

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

General Order: 13.04

**Effective:
05/26/2020**

**Supersedes:
08/22/2017**

Number of Pages: 2

CRIME SCENE PROCESSING: EQUIPMENT AND VEHICLES

A. **Crime Scene Search Vehicles** are specially designed vehicles for the tasks associated with searching and processing crime scenes. They may include standard sedans, vans, or specialized truck chassis-style vehicles.

1. The Forensic Services Section is responsible for maintaining these vehicles. An inventory listing of standard equipment will be maintained by the Forensic Services Section supervisor.
2. Generally, these vehicles may only be operated by CSIs/CSSs. Should no CSI/CSS be available, any qualified operator may be used to drive a vehicle to and from the scene. One duplicate set of keys to the truck chassis-style vehicle is provided to the Operations Division Commander. No duplicate keys are to be made. The truck chassis-style vehicle may only be driven by a qualified wagon operator.
3. While parked at the scene, access to the interior of these vehicles is limited to Forensic Services Section staff or assisting CSTs.
4. Whenever the truck chassis-style vehicle is parked anywhere other than its assigned space, safety cones will be placed adjacent to the right rear and left rear bumpers.
5. Before moving a vehicle, a perimeter inspection will be made, ensuring there are no obstructions. The truck chassis-style vehicle's "shore line" must be disconnected.
6. The truck chassis-style vehicle will not be utilized in a pursuit. Other Crime Scene Search vehicles should generally not be used and are governed by General Order 36 (Pursuits).
7. The truck chassis-style vehicle has a limited ground clearance and is not to be operated as an off-road vehicle.
8. Emergency equipment will be activated and remain on while a vehicle is parked in such a manner as to obstruct traffic.

B. Crime Scene Processing Equipment for CSTs/CSIs/CSSs.

1. Crime Scene Technicians/Investigators/Specialists will be provided with a suitable container for general collection supplies. It will be the responsibility of each Technician/Investigator/Specialist to maintain his or her own supply kits from the general inventory of materials.

2. The Crime Scene Search Vehicle will contain photographic equipment, collection and packaging materials, tools, auxiliary lighting equipment, video equipment, chemicals, etc.
3. The Forensic Services Section Supervisor is responsible for ensuring a thorough inventory and inspection of the equipment designated in support of the Emergency Operations Plan is conducted on a quarterly basis. This includes equipment stored on the Crime Scene Search vehicle, and any such equipment located in other storage areas.
4. Quarterly inventories and inspections will be documented in writing to the Administrative Services Bureau Commander and a copy to the Accreditation Manager. Any discrepancies, malfunctions, or needs will be brought to the attention of the Administrative Services Bureau Commander or designee.
5. Should an item of specific collection equipment be lost or damaged, it will be the responsibility of the concerned technician to report the loss or damage to the Forensic Services Section supervisor. Such reporting shall be in written form.