

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE NOVEMBER 30, 2021	EFFECTIVE DATE NOVEMBER 30, 2021	NO. 024-21
SUBJECT: GENERAL ORDER Technical Services Unit		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 33.3, 43.6 and Chapter 51			RESCINDS 024-19

Purpose: To familiarize members with department policy regarding the services of the Technical Services Unit (TSU), as well as with the collection and preservation of physical evidence.

Policy: To provide the services of MCSO Technicians in support of various investigative tasks on a twenty-four (24) hour basis. Members of the MCSO, whenever possible and pursuant to any investigation will ensure that the detection, collection, processing and preservation of all physical evidence is conducted in order to identify and aid in the prosecution of offenders.

I. Technicians assigned to the Criminal Investigation Section (CIS)

- A. Technicians assigned to CIS will be available Monday through Saturday from 0800 through 2300 hours and on certain days during 1st Platoon hours.
- B. Technicians assigned to CIS may also be available from 2300 hours through 0800 hours, on a call out basis, and may be requested as follows:
 - 1. At the request of a CIS command officer, or TSU Supervisor.
 - 2. At the request of a Patrol command officer, in situations where the Major Crimes Unit has been notified to respond to a scene.
 - 3. At the request of any other Bureau or Division command officer, who will coordinate through the TSU Supervisor.
 - 4. Specific cases in which a Technician assigned to CIS must be called include:
 - a. Homicides.
 - b. Shooting or life threatening assaults.
 - c. Suspicious deaths or suicides.
 - d. Mass transportation fatalities.
- C. Specific activities of Technicians assigned to CIS shall be governed as outlined in **PBGO-003 Criminal Investigations Section** and the CIS Manual.
- D. Technicians will maintain the equipment and supplies necessary for the recovery of latent fingerprints, photography, diagrams and collection and preservation of evidence.
- E. To ensure accountability and operational readiness of TSU equipment, the supervisor of the TSU will be responsible for coordinating monthly inventories and inspections of all TSU equipment. This shall include equipment issued to technicians, stored in assigned technician's vehicles, stored in zone TSU areas, and stored in the CIS TSU office.

F. In addition to crime scene duties, referenced in Section III of this order, Technicians assigned to CIS will be responsible for:

1. Any photo or fingerprint related tasks.
2. The processing of latent exam requests by other agency members.

Note: Only members of the TSU who are specifically trained and certified to do so will perform the processing of latent fingerprint examinations.

3. The proper maintenance and security of all agency issued equipment.
4. Maintaining a file of all photos and technician reports taken at the scene of crimes or incident. This will include those photos and reports taken by Uniformed Field Technicians.
5. Submitting major crime related evidence to the Monroe County Crime Lab by way of the "Evidence Intake Form", requesting the results of any relevant tests performed. The written test results of the crime laboratory must be included with the investigation file or arrest package.

Note: Whenever possible and depending on availability, materials and substances, such as glass, wood, soil, tool marks, fibers, fabrics, paint, etc., will be collected from a known source for submission to the crime lab for comparison with the physical evidence collected.

6. Coordinating training and equipping of Uniformed Field Technicians.
7. Issuance of appropriate specialized equipment to Uniformed Field Technicians.
8. Specialized clarification of crime scene videos.
9. The compilation of computer generated composites.
10. Facilitating the submission of evidence to crime labs outside Monroe County (i.e., the NYS Police Lab or the FBI Lab) proper packaging guidelines will be followed as outlined in the FBI Forensic Handbook and the Manual for Police of New York State. Evidence sent via United States Mail must be sent certified mail and return receipt requested. The returned receipt portion signed by the acceptor will be maintained as evidence pursuant to **MBGO-016 Property Recovery, Custody, and Security**.
11. During normal hours of operation, the Technicians assigned to CIS shall be the primary response to all requests for technicians.
12. Thoroughly completing all appropriate sections of the PB-110 Technical Services Report.

II. Uniformed Field Technicians assigned to the Police Bureau

- A. In addition to their regular patrol assignments, Uniformed Field Technicians shall be properly trained and equipped in order to provide support to the Technicians assigned to CIS, and deliver technical services. Primary responsibility for the collection and preservation of evidence at a crime or accident scene rests with the Uniformed Field Technician in the absence of a Technician assigned to CIS.

- B. The respective zone Sergeant or Lieutenant shall govern the activities of assigned Uniformed Field Technicians.
- C. In addition to the duties outlined in Section III of this order, Uniformed Field Technicians will be responsible for:
 - 1. The proper maintenance and security of all specialized equipment issued to them.
 - * 2. Delivering all evidentiary items requiring further processing or classification, along with the proper written documentation to support it, to the PMO.
 - 3. Providing technical support in the field on those occasions when a Technician assigned to CIS is not available or necessary.

III. Uniformed Field Technicians assigned to the Jail Bureau

- A. In addition to their regular post assignment, Jail Uniformed Field Technicians assigned to the Jail Bureau shall be properly trained and equipped in order to provide support to the Technicians assigned to CIS. Collection, photographing, preserving, processing and documenting evidence at routine jail incidents is the primary responsibility of a Field Technician assigned to the Jail. CIS will be notified in accordance with **JBGO-054 Criminal Investigation of Incidents Occurring in Jail Facilities**.
- B. The Jail Intel Sergeant will oversee the Jail Bureau Field Technicians, and the respective platoon Sergeant or Lieutenant shall govern the activities of the Jail Bureau Field Technicians.
- C. In addition to the duties outlined in Section V of this order, Jail Uniformed Field Technicians will be responsible for the following:
 - 1. The proper maintenance and security of all issued specialized equipment.
 - * 2. Delivering all evidentiary items requiring further processing or classification, along with the proper written documentation to support it, to the PMO.
 - 3. Providing technical support in the jail, on those occasions when a Technician assigned to CIS is not necessary.
- D. Only on-duty members of the Jail Technician Unit will be activated. Activation will be at the discretion of a Duty Sergeant or higher rank.

IV. Uniformed Field Technicians assigned to the Court Bureau

- A. In addition to their regular post assignment, Court Uniformed Field Technicians assigned to the Court Bureau shall be properly trained and equipped in order to provide support to the Technicians assigned to CIS. Collection, photographing, preserving, processing and documenting evidence at routine court incidents is the primary responsibility of a Field Technician assigned to the Court.
- B. The Court Administrative Lieutenant will oversee the Court Technician Unit and the respective Court Administrative Sergeant shall oversee the activities of the Court Bureau Technicians(s).
- C. In addition to the duties outlined in Section V of this order, Court Uniformed Field Technicians will be responsible for the following:

1. The proper maintenance and security of all issued specialized equipment.
 2. Delivering all evidentiary items requiring further processing or classification, along with the proper written documentation to support it, to the PMO.
 3. Providing technical support in the court, on those occasions when a Technician assigned to CIS is not necessary.
- D. Only on-duty members of the Court Technician Unit will be activated. Activation will be at the discretion of a Duty Sergeant or higher rank.

V. Crime Scene Duties and Responsibilities

A. All Police Bureau Technicians will be responsible for:

1. Thorough crime scene examinations in an effort to locate physical evidence.
2. The collection and preservation of all such evidence in accordance with agency policy and legal guidelines, as well as the FBI Handbook of Forensic Science and the Manual for Police of New York State.
3. The documentation of crime and incident scenes utilizing photographic methods and/or diagramming.

Note: Before searching for latent fingerprints, technicians should be certain that the entire scene has been photographed, sketched if necessary, and that all evidence that is not to be processed for fingerprints has been marked, tagged and secured. Technicians may then begin examining items of evidence for latent prints.

4. Digital Recording of crime scenes may also be conducted in conjunction with photographing and/or diagramming. Digital Recording shall not be used as a substitute for still photography. When taking photographs or digital recordings, technicians shall, as part of the photographic record, include the date, time, location, and CR number of the case under investigation. Digital Recordings of crime scenes will follow the policy as outlined in the CIS Manual.
5. The completion of computer generated composites, as necessary.
6. Complete all applicable sections of the PB-110 Technical Services Report.

B. All Jail Bureau Technicians will be responsible for:

1. Thorough jail incident examinations in an effort to locate and document physical evidence.
2. The collection and preservation of all such evidence in accordance with agency policy and legal guidelines, as well as the FBI Handbook of Forensic Science, and the Manual for Police of New York State.
3. The documentation of an incident and incident scenes utilizing photographic methods and/or diagramming.
4. Digital Recording of crime scenes may also be conducted in conjunction with photographing and/or diagramming. Digital Recordings shall not be used as a substitute for still photography. When taking photographs or videotape,

technicians shall, as part of the photographic record, include the date, time, location, and CR number of the case under investigation. Videotaping of crime scenes will follow the policy as outlined in the CIS Manual.

5. Complete all applicable sections of the JB-218 Jail Bureau Technical Services Report and upload all photographs to the "K" drive in the computer.

C. All Court Bureau Technicians will be responsible for:

1. Thorough court incident examinations in an effort to locate and document physical evidence. Court incidents occurring in the Hall of Justice, Court occupied areas of the Public Safety Building and Appellate Division will be the responsibility of Court Bureau Technicians. Court Bureau Technicians shall be called when:
 - a. Subject management incidents.
 - b. Any confiscation of an illegal weapon, item, or substance by a Court Bureau member resulting in an arrest.
 - c. Property damage to the HOJ, PSB court occupied areas, or the Appellate Division.
 - d. Incidents involving an injury to the public on the Civic Center grounds.
 - e. Any incident or circumstances that a supervisor deems the use of a technician is warranted.
2. The collection and preservation of all such evidence in accordance with agency policy and legal guidelines, as well as the FBI Handbook of Forensic Science, and the Manual for Police of New York State.
3. The documentation of an incident and incident scenes utilizing photographic methods and/or diagramming.
4. Digital Recordings of crime scenes may also be conducted in conjunction with photographing and/or diagramming. Digital Recording shall not be used as a substitute for still photography. When taking photographs or digital recordings, technicians shall, as part of the photographic record, include the date, time, location, and CR number of the case under investigation. Videotaping of crime scenes will follow the policy as outlined in the CIS Manual.
5. Complete all applicable sections of the CS-003 Tech Report and CS-004 Court Photo Tech Report and upload all photographs to the "K" drive in the computer.

D. Evidence Marking and Preservation

1. Whenever possible, physical evidence collected by technicians shall be marked for later identification and sealed in an appropriate container. When, due to the nature of the evidence it is not possible to mark the actual item for identification, technicians shall place the evidence into an appropriate container and label the container for identification.
2. Physical evidence at a crime scene shall be collected and preserved in accordance with the procedures described in the Manual for Police of New York State and the FBI Handbook for Forensic Science. Technicians may also employ any other reference materials as acquired through NYS OPS or any federally recognized specialized instruction for evidentiary recovery and processing.

3. All submissions of evidence to the Property Management Office (PMO) will be governed by **MBGO-016 Property Recovery, Custody and Security**. All submissions to the PMO will require the completion of a Property Custody Report.

VI. Jail and Court Supervisor Responsibilities

- A. The Jail Intel Sergeant and Court Bureau Administrative Sergeant will be responsible for coordinating training and issuance of equipment/supplies assigned to the Technicians.
- B. To ensure accountability and operational readiness of the Technician Unit, the Jail Intel Sergeant and/or Court Bureau Administrative Sergeant will be responsible for coordinating monthly inventories and inspections of all Technician Unit equipment. To include all equipment issued to Technicians and supplies stored in the Technicians Unit office.
- C. The Jail Intel Sergeant and/or Court Bureau Administrative Sergeant will be responsible for maintaining all photographs uploaded to the respective drives by the Technicians.

VII. Training

- A. Deputies assigned as evidence Technicians in the Police Bureau shall receive specialized training to include:
 1. Recovery of latent fingerprints and palm prints.
 2. Recoveries of foot, tool and tire impressions.
 3. Photographing crime and accident scenes.
 4. Preparing crime and accident sketches.
 5. Collecting, preserving and transmitting physical evidence, including biological materials.
- B. Deputies assigned as evidence Technicians in the Jail and Court Bureau shall receive specialized training to include;
 1. Crime Scene Management.
 2. Camera Familiarization and Operation.
 3. Evidence Collecting.
 4. Photographing crime and incident scenes.
 5. Collecting, preserving and transmitting physical evidence, including biological materials.
 6. Drug Identification
 7. Drug Field Testing
- C. All Technicians shall receive in-service refresher training in order to update their awareness of laboratory capabilities, new equipment and examination techniques.

VIII. Equipment, Supplies and Storage

- A. Each member of the technician unit will be assigned a camera and camera case.
- B. Each bureau will have a designated area for technicians to use as a workstation and supply area.

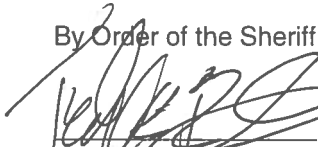
*** IX. Use of Body Worn Cameras to Take Video and Still Photographs**

In the event of a prolonged delay when a Uniformed Field Technician may not be readily available and the need for a photograph arises the deputy will advise the Sergeant to the extent of photographs needed. In such an instance, a Sergeant may utilize, or authorize the utilization of, a

Body Worn Camera (BWC) to video and take still photographs. A few examples of such occasions include: Sheriff's Fleet MVA/Damage (in which there is no injury and in which there is no damage to public or private property), minor property damage, property damage MVA, minor assault, criminal mischief, and other minor matters. In these instances a Tech Report would not be necessary. However, reference to the specific image captured on body camera footage must be made in the appropriate report(s).

In addition to the above circumstance(s), there may be more significant instances when photographs need to be taken immediately. One such example is when there is considerable risk where the evidence may not be able to be preserved prior to the arrival of a Uniformed Field Technician. In this circumstances the deputy will still request a Uniformed Field Technician to respond for any additional processing of the scene. However, the deputy's use of the BWC to preserve initial images of incidents such as these is an acceptable procedure.

By Order of the Sheriff,



Todd K. Baxter

* Indicates a change from the previous version.