

**Procedure**

**3.22**

**EFFECTIVE  
DATE  
5-21-99**

**Eugene  
Police Department**



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## **Evidence Collection**

### **3.21.1 PURPOSE AND SCOPE**

PART I - Responsibilities and Procedures for All Personnel

- A. Crime scene processing
- B. Seizure of evidence/property
- C. Photographing evidence

### **3.21.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL**

- A. Crime scene processing
  - 1. When you are conducting an investigation, you are normally responsible for processing a crime scene or search warrant site.
  - 2. Processing includes, but is not limited to, photographing, processing for fingerprints, checking for and documenting serial numbers, proper handling and packaging, and completing all required documents.
  - 3. You are supplied with various crime scene processing equipment and supplies.
    - a. Use the latent fingerprint kit issued to you. Re-supply your kit as needed with supplies from the lab.
    - b. Patrol officers and CSOs are equipped with a 35mm camera to assist in processing crime scenes. Film is available from the Watch Commander's office or the uniform/equipment room.
    - c. Each Investigations unit has crime scene kits as well as Polaroid and 35mm cameras.
- B. Seizure of evidence/property
  - 1. Seize items as evidence if they:
    - a. prove a crime occurred;

- b. connect a specific person (or group) to the crime;
  - c. suggest how the crime was committed;
  - d. are instruments of a crime; or
  - e. are proceeds of a crime.
2. Seize items of contraband as property or evidence, as appropriate. If the case is to be prosecuted, items should be seized as evidence, and the lab instructed as to whether the items need to be retained, or whether they can be destroyed. If the items can be destroyed, you may wish to photograph the items.
  3. Items of property which are valuable may be seized for safekeeping.

C. Photographing Evidence

1. For non-felony cases, you may photograph items in lieu of seizing them, unless the evidence is needed for scientific analysis or comparison (e.g., paint chips from a hit and run accident). The District Attorney and City Attorney have agreed to this procedure.
2. For felony cases, obtain release approval from the District Attorney's office.
3. Treat the photographs with the same care you would the item or any other evidence. Turn the photos or film in to the lab by the end of your watch.
4. The photograph(s) should show serial numbers or other distinctive marks.
5. Whenever possible, photograph property/evidence and return the item(s) to the owner. (Shoplifting evidence should be retained by the store.)
6. Return all photographed items that can be returned to the owner. Advise the owner to retain them in like condition and have them available for court.
7. Give the Property Control Unit (PCU) complete instructions regarding processing, storage, and disposal of items.