



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 740 – FORENSIC EVIDENCE COLLECTION

**GENERAL ORDER:** 2024-23  
**ISSUED:** April 15, 2024

**EFFECTIVE:** April 15, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** March 13, 2024

**ACTION:** Amends General Order 2023-16 (April 21, 2023)

**WILEAG STANDARD(S):** 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.2.1

### ROLL CALL VERSION

Contains only changes to current policy.  
For complete version of SOP, see SharePoint.

#### 740.00 PURPOSE

The purpose of this standard operating procedure is to establish guidelines regarding the collection, preservation, and documentation of forensic evidence and the utilization of forensic services. These duties include but are not limited to the following:

- collection and preservation of DNA and biological evidence.

#### 740.05 GENERAL (WILEAG 11.1.1, 11.1.2, 11.1.5, 11.1.6, 11.1.7, 11.1.8)

##### A. TRAINING

The department will provide or authorize training regarding the detection, collection, preservation and documentation of physical, DNA, and computer / electronic evidence in conformity to established laws and department guidelines. Specialized training will be provided for crime scene trained (CST) officers, community service officers, forensic investigators, crime scene investigators, and other personnel assigned to the Forensics Division and High Technology Unit. Updated training will be provided as necessary.

(WILEAG 11.1.5.4, 11.1.6.3, 11.1.6.4)

##### B. AVAILABILITY

Forensic services by trained forensic investigators, crime scene investigators, community service officers, and/or CST officers shall be accessible for 24 hours/7 days a week.

##### D. EVIDENCE COLLECTION AND PRESERVATION

2. Forensic investigators and crime scene investigators are responsible for inventorying items of evidence that they collect (e.g., latent lifts, DNA swabs, footwear impressions).

**740.10 FORENSIC IMAGING LAB / PHOTOGRAPHIC EVIDENCE (WILEAG 11.1.3)****A. CARE AND MAINTENANCE OF EQUIPMENT**

1. Work location supervisors shall conduct periodic inspections of the cameras for serviceability. When a camera is found to be defective, the camera shall be conveyed to the Forensics Division for service. An investigation shall be initiated if negligence is involved by a work location supervisor. The work location supervisor conducting the investigation shall submit a *Department Memorandum* (form PM-9E) documenting the reason for the negligence prior to the Forensics Division repairing or replacing the camera.

**C. PHOTO REQUESTS**

1. Request for photographs by department members shall be made by emailing ██████████ utilizing the ~~*Request for Scene Photos*~~ form (PR-18) and submitted to the Forensics Division. Members shall carbon copy (cc) the supervisor authorizing the request and must include the case number; needed by date; and reason for why the photographs are being requested (e.g., District Attorney's Office review, pre-trial, jury trial, investigation).

**740.15 SCENE AND INCIDENT PHOTOGRAPHY (WILEAG 11.1.3)****A. REQUEST FOR SERVICES FROM FORENSICS DIVISION PERSONNEL**

- ~~1. Officers shall contact their shift commander or on-scene supervisor to request a forensic investigator to the scene.~~
  - ~~2. Detectives shall contact the citywide dispatcher to request a forensic investigator to the scene.~~
  - ~~3. The Technical Communications Division shall classify the request for a forensic investigator in accordance with the priority level of the original call for service (e.g., if the original call for service was a priority three assignment, the request for a forensic investigator shall be classified as a priority three assignment).~~
1. If a member needs a forensic investigator or crime scene investigator, the member shall notify their shift commander. Shift commanders shall then notify the Criminal Investigation Bureau (CIB) at extension ██████████ and the CIB shift commander shall determine if a forensic investigator or crime scene investigator will respond to the scene.
  2. The CIB shift commander shall notify the Forensics Division if a forensic investigator or crime scene investigator will need to respond to the scene.

## B. TYPES OF INCIDENTS - RESPONSIBILITIES

### 1. Forensics Division

Forensics Division personnel shall photograph major crime scenes, fatal accidents, etc. and may be requested when more sophisticated photography skills and equipment are needed. They may also be requested in accordance with SOP 740.15(A)(1) when a supervisor or other authorized member is not available to photograph an incident.

### 2. Sergeants and Other Supervisors

Sergeants and other supervisors authorized by the Forensics Division shall photograph the following incidents:

- a. Property damage traffic crashes involving city-owned vehicles.
- b. Scenes at which forced entry by department members resulted in property damage.
- c. District level internal investigations or use of force complaints.
- d. Those scenes in which a department owned camera can adequately document the pertinent information.

**Note: A forensic investigator or crime scene investigator may also be utilized to photograph the above incidents with supervisory approval in accordance with the approval procedures in SOP 740.15(A)(1).**

### 3. Crime Scene Trained Officers (CST) and Community Service Officers

District CST's and community service officers have been trained to assist officers in the processing of certain crime scenes as they have received limited specialized training in crime scene photography, processing latent prints, and DNA collection. However, a CST or community service officer does not replace a forensic investigator or crime scene investigator in those situations where the nature of the investigation requires more specialized training and equipment. In addition, sergeants are still required by SOP 740.15(B)(2) to take certain photographs; a CST or community service officer cannot take the photographs that SOP 740.15(B)(2) requires of sergeants.

- a. CST's, community service officers, or on scene supervisors should be utilized to photograph scenes in which the CST or community service officer assigned camera can adequately document the pertinent information in accordance with departmental training and guidelines. Absent special circumstances, a forensic investigator or crime scene investigator will not respond to photograph death investigations in which the following circumstances exist:

1. Non-suspicious death of an individual under long-term medical treatment in a facility (e.g., nursing home, hospital).
2. Non-suspicious death following facility-based or in-home hospice care.
3. Non-suspicious death of an adult over 65.

**Note: A forensic investigator or crime scene investigator may only be utilized to photograph the above incidents in accordance with the approval procedures in SOP 740.15(A)(1).**

#### C. IMAGES TO BE TAKEN

2. Review images at the scene

Digital images shall be reviewed prior to leaving the scene. In the event the images do not adequately depict the necessary detail, are blurred or are otherwise of poor quality, the images shall be retaken.

**Note: No images shall be deleted from the camera or secure digital (SD) cards.**

#### D. VIDEO

1. Crime scene and/or items of evidence can be video recorded by a forensic investigator or crime scene investigator to document the crime scene and/or the location of evidence found to produce a permanent record. Video shall be taken in a manner consistent with training.

E. The Forensics Training Division shall maintain a list of supervisors, CSTs, and community service officers that are authorized and trained to take photographs of scenes.

### **740.20 LATENT PRINT COLLECTION (WILEAG 11.1.4, 11.1.7)**

#### C. ON-SCENE PROCESSING

1. Members shall request a CST officer, community service officer, or with supervisory approval in accordance with SOP 740.15(A)(1), a forensic investigator or crime scene investigator during any investigation that requires the processing of a scene for latent fingerprints. CST and community service officers shall be utilized at scenes in accordance with 740.15(B)(3).
2. A *Forensics Division Case Folder* (PE-13) must be completed and a forensic latent case number must be assigned to all cases regarding latent print collection regardless of positive or negative results.

#### D. COUNTER CASE

5. A forensic latent case number must be assigned to all cases regarding latent print collection regardless of positive or negative results.

### **740.25 DNA and BIOLOGICAL MATERIALS (WILEAG 11.1.5)**

#### B. DETECTION

2. ~~The Forensics Division does not accept items of clothing/fabric or casings for DNA processing. These items must be submitted directly to the Wisconsin State Crime Lab for analysis.~~ If a department member needs clothing/fabric or casings to be processed for DNA by the Forensics Division, they shall obtain approval from a Forensics Division supervisor prior to bringing the items to the Forensics Division. If a Forensics Division supervisor does not approve the request, the items must be submitted directly to the Wisconsin State Crime Lab for analysis.  
(WILEAG 11.1.5.3)

### **740.30 OTHER FORENSIC EVIDENCE AND SERVICES**

Forensic investigators, crime scene investigators, and latent print examiners assist with the collection of various forms of forensic evidence, including but not limited to the following:

- Trace evidence collection (e.g., hairs, fibers, glass fragments, soil).
- Tool, tire and footwear impressions.
- Prisoner fingerprint identification and classification.
- Identification of unknown or deceased persons through fingerprint comparisons.
- Presumptive testing (human blood).
- Trajectory marking.

### **740.40 SCENE RECOVERY OF SURVEILLANCE VIDEO EVIDENCE**

#### A. ON-SCENE RETRIEVAL/CAPTURE

2. In the event that another member responds to a location independent of the investigating officer, the investigator will be notified of the retrieval and the member retrieving the video shall import the video to Evidence.com and complete a supplemental report in RMS. If the video is unable to be imported to Evidence.com, the member shall make a DVD copy of the video and place it on inventory in accordance with SOP 560 Property.

### **740.45 IN-HOUSE/COUNTER CASE VIDEO REQUEST**

#### C. MEDIA RELEASES

~~A forensic video examiner~~ The Public Information Office or a member authorized by a supervisor may prepare video images intended for public release to media outlets for

the purpose of clarification of events, identification or location of relevant individuals. These files will be released at the approval of the Chief of Police.

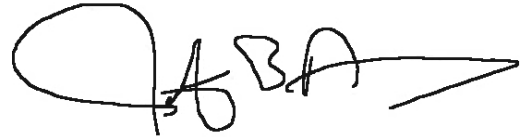
#### D. NOTIFICATION OF COMPLETION

Upon completion of the forensic video analysis, the forensic investigator or crime scene investigator, ~~or forensic video examiner~~ shall notify the requesting investigator. The finished product and any original video evidence not initially turned over to the investigating member shall be ~~inventoried and secured at the Property Control Division~~ imported to Evidence.com.

### **740.50 COMPUTER / ELECTRONIC EVIDENCE (WILEAG 11.1.6)**

#### B. FIRST RESPONDER RESPONSIBILITIES AND PRECAUTIONS

3. Sworn members shall remove any persons from the crime scene or the immediate area from which evidence is to be collected.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk