



**Maryland-National Capital Park Police  
Prince George’s County Division**



**DIVISION DIRECTIVE**

TITLE <b>EVIDENCE TECHNICIANS</b>			PROCEDURE NUMBER <b>PG605.0</b>
SECTION <b>Investigative Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>05/01/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG605.0 “Evidence Technicians”, issued 10/15/04</b>			
RELATED DIRECTIVES <b>PG604.1</b>	REFERENCES <b>CALEA 42, 83</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This directive establishes the function of the Evidence Technician, procedures for the selection of members and provides a description of their duties and responsibilities.

**II. POLICY**

Evidence Technicians will consist of Field Operations officers who have successfully completed the required training. These officers will function as additional or supplemental investigators as needed. The Evidence Technician will be under the general supervision of the Investigative Operations Supervisor and/or Investigator while processing crime scenes.

**III. SELECTION AND TRAINING**

- A. The Field Operations Administrative Lieutenant will maintain a roster of Evidence Technicians. Evidence Technicians will be under direct supervision of an Investigator if called out to the scene of an incident to assist with the processing of the crime scene.
- B. When needed the Investigative Operations Assistant Chief and/or designee will request, through the Office of the Division Chief, a need for Evidence Technician’s.
- C. A Training Memo will be issued through the Training Coordinator when the Division plans to conduct Evidence Technician Training. Interested officers may then apply for the training by submitting a “Request For Training” through their chain of command to the Assistant Chief, Support Operations.

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- D. At the discretion of the Assistant Chief, Investigative Operations, an interview may be held to aid in the selection process.
- E. During Divisional Evidence Training, selected officers will receive a one (1) week course of instruction given by Investigative personnel who will provide all materials needed for the training and coordinate it with the training section. Items to be covered in the initial training are:
  - 1. Recovery of latent and palm prints;
  - 2. Foot, tool and tire impressions;
  - 3. Crime scene photography;
  - 4. Preparing field sketches; and
  - 5. Collecting, preserving and transmitting all types of physical evidence, including biological materials and any other topics deemed necessary by the Investigative Operations Supervisor.
- F. All Evidence Technicians will receive refresher training from Investigative Operations every two years.
- G. At the request of the Investigative Operations Assistant Chief, an Evidence Technician may be removed from participation as an Evidence Technician for cause.

**IV. PROCEDURE**

- A. Officer on the Crime Scene
  - 1. Determine the need for an Evidence Technician to respond.
    - a. Evidence Technicians will respond, while working, to all minor crime scenes where it has been determined by the Senior Duty Officer and/or the on-call Investigator that an Investigator is not needed to respond. (i.e. – stolen vehicle to lift latent prints, Breaking and Entering where nothing of value has been taken, etc.).
  - 2. Secure the crime scene to prevent contamination of evidence.
  - 3. Contact the Senior Duty Officer to request an Evidence Technician.
    - a. Advise the nature of the crime.
    - b. Provide as many details of the crime as possible.
    - c. State the specific need for an Evidence Technician.

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4. The officer on the scene will remain on the scene and assist the Evidence Technician and/or Investigator as needed.

**B. Senior Duty Officer Responsibilities**

1. Respond to the scene, when practical, to evaluate the situation.
2. Advise the on-duty Evidence Technician to respond.
3. If there is no Evidence Technician on duty, then an Investigator shall be notified to respond, pursuant to Division Directive PG604.1 - "Investigator Call Out".

**C. Evidence Technician Responsibility**

1. Respond to and process all incident scenes, as requested.
2. Conduct interviews and/or interrogations under the supervision of an Investigator.
3. Assist Investigators in conducting investigations.
4. Process recovered stolen motor vehicles.
5. Abide by the procedures set forth in the Investigative Operations Standard Operating Procedures - Collection and Preservation of Evidence.
6. Evidence Technicians may be called upon to perform the following specific duties:
  - a. Collect and mark evidence found at an incident scene.
  - b. Process scenes or individual items for latent prints.
  - c. Photograph scenes or individual items.
  - d. Conduct neighborhood canvases.
  - e. Conduct interviews/interrogations when an Investigator is not available and as directed by the Shift Supervisor/OIC.
  - f. Conduct crime scene searches.
  - g. Perform any other scene processing related duties that are deemed appropriate.
7. Evidence Technicians will have available the proper forms and charts required to process incident scenes.

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8. Evidence Technicians will have available a supply of necessary tools, equipment and supplies that are required to process an incident scene. A supply of all necessary crime scene-processing items will be maintained in Investigative Operations.
9. Evidence Technicians will have readily available their issued processing kit and will respond to any incident scene when so requested. The issued processing kit will contain basic processing equipment, as determined by Investigative Operations.
  - a. Evidence Technicians will complete the “Crime Scene Processing Log” immediately after processing a scene. This report will be sent to Investigative Operations along with any recovered latent prints and/or photographs.
  - b. Evidence Technicians will maintain a running log of their actions taken at any major incident scene. This log will be given to the Investigator-in-charge prior to securing from the scene.
10. Evidence Technicians will wear gloves, goggles and a filtration mask when processing for latent fingerprints and when collecting blood or body fluid samples.

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