
Evidence Response Team

609.1 PURPOSE AND SCOPE

The purpose of this policy is to define the responsibilities and supervision of personnel assigned to the Evidence Response Team (ERT).

609.2 ADMINISTRATION AND SUPERVISION

- (a) The Program Manager shall administer the Evidence Response Team.
- (b) Supervision and specialized training will be the responsibility of the Program Supervisor.
- (c) Crime Scene supervision shall be at the direction of the supervising case detective responsible for prosecution.
- (d) The team leader shall be responsible for crime scene processing, evidence collection, packaging, and report preparation.

609.3 GOALS OF THE EVIDENCE RESPONSE TEAM

- (a) Promote a team approach to processing major crime scenes.
- (b) Provide specialized training in the collection and preservation of evidence.
- (c) Assure the proper search, discovery, handling, packaging, and controlling of all items that have evidentiary value up to, and through, all court proceedings.

609.4 TEAM LEADER RESPONSIBILITIES

- (a) Command or Supervisory personnel may call for the deployment of the Evidence Response Team whenever the investigation warrants such a response.
- (b) Once the decision to utilize the Evidence Response Team is determined, the Team Leader will assess the appropriate personnel needed to process the crime scene.
- (c) The Team Leader will be responsible for assigning duties to the responding ERT members.
- (d) The Team Leader shall oversee the evidence collection process, and assure that complete and accurate evidence reports are submitted.

609.5 TEAM MEMBERS RESPONSIBILITIES

Photographer: will accurately memorialize the crime scene

Sketch Artist: will accurately record the dimensions of the crime scene and related evidence locations.

Evidence Custodian: shall record the evidence location and recovery.

Evidence Recovery Officer: shall properly label, package, and preserve the chain of custody of collected evidence.

San Leandro Police Department

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609.6 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 98-01.