

evidence collection kit and digital cameras are located in the Squad Room and is readily accessible as necessary.

3. Photography/Preservation of Evidence:

- a. All evidence at major crime scenes will be documented by either photographic

If possible, the officer should attempt to include two items of evidence into the field of view. If this is not possible, then a common item, (desk, bed table, etc.) should be included in the midrange photos.

- c. All officers/crime scene technician should establish the habit of marking similar items in the same location, for example, on the trouser band, or under the right

- d. Process the vehicle and its contents for latent fingerprints and/or other

E. ON/OFF Rule

1. If the device is not turned on:
 - a. Turning it off could activate a lockout feature
 - b. Write down all the information on display (photograph if possible)
 - c. Take any power supply cords, if present.

2. If the device is left on:
 - a. Turning it on could alter evidence on the device.
 - b. Upon seizure, get it to an expert as soon as possible or contact a local service provider.
 - c. If an expert is unavailable, _____ and contact 1-800-LAWBUST (a 24/7 service provided by the cellular telephone industry).
 - d. Make every effort to locate any instruction manuals for the device and the carrier information.

F. Electronic Paging Device

1. Potential evidence contained in paging devices:
 - a. Numeric pagers receive only numeric digits; can be used to communicate numbers and codes. E

3. Search procedures and issues:
 - a. Record the telephone number of the fax line is plugged into.
 - b. Header line should be the same as the phone line; user sets the header line.
 - c. All manuals should be seized with the equipment, if possible.

H. Caller ID Devices

1. May contain telephone numbers and subscriber information from incoming telephone calls.
2. Interruption of the power supply to the device may cause loss of data if it is not protected by an internal battery backup.
3. Document all stored data prior to seizure or a loss of data may occur.

I. Smart Cards

1. A smart card is a plastic card the size of a standard credit card that holds a microchip which is capable of storing monetary values and other information.
- 2.

B. Procedures for Collection, Storage and Transportation:

1. Procedures for Collection

Oral, or buccal,

