supervisor approved uniform, which conforms to the following:
 - a. Any type of dress pants/skirts/dresses will be acceptable. Denim of any kind or color is not acceptable. Men's shirts must have a collar; women's shirts may be worn with or without a collar. Polo type shirts may be worn that is law enforcement or City of Albuquerque related. Supervisors (Lieutenant or M17/E17 and above) must wear a dress shirt and tie for men, and the equivalent attire for women.
 - b. Supervisors may approve unit uniforms to include BDU's (tan, green or black) or unit (embroidered) shirts.
 - c. Any type of conservative shoe may be worn, to include tennis shoes, as long as they match the general attire of the wearer and are in good condition. Open-toe or open-heel shoes are not to be worn in any warehouse or laboratory areas of the building.
 - d. Personnel are required to have clothing suitable for court (including appropriate shoes), as required by Departmental SOP.
 - e. Should any clothing be questionable as to its appropriateness, the immediate supervisor will make the final decision.



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2. All employees shall wear lab coats when working in the lab or in Evidence, as appropriate, with the exception of detectives on crime scene call outs only. Lab coats and any other protective apparel shall be removed when leaving laboratory or Evidence areas. Other protective apparel will be worn as situations and safety manuals dictate, and shall be removed upon leaving the laboratory.

E. Division Vehicles

1. There are six categories of vehicles at the SED:

- a. Mobile Crime Van 1

This vehicle is a large van used for processing crime scenes and in which a variety of crime scene equipment is stored. It is the responsibility of the primary on-call detective to respond with the van to call-outs (unless otherwise directed by a supervisor). The primary on-call detective is responsible for checking the equipment and supplies in the van on the first day of his/her on-call status and after each call-out. The detective must arrange for the immediate replacement of any item(s) that have been expended or are present in insufficient quantity. S/he must fill out a Van Checklist form and submit it to the on-call supervisor for verification. The completed form will be maintained by the criminalistics sergeant for one year. A Needed Equipment list will be maintained in the crime van. This list will be completed at the completion of each call.

- b. Mobile Crime Van 2

This vehicle contains a variety of equipment and supplies for 3D scanning.

- c. Supervisor's Vehicles

These vehicles are permanently assigned to the SED Commander, SED Laboratory Director, Lieutenant, and Sergeants. Individuals assigned these vehicles are responsible for abiding by the existing take-home car agreement outlined in Departmental SOP.

- d. Sworn Officer/Detective Vehicles

These vehicles are permanently assigned to individuals whose responsibility is to abide by the existing take-home care agreement outlined in Departmental SOP.



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e. General-Use Van

These vehicles are for use in transporting equipment and supplies, and for work-related transportation of personnel who do not have an assigned vehicle. These vehicles must be requested by signing up in advance. Individuals must indicate on the vehicle logbook which vehicle is being used, and by whom. When returning a van, the driver shall make sure the vehicle is left in the same condition as found. Keys are kept by the administrative assistant or designee. No other copies of keys are authorized for any personnel for these vehicles.

2. Each employee is responsible for the proper maintenance of the vehicles he/she is currently assigned.
3. When it is necessary to wash either Mobile Crime Van, the driver will use a self-service car wash designed to accommodate large trucks or high-pressure washer provided in the vehicle exam area. After the vehicle has been washed, the driver should provide the receipt that will be used to obtain a refund from the Fiscal Section via "petty-cash".

F. Property Inventory

1. Departmental SOP sets general policy in this area.
2. The Crime Lab's administrative assistant of the Division maintains the property inventory for the SED.
3. When new property is acquired or when property is transferred from or within the MFSC, it is the responsibility of the employee handling the transaction to notify the Crime Lab's administrative assistant.

G. Records and Reports

1. All examinations or investigations performed by Crime Lab and Major Crime Scene staff will be appropriately documented in the case file. A direct supervisor (or designee) who responded to the crime scene will review a crime scene case report. Corrections and/or modifications of reports will be agreed upon and completed prior to the release of the report. The documentation in the case file must support the conclusions of the final report. Reports must be completed and reviewed promptly after the examination(s) or investigation(s) performed.



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2. The SED maintains a variety of records. The basic categories of records are:

a. Administrative

Budget requests, expenditure logs, inventory of property items, data on work performed, monthly reports, equipment loan log, subpoena receipt logs (kept for 6 months only), etc.

b. Latent files/envelopes

Fingerprint evidence from crime scenes, as well as selected inked impressions, will be maintained in the Evidence Unit.

c. Photographic negatives and original digital photograph CDs

Images taken at crime scenes, latents captured by photography, and other incidents of interest to the Department are kept in the Photography Laboratory until approved for disposition.

d. Case Files

Case files will be located in the MFSC case file room unless a case is being actively examined. This includes case files from Major Crime Scene investigations. These files may contain a copy of the examiner's report and/or a CD with crime scene or firearms photographs. Only Crime Lab and Major Crime Scene staff, have access to this room. Case files are stored in the MFSC case file room for at least three years. After three years, they may be transferred to another approved location where they will be stored until deemed no longer necessary.

3. Requests for Copies of Case Files

a. Requests for copies of case files (Firearms/Tool Marks, Biology, Latents, Controlled Substances, and Crime Scene Investigation) should be directed to the Crime Lab's Administrative Assistant.

b. Original case files shall not be taken out of the Crime Laboratory under any circumstance.

c. All requests for copies of case files must be submitted in either written or electronic form.

d. A notice that the file has been copied, the date copied, and for whom the file was copied, will be left in the case file by the Administrative Assistant.

e. All requests for blood alcohol reports/case files as well as breath alcohol instrumentation records should go directly to the Blood Alcohol Analyst.

f. In general, all of the procedures used by the division to collect, preserve, and analyze evidence are considered public information.



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4. Crime Lab reports are distributed as follows (unless otherwise directed):
 - a. Official: Central Records Division
 - b. Copies to: Requestor / Other unit or bureau detective investigating the case
 - c. Original: SED files
 - d. Crime Lab reports are typically distributed by electronic means, but may also be distributed in hard copy.
5. Major Crime Scene reports are distributed as follows (unless otherwise directed):
 - a. Original: Central Records Division
 - b. Copies to: SED files / Other unit or bureau detective investigating the case

6. Exception

Homicide and sexual assault related reports are not released for publication through the Central Records Division. These reports are turned over to the investigating detective (CID). These reports may be later published by the investigating detective at his/her discretion, or when a case is closed. This is the responsibility of the investigating detective.

H. Information Systems Management

1. Information Systems Management provides project management, technical support, system administration and acquisition of all computer hardware and software for the SED.
2. Coordinate all SED computer needs. SED personnel must coordinate with the Information Systems Unit for software and hardware purchases.
3. Oversee and technically assist database applications in the SED such as CCH and AFIS.
4. Purchasing hardware and software. Purchasing includes (but is not limited to) requests from Technical Review Committees, and Information Systems Committees.
5. Coordination and submission of user ID's, application access, networking, and any other ISU service requests.
6. Management of all SED Information Systems projects. Project management may include (but is not limited to):
 - a. Vendor coordination
 - b. Information Systems Unit coordination
 - c. Technical Services coordination



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- d. Analysis
 - e. Financial administration
 - f. Status reports
7. Serve as an active member of the Criminal Justice Networking Committee, and the Albuquerque Police Department's Technical Committee.
 8. Maintain licensing requirements for SED computers.
 9. Provide system administration for the Automated Fingerprint Identification System (AFIS).
 10. Set up hardware and install software, and provide support for such.
- I. Training
1. Training in a laboratory discipline will be conducted by a qualified examiner with oversight of the appropriate Unit Supervisor and/or Technical Leader.
 2. Training guidelines are outlined and maintained by each discipline. A training checklist and competency test(s) will be completed and documented for each new examiner to be retained in the individual's training and development file.
 3. Crime Scene Specialists will attend a Crime Scene Specialist Training Course conducted by various members of the SED. This course will generally last approximately two weeks, and a final test must be successfully completed at the end of the course. Other personnel new to the SED may also attend all or selected segments of this training course.
 4. All in-service courses, schools, seminars, lectures or meetings that employees wish to attend must be coordinated through the appropriate supervisor. All pamphlets or materials that members receive announcing these opportunities should be shared throughout the division and posted.
 5. All employees must stay current and maintain competency in their field of expertise. This involves keeping in contact with other experts both through personal communication and by reading current professional literature.
 6. In addition to in-house training, personnel should attend outside training on a regular basis. Outside training should be conducted by a regionally or nationally recognized organization, when available. Web-based courses are an additional type of outside training. It is recognized that budget constraints may limit travel/training.
 7. Employees are encouraged to share new information about training and/or procedures with other personnel at staff meetings.



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8. Documentation of training shall be kept for all Crime Lab personnel. Training documentation records may take the form of individual checklists certificates from training courses, CEU credits, transcripts, etc. All training must be documented and kept up to date on resume/CV for inclusion in the employee's training and development file.
9. Remedial training, if necessary, is addressed on a case-by-case basis and may include all or portions of a discipline's training program.

J. Equipment

1. Personnel shall ensure that equipment and instrumentation used in their unit is properly maintained and calibrated, as appropriate. Appropriate records shall be maintained for each item of equipment significant to the quality of the test.
2. Equipment that is not in use or needs repair shall be isolated or clearly marked to prevent unintended use.

K. Safety

1. It is the responsibility of each employee of the SED to follow the safety guidelines as outlined in the following documents:
 - a. Safety Plan
 - b. Exposure Control Plan
 - c. Chemical Hygiene Plan
 - d. Emergency Evacuation Plan
 - e. Fire Prevention Plan
2. The SED Laboratory Director will designate a Safety Manager for the Division.
3. It is also the responsibility of each employee of the SED to notify the Safety Manager when concerns are not covered in the above plans, or when suggested procedures in the above plans are incorrect.
4. A copy of the Safety Plan, Exposure Control Plan, Emergency Evacuation Plan, Fire Prevention Plan and Chemical Hygiene Plan are located within each laboratory area. The Safety Manager annually reviews all laboratory safety documents. Any revisions will be posted and distributed to staff.
5. Exposure to Potentially Infectious Material

There are specific procedures that must be followed when an employee has been exposed to potentially infectious material such as blood or body fluids. Refer to the APD Exposure Control Plan, referenced under "Reporting Exposures."



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L. Facility Security

1. Physical access to the interior of the MFSC laboratory is restricted. This policy is in effect to protect the integrity of the evidence being examined, the confidentiality of case reports in progress, the safety of building personnel, and to avoid exposing untrained persons to hazardous substances found throughout the laboratory.
2. There are two exterior access areas to the MFSC; the south front door security pod, and the evidence intake areas and maintenance hall on the secured north side. All entrance/exit points as well as the entire outer perimeter of the laboratory, have security control at all times. The laboratory is monitored during vacant hours by an intrusion alarm. Assigned staff shall use the front entrance unless bringing supplies to the north side. Exterior and interior door cards and keys are approved, controlled, and issued through the SED Commander or his/her designee. Only approved SED personnel (permanent, contracted, volunteer or intern) are permitted keys. All issued keys are numerically stamped or engraved, and an assignment list is maintained.
3. Access to the secured north side is limited to those who are SED employees and others, as directed by the SED Commander or his/her designee. Individuals who do not possess card keys may access the secured north side at the discretion of the security guard or accompanied by SED, Crime Scene Specialists, or Auto Theft personnel. The Evidence Supervisor may also authorize those who do not possess card keys who need to access this area for Evidence Section business.
4. Supervisors and managers of the MFSC may have hard key (master key) access to all restricted areas of the MFSC. Keys are to be used to facilitate the opening of rooms with key access only or in emergency situations. Card keys are to be used by supervisors and managers in all other situations. Armed restricted areas will alarm with the use of a hard key (master key).
5. If it is necessary to gain access to a laboratory area in an emergency and one does not have card key access, the emergency card key box located next to the card key reader at the center of the three biovestibule doors shall be used. The emergency card key will give one access to all three biovestibules on the respective floor. The card key box has a clear plastic, breakable cover. The black metal handle inserted into the box and connected by a small chain, is to be used to break the cover in an emergency.
6. The level of access to security card keys is assigned by the SED Laboratory Director.



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7. Individuals other than SED personnel, (whether employees of APD or not), must pass through the security pod and be escorted into restricted areas by the employee with whom they have business (or a designee). Once inside the restricted areas of the MFSC, these individuals must remain in the presence of the employee who escorted them (or with another designated employee). In general, no member of the public is permitted to enter the MFSC restricted areas (Evidence, ID, and Laboratory), unless approved prior to the visit, for reasons stated in A.
8. All staff members of the SED are responsible for contributing to the physical security of the building. Doors shall not be propped open in restricted areas at any time. Unidentified persons in any area without an escort should be immediately escorted to their destination or out of restricted areas to security.
9. When an SED staff member's assignment is terminated, all of his/her keys/cards will be turned into the SED Commander or his/her designee before the end of his/her last day of assignment.
10. In the event that a SED staff member loses his/her card key, the lost key will be reported immediately to an SED supervisor. The supervisor shall inform the SED Commander or designee, and the lost key will be removed from the computer system as soon possible. If a hard key is lost or found, it must be reported immediately to an SED supervisor. The area(s) to be re-keyed shall be at the discretion of management. Any other lost interior keys such as storage cabinets must be reported to an SED supervisor without delay, and a decision on re-keying will be made.
11. The SED Commander or his/her designee may allow public area access to individuals who are contracted by the City to maintain or service the facility and who have passed background checks; or at his/her discretion for inspection and/or construction projects. These individuals must be accompanied by a SED employee if accessing any restricted area within the MFSC.

M. Tours

1. SED allows for laboratory tours of a limited nature where reasonable and appropriate, and subject to proper request, approval, and notification.
2. Tours for groups less than high school age are not conducted. There may be exceptional circumstances at the discretion of the SED Laboratory Director.
3. Requests should be made a minimum of 24 hours in advance.



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4. It will be the responsibility of the designee to evaluate the appropriateness of each group requesting a tour. Areas to consider may include: age, academic necessity, ability to understand and appreciate material presented, and previous experiences with the requesting group. The designee is also responsible for coordination with and advance notification of an employee from the SED who will conduct the tour.
5. Upon authorization of a tour, the assigned employee from the SED who will conduct the tour is to be informed. It will be the responsibility of that person to conduct or otherwise arrange the video presentation and discussion for the tour.
6. Tour groups will be limited to 25 persons.
7. Laboratory tours are limited to a video presentation and discussion in the MFSC conference room.
8. Tours may view working laboratory areas through observation windows. No one is permitted in work areas without the Unit Supervisor's or SED Commander or SED Laboratory Director's approval.
9. Tours and Observation by Outside Experts
 - a. Tours beyond the scope of those permitted under the "General Tour Policy" will not be authorized.
 - b. Observation by outside experts will be done only through a court order.
 - c. Outside experts will not be permitted to use any APD equipment or APD facility to conduct their own examinations. Equipment purchased by the City is for use by City employees. Outside experts do not have the appropriate training or legitimate claim to use City property.

N. Evidence Handling

1. Evidence should be stored in the Evidence Section when not being examined. Exceptions are noted in discipline procedures manuals and may include: test fires, and photographic negatives. Each of the previously mentioned items may be stored in the respective discipline laboratory area, as described in the discipline procedures manuals.
2. Preliminary Measures
 - a. Before disturbing items of evidence at a crime scene, the scene should be properly photographed, including the use of indicator cards and scales when appropriate. Measurements are taken that permit the item to be accurately located in either a reconstruction or in a crime scene diagram. The item should be depicted in its proper place on the rough sketch or within a point cloud of the scene.



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- b. In most instances, all of the evidence will be collected. In some cases, such as pools of blood or paint from a wall, only carefully selected specimens need be taken. When specimens are taken, the investigator should document the reasons why only that which was collected are needed to establish the facts of the case.
- c. As it is often crucial to have comparison standards such as hairs, tools, and paint, appropriate materials will be collected from known sources whenever possible. As much of the evidence entering the SED is collected without SED control, SED personnel performing such analysis will request known standards when necessary.
- d. The collected evidence must be properly documented in the report, on the evidence label (tag), and on the evidence container (heat-seal bag, paper bag, envelope, etc.). Documentation includes the date, time, and place the item was found, the name (or traceable number) of the investigator collecting it, and a sufficient description of the item. When the item is contained in a bag, the bag should be sealed, and the collecting officer should initial and date the seal. If the container is opened at a later time for scientific examination, it should be opened at a location other than any existing seals to maintain such seals. The examiner should re-seal the item when the examination is complete, putting his/her initials and date across the new seal.
- e. All evidence will be packaged in appropriate containers (with the exception of #6 below) and secured to prevent access to the contents. Paper bags and other containers that cannot be heat-sealed will be sealed with tamper-evident seals (latents are an exception; moisture seal with initials across the seal are acceptable when receiving latent packets). Staples are not to be used in lieu of tamper-evident seals, but may be used in addition to applying a proper seal. Initials and date should be placed across the seal.

3. Drying Evidence

- a. Wet or bloody evidence that has been collected from crime scenes, or received from the Office of the Medical Investigator (OMI) will be thoroughly dried and packaged in paper bags.
 - i. Clean all surfaces of the hood or locker with a 1% (minimum) bleach solution.
 - ii. Lay clean butcher paper on the floor of the hood or locker.
 - iii. Hang the items such that they do not make contact with each other.
 - iv. Clothing evidence collected from different subjects must be dried in different hoods or lockers.
 - v. General evidence items will also be positioned or protected so that the items do not come into contact with each other.
 - Lockers and hoods will be locked by the investigator. Place the items in the hood/locker to dry. The key to the lock will be the only key for that hood/locker and will be maintained by the investigator having the items to dry.



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- A hood/locker log sheet or log board will be filled out to include the case number and name of the investigator.
 - vi. Following removal of evidence, the butcher paper will be removed. Either fold the butcher paper in on itself and package the paper in a separate container (trace evidence) or empty the contents of the butcher paper into a separate container, labeling it as trace evidence. Clean all surfaces of the hood or locker used for drying with a 1% bleach solution.
 - vii. ** An approximate 1% bleach solution is used to decontaminate and render harmless potential pathogens. 1% is a minimum concentration. Concentrations may be as high as (but should not exceed) approximately 10% to reduce the caustic effects on equipment, tools, and surfaces. Metal surfaces should be rinsed afterward with water and possibly a water displacing liquid for preservation.
- b. Analyses will not be performed on dried bloody evidence until the evidence has been in a dried state for a minimum of five days, except under unusual circumstances.

4. Packaging Evidence

- a. Items of evidence should be placed in a clear plastic container when possible to prevent contamination and to permit visual identification. Items which have been wet or bloody will be dried and stored in paper bags or paper envelopes to avoid possible detrimental biological changes.
- b. Items that may be sensitive to static should be packaged in paper, as opposed to plastic, to prevent the build-up of static and possible loss of evidence upon opening.
- c. Under normal circumstances, firearms are to be packaged in a plastic bag. Empty magazines, sealed in smaller plastic bags, should accompany the firearm with which they were found. Ammunition, cartridge casings, or projectiles are to be packaged separately. Firearms which have been contaminated with biological materials, moisture, etc. must be dried prior to packaging. Evidence stickers must be appropriately attached to the plastic bags.
- d. Any item to be processed for latent fingerprints should have the bag labeled "Latents," however, a service request must also be submitted to the Latent Fingerprint Group of the Crime Lab.
- e. Each item of evidence should be labeled, either on its container or by an attached tag in the case of large items. The label should include a unique designation (APD or other Case #), coinciding with the item, or assigned to the item in the report and on the crime scene sketch. The following lower case letter prefixes are to be used in designating items of evidence as indicated:



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a	Cartridge	i	Bullet hole (or impact site)
b	Blood	k	Knife
c	Cartridge Case	l	Latent work needed
cl	Clothing	m	Miscellaneous
d	Documents	n	Drugs
f	Firearms	p	Bullet
g	Glass	s	DNA Swab
h	Hair, fiber or another trace		

- f. Upper case letters of the alphabet are reserved for use as designators on diagrams for measurement points with the exception of upper case K and upper-case Q.
- g. Packaged or repackaged evidence is sealed with a tamper evident seal, which is initialed and dated.

5. Evidence Storage

- a. Evidence is stored long term within the Evidence Section. This is a restricted facility to which only Evidence personnel have access. Items may be checked out by examiners, officers, and detectives as the need arises.
- b. Evidence may be stored short term within the limited access laboratory or working areas. In general, evidence is stored under these conditions while examinations are being performed on the items. Once transported, evidence is to remain in the laboratory areas, with the exception of latent fingerprint lifts or similar evidence, and photographs.

6. Evidence Reporting

- a. Investigators should assess the case and the evidence for input concerning which examinations should be conducted on each item of evidence. This assessment should be communicated to the requestor of the examination, as well as to the DA and any other involved investigators.
- b. It is desirable that as few persons be involved in the handling of items of evidence as possible. Careful records must be kept that document the chain of custody for each item. All evidentiary items should be tagged into the Evidence Section promptly after the collection or examination process is complete.

7. Evidence from Outside Agencies

On occasion, requests are received from other law enforcement departments, governmental agencies, or the military to examine evidence. Evidence may be received by mail or delivered in person to the examiner, following standard chain of custody procedures. The evidence will be stored in the laboratory area. A report does not have to be released until the submitting agency has picked up its evidence.



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8. Evidence to Outside Agencies

- a. On occasion, it is necessary to send evidence to other agencies or laboratories. Prior to sending the evidence, the SED Laboratory Director or designee may be notified and written or telephonic approval will be obtained from an agent of the courts, if appropriate. Evidence will be sent to another laboratory for re-analysis only upon court order. The written approval and/or court order will be filed in the case file.
- b. The evidence will be packaged securely, with appropriate preservation and safety precautions, and sealed to prevent tampering.
- c. A Service Request Form (to document chain of custody) or another equivalent form will be filled out. The original form will be filed in the case file after the appropriate APD personnel completes the form. A copy of the form will be packed with the evidence and sent to the outside agency, with instructions for completing the form. When the evidence is mailed, it will be sent by certified, return receipt requested, restricted mail. The purpose is to have the evidence delivered only to the person for whom it was intended and to have a record of the delivery for the case file.
- d. If evidence is transferred in person, a Service Request Form or other equivalent form is filled out (for chain of custody), and accompanies the evidence for original signatures of the receiver and sender. The form is immediately returned to the SED and filed in the case file.
- e. The shipping of firearms will follow Federal Rules and Regulations meaning that firearms may only be shipped to:
 - i. Law enforcement agencies
 - ii. Persons possessing Federal Firearms Licenses (FFL). A copy of the FFL with an original signature must be obtained at the Crime Lab prior to shipping.

9. Evidence and Quality Control

The MFSC frequently receives items of evidence from investigating officers and from Crime Scene Specialists. On occasion, the evidence may appear to have been improperly packaged. The evidence technician will collect the evidence from the secondary site (substation) and bring it to the main Evidence Room. A notice will be left for the primary officer to come to Evidence and correct the discrepancy. Rejected evidence will not be left for correction at the collection site. If the problem is not corrected, or if recurrent problems with a particular officer's evidence packaging continues, his/her immediate supervisor will be contacted to resolve the matter. An officer not responding after 20 days may be removed from the OIM and required to tag all evidence at the MFSC.

10. Chain of Custody

- a. When SED personnel remove evidence from the Evidence Section, both the Detective or Scientist and Evidence personnel will appropriately document the transfer. Chain of custody documentation will be filed in the case file.



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- b. When evidence is transferred from one examiner to another within the Crime Lab, the chain of custody portion of the Service Request Form or equivalent will be completed. A copy of the chain of custody form will be filed with both the receiving and transferring examiner's files. In the case of latent print verifications, the verifier does not need to keep a copy of the chain of custody documentation.
- c. When evidence is received from an outside agency by mail, SED personnel will provide documentation on the chain of custody portion of the Service Request Form. The form will be retained in the case file.

11. Biological Fluids and Hair Standards

- a. Body standards will be collected only if accompanied by one of the following authorizing documents: Court Order, Search Warrant, or Permission to Search. A copy of the document will be kept in the case file. An appointment should be made for the collection of the standards. Unless accompanied by a corrections officer or detective, the identity of the individual providing the standard should be verified (driver's license, date of birth, social security number, etc.). The person who collects the standard(s) will note on the authorizing document: case number, date and time the standard was collected, verification of identity (if needed) and who collected the standard. A copy of the document will be kept in the case file.
- b. The dried saliva standard will be packaged, sealed and tagged into the Evidence Section by the individual who collected them (unless transferring to the case working analyst). The resulting chain of custody will be filed in the case file.
- c. Blood standards are generally not collected. If a Court Order or Search Warrant is received designating blood, the document, and subsequent collection should not be completed. The investigator or District Attorney should be contacted. A new Court Order or Search Warrant should be requested designating the collection of saliva standard in lieu of blood. In the alternative, the individual can be asked if they are willing to sign a Permission to Search form for the collection of a saliva standard instead.

12. Sexual Assault Evidence Kits (SAEK)

- a. SANE nurses collect the evidence for and transport all SAEK directly to the Evidence Section. Urine samples associated with reported cases collected during a sexual assault examination will be picked up from the evidence collection area at the Family Advocacy Center (FAC) by the Sex Crimes Sgt or other designated Sex Crimes staff member, and transported directly to Scientific Laboratory Division (SLD).
- b. SAEK on non-reported cases will be destroyed per the APD and SANE Unit MOU after one year from the original collection date unless reporting status changes. The reporting status change will be the responsibility of the Sex Crimes Sergeant.



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13. Evidence from the Office of the Medical Investigator

When evidence is received from the Office of the Medical Investigator (OMI), personnel will ensure the evidence is listed in the chain of custody portion of the Service Request Form. A signature is needed from the individual the evidence is received from (OMI personnel). A copy of the OMI receipt must accompany the Service Request Form. These forms will be retained in the case file.

14. Evidence for Examination

- a. Examiners shall not accept evidence from the Evidence Section that is not properly sealed. Since evidence is not always packaged by SED personnel, a proper seal is defined as a heat seal or other tamper-evident seal with, at a minimum, initials across the seal. Exceptions may be made on a case-by-case basis by the Unit Supervisor (or Technical Leader, as appropriate) and will be documented in the case file.
- b. When evidence is examined in the laboratory by an examiner, (whether it is received from the Evidence Section or directly from a Detective) each individual item of evidence is marked with a unique identifier (i.e. barcode, barcode and item designator or case number and item designator), whenever practical. The individual item of evidence must also be identifiable to the examiner. This will be accomplished by the examiner placing his/her initials on the individual item of evidence. If the item of evidence does not lend itself to being marked, the container shall be marked with a unique identifier and initials.
- c. Following the examination, the evidence is packaged and sealed with a tamper evident seal, with initials and date across the seal. The initials and date on seals from persons having prior access to the evidence should be maintained intact whenever possible. If it is not possible, the seal will be packaged with the evidence when the evidence is re-packaged. If additional evidence marking procedures are required by a discipline, those procedures can be found in the discipline's procedures manual(s).

O. Latent Fingerprint Analysis Group – Human Identification Unit

1. The Latent Fingerprint Analysis Group processes, examines and compares latent/patent and inked fingerprints.
 - a. Examination of incoming latent cases includes:
 - i. Pickup of latent cases and service requests
 - ii. Standards examination to determine the workability of a specific latent
 - iii. Preparation of a report of results
 - iv. Review and agreement of results, reports, and notes by another competent fingerprint examiner as outlined in the Latent Fingerprint Unit Procedures Manual.
 - v. Scheduled proficiency testing
 - vi. Courtroom testimony



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- vii. Typical results
- viii. Workable and filed
- ix. Not workable
- x. Eliminated
- xi. Identified

2. Processing items of evidence

- a. The Latent Fingerprint Unit processes items of evidence (which have been submitted by officers or representatives of outside agencies) for latent fingerprints.
- b. Processing items of evidence includes:
 - i. The examiner will take custody of the item to be processed from the Evidence Section, or from the individual requesting processing.
 - ii. Processing is done with the appropriate powder or chemical, as defined by the situation.
 - iii. Upon completion of the processing, items are returned to the Evidence Section.
 - iv. Reports will be prepared to indicate the status of the case.
 - v. Reports, results, and notes will be reviewed by another qualified fingerprint examiner as outlined in the Latent Fingerprint Analysis Group Procedures Manual.
 - vi. Reports with the exception of violent crimes are entered into ICRIS by the Unit Supervisor or designee and may be viewed by authorized APD personnel in the ICRIS database.
 - vii. Courtroom testimony.
- c. Typical results
 - i. Workable latents developed.
 - ii. No workable latents developed.

3. Comparisons

- a. The Latent Fingerprint Analysis Group visually compares each workable latent with each record print of a known subject.
- b. When a request for fingerprint comparison has been received, the examiner will:
 - i. Obtain latents from SED files.
 - ii. Obtain inked fingerprints of the subject(s) from the Identification Section files. If not on file, a report will be prepared to advise the requestor of the case status.
 - iii. Compare latents and record prints using a standard fingerprint magnifier or comparator.
 - iv. Prepare a report indicating the status of the case.
 - v. Obtain review and agreement of notes, report, and results by another qualified examiner as outlined in the Latent Fingerprint Analysis Group Procedures Manual.



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- vi. Provide courtroom testimony if required.
- c. Typical results
 - i. No identification made
 - ii. There is an agreement in corresponding areas of friction ridge skin between the latent print and the known impressions of the subject. It is determined that the latent print and the known impressions originated from the same person. Subject's fingerprints were identified on a card from the following surface: (list surface).
 - iii. Need major case (palm) prints.
- 4. Habitual offender cases
 - a. The Latent Fingerprint Analysis Group assists the District Attorney's office in comparison and testimony concerning fingerprint cards of an individual from prior arrests and incarcerations.
 - b. Examiners are placed on a standard subpoena list.
 - c. Examiner will receive a "pen packet" for the listed subject.
 - d. Comparison record prints are acquired from the subject via court order.
 - e. The examiner will compare record prints to cards from the "Pen Packet."
 - f. A report will be prepared to indicate the status of the case.
 - g. Review and agreement of results, notes, and reports will be conducted by another competent fingerprint examiner as outlined in the Latent Fingerprint Analysis Group Procedures Manual.
 - h. Courtroom testimony.
 - i. Typical results
 - i. The inked fingerprints taken by the examiner of the subject were found to have been created by the same person who created the 10 print cards in the Pen Packet.
 - ii. The inked fingerprints taken by the examiner of the subject were not created by the same person who created the 10 print cards in the Pen Packet.
 - iii. The court ordered fingerprints of the subject will be retained.
 - iv. The Pen Packet will be returned to the submitter.
 - j. The Latent Fingerprint Analysis Group may assist field officers in establishing a positive identification of the victim and/or suspect in violent crimes. Assistance to the Office of the Medical Investigator in establishing positive identifications of John and Jane Does is also provided.
- 5. Automated Fingerprint Identification System (AFIS)
 - a. The Latent Fingerprint Analysis Group enters unidentified latent prints into AFIS to search against the ten-print records on file in an attempt to make an identification.
 - b. Latent examiners will review incoming packets for AFIS quality latents and process those meeting AFIS standards.



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- c. Search against APD's database.
- d. Search against NM-DPS's database.
- e. If an identification is made, a report will be prepared.
- f. The report, results, and notes will be reviewed by another competent latent fingerprint examiner as outlined in the Latent Fingerprint Analysis Group Procedures Manual.
- g. Courtroom testimony as required.
- h. Typical results
 - i. The latent print is identified.
 - ii. The latent print is not identified but will be retained.
 - iii. The latent print is not identified but is of sufficient quality and will be maintained in the "Unsolved Latent File" for future searches.

P. Biological Analysis Group – Human Identification Unit

1. The Biological Analysis Group collects, preserves, and analyzes biological evidence as detailed in the Group's procedure manuals, in criminal cases and to provide expert testimony in a court of law.
2. Case Cutting
 - a. Visual examination and description of packaging and items.
 - b. Collection of trace materials and hair.
 - c. Stain pattern analysis.
 - d. Presumptive testing of stains.
 - e. Cutting, packaging and preservation of stains, hair and trace materials.
3. Blood Analysis
 - a. Presumptive testing
 - b. DNA analysis
4. Semen Analysis
 - a. Presumptive testing
 - b. Confirmatory testing
 - c. DNA analysis
5. Saliva analysis
 - a. Presumptive testing
 - b. DNA analysis
6. Proficiency testing as required per FBI Quality Assurance Standards.
7. Courtroom testimony as required.



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8. Typical results

- a. Serology
 - i. No blood/saliva/semen was detected.
 - ii. Semen was indicated (P30+/Sperm)
 - iii. Sperm cells were identified in the sample.
 - iv. Other statements may be made.
- b. DNA
 - i. No DNA was detected.
 - ii. Insufficient DNA was detected to obtain an interpretable profile.
 - iii. No profile was detected.
 - iv. No DNA foreign to (name) was detected.
 - v. A mixture of DNA from (#) individuals was detected. A major / minor / male / female / foreign profile was resolved / deduced.
 - vi. (Name) is excluded as the donor/contributor to the (portion of) the profile.
 - vii. (Name) cannot be excluded as the donor/contributor to the (portion of) the profile.
 - viii. No conclusions can be drawn from the (portion of) the profile due to the low-level incomplete profile detected.
 - ix. No conclusions can be drawn from the data due to the complexity of the profile.
 - x. The (portion of) the profile can be used for exclusionary purposes only.
- c. If appropriate, statistical calculations may be made to provide significance to the conclusions stated.
- d. The DNA profile from appropriate 'questioned' stains may be entered into the CODIS database.
- e. The Unit Supervisor or designee enters the status and priority of a case into the DNA Tracking System (DNATS). The status of a case may then be viewed by authorized APD personnel through ICRIS.

Q. Chemical Analysis Group – Physical Identification Unit

1. Controlled Substances Analysis
 - a. The Chemical Analysis Group physically and chemically analyzes physical evidence in criminal cases.
 - b. Suspected controlled substances as well as methamphetamine precursors and reagents used in the manufacture of methamphetamine, are qualitatively analyzed using microscopic, color, and/or crystal tests, as well as, Fourier Transform Infrared Spectrophotometry (FTIR), Gas Chromatography-Mass Spectrometry (GC/MS), Gas Chromatography (GC), Ultraviolet Spectroscopy (UV), TLC, and X-ray fluorescence (XRF), as appropriate.
 - c. Proficiency testing is required each year for examiners.
 - d. Courtroom testimony is offered as required.



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e. Typical Results

Controlled substances analysis reports reflect a case number, barcode number and location of the offense. Also reported is the weight of substance before and after analysis, as well as drug type and scheduling. In the case of non-controlled substances, the report simply states "negative for controlled substances," however, occasionally it may be necessary to identify a non-controlled substance. In cases where there is an inadequate amount of sample for analysis, the results are reported as "insufficient sample for analysis," "insufficient analyte for identification," or similar language depending upon the circumstances.

2. Drug Standards Inventory

- a. The Chemical Analysis Group stores and maintains Schedule I, II, III, IV, and V controlled substances, as defined by New Mexico State Statutes, for the purpose of analytical standards.
- b. Procedures for inventory are outlined in the Controlled Substances Procedures Manual.
- c. Typical Results
 - i. Not applicable

3. Blood Alcohol Analysis

- a. The Chemical Analysis Group provides analysis of blood specimens for alcohol content in criminal cases.
- b. Instrument calibration check using alcohol standards.
- c. Preparation and analysis of blood samples, standards, and blanks.
- d. Instrument maintenance.
- e. Review of results, report and notes by another court qualified alcohol examiner; administrative review by the Unit Supervisor or designee.
- f. Proficiency testing is required each year for examiners.
- g. Courtroom testimony as required.
- h. Typical Results
 - i. Blood alcohol test results are reported out in grams of ethyl alcohol per 100 milliliters of blood.

4. Breath Alcohol Analysis

- a. The Chemical Analysis Group provides instrument maintenance and instruction to officers, and courtroom testimony.
- b. Simultaneous instrument accuracy checks.
- c. Minor instrument maintenance and repair.
- d. Record keeping.
- e. Scientific Laboratory Division liaison.
- f. Stock and provide supplies to off-site locations.
- g. Officer training, instruction and testing.



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- h. Proficiency testing.
- i. Courtroom testimony.
- j. Typical results
 - i. Breath instruments generate an evidence card, which records the results of a breath test. The results are reported in grams of alcohol in 210 liters of breath.

R. Firearm and Tool Mark Analysis Group – Physical Identification Unit

1. The Firearm and Tool Mark Analysis Group examines, compares and analyzes all types of firearms related evidence. The Group is also responsible for tool mark and fracture analyses and comparisons as well as serial number restorations.
2. Firearm examination and testing
3. Bullet comparison
4. Cartridge case and/or cartridge comparison
5. Tool mark comparison
6. Distance determination testing/gunshot residue testing
7. Exterior ballistics determinations
8. Serial number restoration
9. Fracture comparison
10. Proficiency testing
11. Courtroom testimony
12. Typical results
 - a. Identification
 - b. Exclusion
 - c. Inconclusive
 - d. No comparative marks of value
 - e. Unsuited for comparison
13. E-trace
 - a. A gun trace technician electronically submits ATF (Bureau of Alcohol, Tobacco, and Firearms) first purchaser traces to obtain information on the owner of a gun including when and where the gun was purchased.



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S. New Mexico DNA Identification System

1. The New Mexico DNA Identification System (NMDIS) maintains a database of DNA profiles of statutorily defined convicted offenders and felony arrestees as well as crime scene and other evidentiary casework samples, and processes offender-to-case and case-to-case matches within the database.
2. Receipt of DNA samples.
3. Determination if a finding of probable cause for arrestees.
4. Entry of personal data into NMDIS.
5. Preparation of samples for DNA analysis.
6. Offender data review.
7. Importing data into the CODIS server.
8. Typical Results
 - a. Case-to-offender match
 - b. Case-to-case match
 - c. No match
 - d. Conviction match

T. Investigations Section

1. Major Crime Scene Team
 - a. The Major Crime Scene Team responds to and takes charge of crime scenes involving homicide, suspicious or unexplained deaths, officer-involved shootings, in custody deaths, and violent incidents in which death, great bodily harm or permanent disability may result. The Team is responsible for all documentation, collection, and preservation of evidence, and for reconstruction of the crime scene if possible.
 - b. Each crime scene is unique. Therefore, total standardization of procedures to be followed at crime scenes is not possible. There are certain broad procedures, however, that should be used when conducting a crime scene investigation, which include some or all of the following:
 - i. Photography
 - ii. Crime scene sketching, diagramming and 3D scanning
 - iii. Evidence handling, collection, preservation, and processing
 - iv. The use of alternate light sources
 - v. Bloodstain pattern interpretation
 - vi. Methods and principles of crime scene reconstruction
 - vii. Crime scene search methods



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- viii. Death investigation
- ix. Report writing
- x. Courtroom testimony
- xi. Technical review of all areas

- c. This should not be considered a complete list of tasks to be performed at a crime scene, but rather an overview of some general tasks, some or all of which could be used during a crime scene investigation.
- d. As previously stated, each crime scene is unique. Because of this, the results may vary greatly from one scene to another. There are, however, certain results that may occur fairly regularly. Typical results include, but are not limited to the following:
 - i. Evidence is discovered that links the offender to the scene.
 - ii. Evidence is discovered that links the victim to the scene.
 - iii. Evidence is discovered that eliminates the offender from the scene.
 - iv. Evidence is discovered that eliminates the victim from the scene.
 - v. Evidence is discovered that supports witnesses' statements.
 - vi. Evidence is discovered that refutes witnesses' statements.
 - vii. Evidence is discovered that brings new information to the investigation.
 - viii. No evidence of value is discovered.
- e. Equipment and Vehicle Maintenance

Members of the Major Crime Scene Team will maintain three Mobile Crime Vans to be used as command posts and work facilities at major crime scenes. In order to assure the vehicles and the equipment are always ready to be placed into service, the following procedures will be followed:

- Primary responsibility for repairs and maintenance of the vehicles and the crime scene equipment will be assigned to a detective working within the Team. A second detective may be assigned to assist in the task.
- It will be the responsibility of the Primary On-call detective to assure that the Mobile Crime Van is restocked and cleaned prior to the end of his/her on-call rotation.
- If the Primary On-call detective becomes aware of vehicle or equipment repairs that need to be made, he/she will notify the detective in charge of maintenance and repairs by the end of the next working day.
- The detective in charge of maintenance and repairs will make the necessary arrangements to repair and/or replace damaged equipment in a timely manner.



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2. New Mexico Regional Computer Forensics Laboratory (NMRCFL- FBI Task Force)
 - a. The Detectives assigned to the NMRCFL respond to and direct the collection of digital evidence. The evidence will be tagged into APD evidence by the primary investigator or the major crime scene team. The NMRCFL Detectives are responsible for all documentation, and preservation of evidence in accordance with current task force policy.
 - b. Computer Forensics detective(s) will provide technical and forensic computer and telecommunications expertise to assist department personnel in the investigation of cases involving computers and telecommunication devices. Computer Forensics detective(s) will attempt to heighten awareness of department personnel of the increasing use of high-tech devices in the commission of crimes, through training. Computer Forensics detective(s) will be assigned to the Scientific Evidence Division.
 - c. Provide forensic processing of all seized computers, computer related equipment, and telecommunication devices.
 - d. Assist department personnel in the investigation of crimes perpetrated through the use of computers or telecommunication devices by:
 - i. Assistance with the preparation and execution of search warrants.
 - ii. Assistance with the Planning the service of search warrants to ensure the preservation of computers, and the information contained therein.
 - iii. Provide on-scene guidance in the Seizure of computers, computer related equipment, and telecommunication devices.
 - iv. Evaluate seized high-tech equipment for value, in order to initiate forfeiture proceedings.
 - e. Provide department personnel with training in the use of computers that enhance investigative and/or patrol activities.
 - f. Computer Forensics Detective On-call
 - i. Personnel requiring assistance after normal work hours can request ECC to contact the Criminalistics Supervisor on-call.
 - g. Obtain/Seizure of a Computer and/or Technical Equipment
 - i. Personnel seizing a computer and/or technical equipment will contact a Crime Scene Specialist to photograph and seize the equipment.
 - ii. Personnel requiring assistance in Search Warrant preparation or execution of a warrant, seizing a computer and/or technical equipment, or acquiring a computer on site, will contact the Computer Forensics Detective at the NMRCFL.
3. Photography – Photography Detail
 - a. The Photography Detail shall provide the highest quality photographic (and related) services possible.
 - b. Color film processing
 - c. Color film enlargements of casework negatives



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- d. Color printing of "mug" and ID photographs
 - e. Copy work
 - f. Miscellaneous photography (departmental and public relations related)
 - g. Photographic methods instruction and training
 - h. Special materials processing and printing
 - i. Typical Results
 - i. Results will vary depending upon service, procedure, or request.
4. Digital Photography / Imaging – Photography Detail
- a. This policy is to establish guidelines and procedures for the capture, storage, processing, and transmission of digital images by Crime Scene Specialists (CSS) or any other MFSC personnel when using digital imaging technologies to document items of evidentiary value during the course of their duties. The important thing to remember is that a digital image used in a legal context is evidence and must be treated as such. The goal of any effective image-tracking procedure should be to eliminate the opportunity for unauthorized persons to access images, thus avoiding the argument that someone could have altered or substituted any image.
 - b. Detectives or CSS assigned to the MFSC will utilize photo equipment issued to them by the Photography Detail. The issuance of a different camera and or any other digital imaging equipment and software by the Photography Detail denotes implied authorization for field use. No other digital camera shall be used without prior approval of the Photo Lab Supervisor or designee. Cameras issued to Field Service or Special Investigative officers will follow the same procedures as the detectives or CSS.
 - c. Photo Evidence disposition will follow the same policy as case evidence to include disposition based on the accelerated policy.
 - d. Image acquisition
 - i. Images will be captured via digital cameras authorized by the Photography Detail.
 - ii. All images of evidentiary value will be captured using a JPEG or TIFF format.
 - iii. Evidence requiring possible future analysis, i.e. fingerprints, blood spatter, or tire and shoe impressions, will be captured using a small TIFF image. The photographer will use discretion to determine if a TIFF image is required.
 - e. Image Storage
 - i. Digital images recorded onto a temporary media will not be deleted or viewed (other than by the camera's built-in monitor) until all of the images have been transferred to a permanent media.
 - ii. Images captured directly onto a CD-R will not need to be transferred to another type of media.
 - iii. The images copied from the compact flash cards will be left in their native file format, and unaltered.



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- iv. The Photography Detail will have the responsibility of duplication and distribution of all digital images. Any other SED personnel will not make copies of digital images for distribution. Duplication will consist of physical hard copy prints or read-only PDF slideshows with the inability to print the images, in order to maintain a proper chain of custody and reduce the chances for image manipulation.
 - v. Digital images captured on temporary media shall be transferred to a permanent media prior to viewing (other than the camera's built-in monitor). If deemed necessary, the detective may connect the camera to an output monitor for on-going investigative purposes.
 - vi. Major Crime Scene Detectives will assume responsibility for transferring all images captured on a temporary media directly to the Digital Crime Scene server as well as CD-R, at the completion of their call. The images shall not be copied, altered, or viewed (other than the camera's built-in monitor) until all images have been transferred to, and saved on, the server or another form of permanent media.
 - vii. To establish the Chain of Custody for the digital images, the photographer will complete a film envelope, log all items turned into the photo lab, and maintain that log. The permanent media containing the images will be placed in that envelope and turned into the Photography Detail. Major Crime Scene Detectives that have transferred the digital images to the Digital Crime Scene server will submit the images on CD-R to the Photography Detail in film envelope.
- f. Image Processing
- i. Images on a temporary storage media shall not be subjected to processing of any kind. A working copy may be made from the permanent (at a request from the evidence custodian) prior to any processing being conducted.
 - ii. An Imaging Processing Log will contain, but is not limited to, the following information: Case number, examiner's name, date of enhancement, enhancement software and version, original image file name, enhancement processes, and enhancement image file name. The Imaging Processing Log will be printed and maintained in the case file.
- g. Preservation of the Original Image
- i. The important element of visually recorded evidence is to ensure that the original image is preserved so that the integrity of that image is maintained.
 - ii. An image captured by either conventional film or digital images should be archived and maintained in an original state.
 - iii. The original image shall not be subjected to processes that cause permanent alteration. Where processing and/or analysis are required, a working image must be made.



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- h. Verification of Original and Enhanced Images
 - i. To verify an original, the person who captures the original image, or was present at the time the original image was captured can state that the image is a true and accurate representation of the scene or evidence.
 - ii. To verify an enhanced image - all electronic enhancements of images shall be documented, the documentation should record all the steps taken in the enhancement process so another operator can validate the original enhancement process if required, the continuity of the original image must be maintained at all times in accordance with evidence handling procedures.

U. Criminal Identification and Disposition Unit

- 1. Identify all adult & juvenile offenders arrested in Bernalillo County. Identification will be performed utilizing the Henry Classification System and the Automated Fingerprint System.
- 2. Aid in the identification of the victim and/or suspect in violent crimes.
- 3. Assist the Office of the Medical Investigator in establishing a positive identification of John and Jane Does.
- 4. Quality Control fingerprints, charges and other demographic information from arrests.
- 5. Provide corrections and update DPS & FBI Fingerprint/Arrest Records.
- 6. Respond to DPS & FBI Arrest Rejects.
- 7. Maintain Master Fingerprint Card File.
- 8. Maintain Master Applicant Fingerprint Cards for APD Employees
- 9. Criminal History Database Management
 - a. Create new criminal history records from arrests.
 - b. Update old records from new arrests & additional charges.
 - c. Supply RAP sheets for:
 - i. Law enforcement investigations
 - ii. Arraignments (METRO & District Courts)
 - iii. DA - Discovery
 - iv. Public defenders
 - d. Respond to public information requests from criminal history
 - e. Execute expungement orders for criminal records
 - f. Execute sealed records order
 - g. Supply photo arrays for law enforcement investigations



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h. Maintain APD employee photos

10. Complete Background Investigations

- a. Evidence firearms pursuant to the Federal Gun Control Act
- b. Concealed Handgun Act (Chief Law Enforcement Officer Review)
- c. Law enforcement employment
- d. Other agency requests

V. Evidence Unit

1. Evidence/Property Packaging Policy

- a. Safekeeping & Found Property

2. Receipt and Collection of Evidence

3. Storage and Handling of Evidence

- a. Physical Security (from receipt to final disposition)
- b. Inventory/Audit to ensure the integrity and policy compliance
- c. Special Storage Requirements (High risk, Freezer, Biohazard)

4. Preserve the Evidence Chain-of-Custody

5. Maintain a Comprehensive and Auditable Transaction History

6. Transferring and Temporary Release of Evidence

- a. Court
- b. Other agency
- c. Discovery

7. Evidence Disposition

- a. Return to owner
- b. Auction
- c. Conversion
- d. Destruction

W. Authorized Fees

1. A fee will be required for duplicating photographs, audio, and videotapes for discovery from citizens and the Public Defender's Office. A collection of fees will be maintained by the designated person per City money handling procedures.



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2. A DA Speed Letter, Court Order or approval from the City Attorney's Office is required for all evidence items requests.
3. Discovery documentation requests are typically fulfilled through the Administrative Assistant. Requesting parties are charged according to the City's Administrative Instructions.

X. Crime Laboratory Pre-Trial Policy

1. The purpose of the Crime Laboratory Pretrial Policy document is to ensure a cooperative, secure, and convenient process for all parties involved in the judicial system to have access to personnel and documents. The Crime Laboratory deals with large volumes of cases and items with relatively very few expert witness Forensic Scientists, this policy is needed and has been created, to accomplish this mission.
2. These policies are implemented based upon current practices of other bureaus and agencies such as the Office of the Medical Investigator. Due to the very small number of expert witness Forensic Scientists, these policies ensure their availability to as many attorneys and court proceedings as possible. It also ensures that minimal disruption to case analysis occurs.
3. Location and Scheduling
 - a. All Crime Laboratory personnel will conduct their interviews at the Crime Lab or via telephonic means after determining a time and date agreeable to all parties. Contact information for all Crime Laboratory personnel can be obtained by contacting the Crime Lab's Administrative Assistant at (505) 823-4200.
 - b. All pre-trials will be scheduled to begin between the hours of 9AM-3PM with the pre-trial ending by close-of-business (4 PM).

Y. Crime Laboratory Subpoena Policy

1. Crime Laboratory staff will schedule pretrial meetings upon request. These requests shall be mailed, hand-delivered, faxed, or emailed to the individual being served, or to the Crime Laboratory's Administrative Assistant. Individuals who choose to fax subpoenas should call to verify receipt at the Laboratory.
2. All served subpoenas will be responded to by Crime Laboratory personnel.
3. Other than administrative personnel, Crime Lab employees will not accept subpoenas for individuals other than themselves.
4. Hand-delivered subpoenas are only accepted on site during business hours.



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5. Once received, subpoenas will be printed, time stamped, and logged at the front administration desk of the Crime Laboratory.