

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 13.03	Effective: 05/12/2020	Supersedes: 01/01/2019	Number of Pages: 2
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CRIME SCENE PROCESSING: GENERAL GUIDELINES

- A. All members will be responsible for evidence collection and scene documentation for those incidents so identified within this order and other departmental directives.

- B. **Patrol officers are not relieved of the responsibility for general crime scene processing. Patrol officers are expected to conduct an adequate crime scene search, conduct latent processing, and collect evidence that needs to be submitted to the Criminal Evidence Section, Forensic Services Section, or the Virginia Department of Forensic Science.**

- C. The processing of crime scenes, and potential crime scenes, will be conducted in accordance with the Department's [Crime Scene Investigation and Evidence Collection Procedures](#). Also, refer to the [Cellular Smart Phone](#) SOP (IV.E) regarding use of the Department issued device to photograph evidence. CSTs and members of the Forensic Services Section are available for technical advice when necessary.

- D. Documentation
 - 1. Any forms used to document the crime scene shall be maintained as part of the case file for future use in court presentations.
 - 2. Members involved in processing a scene shall compile a supplemental report containing a detailed description of the scene, the evidence found therein, and what was done at the scene. The report shall also include the initial disposition of the evidence found (i.e., submitted to lab, turned into Criminal Evidence Section, etc.).
 - 3. Should the scene of a major incident not be documented or processed for evidence, the member responsible for not having processed the scene shall prepare a supplemental report stating the reasons for not having done so.

- E. Evidence will then be transferred to the Criminal Evidence Section in accordance with General Order [41.02 Submitting Property](#) , except as follows:
 - 1. Any item requiring laboratory development of latent fingerprints will be forwarded to the Forensic Services Section as provided for in General Order [41.03 Specific Types of Property](#).
 - 2. When, due to the type of case, the unstable nature of evidence (i.e., biological fluids), or other extraneous factors, a Crime Scene Technician may transport items to the Virginia Department of Forensic Science (DFS), Northern Virginia Laboratory (with supervisor approval as provided for in General Order [41.02 Submitting Property](#), C.4). The Crime Scene

Investigator/Specialist is authorized to transport evidence requiring laboratory analysis to the DFS.

- a. The Crime Scene Technician/Investigator/Specialist will follow General Order 41. Also, the Crime Scene Technician/Investigator/Specialist will affix their name and signature to the RFLE when directed to by the laboratory personnel.

F. Scene Security

While at the scene of an incident, the Crime Scene Technician and/or Investigator/Specialist will share the authority of scene security and entry with the member assigned to investigate the incident; however, the Crime Scene Technician/Investigator/Specialist will have absolute authority over movement within the scene.