

Evidence Collection

Facilitator Guide

Session Overview

Introduction & Learning Objectives	10m
GROUP EXERCISE – Evidence Collection	45m
Break	05m
Squad Presentations – Evidence Collection	45m
Break	10m
Practice Proper Evidence Packaging	50m
Debrief	05m
End of Session/ Break	10m

Total Session Time: 3 hours

This particular session focuses on:

- *Evidence Collection*

Facilitators Needed: 1(CI)

Locations:

- *Classroom & Computer Lab*

Materials Needed:

- *Easel Board & Markers*
- *WSP Forensic Evidence Book*
- *Evidence*
 - *Gun*
 - *Drug Paraphernalia*
 - *Tools*
 - *Shell Casings*
- *Evidence Packaging Supplies*
 - *Tape*
 - *Bags*
 - *Zip Ties*
 - *Gloves, etc.*

Students Should Already Have:

- *Notebooks*



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Learning Objectives:

- List the universal precautions when dealing with biological evidence.
- Explain what trace evidence is and provide examples.
- Describe the proper procedure for collecting and packaging various forms of trace evidence.
- Describe how to properly handle and discard needles.
- Demonstrate the proper way to seal an evidence bag and mark information.
- Identify how to test for drugs when only a small amount of material is available.
- Explain Chain of Custody and why it is important.

**NOTE TO FACILITATOR - Introduction (10 min)**

Briefly discuss the importance of proper evidence handling and packaging.

Discuss with the students the importance of chain of custody and how poor chain of custody can cause evidence to be thrown out in court.

**GROUP EXERCISE - EVIDENCE COLLECTION PRACTICAL**

TIME: 1.5 Hours (45m Prepare Presentations/45 Presentations)

MATERIALS NEEDED: WSP Forensic Book, Easel Board and Markers

- Students will prepare a 7-9 minute presentation on their assigned topic. Students can use PowerPoint if they choose, but the Easel Board is acceptable for this assignment. All squad members should participate in the presentation.

SQUAD 1: Chemical Analysis

- Needles
- How to handle and package
- Field Tests
 - What do you do if you only have a small amount of the material?
- Solid Dosage/ Powders
- Liquids

(continued on next page)



**GROUP EXERCISE - EVIDENCE COLLECTION PRACTICAL (cont.)****SQUAD 2: General Guidelines for Collecting and Preserving Evidence**

- Precautions
- General Guidelines

SQUAD 3: Firearms

- Precautions
- Unloading a Revolver
- Unloading a Semi-Automatic
- Recovering Bullets, Projectiles, & Fragments
- Proper Packaging

SQUAD 4: Biological Evidence

- Universal Precautions
- (3) Methods of Collection Recommended by Crime Lab
- Proper Packaging of Biological Evidence

SQUAD 5: Trace Evidence

- What is trace evidence? Provide examples as well.
- Precautions to take when handling trace evidence.
- Collecting and Packaging: Hair, Glass, Clothing/ Fibers.

(Remind students to use their WSP Forensics Lab Book for this assignment)

**BREAK**

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**NOTE TO FACILITATOR - Squads Present Out (40m)**

The following key points should be hit from each squad:

SQUAD 1:

- Do not submit needles.
- If large amounts of leaf material is confiscated, only a representative sample needs to be sent.
- Field tests are presumptive not conclusive tests - can be used towards PC.
- If only a small amount of material, do not field test it, send it to the lab.

SQUAD 2:

- Make sure legal requirements are met before entering crime scene, "do we need a search warrant?"
- Chain of Custody - Ensure the class understands the importance of this!
- Collecting sufficient number of samples (Can we return to a crime scene to gather evidence once it has been cleared?)
- Labeling evidence - ensure squad covers what information goes on the label sheet.
- Sealing evidence (initialing/ dating across tape and item).

SQUAD 3:

- Proper way to pick up a firearm.
- How to secure a firearm with a "zip tie".
- Cut around a bullet when it is in the wall, don't just pull out the shell.
- Each casing packaged separately.
- Do not remove rounds from magazine - discuss how these rounds may contain fingerprints.

SQUAD 4:

- Discuss the use of PPE (gloves, goggles, mask etc).
- Clothing packaged separately.
- Appropriate type of packaging for items and why.
- Don't lick envelopes to seal.

SQUAD 5:

- Ensure squad articulates well what trace evidence is
 - Refer to Locard's Law.
- Looking for squad to touch on following types of trace evidence:
 - Hair, Glass, Fibers, Soil/ Geological materials, Vehicle Lamps, Metal etc.
- Precautions:
 - Not bringing suspect and/or victim back to scene while being processed.
 - Control samples/ reference samples - discuss what this means if not covered by squad.
 - Air drying damp clothing.

Try to keep presentation and discussion with squad at 10 minutes maximum. There is 50 minutes allotted in the schedule to practice packaging evidence. If you run over on discussion, make sure at a minimum 30 minutes is allotted to practice handling, sealing, and labeling evidence.



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GROUP EXERCISE: PACKAGING EVIDENCE (50min)

Materials Needed: Evidence Packaging Material
Evidence
WSP Forensic Book

In this exercise, students should pair up. Each pair of students will be responsible for properly packaging the pieces of evidence they have been given in the appropriate packaging material in accordance with the WSP Forensic Book Guidelines.

Students will be required to put the proper information needed on the outside of the packaging.

Students will be required to properly fill out a Property Control Form as if they would actually be submitting the item into their evidence room.

NTF: Walk around classroom and ensure students are properly packaging the items and handling the items properly. For example, students should be wearing gloves as they package the items. As you are walking around the room, question students on the material they just learned from the presentations.



BREAK/END OF SESSION

