



Policy Name:	FORENSIC SERVICES		
Policy #:	OP 6.3.2	Last Updated:	2022-05-12
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

OP 4.36.9 *Stolen / Crime Vehicles*

OP 5.1 *Seized property*

OP 5.1.3 *Exhibits Requiring Forensic Examination*

1. PURPOSE

- 1.1. To ensure Surrey Police Service (SPS) Members use the Lower Mainland District Integrated Forensic Identification Services (LMD IFIS) when there is a requirement for specialized forensic services to record and collect potential evidence.
- 1.2. To describe the types of forensic examination and analysis that may be conducted by the National Forensic Laboratory Services (NFLS).

2. SCOPE

- 2.1. This policy applies to all Employees.

3. POLICY

- 3.1. SPS will enter a Memorandum of Understanding (MOU) with the LMD IFIS for services relating to the search, collection, and recording of physical evidence at a crime scene or other incident where specialized forensic services may be required.
- 3.2. Unless otherwise specified by the Chief Constable or designate, Members will submit evidence for forensic analysis and examination to the National Forensic Laboratory Services.

4. PROCEDURE

4.1. When a Member attends a crime scene, or any other incident, and believes that the services of LMD IFIS are required, the Member must:

- i. assess the crime scene to determine the suitability for attendance by LMD IFIS;
- ii. contact a Supervisor for serious crimes and incidents;
- iii. determine if a search warrant will be required prior to any search or collection of evidence;
- iv. request the Operational Communications Centre (OCC) contact LMD IFIS;
- v. be responsible for all exhibits, unless a designated exhibit Member is identified (see OP 5.1.3 *Exhibits Requiring Forensic Examination*); and
- vi. when appropriate, brief the LMD IFIS Employee on relevant information about the investigation that may have an impact on the examination of the scene or associated evidence.

4.2. LMD IFIS has the discretion on whether they will attend a call for service based on the seriousness of the incident, the transitory nature of evidence, and resources available at the time.

4.3. If a Member is informed that LMD IFIS will not be attending the scene of an incident but the Member believes that their services are required, the Member will consult their Supervisor. If the Supervisor is satisfied that LMD IFIS must attend the scene, the Supervisor will consult an LMD IFIS Supervisor or notify the Duty Officer, if applicable.

4.4. LMD IFIS Employees that attend a scene will be responsible for:

- i. evaluating the information from the initial request to determine the urgency of the response, the number of LMD IFIS Employees needed, and the equipment that is required;
- ii. in consultation with the lead investigator, requesting any equipment or human resources required in the examination of the crime scene;
- iii. assessing the probative value of physical evidence at a scene, providing guidance for searching evidence, and documenting and recovering evidence from the crime scene;
- iv. selecting the methods and techniques that are appropriate to record and recover the evidence; and
- v. briefing the SPS investigator with any information obtained from the scene examination and providing written results of the scene examination and associated exhibits.

Exhibits

4.5. Members must follow the procedures for seizing property (refer to OP 5.1 *Seized Property*) and procedures for detaining seized property (refer to OP 5.2 *Retention of Property for Court Purposes (Form 5.2)*). In addition, Members must:

- i. upon seizing the item, carefully package it in a paper or plastic evidence bag to preserve any potential forensic evidence (e.g., fingerprints, trace DNA);

- ii. create a PRIME General Occurrence (GO) report outlining the circumstances of the incident;
- iii. enter the item requiring forensic examination into the PRIME Property Module;
- iv. print a property tag sticker and attach the sticker to the OUTSIDE of the evidence bag (DO NOT attach the property tag sticker to the item as the sticker may destroy potential forensic evidence);
- v. place the packaged item into the designated Forensic Identification Service locker and complete a "Forensic Identification Service Submission Form" clearly indicating the:
 - a. incident number;
 - b. name and badge number of the primary investigator (and name and badge number of Member submitting the item, if different from primary investigator);
 - c. description of item being submitted, and;
 - d. forensic examination requested;
- vi. enter a Police Statement (PS) page in the PRIME GO report with the subject heading "Forensic Examination Requested" and outline the type of forensic examination required (e.g., DNA fingerprinting, trace DNA, etc.); and
- vii. complete Form PCR 087 (Form 5.2 *Report To A Justice*) and give it to the Court Liaison Clerk for submission.

4.6. Members requesting analysis of a firearm must comply with OP 5.1.4 *Seized Firearms*.

4.7. Vehicles seized for forensic examination (e.g., motor vehicle collision with deployed air bags, DNA fingerprinting, DNA swabbing and photographing) must be towed to the designated secure LMD IFIS vehicle examination bay (see OP 4.36.9 *Stolen / Crime Vehicles*; OP 5.1.3 *Exhibits Requiring Forensic Examination*).

National Forensic Laboratory Services

4.8. The NFLS provides the following forensic examination services to SPS:

- i. **Alcohol Section** - Examination of blood, urine and other body fluids for the presence of alcohols;
- ii. **Chemistry** - Identification of unknown material by comparison of questioned material with known material. Applicable to paint; glass; petroleum products; explosive and incendiaries; motor vehicle light filaments; building products; household products; fire debris for accelerants; metal; bullets; wire; and drillings;
- iii. **Documents Section** - Examination of handwriting; typewriting; cheque comparisons; charred documents; rubber stamp impressions; paper types; writing instruments; gambling devices; documents containing alterations, erasures or obliterations;
- iv. **Firearms Section** - Responsible for the following types of examination: firearms and ammunition; propellant powder residue patterns; tool marks; and serial number restoration;
- v. **Hair and Fibre Section** - Identification and comparison of hair; fibres; textiles; glass fractures; physical matching and comparisons;

- vi. **Serology Section** - Deals with the identification and typing of human body fluids, in particular blood, semen and saliva, in order to determine common origin. Species identification of raw meat and animal blood is also conducted; and
- vii. **Toxicology Section** - Analysis of various drugs; identification of unknown poisons and drugs; technical support for the investigation of clandestine laboratories; examination of body fluids and tissues in cases of death and impaired driving; interpretation of dosage effects.

4.9. Members requiring forensic examination of exhibits seized by LMD IFIS, will consult LMD IFIS prior to completing a Form C-414 *Request for Forensic Laboratory Analysis* and submitting the exhibit to the NFLS.

APPENDIX A: DEFINITIONS

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“LMD IFIS” means Lower Mainland District Integrated Forensic Identification Services.

“LMD IFIS Employee” means either Member (RCMP or Municipal) or a civilian Employee who provides support to operational forensic identification investigation.

“OCC” means the Operational Communications Centre.

“SPS” means Surrey Police Service.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES

British Columbia Provincial Policing Standards *Addendum 1 - Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC)*, section D7.1