

**CITY OF OCONOMOWOC POLICE DEPARTMENT  
POLICIES & PROCEDURES**

DATE: July 15, 2022

HISTORY: December 10, 1998  
February 3, 2021

SUBJECT: Evidence Technicians

POLICY NUMBER: 98-050

**I. INTRODUCTION**

The Evidence Technician Program has been initiated to provide technical assistance to the patrol officers on a day-to-day basis. It is felt that by having officers trained in areas relevant to evidence collection, crime scene reconstruction, photography, traffic accident investigation and to have those officers assigned to shifts for immediate availability, it will provide more comprehensive and thorough crime scene and accident scene processing.

**II. PURPOSE**

The purpose of this policy is to outline the duties and responsibilities of Evidence Technicians as well as necessary training of those officers assigned to this position.

**III. APPOINTMENT AND RESPONSIBILITIES OF EVIDENCE TECHNICIAN**

The Evidence Technician shall be responsible for the proper storage and control of evidence in department custody, process and evaluate physical evidence to the best of his/her ability. The Evidence Technician will be expected to maintain the knowledge and skills necessary to perform his/her duties and is subject to recall to all major crime scenes to coordinate processing activity.

**IV. TRAINING OF EVIDENCE TECHNICIANS**

A. Prior to an officer performing the duties of an Evidence Technician, he/she shall be required to successfully complete specialized training relating to crime scene/accident scene processing.

1. Recovery of latent fingerprints
2. Recovery of foot, tool, and tire impressions
3. Photographing crime or accident scenes
4. Maintaining a knowledge of crime or accident scene sketches
5. Collecting, preserving, and transmitting physical evidence, including biological materials

B. In addition to the initial training of Evidence Technicians, the Department shall provide refresher training as part of the training program

**V. DUTIES AND RESPONSIBILITIES OF EVIDENCE TECHNICIANS**

A. It shall be the responsibility of the Patrol Evidence Technicians to provide the department with immediate and accurate crime scene and traffic accident investigation in addition to normal patrol duties. This will generally be accomplished through the collection and preservation of material having evidentiary value. The role of the Evidence Technician may be thought of as a supplement to the initial investigation by a patrol officer and a source of information for the follow-up officer. The

duty supervisor shall have the authority to assign additional Evidence Technicians or officers to assist the primary Evidence Technician in the processing of a scene. Evidence Technicians will be expected to perform the following duties with regards to serious crime scene and accident scene processing, as well as all other assignments related to his/her specialized training and ordered by a supervising officer.

1. Photography and videotaping
2. Maintaining a knowledge of crime scene/accident scene sketches
3. Field notes
4. Development of latent fingerprints, footprints, tires impressions, etc
5. Evidence collection and packaging
6. Develop informed theories based on experience, training and the evidence recovered

B. Evidence Technicians may be deployed at the following accident scenes:

1. Crime Scenes

- a. Homicide
- b. Battery/assault
- c. Armed Robbery
- d. Arson and Bombing
- e. Burglary
- f. Sexual Assault
- g. Criminal Damage to Property
- h. Theft

2. Accident Scenes

- a. Fatal
- b. Suspected or probably fatal
- c. Serious personal injury
- d. Suspected or probable serious injury
- e. Hit and run involving occupied vehicles or extensive property damage
- f. Property damage only accident with unusual circumstances
- g. Accident involving government property

3. Evidence Technicians may also be deployed to the scene of other incidents at the discretion of the duty supervisor, who will make the determination based on personal knowledge and information from officers on the scene.
4. When an Evidence Technician is not immediately available, officers shall cause the scene of an incident to be secured and protected by taping off or otherwise preventing unauthorized persons from entering the area, and may consider photographing, seizing, and packaging items of evidence that may be destroyed or lost before the arrival of an Evidence Technician.
5. Evidence Technicians are normally available 24 hours per day, assigned to each of the main patrol shifts. In rare occurrences when an Evidence Technician is not on duty, and is in need, the duty supervisor will cause an off-duty Evidence Technician or the Evidence Technician to be recalled to duty immediately.

**V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE**

This policy is effective immediately  
and will supersede any directives or understandings in conflict