

Physical Evidence Handbook

8th Edition

Wisconsin Department of Justice
State Crime Laboratories
J.B. Van Hollen, Attorney General

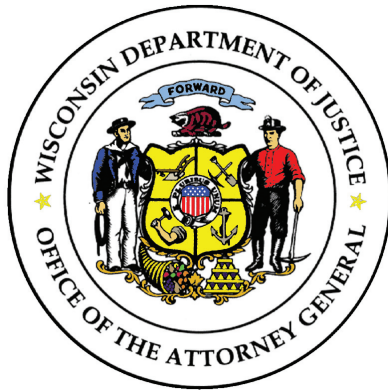
CRIME SCENE DO NOT CROSS

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Table of Contents

Preface	i
Introduction	ii
1. Evidence Integrity.....	1
2. Forensic Photography	17
3. Video and Audio Recordings.....	39
4. Crime Scene Sketch	45
5. DNA Evidence and Standards.....	57
6. Sexual Offenses	67
7. Bite Marks	71
8. Firearms and Ammunition	75
9. Footwear and Tire Examinations.....	83
10. Footwear and Tire Impressions.....	87
11. Latent Prints	101
12. Major Case Prints.....	113
13. Automated Fingerprint Identification System (AFIS)	121
14. Burglary	135
15. Building Materials.....	139
16. Glass	143
17. Tool Marks.....	147
18. Paints	151
19. Metals.....	155
20. Clothing and Fabrics	157
21. Hairs and Fibers	159
22. Woods and Sawdust	163
23. Fracture and Tear Matches	165
24. Vehicles	169
25. Autopsy	177
26. Identification of Unknown Deceased	183
27. Dental Identification of Human Remains.....	189
28. Toxicology	197
29. Poisoning	209
30. Controlled Substances.....	211
31. Arson	219
32. Explosives, Bombs and Fireworks	223
33. Questioned Documents	225
Appendix A – Bloodborne Pathogens.....	235
Appendix B – Collection Kits.....	237
Index.....	245



Preface

The need for proper recognition, collection, and preservation of physical evidence is apparent to all who are involved in the criminal justice system. Physical evidence can directly or indirectly lead to the resolution of a crime. Charging and prosecuting decisions may be affected by the quality of the physical evidence supporting the case. The United States and Wisconsin Supreme Court decisions have placed great emphasis upon physical evidence in criminal cases.

The Wisconsin State Crime Laboratories provide an important link between collection and court presentation of such evidence—most agencies within the state rely on the Laboratories for forensic examinations. It sometimes happens, however, that materials submitted to the Laboratory prove inadequate for proper analysis, or that improper collection or packaging methods destroy valuable evidence. It is unrealistic to expect that all submitters will know how to collect evidence in the manner required by the Laboratory, however, submitters should have at least general knowledge of proper techniques to guide them.

This handbook is offered in the belief that increased knowledge leads to understanding and that understanding leads to excellence. It was written to provide information regarding the Laboratory requirements surrounding collection and preservation of physical evidence. This handbook is not intended to be a comprehensive treatment of all of the factors involved in criminal investigation.

Because the laws and legal precedents concerning collection of physical evidence are subject to change, it is impossible to give specific, up-to-date information on acceptable procedures. Therefore, it is imperative that during an investigation, close liaison be maintained between the prosecutor's office and those persons responsible for the collection of physical evidence.

The staff of the State Crime Laboratories has revised and updated this 8th edition of the Handbook in the hope that it will continue to be of value to our users. Grateful acknowledgement is made to Laboratory staff members for their many contributions to the work and to our colleagues in other Divisions of the Department of Justice who have offered valuable comments and suggestions.

Introduction

State Crime Laboratories

There are three crime laboratories within the Division of Law Enforcement Services, Wisconsin Department of Justice:

State Crime Laboratory – Madison

4626 University Avenue
Madison, WI 53705-2174
Phone: (608) 266-2031
Fax: (608) 267-1303

State Crime Laboratory – Milwaukee

1578 South 11th Street
Milwaukee, WI 53204-2860
Phone: (414) 382-7500
Fax: (414) 382-7507

State Crime Laboratory – Wausau

7100 Stewart Avenue
Wausau, WI 54401-8410
Phone: (715) 845-8626
Fax: (715) 848-5833

The first Wisconsin State Crime Laboratory, located in Madison, was created by the Legislature in 1947. A second laboratory was opened in the Milwaukee area in 1975. In 1991, the Wausau facility opened. These laboratories provide technical assistance in criminal matters when requested by authorized parties.

Forensic Analysis Units

Scientific analysis of physical evidence is conducted at the Laboratories¹ by specialized units grouped into three sections.

¹The capitalized terms “Laboratory” or “Laboratories” are used in this handbook to refer specifically to the Wisconsin State Crime Laboratories.

Areas of Analysis:

Chemistry	
Controlled Substances	Analyzes for the presence (or absence) of controlled substances including cocaine, heroin, methamphetamine, LSD, THC, etc.
Toxicology	Analysis of bodily specimens for the presence of substances that are harmful to man or for which ingestion is in some way defined as a criminal offense. Includes unknown causes of death and felony alcohols.
Trace	Analysis of a broad spectrum of physical evidence including paint, glass, fibers, fire debris, explosives, lamp filaments, plastics, lubricants, household and industrial chemicals, building materials, cosmetics, tapes, ropes and cordage and metals.
Criminalistics	
Firearms/ Tool Marks	All aspects of firearm and tool mark examination, NIBIN entry of guns and unsolved cases, gunpowder pattern interpretation and obliterated serial numbers.
Identification	Analysis to determine the presence of friction ridge (“finger”) prints. Footwear and tire impressions. AFIS. Comparison of prints/impressions to establish identity/origin.
Forensic Imaging	Conduct photographic and digital imaging examinations and provides support for the analytical units.
Questioned Documents	Examination/comparison of questioned handwriting, typewriting, commercial printing, computer-generated documents, photocopies, papers, and inks, etc.
Field Response	Respond to calls from law enforcement agencies for assistance at major crime scenes, typically homicides, and autopsies. Documentation and interpretation of bloodstain patterns at crime scenes and on evidentiary items.
AFIS Specialists	Operate the State’s Automated Fingerprint Identification System (AFIS), providing identification information to all law enforcement agencies in Wisconsin. This system serves as the central repository for fingerprint identification records relating to persons arrested throughout the state.
DNA Analysis	
DNA Databank	Analyze samples of DNA from persons convicted of a felony. Maintain database of forensic evidence samples for comparisons against convicted offender samples.
DNA Analysis	Analyzing and comparing biological material connected with crimes to characterize genetic information about the donor.

At present, the Laboratories located in Madison and Milwaukee are full service facilities while the Wausau Laboratory supports drug analysis, fingerprint/footwear analysis, imaging, video enhancement, and field response.

Laboratory Service Areas

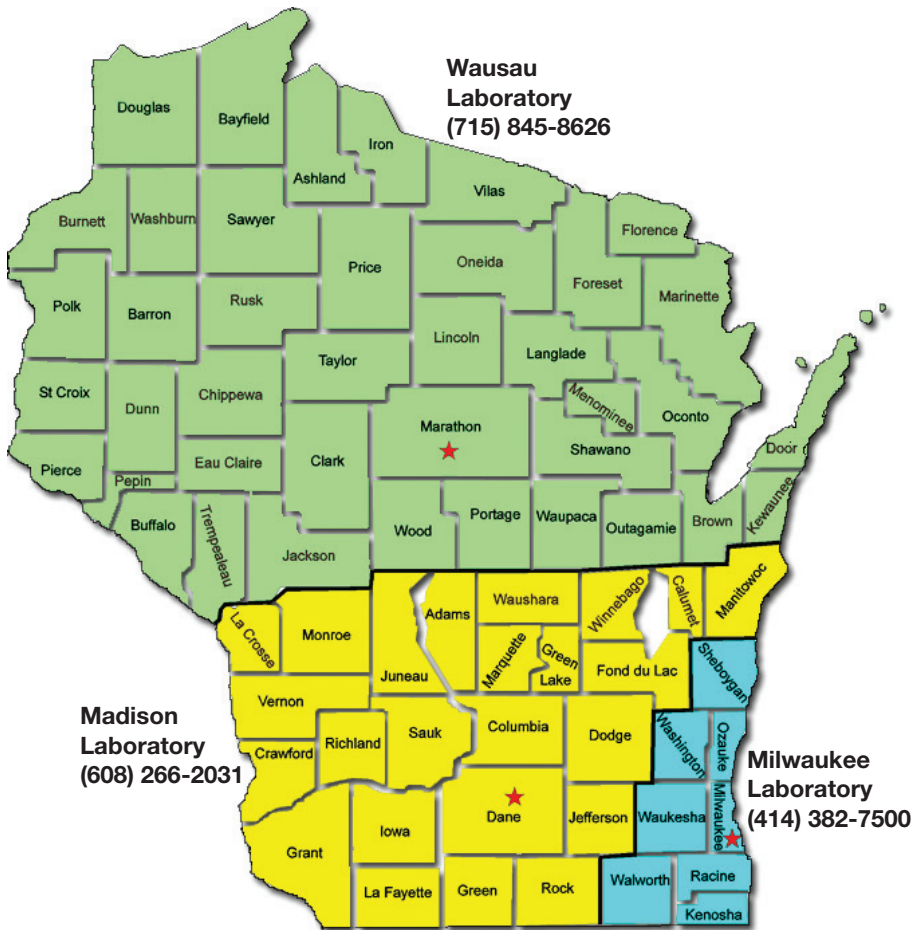


Fig. Intro-1
Laboratory service areas.

The Madison Laboratory field service area includes the Milwaukee Laboratory area. Agencies in the Milwaukee Laboratory areas should contact the Madison Laboratory for field service. For all other matters, agencies in the Milwaukee service area should contact the Milwaukee Laboratory.

Computer Evidence

The Computer Forensics Unit of the Division of Criminal Investigation conducts forensic analysis of computer evidence. Information extracted from computer evidence can be a valuable component of an investigation. For questions involving computer evidence, contact the Computer Forensics Unit by calling the DCI general contact number:

**Wisconsin Department of Justice
Division of Criminal Investigation
(608) 266-1671**

Procedure for Requesting Aid

The Laboratory is authorized to participate in a criminal investigation only at the request of authorized governmental officials (see table). Services of the Laboratory are available to the defendant in a felony action upon his or her request and with the approval of the presiding judge (Wis.Stat. §165. 79(1)). The Laboratory also cooperates with federal and other state agencies.

Governmental Officials Authorized to Request Laboratory Assistance [Wis. Stat. §165.75(3)(b)]

Sheriff	Chief of Police
Coroner	Attorney General
Medical Examiner	Governor
District Attorney	Head of any State Agency

The head of any Wisconsin State Department may request investigations. In such cases, the services provided by the Laboratory shall be limited to the fields of health, welfare, and law enforcement responsibility which has by statute been vested in the particular state department. Examples of such state departments include the Department of Natural Resources, the Department of Agriculture, the Department of Health and Family Services, and others.

When Laboratory assistance is desired, it is suggested that the district attorney of the appropriate county be advised that an investigation is being undertaken and the Laboratory's services are needed and requested. The Department is authorized by statute to decline to provide Laboratory service in any matter not involving a potential felony charge.

Technical Support

Whether or not it may accept a case, the Laboratory is available for consultation. If in doubt, law enforcement officials are urged to communicate with the Laboratory for advice, counsel, and/or recommendations relative to the particular problems confronting them in their investigation. The Laboratories are open Monday through Friday, 7:45 AM to 4:30 PM, except holidays. Forensic Scientists are available 24 hours a day to answer questions concerning evidence recognition, collection, and preservation. Contact the Laboratory in your service area. If unable to reach a Forensic Scientist or the Field Response Team after business hours, contact the Time Control Center at (608) 266-7633.

Court Presentation of Findings

In addition to returning a written report of scientific findings, staff members are available to appear in courts of law as expert witnesses. At preliminary hearings, a forensic scientist's report can stand in place of an actual appearance. Wisconsin Statutes §970. 03 (12)(b) reads, in part:

At any preliminary examination, a report of one of the crime laboratory's ... findings with reference to ... the evidence submitted, certified as correct by the attorney general ... or a person designated by ... them, shall, when offered by the state or the accused, be received as evidence ... The expert who made the findings need not be called as a witness.

A pretrial conference between the expert who conducted the examination and the prosecutor assigned the case, or with the defense attorney (if the expert is to appear as a witness for the defense) is recommended in all cases where expert testimony by a forensic scientist is presented at trial. Forensic scientists are available for consultation and assistance in preparation of those portions of the case involving their testimony.

Field Services

When requested by an authorized law enforcement official, the Laboratory provides field services to assist in processing crime scenes of major offenses. Mobile units are equipped to aid in the recognition, recovery, and preservation of physical materials which may have evidentiary value, and to transport these materials to the Laboratory for processing. Laboratory personnel are not vested with power of arrest and, therefore, require that suitable law enforcement personnel be present to protect and assist Laboratory personnel when processing scenes for physical evidence.

The Laboratory provides field services in the following areas:

Crime Scene	Field Response Unit will assist law enforcement in processing suspicious death investigations (Madison and Wausau Laboratories)
Bloodstain Pattern Analysis	Upon request, forensic scientists will respond to suspicious death investigations to document and analyze bloodstain patterns
Forensic Video Analysis	When warranted, forensic scientists will respond to the scene of a crime to recover surveillance footage
Clan Laboratory Chemist	Responds to clandestine laboratories in conjunction with the Division of Criminal Investigation (DCI)
Autopsy	When warranted, the Madison Field Response Unit may assist at autopsies at the Madison VA Hospital

When field assistance is requested, it is important that the crime scene be protected and kept secured by law enforcement personnel. The requesting agency should assign the officer most familiar with the case to assume responsibility for the investigation. Also, during the examination and processing of the crime scene, the officer who is assigned the case and other officers who have attended death investigation school and/or evidence technician courses should be made available to assist the Laboratory personnel.

Law enforcement agencies requesting assistance for crime scene investigations may contact the Madison or Wausau Crime Laboratories at the following telephone numbers:

- A. Agencies in the southern 24-county area served by the **Madison Laboratory** (608) 266-2031 (24 hours a day).
- B. Agencies in the southeastern 8-county area served by the **Milwaukee Laboratory** should contact the **Madison Laboratory** (608) 266-2031 (24 hours a day).
- C. Agencies in the northern 40-county area served by the **Wausau Laboratory** (715) 845-8626 (24 hours a day).
- D. If unable to reach any of the Laboratories at any time, call the Time Control Center (608) 266-7633.



Fig. Intro-2
Field Response Unit for the Madison Laboratory.

Informational and Training Services

The Laboratory presents training programs and seminars throughout the state for law enforcement, professional, and medical groups. Special training sessions for law enforcement officers may be held at the local level when deemed feasible. Requests for training by Laboratory personnel should be made through the Training Coordinator at the Madison Laboratory.

Special articles are written by the Laboratory staff when warranted. Often these articles appear in the *Law Enforcement Bulletin*, published by the Wisconsin Department of Justice. If you are interested in receiving a subscription, contact the Division of Law Enforcement Services at (608) 266-7751. Ask to speak with the *Bulletin* Editor.

District attorneys, coroners, sheriffs, chiefs of police, and members of their staffs are invited to visit our Laboratories for an informational tour when in Madison, Milwaukee, or Wausau. If desired and if advance arrangements are made, the staff is available to explain and demonstrate some of the scientific methods used in collecting, preserving, and processing evidence. Laboratory tours are limited to law enforcement and legal personnel, students in law enforcement programs, and technical and professional groups by prior arrangement.

The Physical Evidence Handbook

8th Edition



Evidence Integrity

In any criminal investigation, the validity of information derived from examination of the physical evidence depends entirely upon the care with which the evidence has been protected from contamination. In other words, if the evidence has been improperly collected, handled, or stored, its value may be destroyed and no amount of laboratory work will be of assistance. Therefore, it is important that items of evidence be collected, handled, and stored in a way that will ensure their integrity. In doing so, the likelihood is increased that useful information can be extracted by examination and that the item will be considered admissible in court proceedings.

I. Preserving the Crime Scene

The first officer at the scene of a crime has several immediate responsibilities. Among these duties is preserving the integrity of the scene by preventing the destruction of potential evidence that may lead to the resolution of the crime. To accomplish this responsibility, the first officer at the scene should consider the following:

- A.** As you near the scene, take note of persons and vehicles in the general area.
- B.** Attempt to obtain identification of any persons leaving the scene.
- C.** Limit access to the scene.
- D.** Note your route through a scene as you “clear” the scene.
- E.** Remove or isolate persons present at the scene – victims or witnesses – so that they do not purposely or inadvertently alter or destroy evidence. Instruct them not to discuss the events.
- F.** Every attempt should be made to exclude official “sightseers” by explaining the potential consequences of disturbing the scene.
- G.** Maintain a crime scene log in which the name, department, arrival and departure of each person at the scene is recorded. Note who has been inside the scene perimeter (EMS, fire department, etc.).
- H.** Use a camera to document the scene as it was initially found.
- I.** Record any changes to the scene by your actions or those of emergency personnel.

- J.** Make note of the following but do not move or pick up anything:
 - 1. Doors and windows – opened, closed, locked?
 - 2. Lights, TV's or radios – on or off? Which ones?
 - 3. Odors (cleaning solutions, cigarette smoke, perfume, etc.) in the air?
 - 4. Items out of place?
 - 5. Condition of body?
- K.** Attempt to “freeze” the scene as closely as possible to the condition in which it was found to minimize the destruction of evidence.
 - 1. Protect the perpetrator's suspected routes of entry and exit. If possible, use another entrance to the scene to avoid destroying possible latent footwear and fingerprint impressions.
 - 2. Protect evidence (such as footwear and tire impressions, biological and trace evidence) from inclement weather.
 - 3. Wear gloves and, if necessary, shoe covers when entering the scene. (Shoe covers should be worn at scenes where biological and trace evidence and latent footwear impressions may be important.)
- L.** Collect victim/suspect clothing including footwear. If the victim's clothing is removed at the scene by emergency personnel, advise them not to cut through holes in the clothing.
- M.** Record any observations of the suspect(s). Any injuries? Any bloodstains on hands or clothing? Condition?

II. Processing the Crime Scene

Processing the crime scene should begin with an initial assessment. This assessment will help to formulate a systematic plan for the recognition, collection and preservation of physical evidence at the scene. Conduct a walkthrough of the scene with an officer well-informed of any actions that have occurred at the scene. As you conduct this assessment, note the following:

- A.** Potential evidence along the perpetrator's suspected routes of entry and exit.
- B.** Is there evidence of forced entry? Tool mark impressions?
- C.** What items have been disturbed or are out of place? Is there evidence of a struggle? Ransacking?
- D.** Any potential bloodstains on walls, floors, or items.

- E. Possible weapon. Firearm? Knife? Blunt object?
- F. Footwear or fingerprint impressions in dust on hard surfaces. Use a flashlight with oblique lighting to reveal this evidence.
- G. What areas should be processed first to limit loss due to inclement weather or chance of contamination?
- H. What will need to be photographed? Sketched? Videotaped?
- I. How the search should be conducted.
- J. What evidence collection kits are needed? What additional resources?

After the initial assessment, processing of the crime scene can begin. This processing includes note taking, photography (see Chapter 2), videotaping, (see Chapter 3), crime scene diagrams (see Chapter 4) and evidence collection. This handbook includes collection methods of various items of evidence that may be encountered at the scene. Appendix B in this handbook lists evidence collection kits that a law enforcement agency might want to consider creating for crime scene processing. ***If an investigator is uncertain as to how to collect a certain piece of evidence, contact the Crime Laboratory for specific instructions.***

Make sure while processing the scene, appropriate personal protective equipment is worn (See Appendix A, Bloodborne Pathogens). Practice universal precautions (assume all biological samples are contagious). Change gloves often especially between items collected for DNA evidence. Wear booties at scenes to protect your footwear from biological materials and to prevent contaminating the scene.

If the crime scene involves a death investigation, do not remove the victim(s) until the route of removal and the area around the body have been processed to avoid contamination and destruction of evidence. Bag the victim's hands to preserve any evidence that may be trapped under the fingernails. The body must be wrapped in a new sheet and placed in a sealed body bag. An autopsy of a suspicious death should be conducted by a qualified forensic pathologist.

When submitting evidence to the Laboratory, the case officer should work with Laboratory staff to determine the most probative pieces of evidence to prioritize analysis.

III. Collection of Evidence

It is important to properly collect, seal and identify items of evidence and maintain a proper chain of custody for two reasons. First, you must be able to prove that the item introduced in court is the same item that was collected at the scene. Second, you must ensure that the item is not altered or contaminated between the time it was collected and the time it was examined forensically or entered as evidence. These objectives are best achieved by proper packaging and sealing of evidence and maintaining a proper chain of custody.

Packaging

Packaging materials should protect the item from contamination, tampering, or alteration. Packaging materials should not cause deterioration. For instance, articles of clothing should not be packaged in material that traps moisture. Items that might contain residual moisture should be packaged using a material that allows moisture to pass through – paper or cardboard. ***(Note: Items for DNA examination should always be packaged in paper or cardboard, even if they appear dry.)***

Unless an item of evidence is a liquid sample, items that are wet should be allowed to dry before being packaged and then packaged in paper or cardboard. There are occasions when a vapor-tight barrier is required. One example is when flammable liquid vapors are sought in fire debris. Such an item must be packaged in a vapor-tight container.

Another way that packaging could contribute to deterioration is through abrading the surface of the item, thereby removing surface deposits. For instance, fingerprints can be obliterated by friction between the container and the item. Also, markings on lead bullets can be altered if packaged improperly.

Only new, unused materials should be used to package evidence.

If the packaging has been previously used, trace evidence can be imparted to the item, negating the value of some examinations. Common packaging materials include paper, cardboard, plastic, metal cans and glass.

Bags. Paper bags come in many sizes. Bags are a good choice for bulky items. Choose a bag that is sized to the item – don't use a full-size grocery bag to collect a wrist watch or a paint chip. Bags may leak at the seams and corners and may not be suitable for powdery evidence unless all possible openings are taped.

Envelopes. Envelopes also come in a variety of sizes. Manila "coin envelopes" are good for small samples. Letter-size envelopes work well for many items. Large manila envelopes can be useful for larger moderately heavy items. Some manila envelopes designed to hold evidence are constructed with a clear acetate window which allows the contents to be viewed while retaining the breathability of paper. Like paper bags, envelopes may leak at the seams and may not be suitable for powdery evidence unless the seams are taped.

- B. Cardboard Boxes.** Large cardboard boxes work well for heavy or bulky items. Unless they have a waxy finish, cardboard shares paper's porous nature and is a good choice for items that might contain residual moisture and for DNA samples. Cardboard boxes should not be used for trace evidence or when the item is to be examined for trace evidence. Small "slide boxes" are useful for samples such as bullets and bullet fragments. Various companies carry cardboard boxes for packaging weapons including knives and hand and long guns.



Fig. 1-2
Examples of various cardboard boxes available including slide boxes, swab boxes and a box for securing a handgun or knife. Cardboard boxes are an excellent packaging choice for items requiring DNA analysis.

C. Plastic. Plastic has several obvious advantages: it has great strength for its weight and transparent plastic allows inspection of the contents. There are several disadvantages which must be recognized, however. First, water vapor does not freely pass through plastic. Most evidence is adversely affected by prolonged exposure to water: steel will rust, cardboard or paper may decompose, biological materials (blood and semen stains) are destroyed, natural clothing materials (leather, wool, cotton) can mold and degrade. Paradoxically, some vapors other than water can pass through plastic and, therefore, may allow sought-after samples to escape. See the section, “Metal cans,” for further details. Plastic is acceptable for items that you are certain are dry, especially plastics, paper, drug powders and tablets, etc.

Plastic sharps containers are available in a variety of sizes. Hypodermic needles must be packaged in a sharps container before submission to the Laboratory. Knives must be packaged in a sharps container or secured within a cardboard box. Consideration should be taken when deciding what packaging to use. If DNA testing is requested, secure the knife in a cardboard box and not a plastic sharps container.



Fig. 1-3
Examples of plastic sharps containers. Do not package knives in plastic containers if DNA testing is requested.

- D. Glass vials and jars.** Glass vials and jars are useful for liquid samples: blood, alcohol, flammable liquids, water and so forth. Blood samples should be collected by following instructions contained in [Chapter 5, DNA Evidence and Standards](#); [Chapter 25, Autopsy](#); and [Chapter 28, Toxicology](#). The vial or jar must have a tight-fitting top and must be protected from breakage once collected.



Fig. 1-4

*Glass vials are available from hospital and scientific supply outlets. Smaller glass vials can be packaged within Nalgene bottles for protection. Use a clean, new pipette to transfer liquids to glass vials. In the case of glass pipettes, use a rubber bulb or other device designed for the purpose of providing suction. **Never** use your mouth – the practice is dangerous and may contaminate the sample.*

- E. Metal cans.** New, clean, unlined paint cans are ideal for storing non-biological samples that could evaporate. The most common examples are flammable liquid accelerants found in fire debris (e.g., gasoline, charcoal lighter fluid, etc.). A previously used can is not acceptable; paints contain solvents that are similar to an arsonist's accelerants. For the same reason, you should never reuse any evidence packaging materials, including cans. As noted above, plastic allows hydrocarbon vapors to escape. Plastic may also be attacked and destroyed by high concentrations of vapors. **For these reasons, volatile samples should only be stored in metal and never in plastic.**

This general discussion is intended to give guidance in situations where specific instructions are not provided elsewhere in the *Handbook*.

Consult chapters dealing with specific types of cases or evidence and follow instructions given there, if they are provided.

Sealing

Evidence received by the Laboratory must be properly sealed.

A proper seal provides proof that an item has not been accessed and, therefore, could not have been altered or contaminated during storage or transport. Nothing can be added or removed from a properly sealed package. The primary requisite of a good seal is that if it is tampered with, the tampering can be detected. There are many recognized sealing methods and a number are discussed below. All are used by the Laboratory. Methods of sealing evidence include heat sealing in plastic, tapes, tamper-evident tapes, tamper-evident adhesive strips, or a combination of these methods.

- A. Heat sealing.** The heat sealing method partially melts the plastic packaging and fuses it together. Some sealers emboss an identifiable mark into the seal. Use an indelible marker to **write your initials across the seal**. These markings provide evidence that the package was not opened and then resealed.

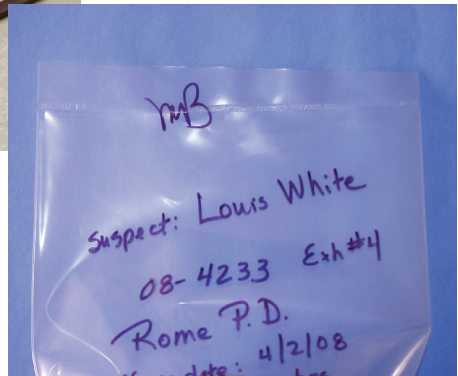


Fig. 1-5

Several different types of plastics can be used with heat sealers, but each requires a different time/temperature combination. Make sure that you sufficiently heat the plastic to ensure the halves are fused together. To the left are rolls of plastic with a heat sealer that embosses an identifiable mark into the seal.

Fig. 1-6

Right: Use an indelible pen to write your initials across the heat seal to authenticate it.



- B. Tape.** Cellophane or cloth tape can provide a tamper-evident seal on some surfaces. However, tape on plastic does not provide an acceptable seal because it can be easily removed and replaced. The security of this method is improved by use of tapes with organizational names printed on them (thereby limiting the number of persons who could reseal the item). Use an indelible pen to **write your initials across the junction of the tape and the container.** If disturbed, it will be nearly impossible to reposition the tape so that it precisely matches.

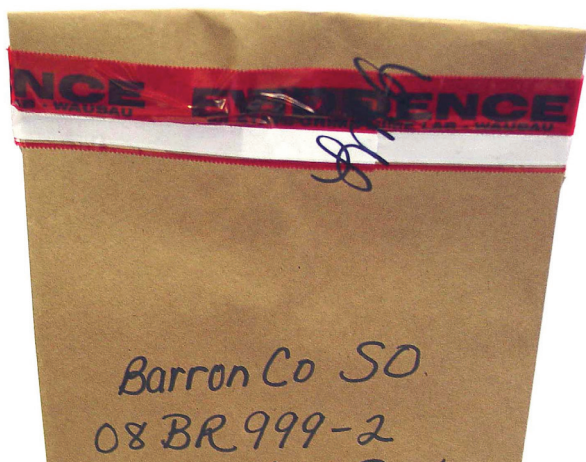


Fig. 1-7

Close the opening of the container by folding over the opening more than once. If staples are used to secure the opening, cover with tape. Use an indelible pen to write the sealer's initials across the junction of the tape with the container.

- C. Tamper-evident tapes.** Tamper-evident tapes are destroyed by efforts to remove them. Traditionally, the security feature was created by a combination of a tenacious adhesive and a low tensile strength backing. Some new tapes change color or have words develop when disturbed. The tapes come both in long rolls and in short, individual strips.

These tapes are advertised as providing tamper-evident seals on all surfaces. In reality, some brands of tape can be removed from plastic bags without evidence of tampering. Always check for permanence on an identical test object before using a particular tape. If the brand of tape or packaging is changed, retest.

One advantage of tamper-evident tapes is that they are designed to shred or tear when pulled or stressed. This advantage is a potential

disadvantage, however, if a mechanically strong joint is required. Unless somehow reinforced, the tape may spontaneously shred if stressed. When the tape joint may be strained, use another method to secure the joint and then use tamper-evident tape across the joint. Some tamper-evident tapes will not adhere under cold conditions.



Fig. 1-8

Tamper-evident tape is available from a number of suppliers and in several different colors. Your agency's name can be added to the tape as an additional identifier.

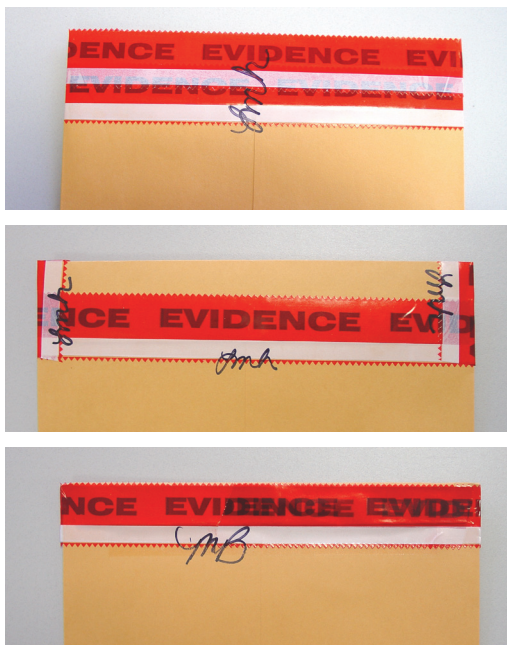


Fig. 1-9

Use an indelible pen to write the sealer's initials across the junction of the tape with the envelope. Make sure the sides as well as the bottom of the flap of the envelope are covered with tape to prevent anything from being added to or escaping from the envelope. These photos illustrate the various ways acceptable for sealing the top of the envelope. In the bottom photo, the flap is folded inside the envelope and taped with one strip of evidence tape. Also, check the manufacturer's seal to ensure that it is adequate.

D. Tamper-evident adhesive strip. Tamper-evident adhesive strips attached to plastic bags are a quick and easy method of sealing plastic bags. Remove the plastic protective cover from the adhesive and either squeeze the sides of the plastic bag together or on some bags fold the plastic flap over the adhesive strip and squeeze together. Write your initials on the plastic bag directly over the adhesive seal. Any attempt to disturb the seal results in distortion of the plastic bag and/or the initials.

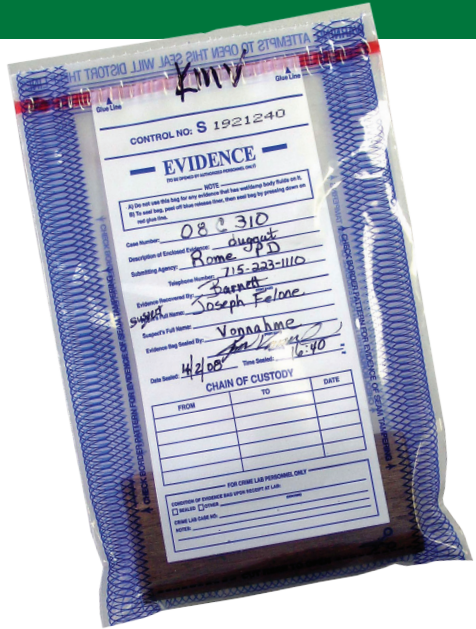


Fig. 1-10
Use an indelible pen to write the sealer's initials on the plastic bag over the adhesive seal.

E. Staples. Stapling, by itself, is not an acceptable method to seal evidence. However, it can be used in conjunction with other sealing materials. Be aware, exposed staples can present a sharps hazard. **If staples are used, they must be covered by tape.**

Chain of Custody

The chain of custody is a record that documents every person that had custody and control of an item from the time it was collected until its introduction into court. It allows the courts to question all persons who possessed an item regarding their handling procedures and the actions they took.

The importance of a properly documented chain of custody cannot be overemphasized. The chain is often closely scrutinized. Evidence is challenged and sometimes rejected because of improper handling or documentation. Thus it is extremely important that proper methods be used in collecting, preserving, and documenting physical evidence.

The chain should be no longer than necessary. Ideally, it should include only:

- A. The investigator who recovers the evidence.
- B. The departmental evidence custodian (in cases when the item is not immediately transported to the Laboratory by the recovering investigator).
- C. The person who transports it to the Laboratory (if possible, one of the two preceding individuals).
- D. The person (normally the evidence specialist) who receives the evidence at the Laboratory.
- E. The Laboratory scientist who examines the evidence.
- F. The person that retrieves it from the Laboratory (if possible, one of the first two individuals).

Transmittal of Criminal Evidence form

When submitting a new case or additional items for a case already submitted, a *Transmittal of Criminal Evidence* form must accompany the evidence (see Fig. 1-11). This form supplies important details that are needed for Crime Laboratory record management. It also ensures that reports of analysis will be associated with the correct offense. If your agency does not have these forms or if you have any questions about proper completion, contact the Laboratory in your service area. An electronic version of the *Transmittal of Criminal Evidence* form is available upon request from the Laboratory in your service area and can be found on the Wisconsin law enforcement website www.wilenet.org.

Each offense should be submitted as a separate case. For instance, if fingerprints were found at three businesses burglarized on the same night in the same strip mall, each burglary could result in a separate criminal count. Therefore, each incident should be submitted on a separate form. In a drug case, if more than one buy/deal occurs involving the same suspect on the same day, the Laboratory considers **each** buy/deal a **separate** case which must be submitted on a **separate** transmittal form.

Make sure all entries are legibly recorded. Hand-printed, typewritten or electronically-generated forms are preferred. If there are special instructions, note them on the Transmittal form or include them in a letter in the same envelope.

Information to be supplied includes:

1. **Submitting Agency.** Name of agency submitting case (Police Department, Sheriff's Office, MEG Unit, etc.)
2. **Submitting Agency Case Number.**
3. **City of Agency.** Municipality where agency is located.
4. **County of Agency.** County where agency is located.
5. **Date Transmitted.** Date case is mailed/brought to the Laboratory.
6. **Offense Committed in City/Town/Village.** If known.
7. **County of Offense.** List only one county.
8. **Offense Date.** Only one incident per transmittal form. Must be one specific date, not a general time frame.
9. **Criminal Offense.** List all charge(s). Be specific. In drug cases, this is typically possession, possession with intent, delivery, manufacturing, etc. In cases such as arson, burglary, or theft, be sure to indicate the type of property burned, burglarized, or stolen.
10. **Trial Date.** Date of jury trial, if known.
11. **Victim(s).** Victim(s) of the crime. In drug cases, there are usually no victims. In the case of multiple burglaries, each burglary is a **separate** case even though the same suspect(s) may be involved. Each victim must be listed on a separate transmittal form. If a business is involved, include name of business, owner and any employees involved; list the cashier in armed robbery, etc.
12. **Suspect(s).** All suspect(s) in the crime, whether or not charged.
13. **Sex/Race.** Sex and race of victim(s) and suspect(s). **This information is necessary in sexual assault cases for both victim and suspect.**
14. **Age/Date of Birth.** Age and date of birth of victim(s) and suspect(s).
15. **Agency Exhibit Number.** If submitting agency has an exhibit number, item number or inventory number for the piece of evidence, it may be listed here.
16. **Number of Items.** Number of pieces of evidence being submitted under your item number or inventory number.
17. **Item Description and Source.** Brief description of evidence and the analysis requested.
18. **Full Name of Submitting Officer.** Full, **printed** name of officer submitting case. (No initials or nick names – i.e., James J. not J.J.; William not Bill.)

Packaging Checklist

Before shipping evidence ask yourself:

- A. Has evidence been properly collected, preserved, and sealed for submission to the Laboratory (heat seals marked with the sealer's initials, all tape seals marked with the sealer's initials across the junction of the tape with the container?)
- B. Has evidence, including fingerprint cards, been properly sealed?
- C. Has evidence been properly packaged for shipping to the Laboratory?
- D. Has *Transmittal of Criminal Evidence* form been properly completed?
- E. Has *Transmittal of Criminal Evidence* form been put in an envelope attached to the **outside** of the package?
- F. When using certified mail, the envelope containing the *Transmittal of Criminal Evidence* form must be attached to the outside of the package.
- G. When using registered mail, the edges of the envelope must be completely covered with brown paper tape.

Forensic Photography

E*vidence photography, videography and other evolving multimedia technologies are indispensable to the evaluation, interpretation and presentation of physical evidence in court. Evidence photographs, diagrams, videos and other media must be of consistently high quality as well as fair and accurate representations of the depicted subject matter. The following recommendations have been compiled to produce photographs that meet these recommendations.*

DISCLAIMER: The mention and/or use of any film, software, hardware, digital camera or other device is based on what was readily available for illustration purposes and does not constitute an endorsement or recommendation for any of these items.

Services Provided by the Laboratory

The Forensic Imaging Unit provides analysis of photographic materials and other multimedia evidence using photographic and electronic imaging techniques. The analysis and support services provided to submitters include:

- A.** Date of manufacture of Polaroid photographs.
- B.** Determination of which film camera was used.
- C.** Determination of which negative was printed.
- D.** Comparison of objects such as clothing, vehicles, buildings and weapons to photographs, electronic images or video images.
- E.** Forensic video analysis.
- F.** Demonstrative displays and video for court.
- G.** Photography of bite marks and other injuries.
- H.** Photography of vehicles and other physical evidence submitted to the Laboratory.

Requests for photography, multimedia analysis and support services should be directed to the Forensic Imaging Unit of the Laboratory serving your area.

I. Digital Imaging Issues

Admissibility and Chain of Custody

The legal requirements for the admissibility of digital photographs as evidence in court are the same as for film. Digital photography and digital image enhancement are accepted as a scientifically valid method of photographing objects as documented in Resolution 97-9 of the International Association for Identification (see www.theiai.org/certifications/imaging/index.php for more information).

Chain of custody requirements are the same for both film and digital photographs.

- A. When photographs are taken to document what a witness observed, no chain of custody is required.**
- B. If the photographs were seized as physical evidence, they must be store in the same manner as other physical evidence and a chain of custody must be maintained.**

Digital to Film Resolution Equivalentents

There are wide variations in published tables that list the digital camera megapixel equivalent to film. The following equivalent in resolution (ability to record fine details) between digital and film photography is based on footwear impression photography research conducted by the Institute for Forensic Imaging which found that digital cameras in the range of 8 to 14 megapixels can record the same level of fine details in a footwear impression as recorded on a 35mm negative.

Table 2-1: Digital Equivalent to Film

Film Size	Digital Camera Resolution
35 mm	8 to 14 megapixels
120 medium format	25 to 40 megapixels
4x5" large format	116 to 174 megapixels

NOTE: This table is based in part on footwear impression photography research conducted by the Institute for Forensic Imaging.

Table 2-2 lists the largest area that may be photographed based on the resolution of the digital camera in order to provide enough fine detail for comparison purposes of latent prints. **Photographing a larger area than what is recommended will record less of the finer details needed and could reduce the usefulness of the digital photograph for comparison purposes.**

Table 2-2

Digital Photography Requirements for Latent Prints

Digital Camera Resolution	Largest Area that can be Photographed at 1,000 ppi
6 megapixels	2 X 3 inches
8 megapixels	3.25 X 2.5 inches
10 megapixels	2.6 X 3.9 inches
12 megapixels	2.85 X 4.25 inches
16 megapixels	3.3 X 5 inches
22 megapixels	4.1 X 5.4 inches
39 megapixels	5.4 X 7.2 inches

NOTE: This table is based on the SWGFAST standard of 1,000 ppi at 1X without resampling.

Digital Photography File Formats

The **Camera RAW** file format is the preferred file format for digital photographs of latent prints, blood spatter, and footwear and tire track impressions that are submitted to the Laboratory for comparison purposes. The three disadvantages of the RAW file formats are:

- A.** These are usually a proprietary file format.
- B.** A RAW file format is a relatively large file.
- C.** Few if any 1-hour photo labs can print these files without previously being converted to a current standard file format (tiff or jpeg).

Some cameras may allow you to simultaneously capture all images in both a RAW and JPEG file format.

The uncompressed **TIFF** file format is the next best alternative to the RAW file format in terms of overall quality. If submitting a processed TIFF file to the Laboratory, please be sure to also include an unprocessed copy of the original file. The two disadvantages of the TIFF file format is its relatively large file size and 1-hour photo labs may not be able to print these files.

The **JPEG** file format is the least desirable alternative to the RAW file format in terms of overall quality. Processed images should not be saved in a JPEG file format except for email purposes and for printing at 1-hour photo labs. If submitting a processed JPEG file to the Laboratory, please be sure to include an unprocessed copy of the original file. Also, the image quality should be set to the highest quality value. The main disadvantage of this file format is compression artifacting.

The **BMP** file format is normally used only for images to be imported into PowerPoint presentations and word processing documents. However, there are some digital CCTV systems that can only export individual still images in this file format.

All digital photography files must be submitted to the Laboratory in the same manner as physical evidence and copied onto physical digital media such as a CD or DVD. Electronic transmissions of these files will not be accepted. These files are treated by the Laboratory as evidence and an electronic submission does not provide an adequate chain of custody.

Digital Photography Storage

If the original images are saved to a camera card, the original files should be downloaded to a computer hard drive and a backup copy should be made on a CD or DVD before the camera card is formatted and reused. If the original images are saved directly on a computer hard drive, follow the procedures for making a temporary backup on a CD or DVD.

A procedure should be developed for verifying the integrity of the copied files. This procedure can range from relying on the error checking in the computer operating system to using hash values such as MD-5.

The original files should be write-protected and only working copies of the original files should be processed. All files should be archived to a long term storage media such as archival grade CDs and DVDs, pairs of external USB hard drives or redundant secure RAID servers.

The Scientific Working Group for Imaging Technologies (SWGIT) provides guidelines regarding storage and archiving of electronic and digital images. This information may be found at <http://www.swgit.org> and at the website of the International Association for Identification (IAI) <http://www.theiai.org>.

II. Criminal Investigations

General Guidelines

Upon arriving at the scene, the photographer should obtain all available information from either the first officer on the scene or the officer in charge. Using this information, the photographer should decide what photographs are needed and in which order they are to be produced. Do not move or disturb any evidence, bodies or items within the boundaries of the scene before they have been photographed, measured, sketched and released for collection by the officer in charge.

Do not take a suspect or any item of physical evidence that has been moved or disturbed back to the scene for photographic or other purposes.

Do not include yourself, other persons or any other object not part of the scene in the photographs. If positions of evidence need to be denoted in the photographs, take a photograph without any alterations and then retake the photograph with evidence markers in place. Be extremely careful not to disturb any items of evidence. A good axiom to follow is: **If in doubt, photograph it!**

Procedure

- A. Determine a photographic starting point and progressively take photographs working your way into the scene. Photographs should maintain continuity between each other to present a “picture story” of the scene.

- B. Photograph rooms from each corner with a minimum of four views. Additional photographs may be required of ceilings, floors, doorways or hallways if not covered in the four minimum views.
- C. Photograph bodies from all angles (be careful of distortion when photographing from head and feet) and overhead if possible. **Do not** disturb the body or clothing on the body to take photographs. The body will be photographed and examined at autopsy.
- D. Scenes should be photographed keeping four basic views in mind:

OVERALL VIEWS – these show general locations, conditions and surroundings.

1. Should be done at photographer's eye level unless duplicating a witness's point of view.
2. A large outdoor scene, a scene involving several buildings or a route used may require aerial photographs.
3. All scenes should have 360° overall views looking toward the scene and looking away from the scene. If possible, include identifiers like street numbers, fire numbers, permanent reference points, etc. Structures should have all sides, surrounding areas and adjacent buildings photographed.
4. Interior overall views using the minimum four corner technique should be produced of all rooms connected with the scene.

MEDIUM VIEWS – these show a significant segment of the scene that has been previously recorded in the overall views. An example would be a body lying in the middle of the room. An overall view would show where the body was in relation to the room. A medium view would focus attention to the particulars of that body to give details like type of clothing, position of extremities, items close to the body, etc.

CLOSE-UP VIEWS – these are used to specifically show position and detail. This would include items such as a gun in relation to the hand, ejected cartridge cases, a bullet lodged in the wall, ligatures, gags, bindings, entry damage to door jamb, etc. Close-ups of all evidence should be accomplished before collection, measuring and sketching take place.

SPECIFIC EVIDENCE VIEWS – these are detailed photographs documenting items of evidentiary value. Some examples include footwear/tire impressions, fingerprints, footprints, processed fingerprints before lifting, tool and pry marks, fabric impressions, bite marks, serial numbers, etc.

1. Can be very similar to a close-up view or may have been taken previously as a close-up view.
 2. Depending on the type of evidence, photographs may be more conveniently taken back at the agency after the item has been collected from the scene or autopsy.
- E.** As a final step, the photographer should confer with the officer in charge and describe all the photographs that were taken of the scene. The officer in charge may require additional photographs be taken.

Photographic Notes

Generally, departmental policies will dictate what type of information the photographer needs to record. It is suggested that some type of “running” log be maintained. Log information that might be considered includes: frame number, photographer, date, case number, time started/ended, camera direction (use compass directions) and general description of the item being photographed.

Do not mix cases on a roll of film or a digital camera card, and do not discard bad negatives or digital image files. Keep them as part of the photographic record of the scene and include them in the photo log.

With digital cameras, the date and time are usually found in the metadata. Therefore, it is important to routinely check the date and time settings on all digital cameras and on all computers used to process these files.

III. Initial Record Photographs of Vehicles

A systematic approach is recommended when taking the initial record photographs of a vehicle. These photographs should include the exterior of the vehicle, all interior compartments, any obvious damage and anything commonly used to identify a specific vehicle such as the VIN number, the license plate number and any other serial numbered window stickers.



Fig. 2-1
Begin at a logical point such as the front of the vehicle. When possible to back up far enough away from the vehicle, use a normal to short telephoto lens to obtain a normal looking photograph.



Fig. 2-2
This is an example of the foreshortening that will occur when you have to use a wide-angle lens due to limited space such as in a small garage.



Fig. 2-3
Include a standard color reference for color balancing purposes. Photograph the card under the same lighting conditions as the other objects to be photographed.



Fig. 2-4
Before moving on, photograph the front license plate.



Fig. 2-5
If the VIN plate is mounted on top of the dash, side light it with the flash inside the windshield. Because of contamination on the windshield, you may have to manually focus your lens. The condition of the windshield for Figure 2-6 was the same.



Fig. 2-6
The flash was moved from inside to outside the windshield to side light the VIN number plate. Compared to Figure 2-5, this results in the dust and contamination on the windshield being more visible.

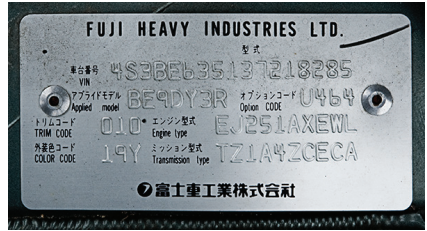


Fig. 2-7
As an alternative to Figures 2-5 and 2-6, a data plate in the engine compartment with the VIN number on it may be photographed.

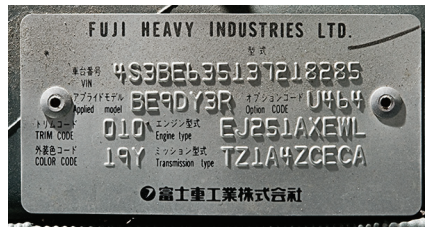


Fig. 2-8
Side lighting with the flash off camera will usually work for raised letters and numbers.



Fig. 2-9
As you walk around the vehicle, the next logical photograph is the overall view of the driver's side of the vehicle. As a general rule, if you have to use a shutter speed slower than 1/125 second and for all close-up photographs, you should use a tripod.



Fig. 2-10
This photograph shows the interior side of the driver's side front door.



Fig. 2-12
This photograph shows the interior of the front driver's side compartment of the vehicle. To get more even fill flash, use a normal focal length lens if you have enough room to back up.



Fig. 2-14
Interior of the driver's side rear door.

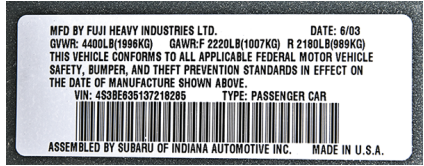


Fig. 2-11
This data plate is a third alternative to photographing the vehicle's VIN number. If you cannot find it on the driver's side door, look on the door jamb.



Fig. 2-13
This photograph shows the interior of the rear driver's side compartment of the vehicle.



Fig. 2-15
Overall view of the rear of the vehicle.



Fig. 2-16

Overall photograph of the interior of the trunk. Two additional photographs of the driver and passenger sides of the trunk may be needed.



Fig. 2-17

Include a photograph of the rear license plate.

NOTE: Follow the same photographic approach for the passenger side of the vehicle.

IV. Autopsy Photographic Procedure

Most photographers will probably not have occasion to photograph an autopsy. In the event that such a situation should arise, however, the following guidelines are suggested.

- A.** Seals and identification tags: these may be located on bags used for transporting bodies, on refrigeration storage units and/or the body itself. All should be photographed showing how seal is affixed and any identifiers which may have been placed on the seal or tag.
- B.** Identification photographs – particularly important if person is unidentified.
 1. Overall view of body, both sides.
 2. Frontal view of face similar to a “booking” type photograph.
 3. Profile of face, both sides, again similar to a “booking” type photograph.
 4. Scars, tattoos and identifying marks, scaled and unscaled.
- C.** Overalls showing general condition of body.
 1. Body clothed (if found with clothing on), both sides and back.
 2. Body unclothed, both sides and back.
 3. Views of affected areas, unwashed, and if wounds, both scaled and unscaled.
 4. Views of affected areas, washed, and if wounds, both scaled and unscaled.
- D.** Lividity patterns, especially if conflicting.

- E.** Areas of special interest, scaled and unscaled.
 - 1. Wounds.
 - 2. Bruises, scratches, lacerations and fractures.
 - 3. Pattern impressions; bite marks, fabric, tool marks, etc.
 - 4. Ligatures, bindings, knots, asphyxial devices, protruding items, etc.
- F.** Any additional photographs as directed by attending pathologist.
- G.** Copies of x-rays, if desired.

V. Scaling Photographs

In criminal investigations, properly taken, scaled photographs are indispensable in the evaluation and interpretation of physical evidence. The location, relative position, appearance, physical size, and depth and shape of any object that possesses potential evidentiary value should be photographed, both scaled and unscaled, using the following recommendations.

Required Equipment

- A.** Single lens reflex (SLR) film camera or digital single lens reflex (DSLR) camera with manual exposure controls.
- B.** A sturdy tripod with a sturdy head and the capability to invert the center column and/or remount the center column at a 90° angle for close-up photography. There is also a quadra-pod (four legs) designed for close-up photography.
- C.** Cable release for camera.
- D.** Electronic flash with extension cord or other device for off-camera flash.
- E.** Thin, rigid, flat, accurate rulers in addition to accurate adhesive rulers.
 - 1. Accurate paper stick-on type scales are acceptable for fingerprint photography.
 - 2. An ABFO #2 (American Board of Forensic Odontology) “L” shaped photomacrographic scale is suggested for bite mark photography.



Fig. 2-18
 This is typical of the latent print photographs received at the Laboratory and illustrates a common misunderstanding of what is meant by filling the viewfinder with the evidence and the ruler. This photo is useful to document where the latent prints are found on an object but is not good enough for comparison purposes.



Fig. 2-19
 This is what is meant by filling the viewfinder with the evidence (latent prints) and the ruler when using film and adequate resolution digital cameras.

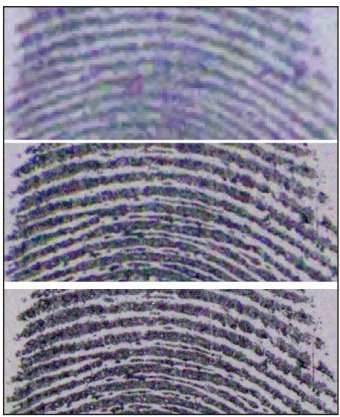


Fig. 2-21
 These are three enlargements of the same area from Figures 2-18 (top), 2-19 (middle), and 2-20 (bottom). In the top photograph, the combination of pixelization and relatively soft image, make it less likely that the image can be used for latent print comparison purposes. Though the middle photograph is still a little soft, it is often suitable for comparison purposes. The bottom photograph shows the slight increase in image quality that can further increase the probability that the resulting photographs will be suitable for comparison purposes.

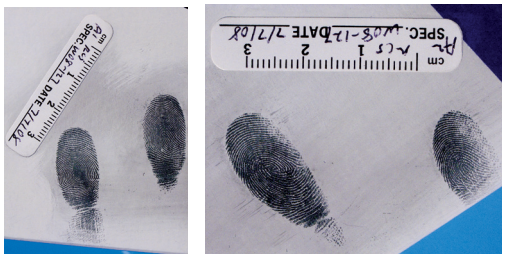


Fig. 2-20
 Digital photography may require additional close-up photographs if the resolution limits listed in Table 2-2 are exceeded. The two photographs above are examples of additional individual close-up photographs that would have to be taken of the simultaneous latent prints in Figures 2-18 and 2-19 if an 8 megapixel DSLR was used.

General Scaling Recommendations

- A.** Camera must be placed on a sturdy tripod or camera stand (see Figure 2-22).
- B.** The evidence and the ruler should fill the viewfinder and be in sharp focus.
- C.** Film plane should be placed parallel to object plane with lens directly over center of object and perpendicular to object (see Figure 2-22).
- D.** A scale should be placed on the same plane as the area of primary interest. If done properly, the scale will also be parallel to camera's film plane (see Figure 2-22).
- E.** Scale placement should not obscure any detail or characteristics of the subject (see Figure 2-23).
- F.** The scale should be as large as possible to provide accuracy for printing and size determination.
- G.** Avoid a direct reflection from your light source off of the scale into the camera lens when lighting the subject.

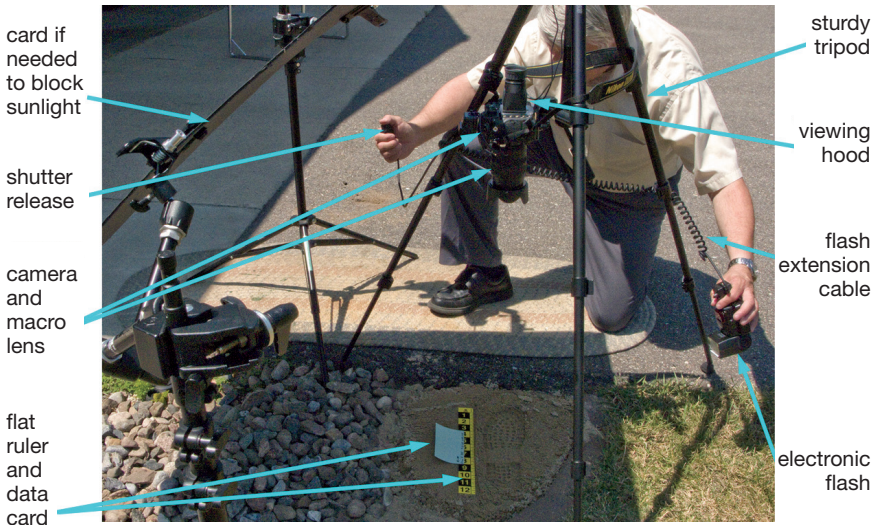


Fig. 2-22

Typical setup for photographing a footwear impression. The card is needed when the sunlight must be blocked to avoid overexposure due to a relatively slow flash sync shutter speed.



Fig. 2-23

This is an example of what **NOT TO DO**. **NEVER** place a ruler inside a footwear or tire track impression.

VI. Pattern Impression Photography

General Lighting Recommendations

Depending on the depth of the impression and the surface of the material it is in/on, the light should be placed at a low angle to the impression, from 10 – 45 degrees. On-camera flash is seldom used for pattern impressions.

Light should be at a distance from the impression to evenly illuminate the entire length/width of the impression. It is important to avoid brighter areas at one end of the impression than the other end. A reflector card may be used to “fill-in” the end farthest from the light provided the shadows or detail are not eliminated.

When the light is placed at a low angle, shadows are created that highlight individual characteristics as depicted in Figure 2-24. Oblique lighting allows for good delineation but a low angle also creates shadows that can hide important detail. To alleviate this problem, at least two photographs should be taken.

Procedure:

- A.** For the first photograph, the flash is held out at a low angle at one end of the impression.
- B.** Advance the film making sure not to move the camera.
- C.** Take the second photograph with the flash held out at a low angle at the other end of the impression.
- D.** Additional photographs may be taken with the light from other positions relative to the impression.



Fig. 2-24

These three photographs show the effect of the direction of light on the appearance of the details in a footwear impression. All three photographs are of the same footwear impression shown in Figure 2-22 and were taken with a black card blocking the sunlight so that the light from the electronic flash was not overpowered. The photograph on the left was taken with the flash on camera. (The light from the flash was reflected from the scale.) The center photograph was taken with the flash placed at a low angle on the left side of the impression. The right photograph was taken with the flash at a low angle at the top of the impression.

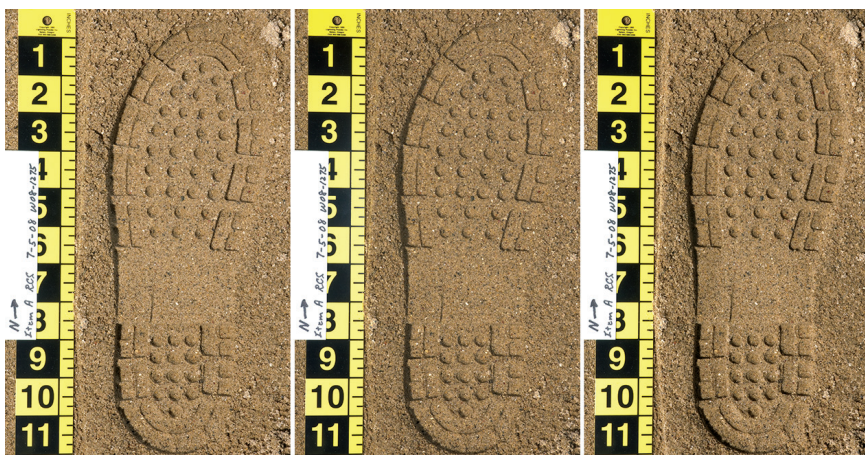


Fig. 2-25

For these three photographs, the black card was removed so that the sunlight did overpower the effects of the electronic flash. Just as in Figure 2-24, the photograph on the left was photographed with the flash on camera, the center photograph was taken with the flash at a low angle on the left side, and the right photograph was taken with the flash at a low angle from the top of the photograph.

Footwear Impressions

- A. Camera must be on tripod!** (see Figure 2-22)
- B. Scale must be used!** (See Section V, Scaling and Figure 2-23).
- C.** Consider the depth of the impression and scrape away material along side of the impression to provide space for the scale. Do not disturb the impression. Also, be careful not to “cave” in the sides of the impression if in soft ground, sand or snow.
- D.** Set the scale at the level of the deepest plane of the impression and on the same plane.
- E.** If an impression consists of two different levels, such as the sole level and a deeper heel impression, then three photographs are called for:
 1. at level and plane of sole impression.
 2. at level and plane of heel impression.
 3. an overall view (scaled on plane at level of sole impression) for recording length.
- F.** Each photograph submitted should be labeled indicating the level at which the scale is placed.
- G.** The back of the camera must be parallel to both the impression and the scale with the lens directly centered over both. The image of the impression and scale should fill up the viewfinder.
- H.** For lighting, refer to Section VI. General Lighting Recommendations.
- I.** Digital cameras with a resolution of less than 8 megapixels are not recommended. For digital cameras with a resolution of 8 to 16 megapixels, it is recommended that the footwear impression be photographed in its entirety and then photographed in overlapping thirds (see Figure 2-26).



Fig. 2-26

This shows the four photographs discussed in paragraph I above when using a digital camera with a resolution of 8 to 16 megapixels.

Tire Impression Photography

- A. The camera must be firmly mounted on a sturdy tripod!**
- B. An accurate, flat scale must be used!**
- C.** If the tire impression is long, markers of some sort with numbers or letters are suggested. Visually divide the long impression into smaller sections by placing numbered markers along the side of the impression. Do not place the markers or the ruler inside the tire track impression.
- D.** Once the markers have been placed, take an overall photograph of the impression from a high angle. If a section of the tire track impression is going to be cast, this photograph can be taken while the cast is drying to record both the markers and which part of the tire track impression was cast. This should also be documented in your notes.
- E.** Photograph each individually marked section of the tire track impression. Be sure to indicate in each photograph which section is being photographed, so that these individual close-up photographs can be oriented in sequence relative to the overall photograph and the crime scene diagram.
- F.** The back of the camera must be parallel to both the impression and the scale with the lens directly centered over both. The image of the impression and scale should fill up the viewfinder.
- G.** For lighting, refer to Section VI., General Lighting Recommendations.

NOTE: Digital cameras with a resolution of less than 8 megapixels are not recommended. For digital cameras with a resolution of 8 to 16 megapixels, each of these overlapping photographs should cover approx. 10 to 12 inches of the tire track impression with a ½ to 1 inch overlap. For film and digital cameras with a resolution over 16 megapixels, each of these overlapping photographs should cover approx. 18 to 22 inches (see Figures 2-27 and 2-28). For long sections of tire track impressions, overlapping photographs of a 12-foot section of the impression will usually record the entire circumference of the average passenger car, minivan or light truck tire.

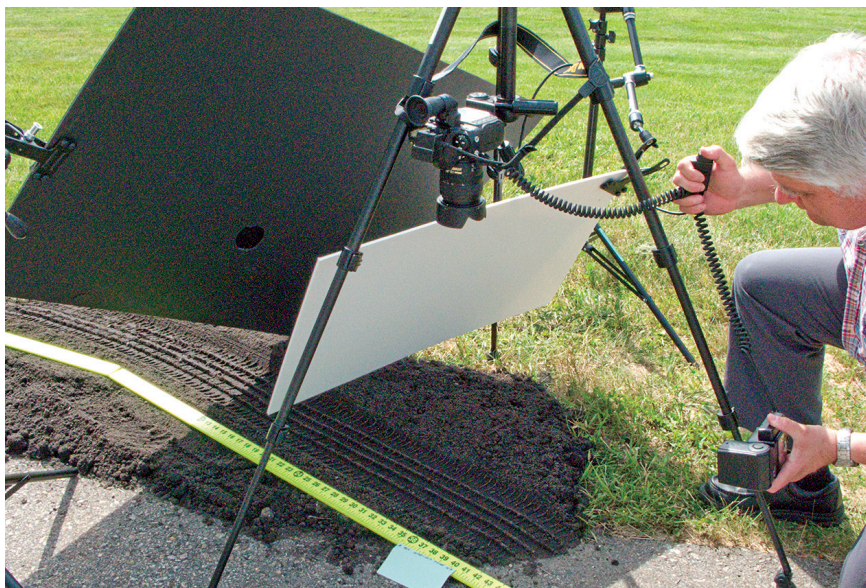


Fig. 2-27

This is the setup for taking individual close-up photographs of sections of a tire track impression using film or digital cameras over 16 megapixels (see Figure 2-28). Cameras with a resolution of lower than 8 megapixels are not recommended.

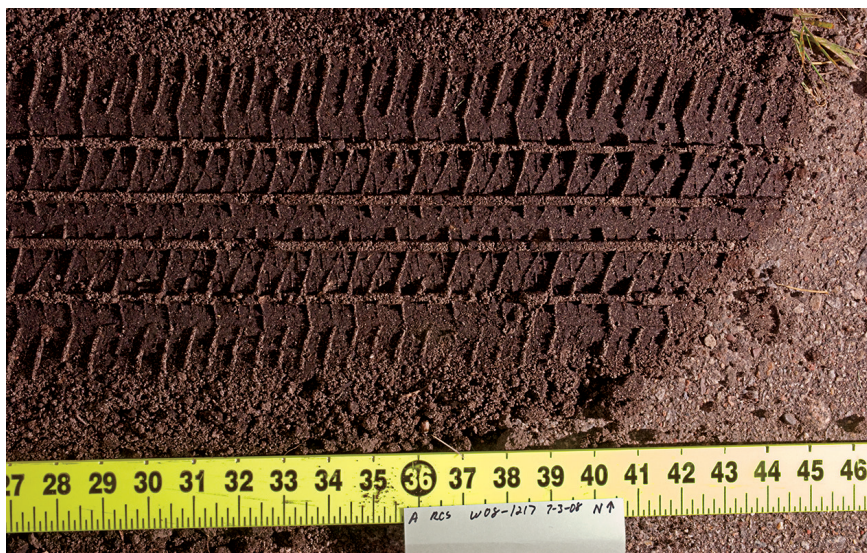


Fig. 2-28

This is a typical close-up photograph taken with a film camera or a digital camera with a resolution greater than 16 megapixels. In this situation, 18 to 22 inch overlapping sections are adequate to record the fine details needed for comparison purposes.

Bite Mark Impressions (see Chapter 7, Bite Marks)

- A. Camera must be on a tripod!**
- B. A scale must be used!** An ABFO #2 photomacrographic scale and a thin accurate scale are recommended.
- C.** When photographing the scaled impression, the camera back must be parallel to the impression and scale with the lens directly centered over both.
- D.** Take an overall view of the person showing the part of the body where the bite mark impression is located.
- E.** Take a medium view showing the bite mark and the area around the bite mark impression.
- F.** Consider the depth of the impression and the contour of the area of the bite mark impression. An impression on a curved portion of the victim's body may call for more than one photograph of a specific bite mark.
- G.** A scale should be placed as much as possible on the same plane as the area of primary interest and parallel with the impression and film plane. Remember, camera is on a tripod, camera back is parallel to impression and lens centered directly over impression. The scale should not obscure any detail or characteristics.
- H.** After overall and medium photographs are recorded, take an **unscaled** close-up photograph of the bite mark making sure the entire image fills up the viewfinder using lighting techniques described in Section VI., General Lighting Recommendations.
- I.** Place a scale next to the bite mark impression as outlined in steps F and G above. Take a scaled color photograph without changing any of the equipment positions.
- J.** After the color images have been made, additional close-up, scaled and unscaled photographs should be produced with the digital camera set to monochrome or black and white using the appropriate black and white contrast control filters such as Kodak Wratten 25 (red), 47 (blue) and 58 or 61 (green) to enhance the bite area.
- K.** Additional photographs may be taken with the light from other positions relative to the impression or using a ring light so as not to create shadows, if appropriate.

NOTE: Depending on the appearance of the bite mark, photographs may have to be made over an extended period. This may be a time frame of several days or more, depending on whether the victim is living or deceased, the condition of the body, storage facilities, etc.

Swabbing Bite Mark Impressions

After photographing the bite mark impression, the impression should be swabbed for saliva that may be used in an attempt to obtain a DNA profile of the individual who made the impression (see Chapter 6, *Sexual Offenses* for the proper procedure). **If swabbing results in uncovering more detail in the bite mark, the impression should be re-photographed.**

Photographs of Victim's or Suspect's Teeth

Photographs of the teeth require specialized photographic equipment and procedures as directed by a Forensic Odontologist who will require a professional fee for services. For information concerning this service, contact the Forensic Imaging Unit of the Laboratory serving your area.

Video and Audio Recordings

Video and audio recordings of activities are becoming more prevalent in investigations of criminal activity. These recordings include:

- A.** Surveillance tapes.
- B.** Recordings of criminal activities such as drug buys or other investigations.
- C.** Recordings by the perpetrator of criminal activities.
- D.** Recordings of crime scenes and autopsies.
- E.** Recordings of interviews, interrogations and confessions.

In addition, uses of video recordings by law enforcement may provide:

- A.** A realistic view of the overall scene based on a continuous recording of what a viewer sees, rather than an overall pictorial.
- B.** A depiction of a particular event in motion that would not be suitably depicted through still photography.
- C.** Evidence at trials by video as provided by State Statute (Wi. Stat. §885).
- D.** A real-time product for investigators to use for briefings, strategy sessions and interrogations.
- E.** A record of a new or unusual technique developed in the field to process the scene or collect evidence.
- F.** A training vehicle for use to instruct personnel.
- G.** A review of the scene or autopsy for briefing of personnel or to verify that all the items of evidence have been recovered from the scene.

I. Laboratory Examinations

In addition to being able to edit, enhance and duplicate video recordings, the Imaging Units have resources for exporting, enhancing and printing individual fields/frames from video. Further, the Imaging Units perform comparative analysis of known objects with objects recorded in the video such as weapons, clothing, vehicles and buildings and reverse projection photogrammetry.

The following examinations are not conducted at the Wisconsin State Crime Laboratories: voice identification, audio authentication, audio enhancement, acoustical analysis and photogrammetry, except for reverse projection photogrammetry.

II. Identifying and Labeling Video and Audio Recordings

When recording to videotape, audiotape, CD or DVD, always use new media with only one case-related event recorded on each media. It is suggested that the following information, also called an **audio slate**, be recorded on each video recording on the audio track:

- A. Camera operator's name, agency and address.
- B. Personnel present from agency processing scene.
- C. Date, time and exact location of recording.
- D. Agency case number and officer in charge.

Each video produced should be labeled as to the case name, agency number, date produced and name of videographer. The label should also be signed and dated by the videographer verifying that the video recording is a "Fair and Accurate Reproduction" and is an unedited original. The record tab should be removed from the cassette or rendered "safe" from erasure.

Do not use adhesive labels on CDs or DVDs. It is also recommended to use only markers designed for writing on CDs or DVDs. Another option is to use an inkjet printer and inkjet printable CDs and DVDs.

III. Videography Procedures

NOTE: It is not recommended that video be used for the exclusive recording of the crime scene or autopsy.

Crime Scenes

For crime scenes, include an audio slate at the beginning (see Section II). If testimony or sound is not relevant, the camera's sound recording mode or microphone should be turned off. If a switch is not available, insert a "dummy" microphone plug into the auxiliary microphone jack.

This will disable the camera's microphone. If the camera's microphone cannot be disabled, care should be taken as to any sounds or conversations that may be picked up by the microphone during recording. Depending on the design, microphones on cameras can pick up sounds behind as well as in front of the camera.

Using a very slow panning speed, pan the area to provide an overall view of the entire scene. Complete 360° pans should be made of exteriors of buildings and surrounding area, looking toward the structures and also away from the structures to the surrounding area.

When taping a walk-through of the scene, a camera gyro stabilizer, shoulder brace or chest pod is recommended to steady the camera. Try to avoid "jerky" camera movements, either right to left or up and down. Movement should be as smooth as possible. An alternative to the "walk-through" technique would be to record the scene as if photographing it using the four basic views from a stationary position.

Avoid excessive "zooms". Zoom in on items only when needed to show detail and keep your zoom speed slow. Remember, still photographs are taken to record individual items and details.

Do not include equipment, personnel or unnecessary elements in your video. Be careful of reflective surfaces, such as mirrors, that may show your reflection or other items on the videotape.

If light levels are so low that the camera will not record or the camera gain must be used, consider using an on-camera video light or additional light source.

NOTE: A few video camcorders have a nighttime monochrome setting that uses visible and IR light which could result in some dark objects being recorded with a lighter tone than expected. This nighttime setting is more useful for surveillance work.

Avoid the use of any in-camera video effects such as fade-in and fade-out.

Interviews and Interrogations

Interviews and interrogations require a different procedure than for crime scenes. See State Statutes for specific legal requirements. The following are general guidelines for consideration:

- A. The audio recording is **always** left on.
- B. The audio slate should include at a minimum the names of all persons present, the date, the starting time, the agency and the location.
- C. Whenever you stop or restart the recording, an audio slate should be included in the recording to explain why the recording is being turned off or resumed.

NOTE: If you run out of space on a tape, CD or DVD, explain this in your notes and at the beginning of the next recording.

IV. Duplicating Video and Audio Tapes

Duplicates should be labeled as duplicates and labeled as either “Unedited Duplicate” (no changes from original, an uninterrupted dupe from start to finish) or “Edited Duplicate” (additions, deletions or change of the sequence of events). Edited duplicates should have a log on file describing what edits were applied and who did the editing.

NOTE: Record tabs should be removed from duplicate cassettes when duplicating is completed or rendered “safe” from erasure.

V. Write Protecting Audio and Videotape Recordings

Prior to viewing, duplicating, sealing and/or submitting video and audiotapes, disable the record mode by either removing the record tab or moving a slider tab to the non-record position (safe or save). These are usually located on the spine portion of the tape shell.

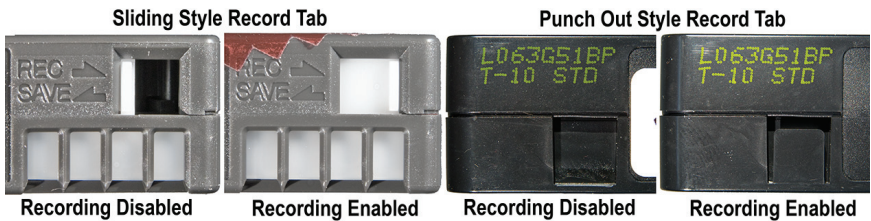


Fig. 3-1

The first photograph (left to right) shows a sliding style record tab with the tab in the save position to disable recording. The second photograph shows the record tab moved to the record position to enable recording. **Note: On some sliding style record tabs, the record and save positions may be reversed.** The third photograph shows the record tab removed to disable recording. The fourth photograph shows the record tab still in place to enable recording.

VI. Viewing

Do not repeatedly view an original video or audiotape recording whether newly recorded or seized as evidence. Repeated viewing, especially in the pause mode, can damage the tape and cause information to be lost by gradually wearing out the recording surface. Instead, duplicate the original and view the duplicate. However, if analysis is needed, make sure to submit the original tape to the Laboratory.

VII. Sealing

The actual videotape that has the evidence recorded on it is housed within a shell that can be removed to allow access to the tape within. Unless this shell is to be processed for latent prints, place some type of thin seal over the ends of the shell to demonstrate that tape access has been prevented. Seal both sides in a manner that does not interfere with normal tape operation. An alternative method is to seal the videotape in a container using accepted sealing methods (see Chapter 1, Evidence Integrity).



Do Not Tape Over Moving Parts

Fig. 3-2

The three photographs above show the common mistake of taping over the moving parts of a video or audiotape cassette shell. Never tape over the moving parts of a video or audiotape cassette shell.

Do not use thick sealing materials that can jam in a VCR and do not place the seal over the record tab area or this may disable that function. The best products to use are commercially available labels made specifically for this purpose or tamper-evident tapes. The ends of the sealing tape and shell should be initialed and dated. If the tape cassette shell is to be processed for latent prints, DO NOT PLACE EVIDENCE SEALING TAPE OR OTHER MARKINGS ON THE CASSETTE SHELL.



Fig. 3-3

The three photographs above show examples of the correct ways to seal and mark a videotape cassette shell. However, do not mark or place evidence sealing tape on any audio or videotape cassette shell to be processed for latent prints.

Once the cassette shells have been sealed and record tabs removed, tapes may be sealed in paper evidence bags or evidence boxes as described in [Chapter 1, Evidence Integrity](#).

Crime Scene Sketch

The crime scene sketch is an invaluable aid in recording investigative data. It is a permanent record that provides supplemental information that is not easily accomplished with the exclusive use of crime scene photographs and notes. A crime scene sketch depicts the overall layout of a location and the relationship of evidentiary items to the surroundings. It can show the path a suspect or victim took and the distances involved. It can be used when questioning suspects and witnesses. During trial, the crime scene diagram correlates the testimony of witnesses and serves as a tool for relaying reference and orientation points to the prosecutor, judge and jury.

I. Sketching the Crime Scene

Before beginning a sketch, obtain a comprehensive view of the scene. Determine the sketch limits – decide what to include and what to exclude. If the scene is complicated, a number of sketches may be necessary for adequate documentation.

Types of Sketches

- A.** Overview sketch – consists of a bird's-eye-view or floor plan sketch of the scene. This is the most common type of sketch and consists of items on the horizontal plane (see Figure 4-1).
- B.** Elevation sketch – portrays a vertical plane rather than a horizontal plane. Examples include bloodstain patterns on vertical surfaces such as walls or cabinetry and bullet holes through windows (see Figure 4-2).
- C.** Exploded view or cross-projection sketch – consists of a combination of the first two sketches. It is similar to a floor plan except the walls have been laid out flat and objects on them have been shown in their relative positions (see Figure 4-3).
- D.** Perspective sketch – depicts the scene or item of interest in three dimensions. It is the most difficult sketch to create and requires some artistic skill (see Figures 4-4 and 4-5).

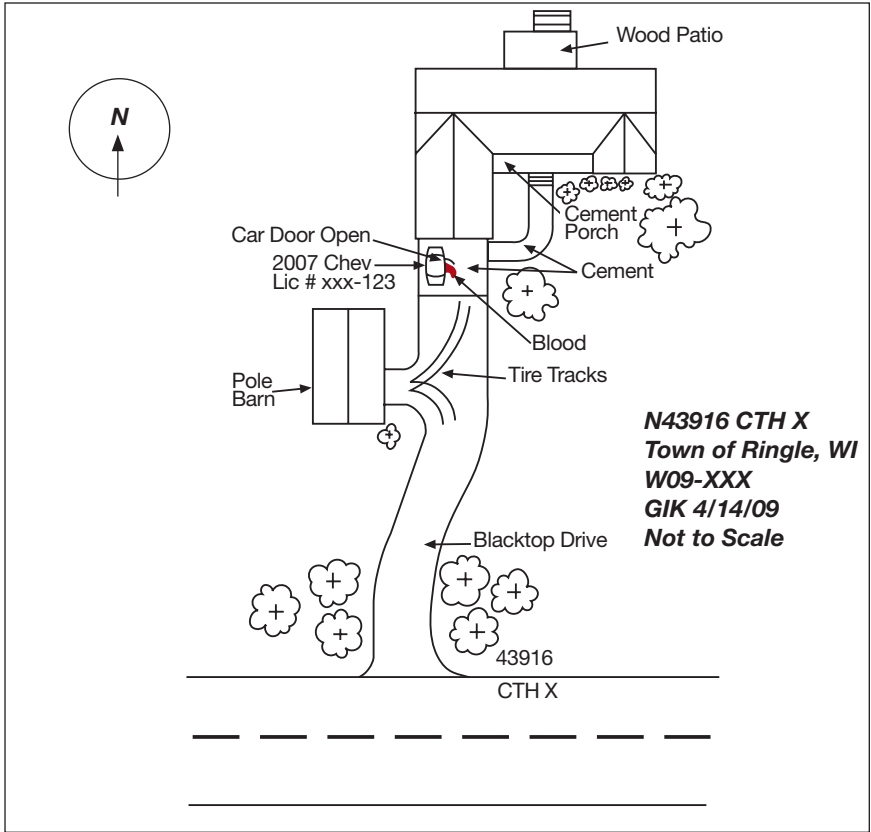


Fig. 4-1
Overview sketch of an exterior crime scene.

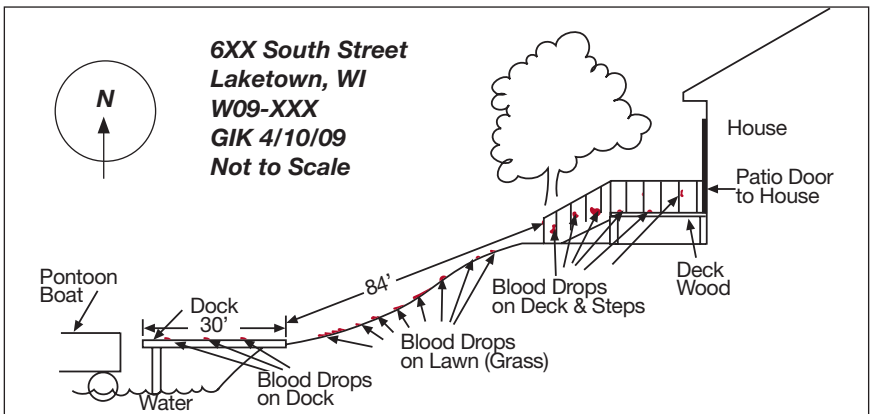


Fig. 4-2
Elevation sketch illustrating a blood trail.

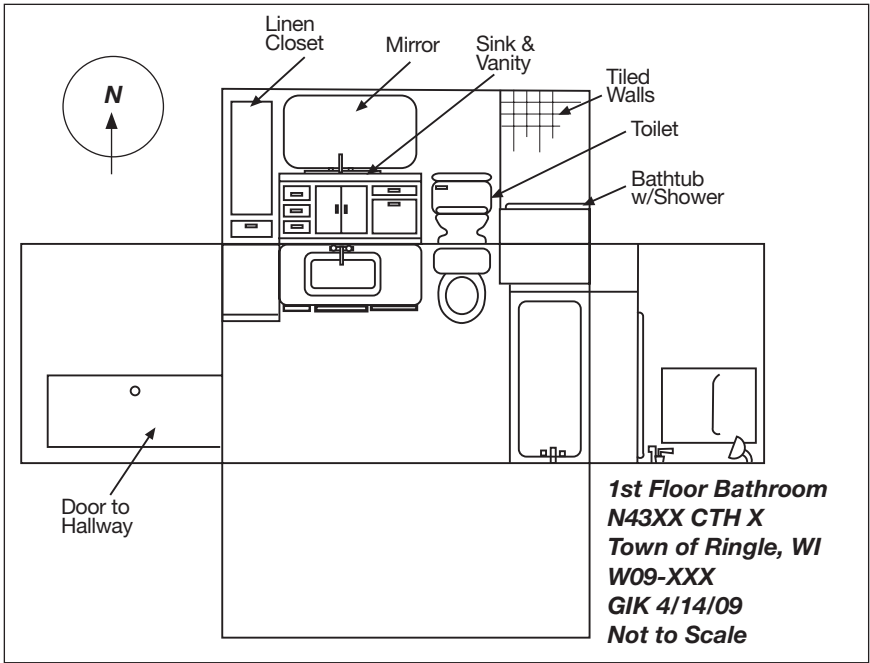


Fig. 4-3
Exploded view sketch of a bathroom.

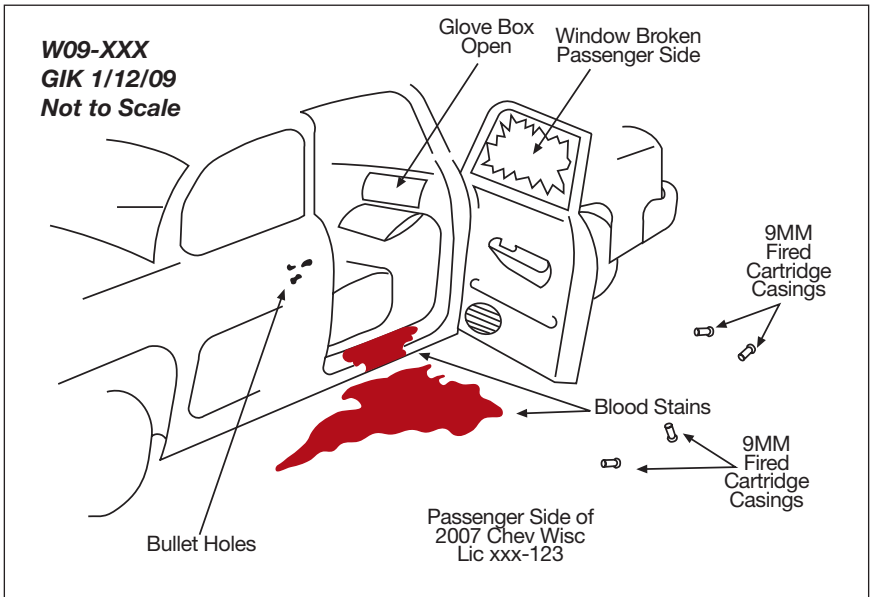


Fig. 4-4
Perspective sketch of the passenger side of a vehicle.

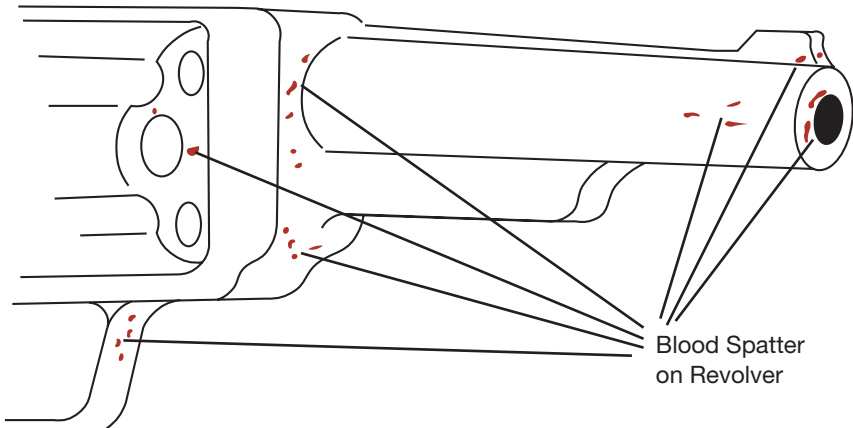


Fig. 4-5

Perspective sketch illustrating suspected blood spatter on a revolver.

To Scale or Not to Scale

A. *Drawn to Scale* diagrams

1. To avoid a distorted view of the scene, measurements must be reduced in proportion so that they bear correct relationship to each other.
2. Select the scale of the diagram by fitting the longest dimension in the scene to the area of the paper being used.
3. Graph paper should be used when creating this type of sketch. Each block represents a specified length of measurement. Use convenient units for the scale (one block = 1 foot).

B. "Not to Scale" diagrams

1. Sketch can be accomplished more quickly than a scaled diagram.
2. Items are placed in the diagram based on approximation. This type of diagram may provide a distorted view of the scene. Correct proportions and relationships between objects may not be maintained.
3. Measurements are recorded on the sketch or in a chart.
4. This rough sketch may be used to complete a scaled diagram later.
5. These diagrams should be clearly marked **Not to Scale**.

Equipment

- A. Supply of writing implements – pencils may be used for the overall sketch. A sketcher may choose to use red pencils to denote

bloodstains, and highlighters or other colored pencils to mark different types of evidence on the sketch. A sketch created in pencil will need to be preserved in some permanent manner as soon as possible. A good method of doing this is to photocopy the finished sketch and include the photocopy with the original.

- B. Blank paper – graph paper, while not essential, simplifies scale drawing.
- C. Drawing surface such as a clipboard.
- D. Measuring devices – tape measures are the most common tool used and should be at least 50 to 100 feet long. Other measuring devices may include a surveyor's wheel, a laser rangefinder, or a Total Station. GPS coordinates may be useful in locating an outdoor scene.
- E. Ruler for drawing straight lines, drawing to scale, and making very short measurements.
- F. Magnetic compass to determine true north.

Creating the Sketch

- A. If the scene is large, make a very rough sketch of the area while obtaining an over-all view of the scene. This initial rough sketch serves as a reference when making more complete sketches. Enlarged sections of this rough sketch can be made as separate drawings in order to bring out greater detail.
- B. Begin taking measurements and laying out a rough sketch.
 1. Lay down a baseline. This usually consists of the longest uninterrupted side of a room or, if outdoors, the curb line, building line, or even an imaginary line between two fixed points.
 2. Take other measurements of the periphery of the scene and add them to the baseline.
 3. Having established the outer boundaries of the sketch, add various objects in their proper positions.
- C. Measurements – **write them down!**
 1. Measurements can be recorded directly on the sketch or in a chart.
 2. Long distances may be measured with the odometer on an automobile.
 3. Critical measurements should be checked by two people.

Locating Objects on a Sketch

All points require two measurements for a two-dimensional sketch.

Three measurements are required for a perspective (3-D) sketch.

- A. Rectangular coordinates – an object (item 1, see Figure 4-6) is located by making a measurement at right angles from each of two walls. Works well for indoor measurements.

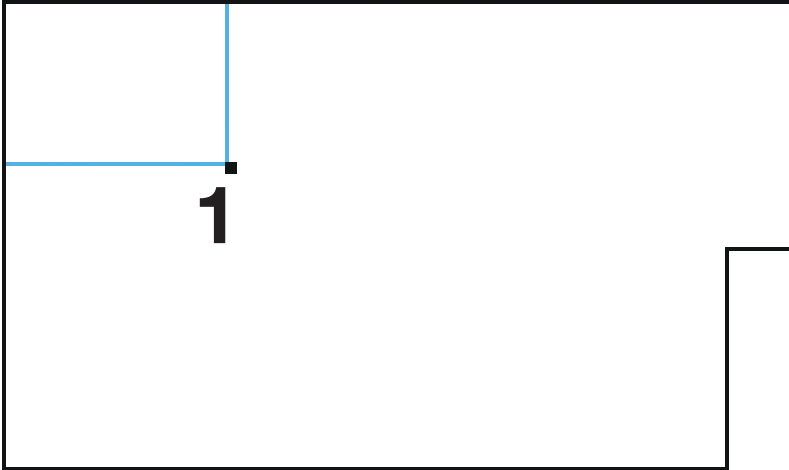


Fig. 4-6

Item 1 is located using rectangular coordinates.

- B. Transecting baseline – particularly useful in large, irregularly shaped outdoor areas.
 1. Transect the crime scene by laying down a tape measure along some convenient line so it crosses the entire area (blue line, see Figure 4-7).
 2. Locate this line in the diagram from fixed points at the scene.
 3. Locate objects in the crime scene by measuring their distance from this established baseline. Measurements must be taken at right angles to the tape.
 4. Record how far along the baseline the distance out to the object was measured. This provides the two measurements needed to locate the object.

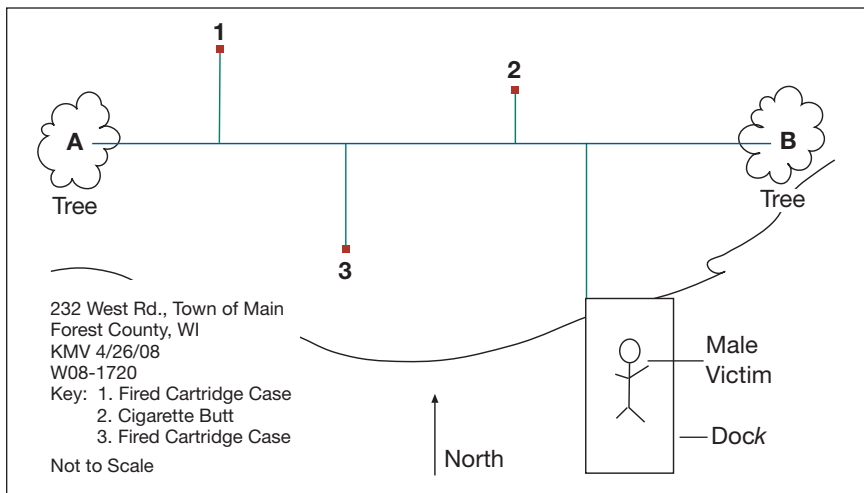


Fig. 4-7

Transecting Baseline. The blue transecting baseline AB is between two trees (trees can be marked with orange paint for later identification). The two measurements needed for each point are (1) how far each item is from the baseline (green lines north and south) and (2) how far east on the blue baseline from point A the objects are (distance to where the green lines intersect the blue). (This is for illustration. Additional measurements would be collected for the body and the dock.)

- C.** Triangulation – measurements are taken from two fixed points at the scene to the object you desire to locate. For example, item 1 in Figure 4-8 is located by taking measurements (length of the green lines) from two corners of the building. **Note: Make sure to measure the distance between the two fixed points.**

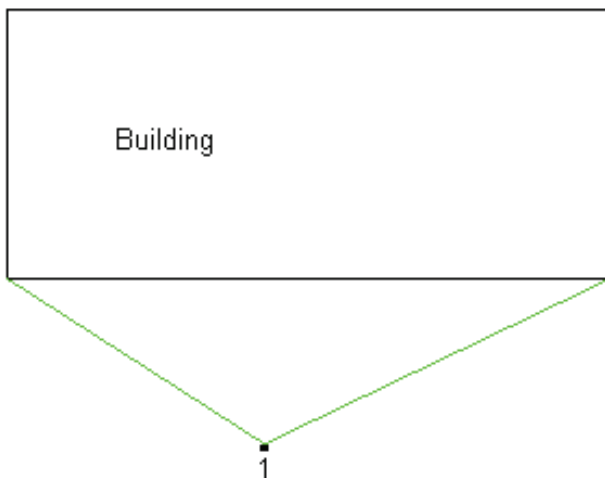


Fig. 4-8
Triangulation. Item 1 is located using triangulation from the two corners of the building.

Illustrating the Sketch

- A.** Do not attempt to draw an object as it appears. Use symbols instead.
- B.** Use lettered or numbered squares, circles, figures, or points to represent various objects in the sketch. Explain in the diagram key what these objects represent.
- C.** If photography markers are used, ensure they correspond to same objects in the sketch. For example, if photo marker #5 is used to mark a handgun, make sure the handgun in the sketch is labeled #5.
- D.** Label all doors and windows. Show with a curved line which way the door swings.
- E.** Use an arrow to show the direction of the stairway.
- F.** Unnecessary height or length may be cut off with jagged lines.

Labeling the Sketch

The following should be recorded on the sketch:

- A.** Address or location of scene.
- B.** Case number.
- C.** Date sketch was made and by whom.
- D.** A key to identify the different objects in the sketch.
- E.** An arrow to show the direction of north.
- F.** Scale used for the sketch or the statement “Not to Scale”.

II. Computer Based Programs

Several CAD based programs are commercially available that can be used to create a professional and accurate crime scene diagram. With laptops becoming more common, these types of programs can be used at the scene to record measurements and generate sketches. These diagrams can also be generated back at the office using rough sketch(es) created at the scene.

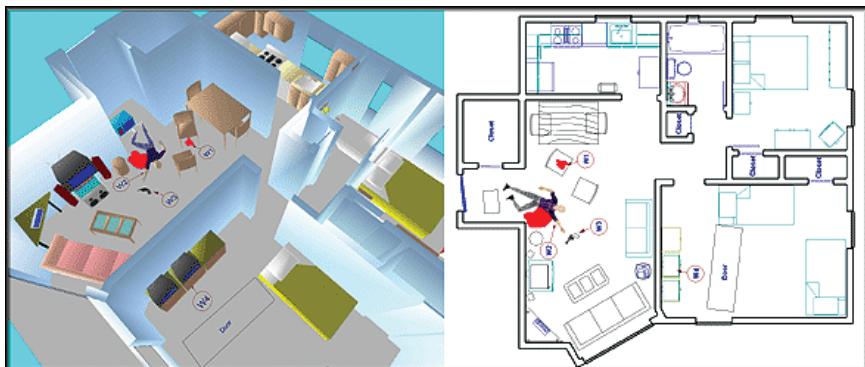


Fig. 4-9

Diagrams created using *The Crime Zone™* software* and used with permission of *The CAD Zone, Inc.*

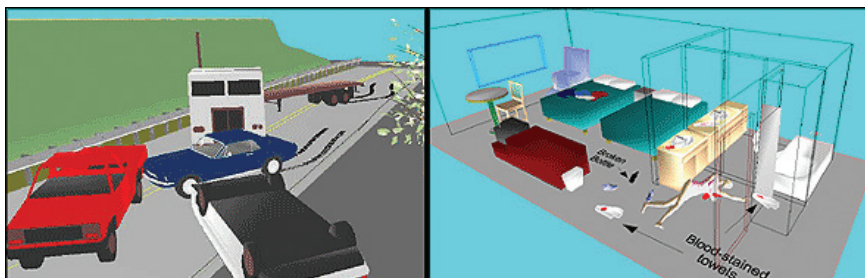


Fig. 4-10

Diagrams created using *The Crime Zone™* software* and used with permission of *The CAD Zone, Inc.*

III. Latest Technology

Portable devices now exist that can perform a 360° scan of a crime scene in as little as 20 minutes, capturing millions of measurements of all objects visible to the scanner. Dozens of high-resolution images are captured automatically. The device requires only the space needed by a standard photographer's tripod. The data generated can be used to find the distance between any two points in the scene, to view the scene from any vantage point (including directly overhead), and to create a full-color, 3D model for investigative and courtroom purposes.

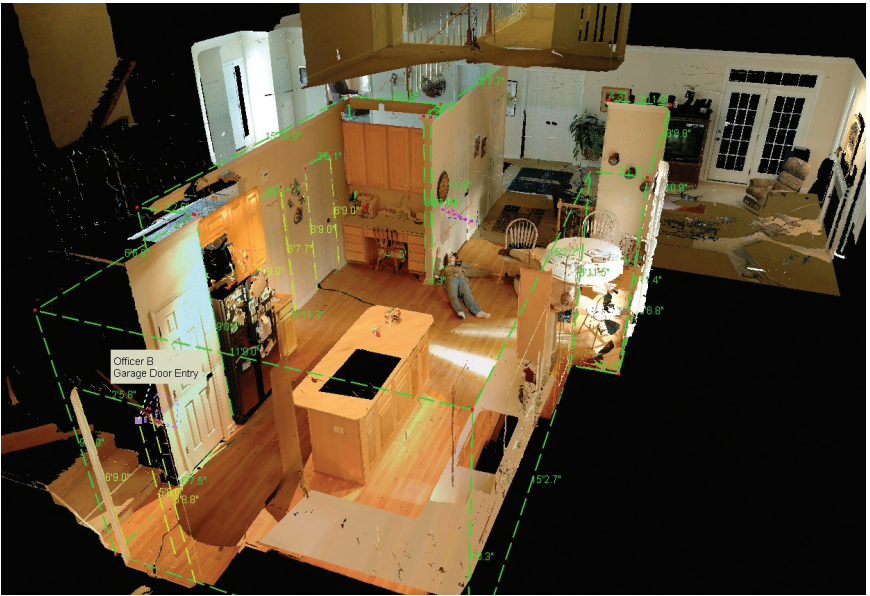
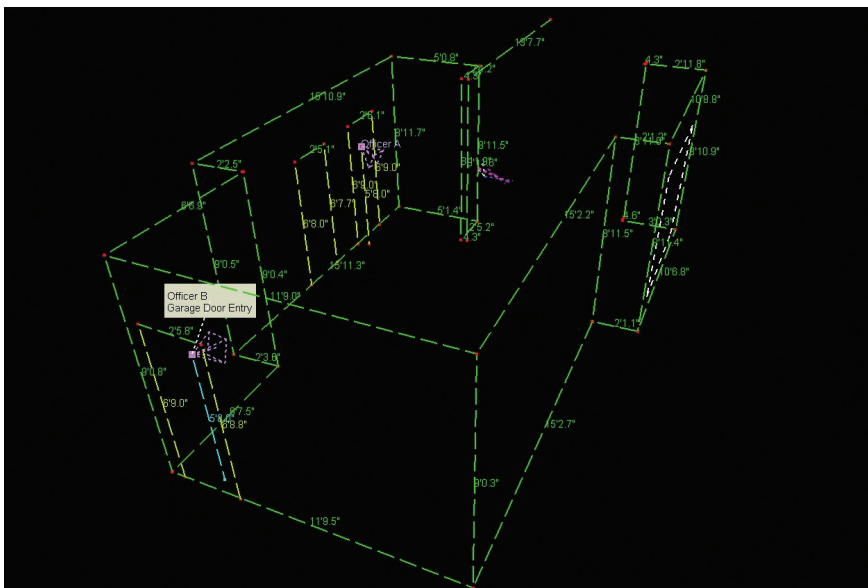


Fig. 4-11
Diagrams created using the DeltaSphere-3000 3D Laser Scanner and SceneVision-3D Software* Used with permission from 3rd Tech, Inc.



***Note: The Crime Laboratory does not endorse any one software program or device over another. These diagrams are provided only as a representative example of the products available.**

DNA Evidence and Standards

One of the most important developments in the field of forensic science in the past few decades has been the implementation of DNA testing. With this testing, crime labs can match stains to individuals, test extremely small amounts of biological material and exonerate the innocent.

I. Introduction

DNA, which stands for deoxyribonucleic acid, is the genetic material (or “blueprint”) that determines the characteristics of all living organisms. It is what provides uniqueness among human beings. While the vast majority of DNA is the same in humans, enough variations exist to allow discrimination between individuals with the exception of identical twins. DNA is found in all nucleated cells (except red blood cells) and is the same throughout an individual’s body.

The DNA of a person does not change over the course of his/her life so that person’s DNA profile always remains the same. (The only exception would be a bone marrow transplant recipient.) Half of each person’s DNA is inherited from their mother and half from their father. This is why DNA can be used in paternity testing. DNA is also a very robust molecule and can yield results years after a stain is deposited.

There are many applications of DNA testing beyond the field of forensics. It has been used in paternity testing, plant research, identification of missing persons and unknown remains, tissue matching for transplants, and identification of remains after mass disasters. DNA testing was used extensively after 9/11 to identify victims.

There are three types of forensically interesting DNA: nuclear, Y chromosome and mitochondrial.

Nuclear DNA

Nuclear DNA is found in the nucleus of cells and is the type of DNA testing generally utilized in crime laboratories. Nuclear DNA is unique to an individual with the exception of identical twins. The areas of DNA that are forensically significant provide no other information about that individual other than sex.

Y Chromosome DNA

Y chromosome DNA is found only on the male sex (Y) chromosome and is therefore present only in males. This type of DNA is passed on from father to son through the **paternal** bloodline, so a man, his brothers, his father and his male sons will all have identical Y DNA (barring a mutation). Y DNA testing is very useful for samples where a high level of female DNA is mixed with a much lower amount of male DNA. If nuclear testing was used on such a sample, the female DNA may mask any other profile present; however, with Y chromosome testing, the female DNA is in effect ignored revealing only the male DNA. While not as discriminating as nuclear DNA, Y chromosome DNA may provide valuable information in a case.

Mitochondrial DNA

Mitochondrial DNA is not found in the nucleus of cells but rather in the mitochondria, the part of the cell where energy is produced. Like Y DNA, mitochondrial DNA is not unique to an individual and is passed through the **maternal** bloodline. Barring a mutation, all maternally-related family members will have identical mitochondrial DNA. As a result, forensic comparisons can be made using a reference sample from any maternal relative. This type of DNA testing is used primarily on hairs and bones, very old remains, and remains that are severely degraded such as after a mass disaster.

Mitochondrial DNA testing is available at no charge through four regional laboratories set up by the FBI located in Minnesota, New Jersey, Connecticut and Arizona. A number of private laboratories also conduct mitochondrial DNA testing for a fee.

STR Analysis (STRs)

The type of nuclear and Y DNA testing currently in use in the State Crime Laboratories in Wisconsin is called Short Tandem Repeat analysis (STRs). STR analysis looks at short pieces of DNA which are repeated a specific number of times at a particular location on the DNA molecule. Think of it as analogous to railroad cars – each person has two tracks, one from each parent. On one track, an individual might have five repeats (or boxcars); on the other, six repeats. At that particular location, that person has a type of 5, 6. Other people in the population may be the same type at that location, but as more and more locations are typed, differences between individuals will be obvious. Our Laboratories currently analyze fifteen different areas of DNA.

The advantages of STR DNA testing are many. Due to the sensitivity of this method, results can be obtained from extremely small and/or degraded samples. This method is extremely sensitive and uses a very small amount of material. It is also highly discriminating among individuals.

There are also disadvantages to this type of testing as well. Because of its sensitivity, STR testing is very susceptible to contamination. Mixtures of DNA from different people are also common, especially on touched items, which can make interpretation of the results difficult or impossible. A minimum amount of DNA is still necessary for testing resulting in instances when an adequate amount of material cannot be obtained.

Despite the revolutionary ways that DNA testing has changed forensic analysis, there are still some limitations to be aware of:

- A.** Casual contact does not generally transfer enough DNA for analysis.
- B.** DNA can be removed by washing.
- C.** DNA analysis cannot be performed in a few hours or overnight.
- D.** Analysts need to be able to identify a stain on an item or know where DNA might be deposited on it.
- E.** DNA analysis cannot determine when a stain was deposited on an item.
- F.** Certain environmental factors such as mold, heat, humidity, bacteria and sunlight can destroy DNA very quickly.

II. Collection of DNA Evidence

Commonly Collected

- A. Bloodstains – Can be on anything including clothing, bedding, weapons, objects, vehicles and fingernail scrapings.
- B. Semen Stains – Can be found on clothing, bedding, swabs from victims or suspects (sexual assault kits), condoms, carpeting, upholstery, objects and vehicles.
- C. Saliva Stains – Commonly found on cigarette butts, swabs from victims, bite marks, stamps, envelopes, bottles, cans and clothing.
- D. Vaginal Secretions – Clothing from suspects, external penile swabbings, condoms, objects and fingers.
- E. Tissue (Skin cells) – Fingernail scrapings, visible material from a vehicle or a weapon, tape or ligatures, intimate objects, eyeglasses, earrings, clothing (for wearer), guns or knives (grips/handles).
- F. Hair Roots – Head hairs from intimate objects, pubic hairs from clothing/intimate objects/pubic hair combings. **NOTE: Must have cellular material attached for STR analysis.**
- G. Perspiration – Hats, jackets, ski masks, bandannas, gloves, handled objects, weapons, eyeglasses, etc.

May Be Collected

- A. Urine – Large dried stains are generally not useful due to lack of cellular material present. May collect very small dried stains such as a droplet or two of urine by swabbing the stains.
- B. Feces – Lack of results in many cases due to large amount of bacteria present in fecal material. Fecal material must be collected by swabbing the exterior surface. **(Must be swabbed, see Basic Collection Techniques, C.6.)**
- C. Vomit – Contains acids and bacteria as well. Possible to get results or partial results. **(Must be swabbed, see Basic Collection Techniques, C.6.)**
- D. Food – With a bite or bites out of it.
- E. Fired casings – No DNA present on these due to heat when weapon is fired. We do not process these.
- F. Drug baggies – The Laboratory chooses a representative sample from submitted baggies for analysis.

- G.** Fetal tissue – For criminal paternity only. Have tissue screened by a doctor or pathologist to obtain fetal (not maternal) tissue and cut a small piece for analysis.
- H.** Cars – Can be considered a crime scene. Determine what question(s) need to be answered and transport to the Laboratory in a manner that will preserve any evidence. Also consider the length of time between an incident and the seizure of the car as well as environmental conditions.
- I.** Touched items – Frequently result in uninterpretable mixtures. DNA works best on continually touched items (steering wheel of stolen car, hammer/slide of gun). Do NOT swab the following public places unless there is body fluid present or direct evidence that the object was touched/handled by the individual in question:
 - 1. Floor
 - 2. Countertop
 - 3. Door knob/handle
 - 4. Payphone

Contamination Prevention During Collection

The prevention of contamination is of vital importance in DNA testing at all stages of an investigation. The most important steps to always take are as follows:

- A.** Wear gloves and proper protective clothing:
 - 1. Mask/face shield
 - 2. Glasses
- B.** **Do not handle any items without gloves. Change gloves after handling each item.**
- C.** Double glove if desired. May change only top gloves after each item collected.
- D.** Avoid handling any item where the DNA may be deposited – you will wipe it off (even with gloves).
- E.** **Do NOT talk, cough or sneeze on or near DNA evidence.**
- F.** Put each item of evidence in new paper bags or envelopes – one item per bag/envelope. This includes swabs (except for multiple swabs from the same item).
- G.** **Do NOT** put your gloves in with the item of evidence. Dispose of them properly.

Basic Collection Techniques

There are three basic collection techniques for both stains and touched items:

- A.** Collect the entire stained item and package in paper or a cardboard box. This is not for extremely large items, such as furniture or large pieces of rugs/carpets.
- B.** Cut out a piece of the item with the stain for items that can be cut, such as cloth, carpeting and bedding.
- C.** Swab the stain off the item using the minimum number of swabs necessary to collect all the stain or at least one well-coated swab.

Proper technique is as follows:

1. Use a sterile swab lightly moistened with water (preferably deionized or bottled water though tap water may be used). Shake off any excess water away from the evidence.
2. Swab the suspected stain gently but with enough pressure to collect the cellular material. Follow up with a dry swab, especially on items with hard surfaces (such as weapons, wood, etc.) to collect any cells remaining. Thoroughly **air dry** both swabs and package together.
3. For body fluid stains, one or two well-coated swabs are sufficient for analysis purposes.
4. For touched items, use only one or two swab sets for sample collection. (A wet swab followed by a dry swab is one set.) Usually only a small amount of DNA is present on these items.
5. **Control swabs are not needed.**
6. For food, vomit, fecal material, gum and anything biodegradable:
 - a. Freeze before swabbing.
 - b. Swab bitten portion of food.
 - c. Swab exterior of vomit and fecal material to collect only the surface cells.

When a sample is collected from an object, whether cut or swabbed, document where the sample was obtained. This documentation may consist of notes, a diagram and/or a photograph detailing where the sample was taken.

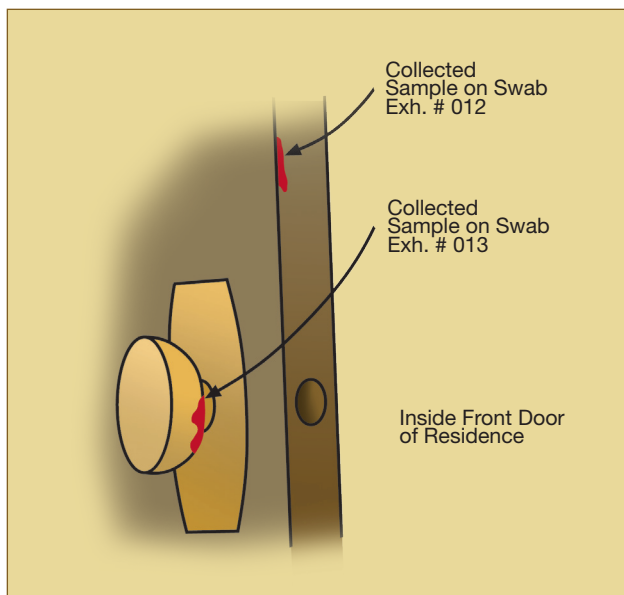


Fig. 5-1
An example of a diagram that documents where stains were collected from a door.

III. Submission of DNA Evidence

Packaging

All submitted items should be **thoroughly** dry, always packaged in **paper** not plastic. Acceptable paper containers include clean bags, envelopes, and boxes. Each item should be packaged separately – one item per package (this includes swabs, however, all swabs collected from the same stain should be packaged together – both the wet and dry sets). Each package should be properly sealed and marked. It is also vital that the item be sealed in appropriately sized packages. For example, a comforter should be placed in a large paper leaf bag. Once at the Laboratory, the packages will be opened and resealed, requiring room to remove the item of evidence, return it to the package after analysis and reseal the package. If enough room is not provided in the original packaging for this process, the item will be repackaged at the Laboratory. All layers of packaging should be labeled (one envelope inside another, swab box inside a bag, etc.).

Knives and other sharp items (such as broken glass, syringes, etc.) **should be protected so as not to penetrate the packaging**. Tie these items down in a heavy cardboard box. If blood flakes are present, any holes or gaps in the box or other packaging must be covered with tape

to prevent contaminating the outside package. For submitted weapons, wrap handles/touched areas separately from any body fluid stains on the weapon if DNA analysis of those areas is desired. This prevents cross-contamination.

Submission

Proper submission of evidence, including all relevant paperwork, is important at the Laboratory to process evidence in a timely fashion. The submitting agency should collect everything that may be of value in the investigation. If a large number of items are collected, do not submit everything to the Laboratory at once – pick the most probative items to submit initially, keeping the remaining evidence available to be submitted later if necessary.

All evidence packaging should be clearly marked with the agency number and exhibit number, the officer's initials and the date of collection. Documentation of evidence on the Laboratory transmittal forms should accurately reflect the contents of the package. The submitter should explain on the Laboratory transmittal how DNA may be of use for each item submitted. A detailed summary of the incident, including ALL types of contact in a sexual assault should accompany each case, as well as a list of all items collected whether or not they were all submitted to the Laboratory. If you have any questions, please call either DNA Section:

(414) 382-7500 – Milwaukee

(608) 266-2031 – Madison

IV. Storage of Evidence

Proper storage of evidence is vital in preserving any DNA present on the items submitted before submission to the Crime Laboratory. For short term storage, room temperature is fine for most items. Liquid samples (blood, urine, etc.) should be refrigerated; food, fecal material, fetal tissue and vomit should be frozen to prevent growth of bacteria and mold. The storage area should be a dry, cool environment (use a dehumidifier if necessary). DO NOT store these items packaged in plastic as it promotes growth of mold and bacteria which destroys DNA rapidly. Transport biological evidence to the Laboratory as soon as possible.

For long term storage (after analysis at the Laboratory), the agency will need to properly store and preserve the evidence per state law. All DNA return packets need to be frozen in a **FROST-FREE FREEZER** sealed in plastic. Liquid samples (blood, urine, etc.) should be refrigerated or frozen. Food, fecal material, fetal tissue and vomit should also be frozen to prevent growth of bacteria and mold.

V. Standard Samples for DNA Analysis

The submission of standard samples, when available, allows comparison of DNA from known individuals to DNA from items of evidence. In this way, individuals can potentially be included or excluded as possible contributors to a DNA profile. The only two acceptable types of known standards are:

- A. Buccal swab (preferred) – taken from the inner cheek.
- B. Liquid blood drawn into an EDTA (purple-top) tube.

All layers of packaging for standards need to be labeled at a minimum with the individual's name and date of birth. This includes labeling each swab box and tube of blood. When using buccal swabs for suspect standard collection, a fingerprint from the individual may be placed on the swab label as well for additional identification.

Elimination Samples

Elimination samples are important in all types of DNA cases, especially with the dramatic increase in submission of touched items. In many cases, elimination samples are now **REQUIRED** for CODIS upload purposes. These samples are needed for the following individuals:

- A. Prior consensual partners in sexual assault cases (contact of up to 96 hours prior to assault).
- B. Owners of vehicles/homes/businesses and individuals with legitimate access to swabbed items (i.e., the regular driver of a stolen car or owner of a burgled home).

The reason to collect elimination samples is similar to the collection of elimination fingerprints and can be explained in this manner. These samples are only used by the Laboratory for elimination purposes and **are not entered into any database**. The samples are returned to the submitting agency after analysis is completed.

VI. Bloodstain Pattern Analysis

The examination of bloodstain patterns has always been a part of crime scene investigation but has gained more emphasis in recent years as a separate discipline. Careful observation, measurement and documentation of the size, shape and pattern of bloodstains can reveal significant information in some cases, e.g., direction and angles of blood spatter, origination point(s) and the minimum number of blows in a beating or stabbing incident.

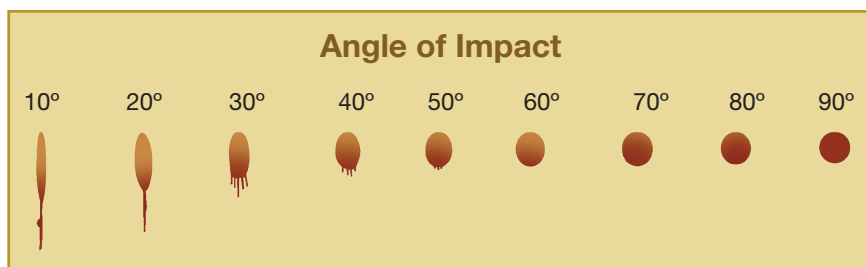


Fig. 5-2

The chart above demonstrates how the appearance of a blood drop will change depending on the angle in which it impacts a surface. A blood drop that falls straight down at a 90° angle to a surface will be round in appearance. As the angle of impact becomes more acute from right to left, the blood drop elongates.

When bloodstains are found at a crime scene, the following information should be documented:

- A.** Physical state (fluid, moist, dry)
- B.** Amount present (few drops, small pool)
- C.** Shape (smear, round drops)
- D.** Exact location in relation to fixed objects
- E.** Pattern of stains (all in one spot, trail)
- F.** Atmospheric conditions (temperature, humidity)
- G.** Date and time of observations
- H.** Scaled and unscaled photographs of stains
(see Chapter 2, Forensic Photography)

When there may be special relevance to the bloodstains found at a scene, it is essential to preserve those patterns until someone trained in bloodstain pattern analysis can examine them. Although photography is useful in recording some of the aspects of bloodstains at a crime scene, it does not substitute for a detailed examination.

Sexual Offenses

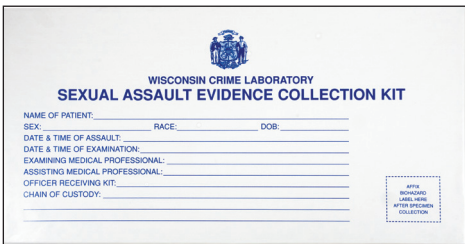
It is essential to have the victim(s) examined by a medical professional as soon as possible after the assault and before the affected areas (pubic area, vagina, rectum, etc.) or clothing are washed or cleaned.

I. Evidence Collection Kits

The Laboratory has made available two evidence collection kits to assist attending medical professionals in collecting the specimens required by the Laboratory in sexual assault cases:

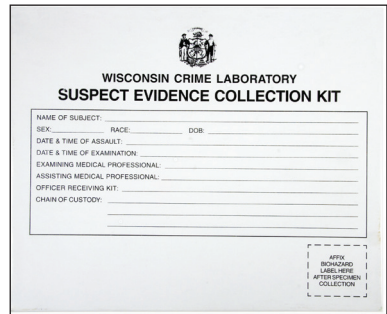
- A. Sexual Assault Evidence Collection Kit
- B. Suspect Evidence Collection Kit

These kits contain detailed instructions that should be used to collect appropriate samples from both male and female sexual assault victims and suspects. This evidence can be collected up to 96 hours after the assault.



The form for the Sexual Assault Evidence Collection Kit features the Wisconsin Crime Laboratory logo at the top center. Below the logo, the text reads "WISCONSIN CRIME LABORATORY" and "SEXUAL ASSAULT EVIDENCE COLLECTION KIT". The form contains several fields for data entry: "NAME OF PATIENT:", "SEX:", "RACE:", "DOB:", "DATE & TIME OF ASSAULT:", "DATE & TIME OF EXAMINATION:", "EXAMINING MEDICAL PROFESSIONAL:", "ASSISTING MEDICAL PROFESSIONAL:", "OFFICER RECEIVING KIT:", and "CHAIN OF CUSTODY:". A dashed box in the bottom right corner contains the instruction "AFFIX INSTRUCTIONS AFTER SPECIMEN COLLECTION".

Fig. 6-1
Sexual Assault Evidence Collection Kit



The form for the Suspect Evidence Collection Kit features the Wisconsin Crime Laboratory logo at the top center. Below the logo, the text reads "WISCONSIN CRIME LABORATORY" and "SUSPECT EVIDENCE COLLECTION KIT". The form contains several fields for data entry: "NAME OF SUBJECT:", "SEX:", "RACE:", "DOB:", "DATE & TIME OF ASSAULT:", "DATE & TIME OF EXAMINATION:", "EXAMINING MEDICAL PROFESSIONAL:", "ASSISTING MEDICAL PROFESSIONAL:", "OFFICER RECEIVING KIT:", and "CHAIN OF CUSTODY:". A dashed box in the bottom right corner contains the instruction "AFFIX INSTRUCTIONS AFTER SPECIMEN COLLECTION".

Fig. 6-2
Suspect Evidence Collection Kit

These kits can be purchased from Document Sales (1-800-DOC-SALE); for more information see Wilenet.org – *Crime Lab Kits*.

NOTE: USE STERILE SWABS WHEN COLLECTING EVIDENCE OR STANDARDS.

Collecting a Buccal Swab Standard

Prior to collecting the sample, have the person rinse his or her mouth with water. Using one swab, place the swab in solid contact with the inner cheek and gum surface. Gently move the cotton tip in and out five or six times rotating the swab while rubbing. Repeat this process with a second swab on the other inner cheek and gum surface. Allow swabs to thoroughly air dry. Package the swabs in a clean, properly labeled paper envelope and seal. **DO NOT COLLECT FROM THE TEETH OR ALONG THE EDGES OF THE TEETH.**

II. Transitory Evidence Collection

NOTE: *The water used to moisten swabs in the following collection procedures should preferably be deionized or bottled water though tap water may be used. During collection, care must be taken to avoid contaminating the water (or swabs) with extraneous DNA.*

Fingernail Scraping

When there is reason to believe evidence may exist under the patient's fingernails such as blood, skin, hair, fibers, etc., the fingernails should be gently scraped with a wood applicator stick or toothpick into a clean, paper envelope. Alternatively, the fingernail can be clipped and the clippings placed into the envelope. Each hand should be done separately (**not** each finger). Properly label and seal each envelope.

Fingernail swabbings can be used if the fingernails are short. Moisten the swab with water and swab the fingernails. Use one swab for each hand. Allow the swab to thoroughly **air dry**. Package the swabs in a clean, properly labeled paper envelope and seal.

Finger Swab(s) (Suspects Only)

If the victim was digitally assaulted, the suspect's finger(s) should be swabbed with a swab (one per hand) moistened with water. Allow swab(s) to thoroughly air dry. Package the dried swab(s) in a clean, properly labeled paper envelope and seal.

Bite Marks

Bite mark evidence (see Chapter 7, Bite Marks) must be photographed to document the impression. The specific method to properly

photograph this type of evidence is described in [Chapter 2, Forensic Photography](#).

The bite mark impression should also be swabbed using a swab moistened with water to collect any potential traces of the assailant's saliva. Re-swab the impression with a second dry swab to collect any remaining traces. Allow the swabs to thoroughly air dry. Package the swabs together in a clean, properly labeled paper envelope and seal.

III. Additional Relevant Physical Evidence

Clothing

Articles of clothing worn by the victim and suspect (if possible) should be submitted to the Laboratory to be examined for seminal stains, bloodstains, foreign hairs and fibers or other trace evidence adhering to the clothing. In addition, items at the crime scene may provide important evidence that associates the victim and/or the suspect to the scene.

Procedure for clothing:

- A.** Clothing of the victim must be kept separate from those of the suspect at all times.
- B.** Clothing worn at the time of or immediately after the offense must be recovered and preserved. This includes undergarments, handkerchiefs and sanitary napkins and/or tampons (only if used during or after the offense).
- C.** Garments should be handled as little as possible to avoid the loss of trace evidence.
- D.** Package each item of clothing **separately** in a clean, properly labeled paper bag and seal.

Condoms

When condoms are recovered in suspected sexual assault cases, the amount of possible seminal fluid in them should be a consideration during collection, packaging and storage. Because DNA from the victim may be identified on the outside of the condom, great care should be taken to minimize leakage of semen from inside the condom. If little liquid appears to be in the condom itself, it can be placed in a

glass specimen jar and frozen until submitted to the Laboratory. If a large amount of liquid is present, leakage is a concern and one of the following procedures should be used:

Alternative One

1. Attach the opening of the condom (with the fluid inside) to the top or side of a specimen jar so the fluid cannot leak out.
2. Label the jar so it is maintained in an upright condition.
3. Freeze the jar until submitted to the Laboratory. (Do not mail, submit in person.)

Alternative Two

1. Using dry swabs (as many as necessary) collect all or as much of the fluid from inside the condom as possible.
2. Allow these swabs to dry together but separately from the condom itself. Package in a properly labeled **paper** bag or envelope and seal. Label as collected from the condom. Submit the condom in a separate package (see step 3).
3. Stand up another set of dry swabs and drape the condom over them, tent-style, with the opening of the condom at the bottom. Allow to thoroughly air dry in a protected area. Package in a properly labeled **paper** bag or envelope and seal.

IV. Processing the Scene

- A.** Document the scene. See Chapter 1, Evidence Integrity; Chapter 2, Forensic Photography and Chapter 4, Crime Scene Sketch.
- B.** Check for fingerprints. See Chapter 11, Latent Prints.
- C.** Recover articles such as handkerchiefs, rags, tissues, etc., which may have been used as a wipe after ejaculation. See Chapter 20, Clothing and Fabrics.
- D.** Recover and submit any articles that may have become stained during the offense or might have foreign hairs present (e.g., bedding, rugs, sofa cushions, etc.). See Chapter 21, Hairs and Fibers.

Unusual Sexual Offenses

When unusual situations are encountered, contact the Laboratory for specific instructions for evidence collection.

(414) 382-7500 – Milwaukee

(608) 266-2031 – Madison

Bite Marks

Human bite marks have played a significant role in criminal investigation in the past. A distinctly registered bite has the potential of linking the assailant and the victim when properly documented and analyzed by a qualified forensic odontologist.

I. General Characteristics

A bite mark is a form of blunt force trauma, commonly seen on the skin of victims of assault, but also found on inanimate objects, e.g., food, leather, metal and soap. Occasionally the victim, as a defensive act, may also bite the assailant. Another rare occurrence to consider is that the bite is self inflicted. If this is a possibility because of the anatomic location, consideration should be given to documenting the dentition of the victim.

Bite marks may be present as bruises, abrasions, indentations or lacerations. Most have an overall ovoid appearance. This ovoid area is generally made up of two or more arcs of rectangular patterns made by the incisal edges of individual teeth. Occasionally, only one arch registers and it is not uncommon to find multiple, superimposed bites. It is the registration of the size, shape, individual position and other specific features which make this patterned evidence unique and capable, in many instances, of linking the perpetrator to the crime.

Since the media in whom the bite marks are registered is often subject to dehydration and subsequent distortion, prompt preservation of this type of evidence is necessary and is best handled, because of the complexity of the procedure, by a qualified expert.

II. Photographic Documentation of Bite Marks

The most common means of documenting the bite patterns is by scaled photography (see Chapter 2, Forensic Photography). Because of the specific requirements to produce workable evidence and because of the infrequency with which agencies encounter this type of evidence, it is recommended that technical assistance be requested from the Imaging Unit of the Laboratory.

Fig. 7-1
Normal color photograph of a bite mark.



Fig. 7-2
Black and white photograph of the same bite mark with a # 47 blue filter.



III. Evidence Collection

Swab the area surrounding the bite mark to collect potential traces of the assailant's saliva for DNA analysis (see Chapter 5, *DNA Evidence and Standards* and Chapter 6, *Sexual Offenses*). This must be done prior to washing, casting, or other procedures which might remove the saliva or deposit another material which interferes with testing. See Chapter 25, *Autopsy* for further information on collection procedures.

Those specimens exhibiting indentations (three dimensional characteristics) can be further documented by casting the area with an impression material. This, too, can be a difficult procedure for someone not trained in taking fine, detailed impressions. Technical assistance for this procedure is available and referral of a qualified expert can be obtained from the Laboratory. Since the State of Wisconsin does not employ forensic experts in this field, agencies should be aware that there is a nominal fee for this service.

A further step in the preservation of this evidence, if possible, is to have the pathologist conducting the autopsy remove the area of the bite by en bloc dissection and preserve it in formalin. Normal anatomic contour of the tissue is maintained by attaching a custom-made acrylic ring and suturing and fixing the tissue to the ring with cyanoacrylate before it is removed. Technical advice is also available on this technique.

The second phase in the collection of this type of evidence comes into play when the investigation has developed a suspect. It then becomes necessary for a licensed forensic dentist to conduct a complete odontologic work-up including an examination of the jaws, mouth and teeth. This examination is documented by photography, impressions, saliva sample and exemplars in wax of the biting edges of the teeth. To be admissible as evidence, a trained forensic odontologist should do this procedure acting under a signed and witnessed informed consent form obtained from the suspect or under a court order or search warrant.

The success in the gathering, analyzing and courtroom presentation of this type of evidence will be dependent upon the training, skills and experience of the examiner.

Firearms and Ammunition

The following information is intended to assist the investigator in the recognition, evaluation, marking, packaging, and transmittal of firearms exhibits and related items to the Laboratory.

I. General Considerations

When requested, the Laboratory will process firearms exhibits and related items for fingerprints, DNA and trace evidence as well as the possible determinations listed in Table 8-1.

All exhibits should be properly inventoried. Record the description of the item, source, case number, item number, initials of person collecting, and the date and time collected. Sketch the area of recovery, indicating relative positions in feet and inches between exhibits and fixed objects, and supplement with photographs (see Chapter 4, *Crime Scene Sketch*).

It is often possible to restore manufacturer's serial numbers, property marks, or other die-stamped markings which have been removed, altered, or obliterated on firearms (as well as on typewriters, binoculars, bicycles, or other metal objects).

Firearms and fired ammunition may be delivered to the Laboratory in person or via parcel post, certified mail, FedEx or United Parcel Service (UPS).

All firearms must be shipped unloaded to the Laboratory with a marking on the package exterior indicating the firearm is unloaded. An evidence transmittal form should be sealed in an envelope attached to the outside of the package. Indicate what kinds of examinations are requested, e.g., DNA, trace evidence, fingerprints, NIBIN entry, etc.

Firearms or other metal objects recovered from water (or nonflammable liquid) should immediately be placed in a container of the same liquid, completely submerged. When in a liquid, the oxidation process is considerably retarded, and during the period necessary to transport the firearm to the Laboratory, only a small amount of change will take place.

II. Marking of Firearms

Use extreme care in marking recovered firearms for purposes of identification. A reinforced identification tag may be attached to the trigger guard in front of the trigger.

Mark the tag with appropriate identifying data, including the serial number and description of the firearm, source, case number, item number, initials of person collecting, and the date and time collected.

III. Marking of Bullets, Fragments, Cartridge Cases, Shotgun Shells, Pellets, and Unfired Ammunition

All firearms and firearm related items should be handled with the assumption they will be fingerprinted or sampled for DNA. Therefore, only the packaging should be marked. In this way the possibility of damage, loss or contamination of trace evidence or DNA and destruction of possible fingerprints is greatly diminished. These items should not be packaged in cotton or sealed in plastic.

All packages should be properly sealed, with initials of collector over the seal, and marked with accompanying information such as the description of the item, source, case number, item number, initials of person collecting, and the date and time collected, as described in Table 8-2.

In situations where through-and-through penetration of the victim's body has occurred and the bullet is found on the floor, in walls, etc., bullets or bullet fragments should not be touched with bare fingers. A small piece of clean white paper may be slipped under the bullet, then folded and placed in a rigid container, and finally sealed and identified. This procedure will minimize the possibility that the recovering officer will contaminate traces of blood which may be present on the bullet. The above recommendations should also apply to shotgun pellets and wads.

Table 8-1**Possible Laboratory Determinations
Resulting from Firearms Section Examinations**

EVIDENCE REQUIRED BY LABORATORY	POSSIBLE LABORATORY DETERMINATIONS
FIRED BULLET	Make, caliber, type of firearms from which each could have been discharged; type of propellant used in firing; manufacturer and designation as to type, caliber, etc.
TWO OR MORE FIRED BULLETS	In addition to the possible determinations listed for a single fired bullet, whether two or more were fired from the same firearm.
FIRED CARTRIDGE CASE OR SHOTSHELL	Make, caliber, type of firearm in which each could have been fired; type of propellant used in firing; name of manufacturer and designation as to type, caliber, etc.
TWO OR MORE FIRED CARTRIDGE CASES OR SHOTSHELLS	In addition to the possible determinations listed for a single cartridge case, whether two or more cartridge cases or shot shells were fired in the same firearm.
FIRED BULLET AND SUSPECTED FIREARM	In addition to the possible determinations listed for a single fired bullet, whether bullet was fired from suspected firearm.
FIRED CARTRIDGE CASE AND SUSPECTED FIREARM	In addition to the possible determinations listed for a single cartridge case, whether cartridge case was fired in suspected firearm.
SUSPECTED FIREARM, AMMUNITION, SCALED PHOTOGRAPH OF POWDER OR SHOT PATTERN AND/OR VICTIM'S CLOTHING	Approximate distance at which shot was discharged.
SHOT PELLETS AND WADS	Size of shot and gauge designation of wad.

Table 8-2
Instructions for Handling, Marking, and Shipping Firearms Exhibits

EXHIBIT	GENERAL INSTRUCTIONS	DESCRIPTIVE RECORD TO BE KEPT BY PERSON RECOVERING
FIREARMS	Check for fingerprints. Remove magazine from auto loading firearms. Do not clean or fire. Do not operate mechanism except to unload. If loaded revolver, mark hammer position and sketch cartridge positions. See column on marking for identification.	A record of make, model, type, caliber or gauge designation, serial and lot numbers. If a loaded revolver, draw a sketch indicating position of hammer and cartridges.
FIRED BULLETS	Every precaution should be taken to prevent loss of trace evidence or abrading or mutilating bullet surface in any way.	Sketch showing relative position of fired bullets collected from scene. Transmit a copy of this information to the Laboratory.
FIRED METALLIC CARTRIDGE CASES	Do not wash or clean. Do not mar, mutilate, scratch, or nick head of case. See column on marking for identification.	Sketch showing relative position of cartridge cases collected from scene. Transmit a copy of this information to the Laboratory.
FIRED SHOT SHELLS	Do not mar, mutilate, scratch, or nick head of shot shell.	Sketch showing relative position of shot shells collected from scene. Transmit a copy of this information to the Laboratory.
SHOT PELLETS	Recover as many as possible. Do not mutilate in recovery.	Sketch showing relative position of shot pellets collected from scene. Transmit a copy of this information to the Laboratory.
SHOT WADS	Recover as many as possible. Do not mutilate in recovery.	Sketch showing relative position of shot wads collected from scene. Transmit a copy of this information to the Laboratory.
LOADED SHELLS OR CARTRIDGES	If unfired ammunition is recovered in investigation, forward to Laboratory. If ammunition manufacturer's boxes are recovered, forward to Laboratory for latent print examination.	Sketch showing relative position of shells or cartridges collected from scene. Transmit a copy of this information to the Laboratory.
SHOT OR POWDER PATTERNS	If on clothing, send only the clothing that might contain powder, powder residues, or exhibit bullet or shot penetrations. If on skin, doors, walls, etc., consult Laboratory concerning scaled photographs.	Description and source of garment containing shot or powder patterns. Location and size of shot or powder patterns on walls, doors, or other immovable objects.

**RECOMMENDED METHOD OF
PACKAGING, MARKING FOR IDENTIFICATION
AND SHIPPING TO THE LABORATORY**

EXHIBIT

Attach an ID tag and mark tag with initials, case #, date and item #. Secure firearms and magazines to cardboard box or rigid container with fasteners. Package each cartridge separately in a cardboard box or rigid container and mark containers according to your sketch. Seal the package, initial the seal, and label each container with case #, date, item # and source. Forward to Laboratory along with the descriptive record.

FIREARMS

Package each separately in cardboard slide box or rigid container. Do not put in envelope. Mark on the container the source of each bullet. Seal the package, initial the seal, and label each container with case #, date, item # and source. Forward to Laboratory along with the descriptive record.

**FIRED
BULLETS**

Package each separately in cardboard slide box or rigid container. Seal the package, initial the seal, and label each container with case #, date, item # and source. Forward to the Laboratory along with the descriptive record.

**FIRED
METALLIC
CARTRIDGE
CASES**

Same as above.

**FIRED
SHOT
SHELLS**

Same as above (all of the available fired shot can go in a single box).

**SHOT
PELLETS**

Same as above.

SHOT WADS

Same as above.

**LOADED
SHELLS OR
CARTRIDGES**

Place each individual air-dried item of clothing in a separate clean paper bag. Seal each bag, initial each seal and label each bag with case #, date, item # and source. Forward to the Laboratory along with the descriptive record.

**SHOT OR
POWDER
PATTERNS**

IV. Bullet Path Reconstruction

Defining a bullet path at a shooting scene is a useful element of crime scene reconstruction. A shooter's position and final bullet location can both be defined by determining the path of a bullet or bullets through a sequence of materials. Such reconstructions are most accurate when a bullet has created both a bullet hole and a subsequent impact site or two or more bullet holes in successive planes of material, e.g., sheet rock on both sides of an interior wall. Inserting rods through the bullet holes (or from bullet hole to impact site) will define a bullet path that can direct the investigator to the shooter's position or to the bullet's likely location (see Figure 8-1). Rods should not be inserted in any bullet hole until documentation and examination of the bullet hole has been completed.

Over short distances, string can be attached to the rods to project the bullet path. This technique is especially useful in reconstructing shootings involving vehicles due to their double-panel construction. However, as the projected bullet path increases in distance from the bullet hole, greater imprecision will be introduced into the reconstruction. For bullet path reconstructions over long distances, a combination of spacer cones, rods and lasers will offer much better precision, especially if meaningful diagramming of the reconstruction is desired.

Unless a bullet passes through a significant thickness of material, a single bullet hole will usually not allow useful reconstruction of the bullet path. However, bullet direction can be determined from through-and-through bullet holes in many materials. For example, the passage of a bullet through metal will create an indentation on the metal surface facing the bullet origin and metal stretch on the surface in the direction away from bullet origin, clearly defining the direction of the bullet through the metal. Bullets that pass through auto glass, skull and some plastics will create a crater on the side of the material away from the bullet origin. In other words, the crater opens up in the direction of bullet travel (see Figure 8-2).

Even a portion of a bullet hole in a destructively fractured skull can define the direction of the bullet and subsequently establish exit and entrance. The combination of glass cratering and radial glass fracture in a window can even define the sequence of shots through the window, particularly when working with vehicle shootings.

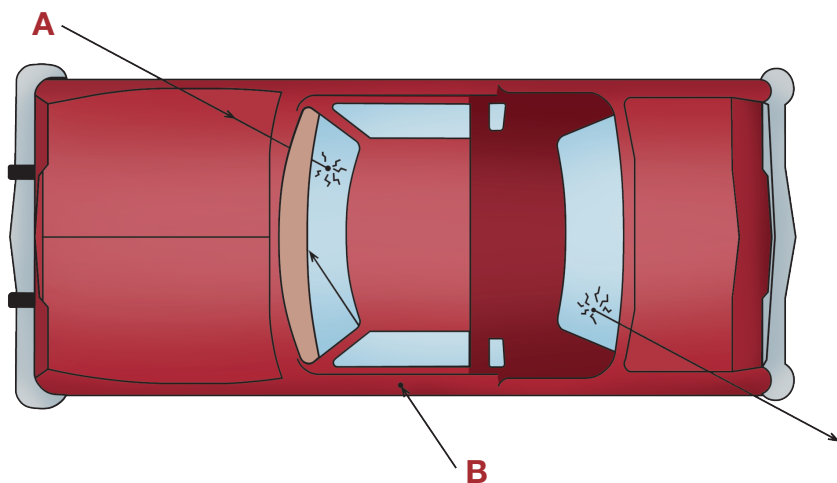


Fig. 8-1

Bullet paths A&B define two shooter locations outside the vehicle. Such diagrams can be included in crime scene notes to aid in shooting reconstructions.

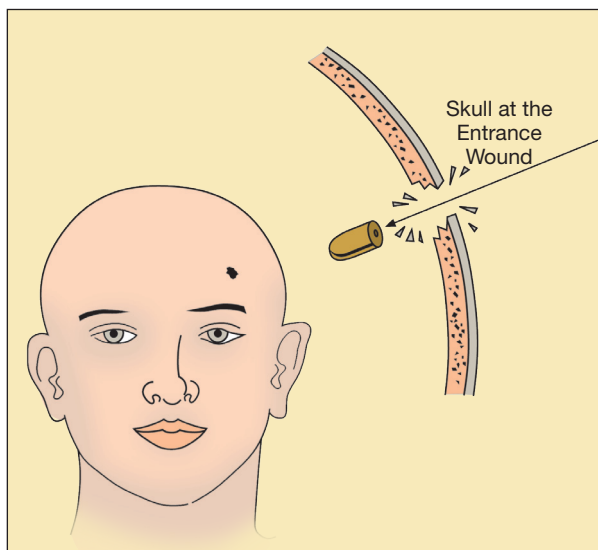


Fig. 8-2

Note the angled or beveled edges of the skull at the entrance bullet hole. The bone surface through which the bullet passed last will present a cratered appearance.

Footwear and Tire Examinations

Footwear impressions may yield information as to the type, make and approximate size of the shoe or boot. In some cases, conclusive identification can be made, linking a particular shoe to the crime scene impression.

Tire impressions sometimes permit identification of type and make of the tire. In some cases, a tire may be conclusively identified as the source of an impression.

I. Requesting Footwear and Tire Comparisons

Footwear and tire comparisons are typically conducted between a questioned impression and a known shoe or tire or standards taken from the known shoe or tire. Since standards are typically 2-dimensional impressions, they do not provide the detail necessary to fully analyze the effects of wear on the shoe or tire. For this and other reasons, it is important to have the shoe or tire to conduct a complete and accurate comparison.

A questioned impression does not need to contain the entire length of the shoe or tire before a comparison can be made. More important factors are the quality and size of the impression in which to find sufficient class or individual characteristics.

Footwear Submissions

- A.** Submit the footwear as it was received (do not clean).
- B.** Submit any standards, if taken, along with the known footwear.
- C.** Submit the questioned impression (casts, electrostatic lifts, powdered lifts).
- D.** Submit all photographic images, negatives and/or image files of all questioned impressions.

Note: Suspects may have more than one pair of the same make and model of shoe.

Tire Submissions

- A. Submit the tires and vehicle **through prior arrangements**.
- B. Submit any standards taken from the tires.
- C. Submit the questioned impression (casts, electrostatic lifts, powdered lifts).
- D. Submit relevant photographs (include the negatives or image files).

Tires should be submitted on the vehicle that they are mounted on if the vehicle is drivable. Arrangements should be made to find a similar vehicle if it is not.

Submitted vehicles will be released back to the agency at the earliest possible date **with or without the tires**. Since the tires may need to be retained for comparisons, replacement tires and wheels may need to be provided by the agency when the vehicle is picked up. **Prior arrangements are needed when submitting or picking up a vehicle. Questions concerning retention of the tires should be addressed when pick-up is arranged.**

II. Opinions Rendered By Examiners

Within the Wisconsin State Crime Laboratory System, the comparison of a questioned footwear or tire impression to a known standard will result in one of the following opinions:

- A. Not Suitable for Comparison
- B. Could Have Made
- C. Identification
- D. Elimination

Not Suitable for Comparison

This opinion refers to the absence of detail needed to make a meaningful comparison. This may be an issue of quality and clarity within the questioned impression or the submitted known standards. When this opinion refers specifically to the questioned impression, it is stating that no meaningful comparisons are possible.

However, if this opinion specifically refers to the known footwear standards, future comparisons may be possible if better standards are

received. To alleviate this potential problem, it is strongly recommended that the actual footwear to be compared be submitted whenever possible. Standards should only be submitted in lieu of actual footwear when there is no legal authority or consent to take the shoes.

Could Have Made

This opinion is an inclusion of the known footwear (as well as other similar shoes) as a source of the questioned impression. This opinion is offered when there is sufficient correspondence of class characteristics between the questioned impression and the known standard.

The “could have made” opinion can be very narrow or very broad in its inclusion depending upon the number of class characteristics found to be in agreement. These class characteristics include outsole design, design size, mold characteristics and the effects of wear.

A “could have made” opinion is a statement of inclusion and is circumstantial evidence. The more class characteristics found in agreement between the questioned impression and the known footwear or tire, the smaller the number of other shoes or tires that could have made this impression. For example, a comparison that corresponds in outsole design and design size eliminates all other shoes of the same outsole design but of a different design size.

A “could have made” opinion may also include the presence of identifying characteristics but in insufficient quantity or clarity to warrant identifying the footwear or tire. While the significance of this evidence is dependent on all attending circumstances, the weight given to this evidence is a matter for the jury to decide.

Identification

When enough individual characteristics of sufficient clarity are found to correspond between a questioned impression and the known standard, an “Identification” opinion is offered. In effect, this opinion excludes all other footwear or tires from having made the questioned impression.

Individual or accidental characteristics are recordable defects that occur to the shoe or tire post production. Cuts, scrapes, scratches, and tears are all examples of accidental characteristics. Additionally, the presence

of nails, glass and rocks retained by the shoe are other examples of accidental characteristics. Questioned footwear impressions recorded in fine soil or deposited on smooth hard surfaces are more likely to reveal accidental characteristics than are impressions in sand, snow or ice.

Since the identification of a shoe or tire relies on post production defects received during its use, the quicker the shoe or tire is found and preserved the better. The more the shoe is worn, the more likely the accidental characteristics will change.

Elimination

The “Elimination” opinion is offered when the questioned impression and the known footwear or tire differ in either class or accidental characteristics. This opinion eliminates the known shoe or tire from having made the questioned impression.

Footwear and Tire Impressions

Footwear and tire impressions are frequently found at crime scenes. The techniques covered in this chapter address:

- A.** Surface impressions (two dimensional) found on flat hard surfaces such as wood, tile, linoleum, etc.
- B.** Three-dimensional impressions in sand, soil, snow or other pliable material

NOTE: Prior to lifting or casting any visible footwear impression, quality comparison photographs should be completed. See **Chapter 2, Forensic Photography, VI. Pattern Impression Photography**, for detailed instructions.

I. Surface Impressions

Electrostatic Dust Print Lifters

Electrostatic dust print lifters are available from most forensic supply vendors and utilize a high voltage power supply unit to send a negative charge to a metallic-backed Mylar film. The positively-charged dust particles under the Mylar film are attracted by and attached to the negatively-charged film. This film is traditionally collected and stored in a clean cardboard box with the impression face up and having no contact with the packaging material. The film should be taped in place to avoid any type of movement or unwanted contact. Lifts taken in this manner will be in a mirrored position and will need to be photographically reversed to return them to proper position. Comparison quality photographs should be completed as outlined in **Chapter 2**.

Consult the EDPL instruction manual provided with your equipment or the online technical manual posted by the vendor for specific instructions on its use.

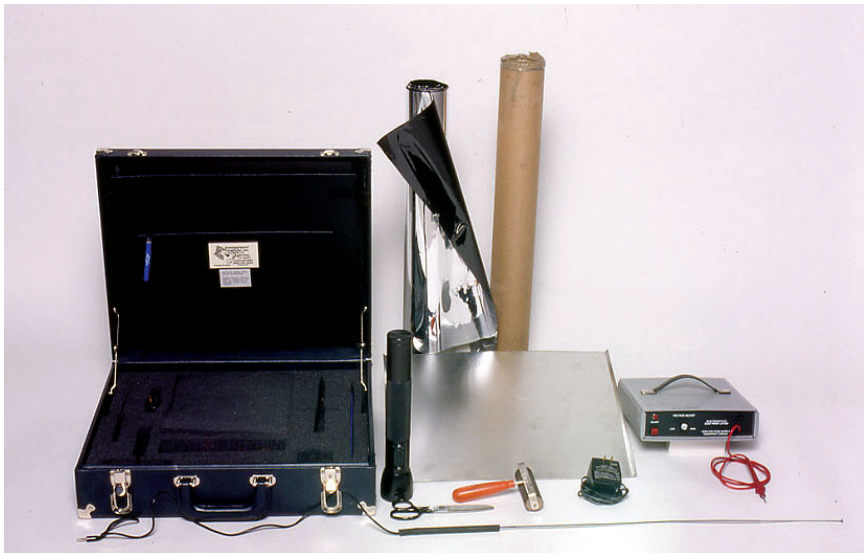


Fig. 10-1
EDPL kit with a cardboard tube containing metallic-backed Mylar film.

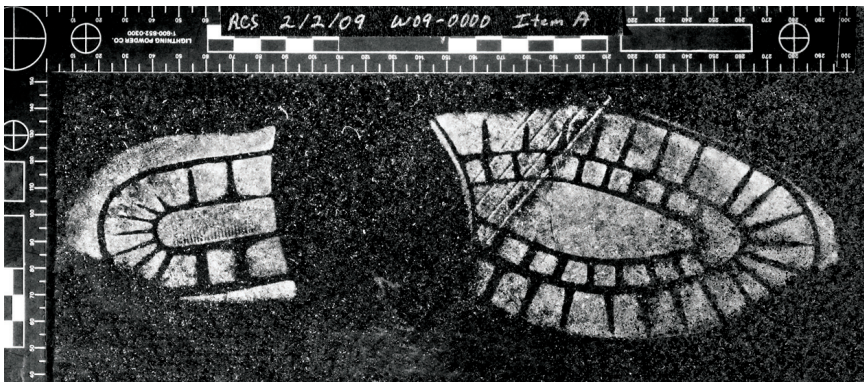


Fig. 10-2
Photograph of an electrostatic lift.

Gelatin Lifters

Gelatin lifters are a low adhesive lifting device similar to the traditional rubber lifters used in the past. Gelatin lifters are currently manufactured in white, black and transparent to provide a sufficient range of background contrasts from which to choose. Each gelatin lifter comes with a clear protective cover already in place and is available in a variety of sizes.

Gelatin lifts can be used on most any visible two-dimensional footwear impressions such as powdered and dust impressions. However, the least destructive EDPL should be used prior to the gelatin lifter when available for best results. Gelatin lifters are used in the following manner:

- A. Use a whole lifter or cut to size for partial impressions.
- B. Clip one corner of the gelatin lifter before removing the protective cover.
- C. Gently place the gelatin lifter over the impression and hold in place.
- D. With the free hand, press or rub the gelatin lifter into the surface without moving the lifter.
- E. Peel back the gelatin lifter and evaluate the lift.
- F. Align the clipped corners, replace the protective cover and label the back of the lift.

Lifts taken in this manner will be in a mirrored position and will need to be photographically reversed to return them to proper position. **Always remove the protective cover** when evaluating or photographing a gelatin lift, being careful not to damage the lift in its unprotected state. Comparison quality photographs should be completed as outlined in [Chapter 2](#). Replace the cover before returning the lift to storage.

II. Three-Dimensional Impressions

Dental Stone

The methods for casting footwear and tire impressions differ only in the amount of materials that will be needed to make a single cast or series of casts in segments. One complete adult footwear impression can typically be cast using 1.5 to 2 pounds of dental stone material. One segment of a tire impression may typically require 3 to 4 pounds of dental stone depending on the width of the impression and the length of the segment to be cast. Casting of a complete tire rotation will likely require a minimum of 3 segments with the recommended cast segments being 18-24 inches in length.

Dental stone material can be purchased premeasured in zip-top plastic bags or in bulk amounts. While premeasured bags will be sufficient to cast most footwear impressions, bulk dental stone and mixing materials will be needed for casting tire impressions.

A. Premeasured Dental Stone

The primary benefit to the premeasured dental stone is the ability to mix the dental stone in the bag by adding water and kneading. Premeasured bags of dental stone are easily stored in a scene processing kit along with spare gallon size plastic zip-top bags in the event that a premeasured bag of dental stone leaks during the mixing process. Bottled water can also be carried to facilitate mixing.

The primary disadvantage to these premeasured bags of dental stone may be the convenience they offer. By limiting the amount of dental stone available, the amount of casting to be performed may also be inappropriately limited.

While mixing in the bag is convenient, it does not lend itself to determining the consistency of the mixture before pouring. Care should be taken to ensure that all of the dry material is thoroughly mixed, paying specific attention to the corners of the bag. A properly mixed bag of dental stone should flow from the bag freely without being overly runny. The consistency of the mixture should be similar to that of a **thick paint or pancake batter**.

Variances resulting from the mixing of premeasured dental stone can be attributed to several factors:

1. Amount of water added.
2. The temperature of the water.
3. How the water was added.
4. How the bag was kneaded.
5. The amount of time taken to knead the mixture.
6. Environmental conditions.

B. Bulk Dental Stone

What the use of bulk dental stone loses in convenience is easily offset by its flexibility. Bulk dental stone can be measured into gallon size zip-top plastic bags, bowls or buckets. The mixture's consistency can be adjusted by adding more water or dental stone. The size of the bowl or mixing container used can also be determined by the size of the impression being cast. One large mix can be used to cast several smaller impressions if done in quick succession.

The disadvantages to the use of the bulk dental stone include the space required for maintaining the additional equipment and the cleanup process after use.

C. Procedure for Mixing Dental Stone

Dental stone typically requires 4-6 ounces of water per pound of powder to make a mixture the consistency of thick paint. While these are the recommended amounts, the actual amount of water needed can vary widely. **Dental stone should flow freely when poured but should not be watery or runny.**

When mixing dental stone in a premeasured bag, it may be beneficial to add $\frac{3}{4}$ of the water initially to start the mix. The remaining water should be added as needed to adjust the consistency of the mixture for pouring.

When bulk dental stone is mixed, either the powder or water can be added first. One method of mixing using a bucket or a bowl recommends the water being added first. The powder is then poured into the middle of the container until a peak emerges from the water. The powder and water can then be mixed and adjusted by adding more powder or water.

D. What to Cast

While it is preferential to cast all three-dimensional footwear and tire impressions at a scene, it may not always be possible. If it is not feasible to cast all of the impressions, care should be taken to cast the best footwear and tire impression evidence present. Close-up visual examinations of each impression should be conducted to determine which impressions exhibit the best clarity of detail. Oblique lighting of each impression from all four directions can also assist in conducting these visual examinations. Those impressions having the best detail should be marked and preserved for future casting.

Note: All of the impressions present should be photographed with a scale for future comparisons regardless of whether they are going to be cast. Refer to Chapter 2 for photographic instructions.

The following impressions, when present at the scene, are the recommended minimums for casting:

1. One full footwear impression for each outsole design (left & right shoe).
2. All full or partial footwear impressions with good detail and clarity.
3. One full tire impression for each tire track present (left front, left rear, right front and right rear in segments).
4. All partial tire impressions of good detail and clarity.

Dental Stone Casting Procedures

In order to determine the best casting method and procedure for each impression, evaluate the substrate and the condition of the substrate in which a 3-dimensional impression is found. The results of this evaluation should help in determining the casting method to be performed and the procedure that will be used. The following are examples of this evaluation process:

- A.** Dental stone casts of impressions in loose sand or soil may benefit from the use of a hardening agent before casting.
- B.** A snow or ice impression may benefit from the use of snow print wax.
- C.** Sulfur casting of a snow or ice impression does not require the use of snow print wax but may need damming materials to contain the liquid sulfur within the impression.

Forms are not typically needed for retaining properly mixed dental stone unless the impression is on a steep angle. If damming or framing of an impression is needed, these frames should not be placed so close as to risk damaging the impression. Forms can be purchased from forensic supply vendors or improvised using strips of cardboard or metal landscape edging.

A **deflector** should be used when pouring casting materials into an impression to avoid damaging the impression. The pour should be started on the outside of the impression and worked into the impression if the casting material is of proper consistency. The pour should be stopped immediately while still outside of the impression if the mixture is too thick or too thin. A new mixture should be made to cast the impression.

The following methods and procedures for casting are provided as guidelines:

Dry/Loose Sand/Soil Conditions:

- A.** Place scale on the same plane as the detail to be photographed.
- B.** Take comparison quality photographs. *See Chapter 2.*
 - 1. Place camera on a tripod.
 - 2. Use a shutter release cable or remote to avoid camera movement.
 - 3. 90° angle between impression and lens.
 - 4. Aperture set to f.11 or higher.
 - 5. Impression should fill the frame; include scale increments.
 - 6. Shade impression to improve contrast as needed.
 - 7. Use off-camera flash from all 4 sides.
- C.** Remove debris not imbedded in the impression.
- D.** Re-photograph as indicated above.
- E.** Stabilize impression with hairspray.

Note: Avoid spraying hairspray directly onto the impression; drift it into the impression. A fine mist pump spray works well. Allow time to dry between applications.

- F.** Place a form around the impression if needed.
- G.** Pour dental stone mixture into the impression using a deflector.

Stable Sand/Soil Conditions:

- A.** Place scale on the same plane as the detail to be photographed.
- B.** Take comparison quality photographs. *See Chapter 2.*
- C.** Remove debris not imbedded in the impression.
- D.** Re-photograph.
- E.** Place a form around the impression if needed.
- F.** Pour dental stone mixture into the impression using a deflector.

Wet Soil Conditions: Submerged or Partially Submerged

- A.** Place scale on the same plane as the detail to be photographed.
- B.** Take comparison quality photographs. *See Chapter 2.*
- C.** Remove debris not imbedded in the impression.
- D.** Re-photograph.
- E.** Sift dry dental stone into standing water until absorbed, water will wick to the top of the dental stone, re-apply sifted dental stone until all standing water is absorbed.
- F.** Pour a dental stone mixture over the sifted dental stone to complete the cast.

Casting in Snow and Ice

The pouring of dental stone and melted sulfur are the two traditional methods for casting footwear and tire impressions in ice and snow. Though much more convenient to use, poured dental stone casts in ice and snow rarely show any of the fine detail commonly found in sulfur casts of similar impressions.

The lack of detail in dental stone casts of ice and snow may be the result of heat generated by the dental stone as it sets up. When using dental stone in a snow or ice impression, it is strongly recommended that one or more layers of snow print wax be added first. Apply the first layer of wax lightly to enhance the detail of the impression for photographing, with a much thicker layer to follow. It is this thick layer that should provide a buffer between the impression and the heat generated by the dental stone.

A. Dental Stone/Pour Method

1. Place scale on the same plane as the detail to be photographed.
2. Take comparison quality photographs. [See Chapter 2.](#)
3. Remove debris not imbedded in the impression.
4. Re-photograph.
5. Lightly spray **snow print wax** or spray paint to improve contrast.
6. Re-photograph.
7. Spray **snow print wax** to form a barrier between snow and dental stone (see Figure 10-4).
8. Pour dental stone mixture into the impression using a deflector.



Fig. 10-3
*Impression
in snow.*

Fig. 10-4
Impression sprayed with snow print wax which enhances detail of impression and creates a buffer for the dental stone.



B. Dental Stone/Dry Powder Method

This method is best used on fresh snow that can be easily compacted into snowballs but may be used on any snow impression exhibiting fine details.

Procedure:

1. Place scale on the same plane as the detail to be photographed.
2. Take comparison quality photographs. **See Chapter 2.**
3. Remove debris not imbedded in the impression.
4. Re-photograph.
5. Sift a thin layer of dental stone into the impression (see Figure 10-6).
6. Using a pump sprayer, spray a fine water mist over impression (see Figure 10-7).

Note: Acclimate the water to the weather prior to mixing and spraying. Water should not be sprayed directly onto the impression but allowed to drift into the impression.

7. Allow dental stone layer to set up (approximately 4 to 5 minutes).
8. Repeat steps 5 to 7 until pattern area of impression is covered or nearly covered.



Fig. 10-5
Impression in fresh, easily compacted snow.



Fig. 10-6
Dry powder sifted into impression.



Fig. 10-7
Sifted powder dampened with a mist.

9. Spread a thicker dental stone mixture into the impression and allow to dry (see Figure 10-8).

NOTE: This mixture should be thicker than a normal pour as it is being used as a reinforcement layer. A runny mixture could flow under the sifted base and ruin the impression.

10. After allowing sufficient time for the cast to harden (see Section III), carefully loosen and remove; the detail portion of this cast may be fragile.



Fig. 10-8
A thicker dental stone mixture is spread over the impression.



Fig. 10-9
Dental stone/dry powder cast.

C. Sulfur Casting

Sulfur casting requires a heat source to melt the sulfur. An electric heating mantle provides even heating to the bottom and sides of the paint can. A propane camping stove can be used, if necessary, though uneven temperature distribution may hinder or prolong the melting process.

CAUTION: This technique requires the user be familiar with safety issues regarding the use of sulfur. [Refer to the sulfur Material Safety Data Sheet (MSDS) provided by your vendor before using this procedure.] The melting of sulfur should be done outside in a well-ventilated area while wearing a dust/mist respiratory mask to prevent the inhaling of sulfur fumes. Adequate ventilation and proper temperature control can also reduce the risk of igniting melting sulfur.

1. The melting point of sulfur is 110 °C
2. The flash point of sulfur is 207 °C
3. The ignition point of sulfur is 248 °C

The heating mantle should be capable of holding a one-gallon **unlined** paint can (see Figure 10-10). Heat the sulfur powder until it is completely melted turning into a caramel translucent liquid. The melted sulfur should be cooled before pouring into the impression. The appearance of crystals in the melted liquid indicates that the mixture has sufficiently cooled and is ready to be poured.

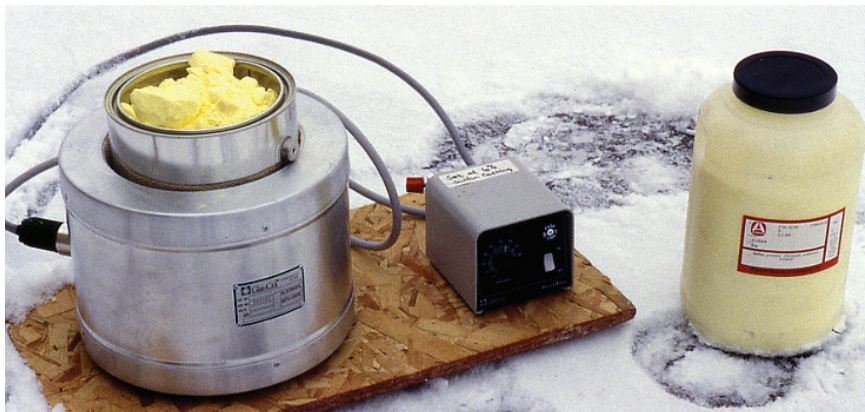


Fig. 10-10
Heating mantle with one-gallon unlined paint can.

Impressions being cast with liquid sulfur do not need a buffer layer of snow print wax to protect them from the heat. However, a light application of snow print wax or black spray paint can be used to enhance the detail in the impression for photography.

Damming or framing of the impression should be considered as liquid sulfur is thin and free flowing. Sulfur does tend to solidify on contact with ice and snow, which will help restrict its movement. The liquid should be poured onto a deflector and directed into the impression.

Procedure:

1. Place scale on the same plane as the detail to be photographed.
2. Take comparison quality photographs. **See Chapter 2.**
3. Remove debris not imbedded in the impression.
4. Re-photograph.
5. If necessary, carefully place a frame around the impression.
6. Heat paint can ½ full of sulfur and stir frequently with a metal rod until completely melted. (This will cast one full footwear impression.)
7. Remove from heat and continue to stir until crystals begin to form (see Figure 10-11).
8. Pour mixture onto a deflector and into the impression (see Figure 10-12).
9. Reinforce the cooled sulfur impression by smoothing a thick dental stone mixture over the entire back of the sulfur cast (see Figure 10-14).



Fig. 10-11
Crystals begin to form as the melted sulfur cools.



Fig. 10-12
Sulfur mixture is poured into the footwear impression using a deflector (metal spoon).



Fig. 10-13
Sulfur cast which has begun to harden.



Fig. 10-14
Sulfur cast with dental stone reinforcement.

III. Marking and Packaging Casts

Before the cast hardens, scratch or mark the necessary identifying data on the back of the cast. At a minimum, this should include:

- A. Case number
- B. Exhibit number or location collected (when multiple casts are made)
- C. Date
- D. Initials of the person making the cast
- E. Arrow pointing north to orientate the cast

Allow the cast to remain undisturbed a sufficient amount of time to harden. Under dry conditions this may take from 30 minutes to an hour. Drying times will be affected by the consistency of the casting material, the humidity, the moisture content of the sand or soil and the air temperature. Casts poured in wet sand and soil will not be dry until long after the exposed portion of the cast has hardened.

CAUTION: Sulfur casts contain hot liquid sulfur for a period of time after they are poured. Use caution when checking these casts. Do not attempt to lift until the casts have hardened and cooled completely.

Casts should be removed using a gentle rocking motion to avoid breaking the cast. Casts that do not release readily may require the loosening of the dirt underneath the cast. A knife or other bladed object should be inserted into the dirt at an angle allowing the dirt 1" below the cast to be loosened. At no time should the bladed object come into contact with the cast.

Do not attempt to clean off the cast after removal. Sand or soil adhering to the cast should not be removed before the cast is completely dry as this may damage the fine details in the cast. Allow the cast to air dry for at least 48 hours before packaging.

To package the cast, wrap each separately in paper. **Never use plastic.** Seal the cast in an appropriately sized box with enough packaging material to protect it from damage. Each cast should be sealed in a separate box.

Latent Prints

Friiction ridge detail of the fingers, palms and feet is among the most definitive scientific evidence used for personal identification. The real benefit of this scientific identification is that it can establish an individual's presence at a crime scene or contact with an object.

Friction ridge evidence is most significant when the person identified had no lawful presence where the print was found or no lawful contact with the object touched. It is the totality of the circumstances, established through an investigation, which determines the significance of a friction ridge identification in a court of law.

Conversely, friction ridge identifications are least significant when their presence at a location or on an object touched is expected.

Example: A fingerprint found on the inside of a new car stolen from a dealer's lot would normally be considered a significant piece of evidence. However, it may be much less significant if, through investigation, it was determined this person had taken a test drive in that car prior to the theft.

I. Friction Ridge Overview

Friction ridge impressions can be categorized as follows:

- A.** Latent prints – invisible or hidden
- B.** Patent prints – visible prints
- C.** Plastic prints – 3-dimensional impressions

Latent prints are prints that require physical or chemical enhancement for collection. The processes used to recover latent prints are routinely determined by the surface of the object on which the latent prints are deposited and the condition of that surface. These surfaces can be divided into four general categories:

- A.** Non-porous – glass, metals, plastics
- B.** Porous – paper, cardboard, cloth

- C. Semi-porous – glossy papers, printed boxes
- D. Sticky surfaces – tapes, labels, adhesives

Patent prints are visible prints typically resulting from a foreign substance such as blood, dirt, ink, paint, etc. These types of prints are first recovered through photographic techniques. Once these prints are captured photographically, the items may be processed, as for latent prints, based on the surface type.

Plastic prints, like patent prints, are visible prints usually impressed into a medium such as dust, dirt, clay, wax, soap, paint, etc. Plastic prints are first recovered photographically and then recovered by use of casting materials if the medium is solid or stable.

II. Locating Friction Ridge Evidence

Even though all objects at a crime scene could be viewed as a possible source of friction ridge detail, it would be impractical, if not impossible, to process all items present at a crime scene. When processing for friction ridge detail, the following should be considered:

- A. Which objects were likely to be handled by the suspect?
- B. What objects are likely to yield the suspect's/victim's prints?
- C. Will prints on the object be probative to the investigation?

This evaluative process can save valuable time at a crime scene, allowing scene resources to be directed toward items of evidentiary value.

Deciding what to process within the scene should be done systematically. Try to reconstruct the suspect's movements outside and inside the scene if possible. Determining the following may also be helpful in locating valuable evidence linking the suspect to the scene.

- A. Points of entry and exit – doors, door frames, door knobs, windows, screen and window frames, broken glass or tools used to gain entry.
- B. Points of attack – areas where items have been disturbed, damaged or removed.
- C. Areas of restricted movement – narrow hallways, stairways and cluttered areas may result in inadvertent touching of walls, handrails and other obstructions.

Once it is determined what items are to be processed for prints, any fragile or transient evidence should be handled first. Each item should be evaluated separately as to the following:

- A.** Can the item be collected or must it be processed at the scene?
- B.** What are the recommended processing techniques?
- C.** Do I have the necessary equipment to complete the processing?
- D.** Will processing for prints likely destroy other evidence that may be present?

The question, “Can the evidence be collected or must it be processed at the scene?” is another important element to effective crime scene management. While it is not required to collect evidence for future processing, it is a practical recommendation to avoid being overwhelmed at the scene. Collecting scene evidence for future processing may also provide:

- A.** A more conducive work environment for evaluating and examining evidence.
- B.** Time to effectively complete the processing and to consult reference materials.
- C.** The availability of additional equipment and/or technical assistance.

The items collected for future processing should be handled carefully. Avoid unnecessary handling as even gloved hands can destroy prints or dislodge other evidence. If touch DNA (see Chapter 5) is a consideration, be sure to change gloves as needed. Items collected should be packaged following the recommendations outlined in Chapter 1 of this handbook.

III. Processing

Visual Exams

Nondestructive visual examinations should always be done prior to processing. Use of a hand or hands-free magnifier, aided by adequate illumination, can facilitate the discovery of visible prints. Visual exams can also facilitate the discovery of other evidence not readily seen by casual observation; i.e., trace materials, hairs and fibers, biological stains, etc.

Document the location of any evidence observed during visual examinations and perform the appropriate recovery technique. Friction ridge impressions observed during visual exams should be photographed **with a scale** (see Chapter 2) prior to using physical or chemical processing techniques.

The use of a flashlight, alternate light source or portable laser may be of benefit to visualize friction ridge impressions and other evidence before processing.

Processing with Powders

Most processing for friction ridge detail at crime scenes is limited to the use of fingerprint powders, either traditional or magnetic. As such, **nonporous** items are the primary focus at the scene.

NOTE: When items are removed from the scene for later processing, it is recommended that the nonporous items be processed with superglue (cyanoacrylate) prior to using any powders. The superglue process will make impressions more durable and less likely to be damaged during shipping or transportation to the Laboratory. In addition, further processing with chemical techniques and LASER/ALS examination to develop and enhance any latent prints that are present can be performed at the Laboratory. Fingerprint powder interferes with these chemical techniques if the item was not initially processed with superglue. (For more information on the superglue process, see Section VI.)

Either traditional or magnetic powder of a contrasting color to the surface being processed can be used on most nonporous surfaces. Powders should be applied using the following guidelines:

- A.** Apply gently and evenly using the least amount of powder necessary.
- B.** Evaluate continuously until desired contrast is obtained.
- C.** Stop processing if damage results or contrast diminishes.
- D.** Clean the developed prints to remove excess powder and to provide maximum clarity of detail (see Figure 11-1).

Cleaning techniques that can improve the quality and clarity of powdered prints by removing excess powder include:

- A. Using a powder-free detail brush following the flow of the ridges of the print.
- B. Tapping the item on edge.
- C. Gently blowing on the print.

Porous items should be collected for future processing whenever possible. While it may be possible to develop prints through the use of powders on porous and semi-porous items, **it is not recommended for optimal development.** Other chemical techniques will provide better results on these items.



Fig. 11-1
Failing to clean a print before lifting can result in air bubbles and powder debris voids.

IV. Recovery

Photography

All powdered prints should be photographed with a scale before attempting to lift them. **Mid-range photographs** document the location of the developed prints while **close-up photographs** provide the needed detail for comparisons. **Close-up photographs** should be taken as follows:

- A. Camera mounted on a tripod for stability.
- B. Use a macro or near macro lens.
- C. Prints should be photographed individually, filling the viewfinder, with the scale increments present in the image.
- D. The scale should be placed in the same plane on which the print is located.
- E. Photography is **REQUIRED** prior to lifting if the surface is rough or textured or covered with dust/debris.

Refer to Chapter 2 for more details on how to photograph impression evidence.

Fig. 11-2
Measurement increments should be seen in the photo to show whether in mm or inches.



Lifts

Lifts are primarily made with clear tape of various widths placed onto backing cards. Gel/rubber lifters or casting materials such as Mikrosil may be used in lieu of tape for rough or textured surfaces. Choose the lifting material that will provide the best contrast and remove all of the print from the surface.

A test lift can be attempted using an area of the surface without an evidentiary print to determine what lift method may work best. Multiple lifts of the same impression can be made if the print can still be visualized after the first lift. This is especially true if the item has been processed with superglue first. The initial lift may clear away debris improving detail in the impression resulting in a second, better quality lift. When duplicate lifts are made, they should be clearly marked as such to avoid confusion during comparisons.

Lift simultaneous finger impressions and palm prints as one lift whenever possible to assist in comparisons.

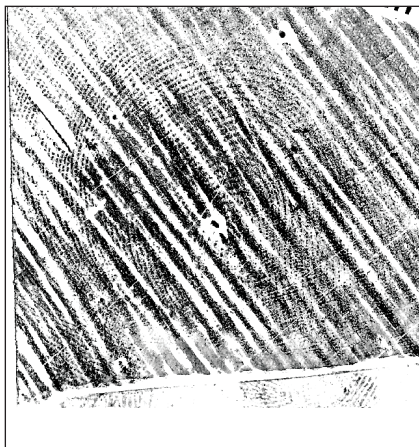


Fig. 11-3

Standard lifting tape on textured or rough surfaces can result in voids. Gel tapes, gel lifters and casting compounds which are more flexible can be used in an attempt to eliminate these voids.

NOTE: Lifting should be attempted ONLY after scaled photography.

Tape lifts should be placed on a **transparent card/acetate sheet** or **card of contrasting color** to the powder used. Transparent cards are strongly recommended when lifting prints that are difficult to see due to a lack of contrast, though transparent cards can be used on all prints.

Lifting Method

Pull a length of tape sufficient to cover the area to be lifted from the roll in a single motion. The tape can remain attached to the roll for stability or can be cut from the roll if more flexibility is needed. When cutting the tape from the roll, either before or after lifting, it is advisable to leave a leader for future use. One way to produce a **leader** is to fold over the end of the tape after each cut. Another method is shown in Figure 11-4.

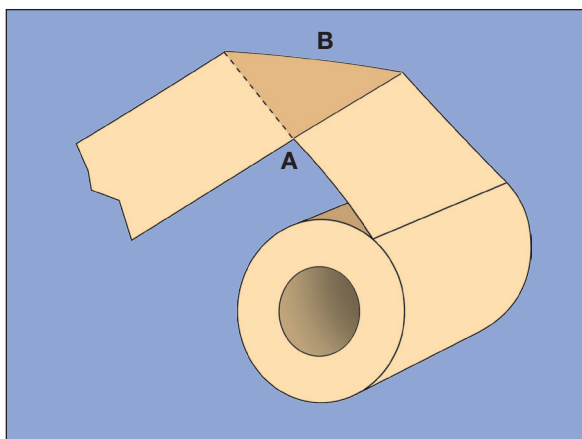


Fig. 11-4

Cutting the tape from A to B will leave a leader for the end of the roll and the piece used for the lift.

Secure the end of the tape on the surface **without** covering the print(s) to be lifted to ensure the tape will not buckle (see Figure 11-5). Keeping the tape above the surface, slowly push the tape across the print(s) with your fingers until the print is covered (see Figure 11-6). Minimize or eliminate any resulting air bubbles or debris voids by rubbing with the flat surface of your fingernail. Larger air bubbles can be eliminated by first poking a small hole in the tape before smoothing with your fingernail.

Fig. 11-5

The tape is anchored at one end beyond the suitable latent prints to be lifted.

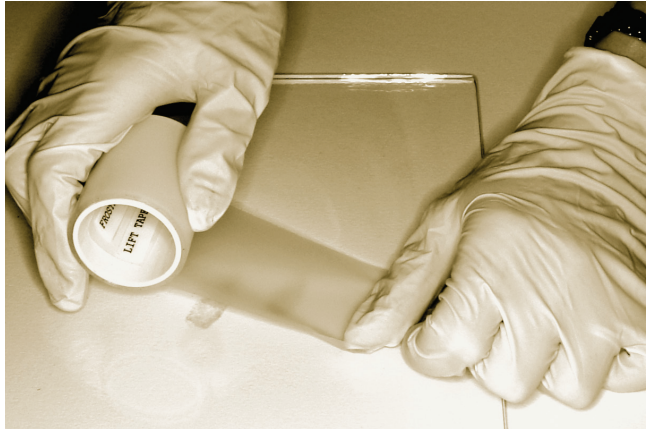
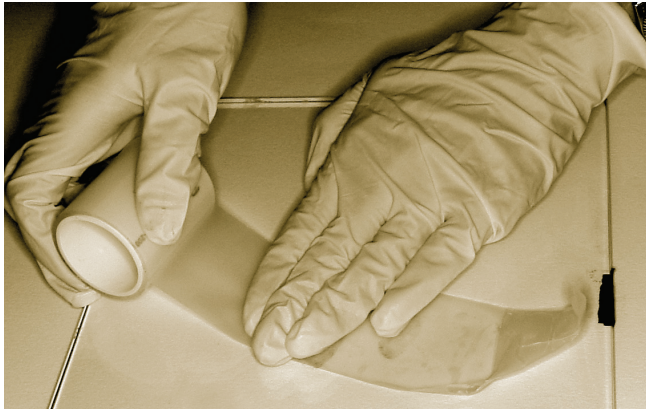


Fig. 11-6

Smooth the tape over the suitable latent prints from one end to the other in a continuous motion eliminating air bubbles.



NOTE: Do not discard any lift in which ridge detail is observed. The identification of a fingerprint can involve a relatively small area with limited detail.

Training and experience with these procedures is encouraged before working on case evidence to increase the comfort level of the officers assigned to process scenes.

V. Marking the Lift

Upon making the lift, it should be immediately marked for identification purposes (see Figure 11-7). The information recorded should include:

- A. Case number.
- B. Date collected.
- C. Item from which lift was collected.
- D. Name and badge number.
- E. A small sketch of the item on the back of the lift card with a mark orientating the location of the lift for future reference and court documentation.

Date 10/27/08	Crime BURGLARY	Case No. 99-774
Victim JOHN DOE		
Address of Incident 100 MAINST.		
Location of Latent Prints Lifted FRONT DOOR, WINDOWS, LOWER		
RIGHT		
Prints Lifted by: JRD		ID No. 00100
Lightning Powder Company • (800) 822-0200		

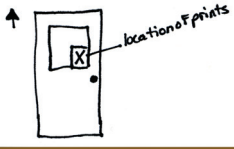
↑


Fig. 11-7
Information that should be completed on the back of a latent lift card.



Fig. 11-8
“X” out any friction ridge detail known to be deposited on the tape by the person making the lift.

Avoid placing circles or arrows on the lift tape to indicate where latent prints were observed. These markings often cover prints of weaker contrast. However, you should “X” out any friction ridge detail known to be deposited on the tape by the person making the lift (see Figure 11-8).

Any markings should be placed on the lifting card, not on the tape. Such marks may include an arrow indicating the direction of the print as it appeared on the object.

VI. Superglue Process

Superglue (cyanoacrylate) vapor polymerizes on latent print residues. These prints may be difficult to see; however, some prints produce a white deposit. This deposit will make the prints more durable and less likely to be damaged or obliterated. Superglue fuming is recommended

- A. If items are to be stored for long periods of time prior to processing.
- B. **Before** fingerprint powders are used.

The effectiveness of the superglue process is dependant on many variables. Among these are

- A. Room temperature.
- B. Humidity.
- C. Whether the superglue chamber is airtight.
- D. Length of time the items are fumed.

Monitor superglue development of latent prints by periodically viewing the items being processed. Items may be processed in as little as 10 minutes, so keep checking. A white film will be observed on the items when the development is done. A flashlight may help with the visualization. Do not over process.

The superglue process is a relatively simple technique. A typical setup is shown in Figure 11-9. The equipment needed include:

- A. An **airtight** chamber such as an aquarium with a lid to enclose the unit.
- B. Superglue (pouches or liquid) – **make sure it contains cyanoacrylate** (some store brands do not).
- C. A container of hot water to increase humidity.
- D. A hot plate (if using liquid superglue) and a non-melting container to hold the glue (foil is recommended).
- E. A method of suspending items (such as plastic baggies or beverage cans) in the chamber.

NOTE: Use this process only in well ventilated areas such as an exhaust hood or a large open area to avoid inhaling superglue fumes.



Fig. 11-9

This photo is an example of a typical setup for a superglue fuming chamber. The chamber consists of an aquarium with an airtight lid. A mug warmer is used to heat liquid superglue on a piece of foil. A beaker of hot water is added to increase humidity. Items (the soda can) can be suspended from a wire attached at the top of the chamber.

NOTE: If superglue pouches are used, the hot plate is not necessary.

Contact the Identification Unit in your service area if you have any questions regarding the information contained in this chapter.

Major Case Prints

The purpose of major case prints is to record all friction ridge detail so that complete and accurate finger and palm print comparisons can be completed. This includes the fingers, fingertips, finger joints and edges of the fingers as well as the entire palm. **Major case prints should be taken of all felony suspects and victims of homicide.**

Major case prints were traditionally taken by inking all friction ridge skin on the underneath portion of the hands and transferring the detail to a white card (the ink method). In more recent years, the powder and tape method has been used and is the preferred method at the Laboratory. Both methods are addressed in this chapter.

I. Powder & Tape Method

Equipment Needed

- A. Black powder (traditional or magnetic).
- B. 1.5" and 4" clear tape.
- C. Fingerprint brush or magnetic applicator.
- D. 8" x 10" or larger clear acetate sheets.



Fig. 12-1

Equipment needed for the powder and tape method.

NOTE: White opaque tape may be used instead of clear tape for additional contrast.

Recording the Fingers

- A. Black fingerprint powder is lightly applied to the fingers and palms (see Figure 12-2).
- B. Starting with the right thumb, powder is applied until all of the elevated ridges of the finger have been darkened.
- C. A 2 to 3 inch length of clear tape is attached to the fingertip and spread down the finger towards the palm (see Figure 12-3).
- D. The outer edges of the tape are then molded around the edges of the thumb to cover the remaining ridge detail.
- E. The tape is then lifted and attached to the clear acetate (see Figure 12-4).
- F. **Be sure to label each fingerprint on the acetate and repeat the above procedure until all fingers have been recorded.**

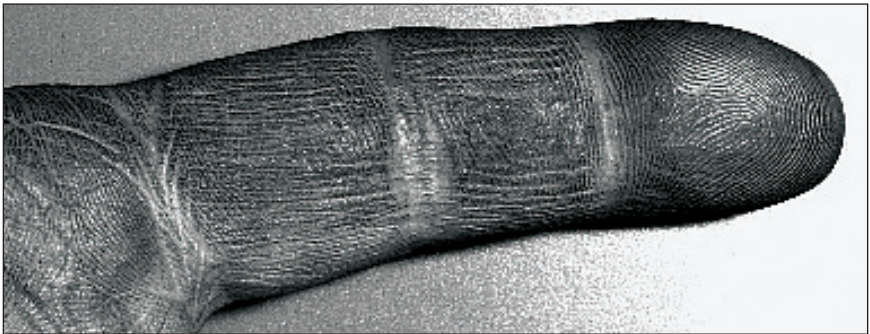


Fig. 12-2
Lightly dust finger with black powder.

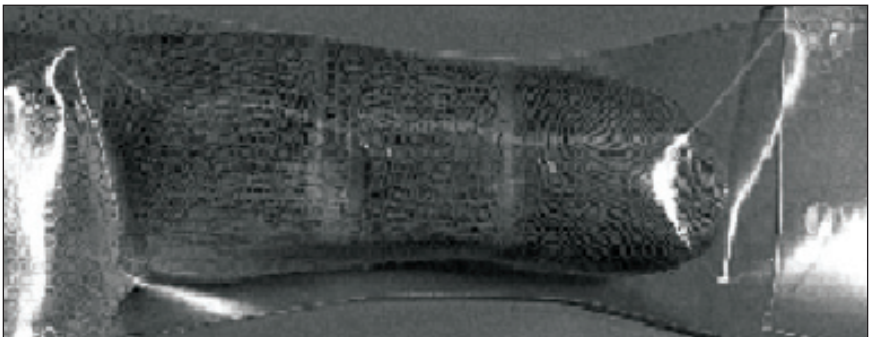


Fig. 12-3
The dusted finger with tape attached. Be sure to cover the very tip and sides of the finger. Run the tape down towards the palm.

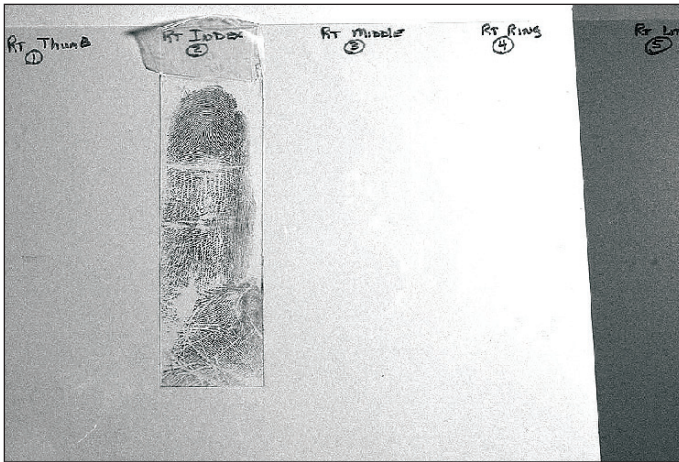


Fig. 12-4
Attach the tape to clear acetate. Be sure to label each fingerprint.

Note: Friction ridge detail recorded using tape is in a reversed position when attached to acetate.

Recording the Palms

- A. Lightly brush the palms in the same manner as the fingers (see Figure 12-5).
- B. Using 4" tape, smooth the tape onto the palm from the bottom of the fingers to the wrist (see Figure 12-6).
- C. Any areas not covered by the 4" tape can be covered with the narrow tape. The narrow tape should overlap the 4" tape enough to allow the removal of both pieces of tape as one lift.
- D. Be sure to wrap the ends of the tape over the edges of the palm so that all friction ridge detail is recorded.
- E. Care should be taken depositing the lift onto the clear acetate to ensure creases are avoided (see Figure 12-7).



Fig. 12-5
Lightly dust the palm with black powder.

Note: An alternative to dusting is to rub a light coat of black powder onto the fingers and palm.



Fig. 12-6
Smooth 4" tape over palm from the bottom of the fingers to the wrist.

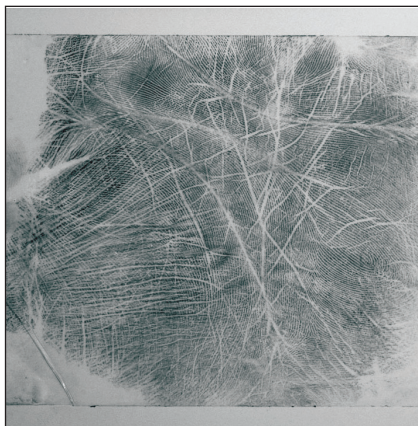


Fig. 12-7
Attach tape to clear acetate taking care to avoid creases.

This process is repeated until clear and legible prints are obtained for all ridge detail of the fingers and palms.

Benefits of the Powder and Tape Method

- A. Less time to complete than inked major case prints.
- B. Little or no cleanup.
- C. Powder covers ridge detail more evenly.
- D. No rolling of fingers or palms to cause smearing.
- E. Gives greater detail in one recording.

II. Ink Method

Equipment Needed

- A. An ordinary inking standard for taking a tenprint card.
- B. A roller for spreading ink on the fingers and hands.
- C. Black printers ink.
- D. A cylinder, 3" or more in diameter, for rolling palms.
- E. At least (4) plain white cards (8" x 8").



Fig. 12-8
Equipment needed for the ink method.

Recording the Fingers

- A. The first step to taking major case prints is to roll a standard tenprint card (see Figure 12-9). Each finger should be rolled from nail edge to nail edge to obtain the entire width of the pattern area. Care should be taken to also include as much of the tip and the first crease as possible.
- B. After the tenprint card has been properly recorded, the entire finger is then inked for recording the inner edge, middle, outer edge and tip of each finger. This step will require the use of at least two 8" x 8" cards (see Figures 12-10 and 12-11).
- C. Starting with the thumb of either hand, the outer edge or side of the inked thumb is placed on the card and rolled 45° inward towards the middle.
- D. The middle area of the thumb is then placed on the card next to the rolled outer edge.
- E. The inner edge of the thumb is recorded in the same manner as the outer edge.
- F. The thumb is then completed by recording the tip area, placing it on another sheet (as in Figure 12-11) or above the previously recorded areas.

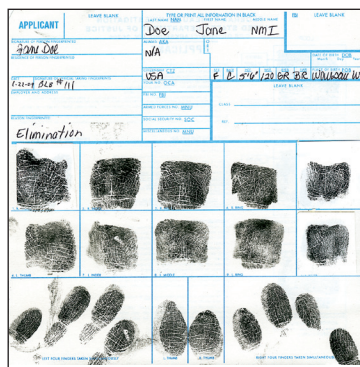


Fig. 12-9
Tenprint card with properly recorded inked prints.

This process is repeated until all friction detail is recorded and the prints are clear and legible.

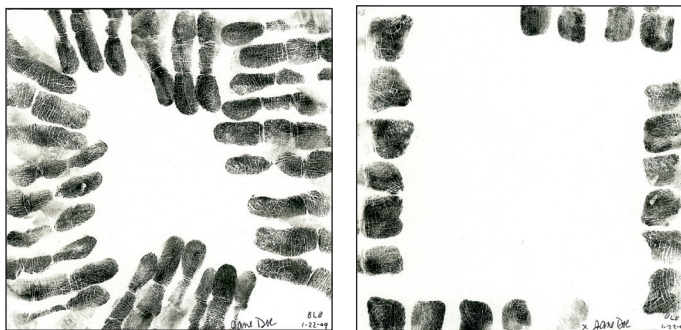


Fig. 12-10
Outer, middle and inner edges of fingers and thumbs.

Fig. 12-11
Rolled tips of fingers and thumbs.

Recording the Palms

- A. Attach an 8"x 8" card to the cylinder using rubber bands on each end to avoid movement during rolling.
- B. Apply a thin layer of ink to the palm and fingers (see Figure 12-12).
- C. Roll the hand onto the 8" x 8" card attached to the cylinder. The wrist area of the palm is placed onto the bottom edge of the card and rolled gently backwards towards the body (see Figure 12-13). A hand placed on the back of the palm, using a slight downward pressure will help ensure the entire palm is recorded properly.
- D. The outer edge of the palm is then recorded on the card (see Figure 12-14).
- E. The palm is completed by rolling the inner edge of the palm on the card (see Figure 12-15).

This process is repeated until all friction detail is recorded and the prints are clear and legible (see Figure 12-16).



Fig. 12-12
Ink the palm and fingers with a thin uniform coat.



Fig. 12-13

Place the palm of the hand on the cylinder and roll the hand to the fingertips maintaining pressure on the hand.



Fig. 12-14

The outer edge of the palm is recorded.



Fig. 12-15

The inner edge of the palm is recorded.



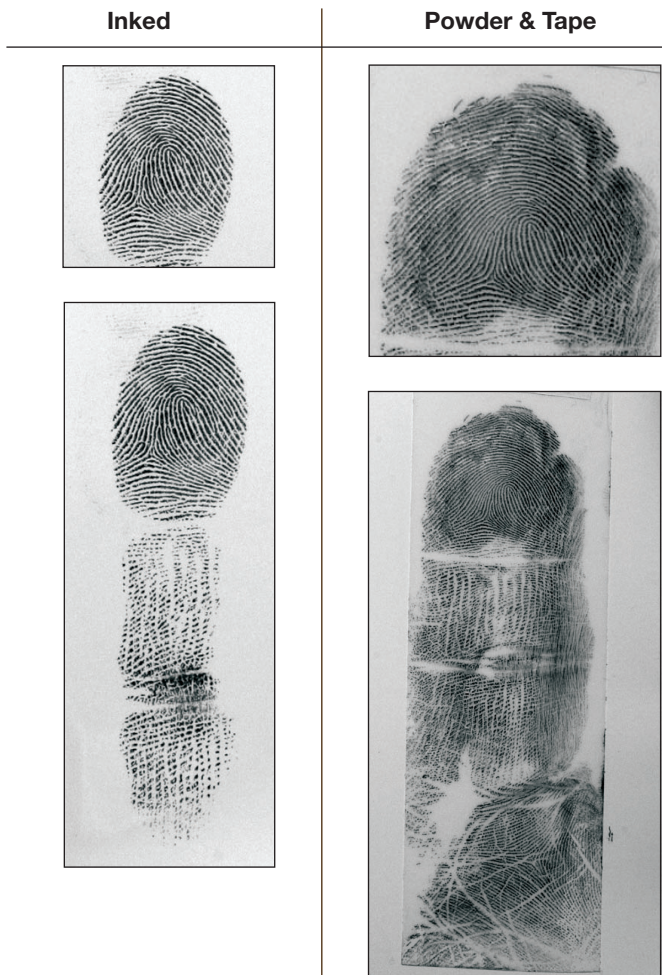
Fig.12-16

Ridge detail of the palm is recorded from the base of the palm to the fingertips and both the inner and outer edges of the palm. A sheet of paper can be used to protect the rest of the document when recording the inner and outer edges of the palm.

Drawbacks of the Ink Method

- A. Hard to apply an even coating of ink to all areas of hands and fingers – uneven results.
- B. Rolling of hand often introduces slippage – duplicate cards must be taken until documented properly.
- C. Requires equipment not always handy to the scene technician.
- D. Uncooperative persons can affect outcome by movement.
- E. Can take upwards of 45 minutes to an hour to complete.

Examples Illustrating the Two Methods



Automated Fingerprint Identification System (AFIS)

A *FIS is a computer-based system for reading, cataloging, searching, matching and storing fingerprints, palm prints, latent prints and related demographic data. It has the necessary software and hardware to acquire, digitize, process, store, and retrieve fingerprint and palm print images from tenprint cards, latent evidence cards, and live image scans. The AFIS compares fingerprints and palm prints and identifies possible matches based on minutiae associated with ridge endings, bifurcations and associated demographic data. This processing of fingerprints and palm prints are for the purpose of establishing positive identification and creating an individual's criminal history record. This system serves as the central repository for fingerprint identification records relating to persons arrested throughout the state. This system interfaces with the FBI's Integrated Automated Fingerprint Identification System (IAFIS), providing Wisconsin law enforcement agencies access to nationwide criminal justice information.*

I. American National Standards Institute/ National Institute of Standards and Technology (ANSI/NIST) Record

Fingerprints and palm prints of subjects arrested or taken into custody at booking facilities throughout the state are captured electronically by either a livescan or cardscan device. This electronic capture is known as the ANSI/NIST record and is the electronic format used by both the state and FBI for processing arrest and applicant prints on the AFIS.

Information within the ANSI/NIST record includes:

Type-1 Record	Transaction Record – File Header
Type-2 Record	User Defined Text Record
Type-4 Record	High Resolution Gray Scale Record
Type-7 Record	User Defined Image Record
Type-10 Record	Facial Image Record
Type-13 Record	Variable Resolution Latent Image Record
Type-14 Record	Variable Resolution Tenprint Image Record
Type-15 Record	Variable Resolution Palm Print Image Record

II. Image Quality



Fig. 13-1

AFIS terminal

Finger scan

Palm scan

Obtaining high quality impressions on fingerprint cards can be best achieved through continued practice combined with the right equipment, its proper installation, and knowledge of how to use it. The fingerprint image below shows clear and distinct ridge detail, which is critical for storage and search within the state's AFIS. Each fingerprint and/or palm print coming into the state's AFIS goes to a coder that places "*Minutiae Markers*" on ending ridges and/or ridge bifurcations. Each minutiae marker is given a score relating to its placement on the image and tale orientation that determines the direction of the ridge flow. Proper placement of these minutiae markers becomes very beneficial for all search types performed on the state's AFIS. Types of searches performed on the state's AFIS today includes tenprint-to-tenprint, tenprint-to-unsolved latent, palm print-to-unsolved latent, unsolved latent palm-to-palm print, and 2-Finger Fast-ID.



Fig. 13-2

Minutiae

Each booking officer should always review each fingerprint and palm print images during the capture process to ensure that the best set of prints have been taken before submitting to the Wisconsin Department of Justice. The following fingerprint images should be used as a guideline when capturing fingerprints. They should be complete, clear and distinct.

Remember the old saying “Garbage In; Garbage Out”.

A high quality AFIS database will benefit all law enforcement in solving crime.

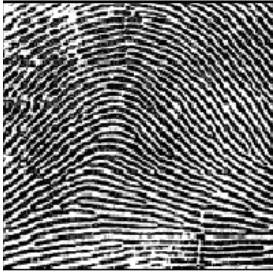


Fig. 13-3a



Fig. 13-3b



Fig. 13-3c

When fingerprint images are taken improperly and are either smudged or not fully rolled from nail-to-nail, the AFIS coder may place “false” minutiae on the image which could alter the search results. It is critical that each minutiae marker is accurately set to increase the chances of a match. It is important that each fingerprint or palm print that comes into the Wisconsin Department of Justice for processing is complete and accurate and the ridges are clear and distinct. The more information that is stored accurately within the AFIS database the higher the probability a match may be made. The following are examples of poor fingerprint images.

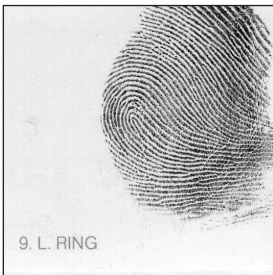


Fig. 13-4a1 & a2
*Print not fully rolled
nail to nail.*

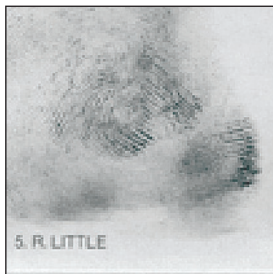
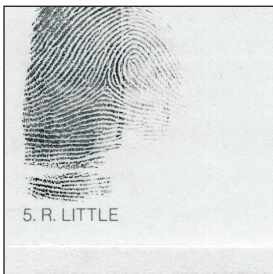


Fig. 13-4b1 & b2
Incomplete ridge detail.

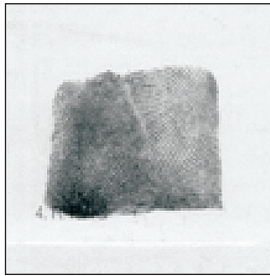


Fig. 13-4c1 & c2
Too much ink and/or pressure when rolling.



Fig. 13-4d1 & d2
Finger orientation or placement incorrect.

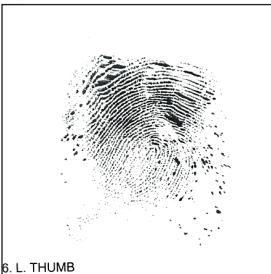


Fig. 13-4e1 & e2
Poorly captured livescan images.

During an AFIS tenprint search, all that is being compared within the AFIS matcher is the minutiae mapping of the fingerprint image and the fingerprint pattern type. The two images below show a “whorl” pattern and its minutiae mapping. As you can see, it is very important that each ridge within the fingerprint pattern is clear and distinct to allow for the AFIS coder to plot each minutiae marker accurately.



Fig. 13-5
Fingerprint image.



Fig. 13-6
Minutiae mapping.

III. Image Capture – Taking Legible Fingerprints and Palm Prints

Fingerprints are the result of minute ridges and valleys found on the hands and feet of every person. In the fingers and thumbs, these ridges form patterns of loops, whorls and arches. These patterns are the unique characteristics of the ridges (lines) and valleys that make up the print. It is defined by the spatial relationship of lines with each other, their beginning and terminating points, and the unique pattern they make. A good fingerprint image is an image that provides sufficient data to accurately identify and locate the principle features. In AFIS, these features include minutiae, cores, deltas and ridges.

Arch



Fig. 13-7

In an arch pattern, the ridges enter from one side, make a rise in the center and exit generally on the opposite side.

Loop



Fig. 13-8

In a loop pattern, the ridges enter from either side, re-curve and pass out or tend to pass out the same side they entered.

Whorl



Fig. 13-9

In a whorl pattern, the ridges are usually circular.

When you are capturing prints on a fingerprint card there are two types of impressions. The first is called “**rolled**” impressions. These impressions are the upper ten impressions taken individually, which are the thumb, index, middle, ring and little fingers of each hand. These are referred to as the “rolled” impressions because the fingers are rolled nail-to-nail in order to obtain all available ridge detail as seen in the boxes on the tenprint card in Figure 13-10.

The second type of fingerprint impression is called the “**plain**” impression. These are the impressions located in the four boxes at the bottom of the fingerprint card which are taken simultaneously without rolling. The fingers of each hand are printed at a forty-five degree angle to ensure proper positioning. These are also referred to as the “plain”, “slapped”, or “flat” impressions. Plain impressions are used to verify the sequence and accuracy of the rolled impressions.

DATE BLANK		LEAVE BLANK		PCN	
DATE BLANK		LOCAL IDENTIFICATION NO.		LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX	
SIGNATURE OF PERSON FINGERPRINTED			SOCIAL SECURITY NO.		LEAVE BLANK
ALIAS/ALIASES LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX					
B. NO.	STATE IDENTIFICATION NO.	DATE OF BIRTH	MM	DD	YY
SEX	RACE	HEIGHT			
1. L. THUMB		2. R. INDEX		3. R. MIDDLE	
4. R. RING		5. L. THUMB		6. L. INDEX	
7. L. MIDDLE		8. L. RING		9. L. PINKY	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY			L. THUMB		R. THUMB
RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY					

Fig. 13-10
Tenprint card.

Basic Fingerprinting Equipment

Fingerprints can be recorded with any of the following material:

- A.** Black Printers Ink and 8” x 8” standard paper fingerprint card (WI DJ-LE-24, FD-249 criminal card or FD-258 applicant card).
- B.** Porelon Pads (contains a built-in ink supply) and 8” x 8” standard paper fingerprint card.
- C.** Digit 10, a chemical method that prints as red ink and changes to black ink upon processing and 8” x 8” standard paper fingerprint card.
- D.** Postmortem Kit (Special equipment or fingerprint spoon used when fingerprinting subjects with deformities.) This can be used with fingerprint card strips or retabs. If using the ink method, retabs may be used to reprint fingerprints (can only use one per fingerprint block).
- E.** Livescan – Electronic capture of fingerprints and palm prints. For a list of FBI Certified livescan and cardscan devices go to www.fbi.gov. Agencies should follow the Electronic Fingerprint Transmission Specification (EFTS) Manual.

Suggestions for Taking Legible Fingerprints

- A.** Recommended height for the fingerprinting device (cardscan or livescan) is thirty-nine inches from the floor. This will allow the forearm of an average adult being fingerprinted to be parallel to the floor, at which position it is best to roll and record fingerprints. If the fingerprinting device is not at this height, care must be taken or the finger tends to rise off the device. If this happens, the technician will fail to capture the lower portion of the first joint and necessary ridge detail will be missing.
- B.** Fingers to be printed must be clean and dry. Wiping the individual's fingers with an alcohol swab and then drying them should prevent perspiration from being a problem.
- C.** Individual's occupation may have caused a wearing down or rough surface on the fingerprints. Use a softening agent or ridge builder to enhance the ridge detail.
- D.** Ensure that the person taking the prints has been trained to use the proper techniques and procedures for taking legible fingerprints.

Steps for Fingerprinting

- A.** The individual being printed should stand to the right and rear of the person taking the fingerprints and directly in front of the fingerprint stand at forearm's length from the fingerprinting device.
- B.** Encourage the individual being fingerprinted to relax and look at some distant object which may distract them from what you are doing.
- C.** Grasp the individual's right hand at the base of the thumb with your right hand. Guide the finger being printed with your left hand, cupping your hand over the individual's other fingers.



Fig. 13-11a
Finger.

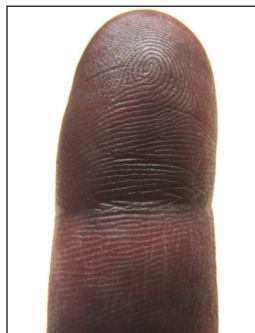


Fig. 13-11b
Inked finger.



Fig. 13-11c
Inked fingerprint impression.

- D.** If using the ink method, roll the finger on the inking plate or Porelon pad so the entire fingerprint area is evenly covered with ink. The ink should be rolled from nail-to-nail and from crease of the first joint to the tip of the finger as seen in the pictures above. Using the right amount of ink is of vital importance. Too little ink and the impression will be too light. Too much ink and the fine details will run together.
- E.** In taking the rolled impression, the side of the bulb of the finger is placed upon the paper fingerprint card or the fingerprinting device, and the finger is rolled to the other side until it faces the opposite direction. Care should be exercised so the bulb of each finger is rolled evenly from tip to below the first joint. Generally, the weight of the finger is all the pressure needed to clearly record the fingerprint.
- F.** In order to take advantage of the natural movement of the forearm, the hand should be rotated from the more difficult position to the easiest position. This requires that the thumbs be rolled toward and the fingers away from the center of the individual's body. This process relieves strain and leaves the fingers relaxed when rolling so that they may be lifted easily without danger of slipping which smudges and blurs the fingerprints.
- G.** Roll each finger from nail-to-nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
- H.** If using the ink method and a rolled impression is not acceptable, you may use an adhesive retab to cover the fingerprint in its space. (No more than one retab per finger block is permitted.) For livescan, the image can be deleted and retaken.
- I.** Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individual's four fingers (on the right hand), keeping the fingers together, on the surface of the fingerprint card or the fingerprinting device at a forty-five degree angle in order to capture all four fingers in the allotted space. Repeat this process for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks (to ensure that they are in the proper spaces).
- J.** If using the ink method, complete the information at the top of the fingerprint card. If using livescan, complete the required information.

When capturing prints on a livescan device you should also follow these rules.

- A. Always ensure livescan platen is clean and scratch free.** A buildup of oils and dirt on the platen and/or a scratched or damaged platen can cause the captured image to be of poor quality. If the person's fingers are dry you may need to moisten with a hand lotion.
- B. Always center finger when rolling.** This will ensure that the image is in the middle of the fingerprint block and thus will allow capture of the most possible ridge detail.
- C. Always leave livescan image quality and sequential settings turned on.** This will ensure that the fingerprint images that are being captured are the best quality possible and that they are in the correct position on the fingerprint card.
- D. Always view image on monitor during capture for clarity and orientation of prints when rolling.** Too much pressure and/or not enough pressure can alter the image of the captured print. Livescan operator should also check to ensure print is straight and not slanted when rolling for proper orientation.
- E. Always roll fingers from nail-to-nail.** This will ensure that as much ridge detail as possible is captured. This also will increase the percentage of a possible match on an AFIS search for both tenprints and latent prints.
- F. Ensure livescan equipment receives regular maintenance (cleaning), calibration and is in compliance with parameters for image compression.**

IV. Palm Prints

The state's AFIS has the capability to allow for the capture, search and storage of palm prints. This capability allows for unknown latent palm prints taken from crime scenes (such as from knife hilts, gun grips, steering wheels, window panes, forged documents, etc...) to be searched against a known AFIS palm print database. Roughly 30% of all latent prints recovered from a crime scene are from the palm area of the hand. Techniques that are used in palm print identification are the same as those used for fingerprint identification. The American National Standard for Information Systems – Data Format for the Interchange of

Fingerprint, Facial, and Scar Mark & Tattoo (SMT) Information (ANSI/NIST-ITL 1-2000) has set standards for the capture and transmission of palm prints. This is called the Type-15 variable-resolution palm print image record and is required for all Wisconsin livescan sites with palm print capture that transmit fingerprint records to the Wisconsin Department of Justice electronically. Currently, the Wisconsin Department of Justice will only accept a livescan capture of palm prints which must also be attached to an electronic arrest tenprint record belonging to the same individual.



Fig. 13-12a
Palm scan.



Fig. 13-12b
Palm card.



Fig. 13-13a & b
Left writer's and lower palm.

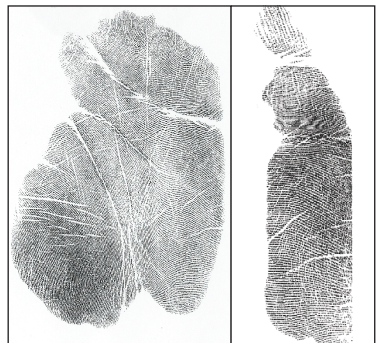


Fig. 13-13c & d
Right writer's and lower palm.

A major problem with taking good set of **lower palm** print images on a livescan is that often the center or cupped part of the palm is not adequately printed. The operator must ensure that they put enough pressure on the center of the back of the hand to allow for more ridge detail in the middle of the palm. If pressure is not applied to this area then the image that is being captured will be missing a large portion of ridge detail that could be used for positive identification.

The **writers palm** is often helpful in forgery investigations since the side of the hand is printed. (The lower picture shows the hand in the writing position.) Make sure that when capturing this area on the livescan that you start with the palm portion of the hand flat on the platen (glass) and then rotate the hand up slightly towards the little finger side of the hand, about 45 degrees. (Roll right hand to the right and left hand to the left.) You should be able to see ridge detail in the captured image on the livescan monitor. If you do not see ridge detail then you probably have rotated the hand too much and will need to re-capture the image.



Fig. 13-14a
Poor capture.



Fig. 13-14b
Hand in writing position.

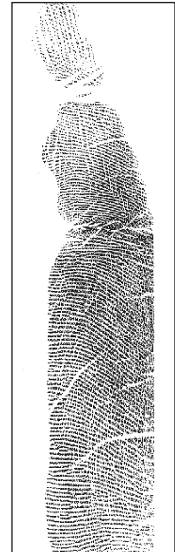


Fig. 13-14c
Good capture.

V. Wisconsin State/FBI AFIS Search Request

When a law enforcement agency has a “**rush**” case involving person(s) of questionable identity, submission of a fingerprint record to the Wisconsin Department of Justice and the Federal Bureau of Investigation is a quick way to see if the subject has an existing record within the AFIS system of either database. While this may not positively identify someone, it will let you know if they have a record under the name that was given or a record under a different name by fingerprint comparison.

Search of Wisconsin State Files

Agencies should first contact the Madison Crime Laboratory’s AFIS Specialist Section (608-266-2031). This is to let the AFIS Specialist staff know to expect a “**rush**” search request that will be coming through and to ensure that it is handled in a timely manner. The AFIS Specialist Section will check both the subject’s name through Criminal History and the fingerprints through AFIS for existing records. The turnaround for search results should take place the same day the request was made. However, search results could be delayed if the request was made at the end of the day or if there are any problems with volume of searches or a system outage.

Livescan/Cardscan Electronic Submission

When submitting electronic prints for an AFIS search, the submitting agency will need to furnish the name of the agency; date and time the record was submitted; a name and telephone number for the staff to call back with search results; the name, sex/race, and date-of-birth of the suspect; and the Transaction Control Number (TCN) for the record being sent to the AFIS Specialist staff. This number is issued by the livescan or cardscan device.

Example TCN: **WI1030207001**

WI (Agency Identifier); **1** (Device Number); **030207** (Creation Date); **001** (Sequential Number that recycles each day)

The TCN can be found by opening the record on the livescan or cardscan device after capture of the prints. This number is needed so that the AFIS Specialist staff can locate the record within the AFIS workflow. Names are used for Criminal History name searches only and not on the AFIS. All livescan and/or cardscan electronic submissions are sent to the FBI for search once the search of the state's files has been completed. These results will be returned to the contributing agency.

Fax Submissions

When faxing prints for search on the AFIS, the submitting agency will need to furnish a cover sheet with the name of the agency; the date and time the fax was sent; a name and telephone number for the staff to call back with search results; and the name, sex/race, and date-of-birth of the suspect. When faxing prints for search, you will need to photocopy the tenprint card(s) at a one-to-one ratio. Also, photocopy the tenprint card(s) again at 144%. This can be accomplished by rotating the fingerprint card on the photocopier to capture the fingerprint impressions only. All fingerprint images (rolled and slaps) will fit on an 8½" x 11" sheet of paper for faxing purposes. This is needed to allow the fingerprint images (ridge detail) to come across the fax much cleaner. The AFIS Specialist only needs the prints when enlarged to this size, not the rest of the data. The rest of the data can be taken from the one-to-one tenprint photocopies that are also being faxed. Make sure to write the subject's name and date-of-birth somewhere on the sheet.

Fax the one-to-one copy of the tenprint card(s), along with the copy at 144%, and the cover sheet to the Madison Crime Laboratory, attention AFIS Specialist at 608-294-2920 or 608-267-1303. Fax submissions are unable to be forwarded to the FBI for search of the federal files.

Search of FBI's Files

Requests for a query of name and fingerprints against the FBI database other than by electronic submissions are handled through the Special Processing Center in Clarksburg, West Virginia. They are available 24 hours a day, 7 days a week. You do not need to call ahead, but if you want to or have questions, the number is 304-625-5584. The turnaround for results of the search is 2 to 4 hours. You need to make sure to provide a name and fax number, as they will fax the results of the search back to you.

You will need to photocopy the tenprint card(s) at a one-to-one ratio. Also, photocopy the tenprint card(s) again at 129%, on Super-Fine resolution if possible. You must write the subject's name and date-of-birth on the enlarged photocopy showing just the prints. This can be accomplished by rotating the fingerprint card on the photocopier to capture the fingerprint impressions only. All fingerprint images (rolled and slaps) will fit on an 8 ½" x 11" sheet of paper for faxing purposes.

Create a cover sheet with the subject's name, date-of-birth and the statement that you are looking for an existing record on the subject or the fingerprints. If you have multiple subjects, FBI requires a separate cover sheet between each of the subjects' photocopies, with that subject's name and date-of-birth. Make sure that you include a contact name and fax number on the cover sheet, as they will fax the results of the search back to you. Also, be sure to include a phone number in case they have a problem and need to contact you.

Fax the one-to-one copy of the tenprint card(s), along with the copy at 129%, and the cover sheet to the FBI Special Processing Center at 304-625-5587.

Burglary

Burglary is one of the offenses most commonly encountered by law enforcement officers. The initial investigation of a burglary scene is extremely important, for the objective is not only to determine what may be missing, but also to locate and recover physical evidence which associates the burglar with the crime scene. The following outline may be used by the investigating officer as a procedural guide when processing a burglary scene.

Caution: Observe laws relating to the collection of evidence.

I. Evidentiary Considerations

Security and Protection at the Scene

- A. Allow authorized personnel only.
- B. Rope off or barricade area under investigation.
- C. Protect outside areas from elements with a new tarpaulin or plastic sheet.
- D. Maintain security until the scene is completely processed.

What to Look for

- A. In surrounding area:
 - 1. Footwear impressions (determine origin)
 - 2. Tire marks (determine origin)
 - 3. Drag marks
 - 4. Abandoned loot, tools, clothing, etc.
- B. At scene:
 - 1. Point and method of entry
 - 2. Object of burglary
 - 3. Point and method of exit
 - 4. Obvious objects of value “passed up”
 - 5. Fingerprints, glove imprints
- C. At point of entry:
 - 1. Hairs, fibers, other materials
 - 2. Chips of paint, wood, glass, and tools
 - 3. Blood

4. Tool marks (photo)
 5. Tools
 6. Other items of evidence
- D.** Inside burglarized premises:
1. Finger, foot, footwear, and palm prints
 2. Burglarized objects
 3. Tools and source of tools (property of victim or perpetrator)
 4. Tool marks (photograph)
 5. Broken or fractured pieces of tools (may be recovered in floor sweepings)
- E.** Suspect:
1. Trace materials may be present on the clothing of a suspect. Therefore, all outer clothing should be submitted to the Trace Evidence Unit according to procedures outlined in **Chapter 20, Clothing and Fabrics**.
 2. The vehicle involved should be thoroughly searched for the presence of physical evidence. Vacuum seats, floors, dash separately.

Procedure at Scene

- A.** Photograph and diagram the crime scene.
- B.** Recover, mark and preserve physical evidence found according to directions set forth in section pertaining to evidence of that type.

Materials Required by Laboratory

- A.** Photographs and diagrams or sketches of crime scene.
- B.** Physical evidence that has been photographed, recovered, marked and preserved in the proper manner.

II. Safe Burglary

In some rare cases, a safe may be drilled with a core drill to gain entrance. In these sophisticated types of burglary, the Laboratory should be contacted for assistance.

A diagram describing the accepted nomenclature of parts usually encountered in a safe burglary investigation has been included in an

effort to show the correct names of safe parts. Knowledge and use of this terminology will aid the investigator and the Forensic Scientist in communicating effectively regarding safe burglaries.

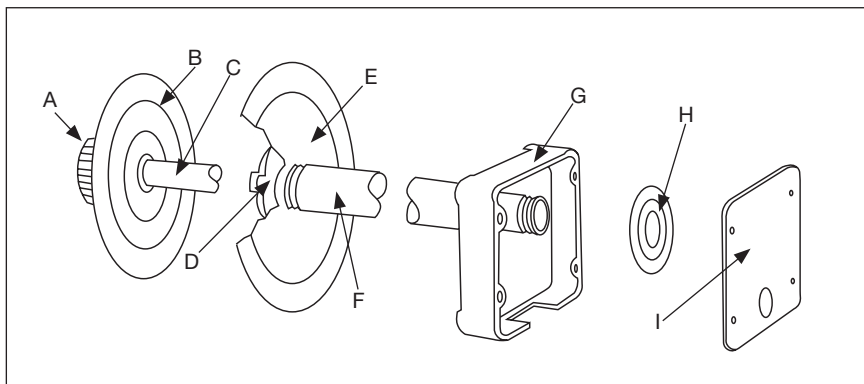


Fig. 14-1
Combination lock nomenclature.

- | | | |
|-------------|----------------|-------------|
| A Dial Knob | D Tube Nut | G Lock Case |
| B Dial | E Dial Ring | H Wheel |
| C Spindle | F Spindle Tube | I Cover |

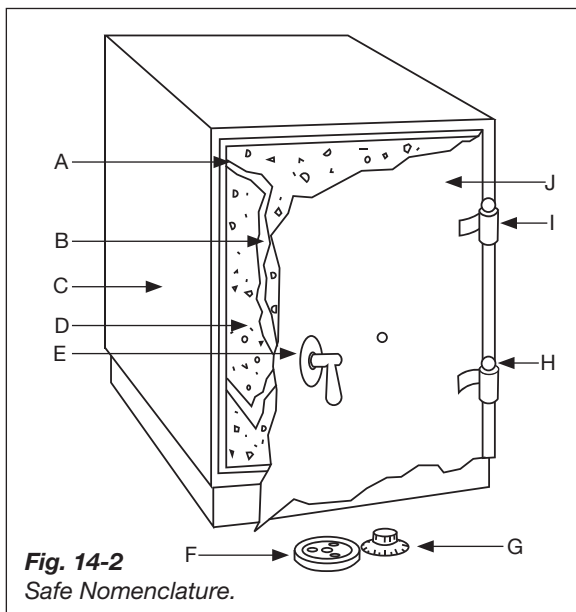


Fig. 14-2
Safe Nomenclature.

- | |
|-----------------------------------|
| A Locking Bolt |
| B Carrying Bar |
| C Cladding
(outer metal shell) |
| D Firewall Material |
| E Door Handle |
| F Dial Ring |
| G Dial |
| H Hinge Acorn |
| I Hinge |
| J Front Plate |

Although explosives are not employed very often in safe burglaries, the possibility of their use should not be overlooked. If there is reason to suspect explosives were used, it is recommended the scene be evacuated and secured. Then, for guidance in handling the situation, contact one of the following:

- A.** A local bomb squad
- B.** The Federal Bureau of Alcohol, Tobacco and Firearms (ATF) – in Wisconsin, Eastern District (Milwaukee) 414-727-6170
Western District (Madison) 608-441-5050

If explosives are expected:

Do not attempt to neutralize or destroy remaining explosives.

Do not turn on any electrical switches.

Do not walk or step in a liquid or suspected explosive material.

Do not move any object.

Do not smoke or use matches in area.

Do not pick up any detonators or explosives.

Do not breathe any vapors which may be present. Nitroglycerine may cause a very severe headache.

After the scene has been processed for finger-, foot-, and palm prints, it should be carefully swept to recover all debris. The debris pile should be thoroughly searched for the presence of broken tool parts and other physical evidence. Broken tool parts may be fracture matched with a suspect tool. This is a conclusive type of identification and is not uncommon in burglary investigations. The recovery and search for debris is frequently overlooked, however, resulting in the loss of valuable evidence.

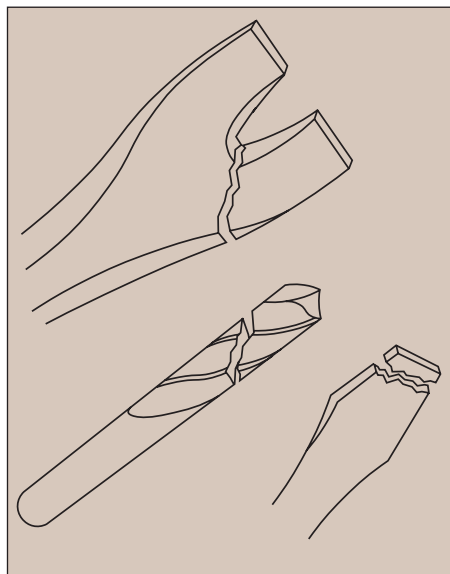


Fig. 14-3
Fracture Matches – broken tools.

Building Materials

In investigations which involve breaking and entering, building materials such as paint, glass, wood, plaster, metal, etc., may adhere to the perpetrator's clothing or tools. These fragments may later be identified as originating from the scene. Building materials from different sources – which appear by visual examination to be similar – may be differentiated by their physical and chemical properties.

Procedure

A. Crime scene:

1. At the point of entry, or at any point of damage, collect samples of each type of building material involved (see Figure 15-3). Do not cut through tool marks. If one type of material has been damaged in several places, obtain known samples from each site since the composition may vary.
2. Any tool or instrument impressions found on building materials should be properly preserved and submitted to the Laboratory. Recover known sample of building materials from point of entry (see Figure 15-3). Foreign paint in the impression may be linked to paint on a suspect tool. Use caution to preserve foreign matter.
3. When glass has been broken, collect all glass found at the scene. If more than one window has been broken, glass from each pane should be packaged and submitted **separately**. This also applies to thermo- or double pane windows and laminated windows.

If the direction of force used to break a window is in question, collect all glass from the window frame and from the ground inside and out. If the glass is removed from the frame, be sure to mark one surface to indicate whether it was “inside” or “outside” when in the frame. Package each sample separately or submit the window frame with the glass in place (see Chapter 16, Glass).

4. Care should be taken in choosing a container to avoid loss or contamination of the evidence. **Do not use plastic Petri dishes or mailing envelopes.**
5. Container should be marked with the following information, sealed, then submitted to the Laboratory:
 - a. Description of contents
 - b. Exact source of contents
 - c. Date and time recovered
 - d. Case and item number
 - e. Name of officer recovering the material
6. Recover all tools remaining at the scene for possible fingerprints and/or DNA.

B. Suspects:

1. Collect all clothing worn by the suspect at the time of crime, including shoes (see Chapter 20, Clothing and Fabrics).
2. Examine head and all bare skin areas (hands, arms, legs, feet) for fresh cuts that might contain building materials, especially glass. Building materials trapped in hair can be recovered by combing over a clean piece of paper or cloth sheet. Collect all trace evidence and combings.
3. Collect all suspect tools.
4. Examine interior and trunk of suspect's car for debris and traces of building materials.
5. If the suspect claims a source for materials found, obtain a known sample from the claimed source.
6. Package all of these samples separately as described above. Avoid cross-contaminating samples taken from the suspect with those taken from the scene.

Fig. 15-1

Trace transfer of materials may be found adhering to pry bars.





Fig. 15-2
Glass chips recovered from the suspect's clothes which are consistent with glass broken at the scene.

This cross section of a burglary scene (see Figure 15-3) shows the various materials that should be recovered. In this case, an unsuccessful attempt was made to gain entry by forcing the door frame and adjoining wall. Entry was finally gained through the window. Known samples should be taken of all damaged materials:

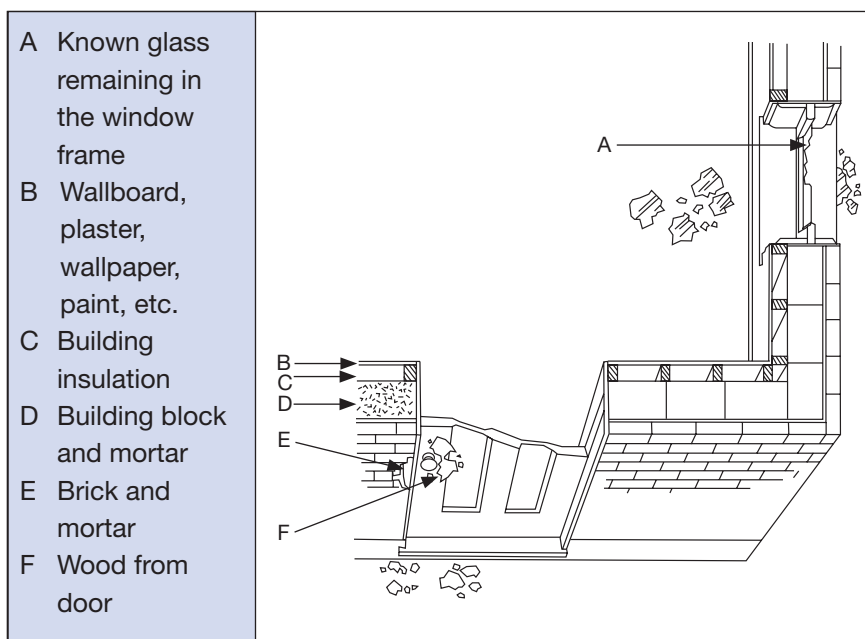


Fig. 15-3
Cross section of a burglary scene.

Note: Recover and package separately building materials from ground outside point of entry (i.e., door) as well as glass fragments found inside and outside the building.

Glass

One of the more important types of physical evidence which is frequently overlooked by the investigator is glass. Its evidentiary value lies in the fact that there are thousands of different formulae used in the manufacturing of glass.

I. General

Recovered glass samples may be separated into several groups: two of the main groups are window/windshield glass and headlight glass.

EXAMPLE 1: The glass recovered from a broken window at a burglary scene and glass recovered from the clothing and shoes removed from a person suspected of committing the burglary.

EXAMPLE 2: The glass remaining in a broken vehicle headlight assembly and the glass recovered at the scene of a hit-and-run investigation.

Considering these examples, it should be noted that the glass which is recovered from a known source, such as a broken window or a broken headlight, is considered **known** glass. The glass recovered from the clothing and shoes or the hit-and-run scene is considered **questioned** glass.

Comparison of irregularly shaped fractured edges of pieces of glass may reveal a puzzle-like match which indicates that two sources of glass were at one time a part of the same object. It should be noted that tempered float glass, the kind used in vehicles, business windows and doors, and residential shower doors **cannot** be fracture matched as they expand upon breaking.

If a fracture match is not possible, comparison of known glass with questioned glass may reveal similarities in their physical, optical, or chemical properties. This type of examination may result in a class identification. That is, there is more than one headlight or window that will have the same properties as the known headlight or window.

Therefore, specific identification cannot result from measurements of physical, optical, or chemical properties.

It is also possible to determine the direction of force used to break glass by examining stress marks present on the broken edges. In order to do this, it is necessary to reconstruct as much of the original pane as possible. Therefore, **all** glass from the scene must be recovered to reconstruct the item so the point of impact can be determined and detailed examination of the individual fragments can be conducted.

Caution: Observe laws relating to the collection of evidence.

II. Procedure

Fracture matches

- A. Fracture matching is the most positive form of identification. Therefore, it is of utmost importance that all glass fragments be recovered, since it is impossible to know in advance which recovered pieces will mate with one another.
- B. Collect all glass fragments from all sources (i.e., scene, vehicles, clothing, etc.) and package glass from each source separately in order to associate the glass from any one source with the scene.

Chemical analysis

- A. Collected for comparison with glass samples recovered from remote locations or from the clothing to show commonality of chemical composition. (Does not individualize a sample to a single source.)
- B. Recover a sample of glass still in the frame. Glass from the window frame is the only source that can be used as a known for chemical analysis.

Determination of the direction of force

- A. It is preferable to remove the window frame with the remaining glass still in place and to submit it to the Laboratory. If this is impossible and the glass must be removed from the frame, be sure to mark each piece to indicate the “inside” surface or the “outside” surface before removed from the frame. Collect all glass from the window frame.

- B. Glass found in different areas should be recovered and packaged separately. Example: Glass found on the floor inside should be packaged separately from glass found outside. It cannot be overemphasized that glass recovered from different areas should be packaged separately.

Packaging

- A. Package glass pieces in rigid containers such as a plastic specimen bottle. Protect the broken or fractured edges of the pieces of glass from any additional damage or breakage.
- B. The value of the procedure for packaging glass from different sources separately will be nullified if the packaging material tears or breaks allowing transfer of small pieces or fragments of glass between packages. **Do not** package glass in paper, mailing envelopes, cellophane, plastic bags or glass vials.

Tool Marks

Tool mark identification techniques may be applied to many types of evidence in investigations (e.g., knife marks on bone, fractured knife blades, vise marks on homemade explosive devices, crimp marks on detonators, cut marks on wire, fractured radio antennas, etc.) including burglaries.

I. General

For the purposes of this chapter, a tool is any instrument or object capable of making a mark on another object.

A close examination of a tool mark may reveal the type of tool, contour of the cutting or prying edge, prying edge width or the presence of trace material.

II. Types of Tool Marks

Generally, tool marks encountered at a crime scene may be in the form of impressed markings, striated “drag” or “shear” marks created by tool movement during contact, or a combination of both (see Figures 17-1 and 17-2). For example, a drive punch will generally leave an impression tool mark, whereas a screwdriver or pry bar will frequently leave a striated mark as well as an impression of the tip of the tool.

III. Location of Tool Marks

Tool marks may be found at entry and exit points in buildings or vehicles and upon objects which have been attacked with a tool or other object.

IV. Recovery of Tool Marks

- A.** Always submit the object exhibiting tool mark(s) to the Laboratory.
- B.** If it is not practical to submit the object, remove the section of the object containing the tool mark and submit the section to the Laboratory.

- C. **Only as a last resort**, make a cast of the tool mark.
- D. Mark, protect and individually package item(s) containing tool mark(s) and submit to the Laboratory.

V. Casting of Tool Marks

Silicone based casting materials have been found to be satisfactory for casting tool marks although not all materials perform adequately. Brown “Mikrosil” possesses the best combination of casting and examination qualities. Directions for their use are contained in each kit.

Do not use Plasticine®, plaster of Paris, patch plaster and similar materials which have a tendency to shrink.

VI. Tools

Caution: Observe laws relating to the collection of evidence.

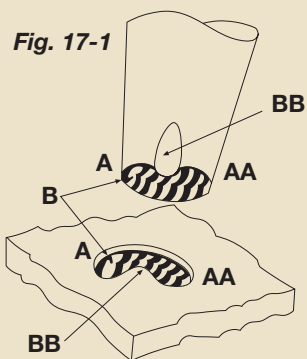
Recover and inventory all suspect tools observing the following precautions and submit them to the Laboratory for examination and comparison with tool marks.

- A. Never place a suspect tool in contact with a questioned tool mark or cast.
- B. Inscribe identification marks on tools for later identification. Exercise extreme care in handling and marking tool(s) if it is to be checked for fingerprints, DNA and/or trace evidence.
- C. Package each tool individually to prevent cross-contamination.

IMPRESSED TOOL MARK

A-AA – portion of the tool mark reveals the class characteristics (size and shape) of the tool.

B-BB – reveals individual characteristics of this particular tool. Marks on surface B are grinding or manufacturer’s marks; BB is a nick in the edge of the tool.



STRIATED TOOL MARK

- A.** Area A shows the entire prying edge width of the tool. The intervening lines, or striations, are the unique marks created by the tool's individual physical characteristics.
- B.** Area B, a partial tool mark, shows one side of the prying edge of the screwdriver and unique marking detail.
- C.** Area C, a partial tool mark, does not show either side of the prying edge, but does show individual markings.
- D.** Inset circle shows an enlarged view of the edge of the tool's prying edge showing individual physical characteristics acquired during manufacture, use, misuse, regrinding, or intentional alteration.

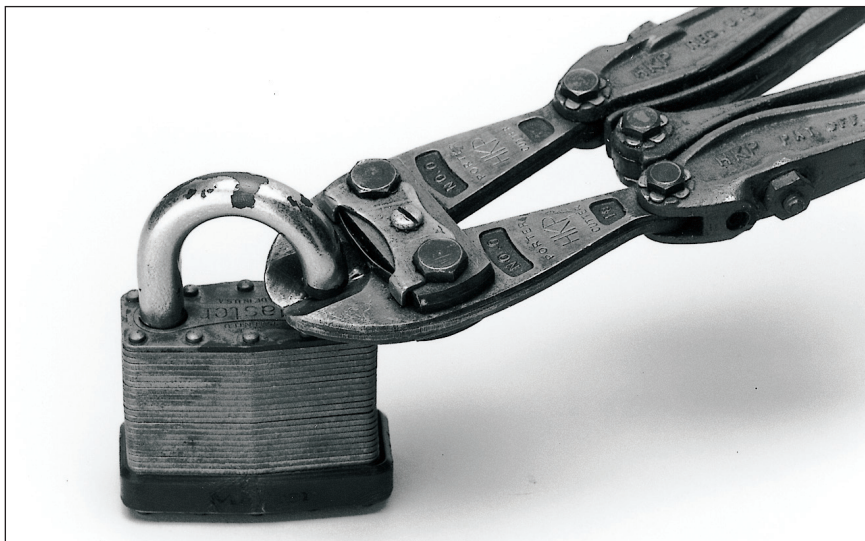
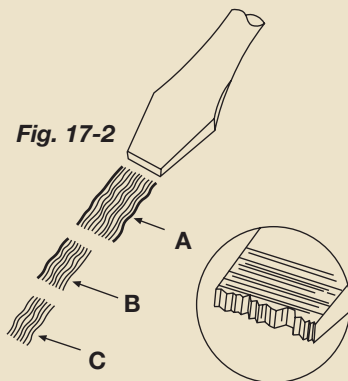


Fig. 17-3
Double-bladed tools such as bolt cutters are often used to cut padlock shackles. When recovered in the possession of a suspect, they may connect the offender with the crime.

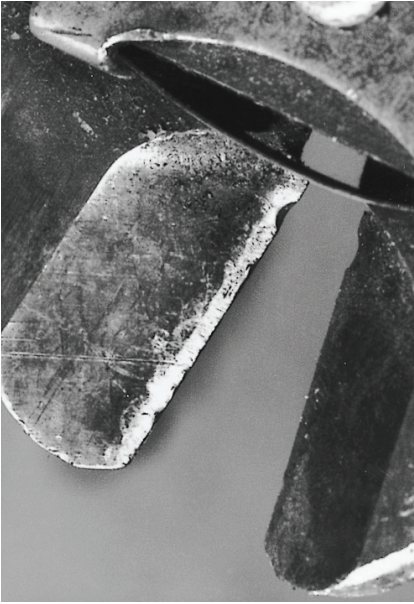


Fig. 17-4
Damage to the cutting edges of the blades creates individual markings on the materials cut by the bolt cutters.

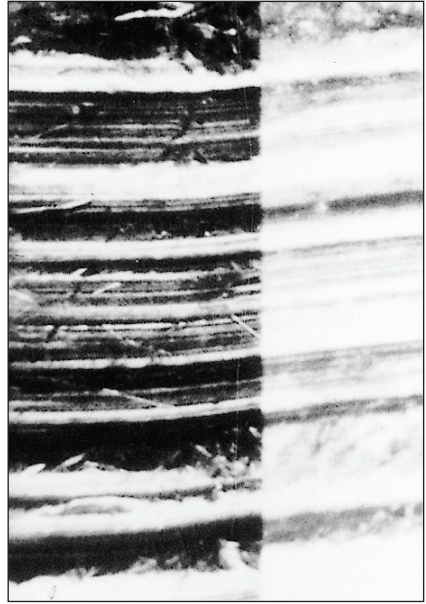


Fig. 17-5
This comparison microphotograph illustrates matching patterns of unique detail that result in an identification in a tool mark comparison.

Paints

Paint chips and fragments of other protective coatings such as varnishes, sealers, lacquers, enamels, and plastics are frequently recovered at scenes of burglaries, hit and run vehicles and scenes, forced entries, etc. A determination of common origin is possible in cases where irregularly shaped adjoining edges of paint chips can be physically joined to form a fracture match (see Figure 18-1). However, the value of a single-layered paint chip or paint smear should not be overlooked.

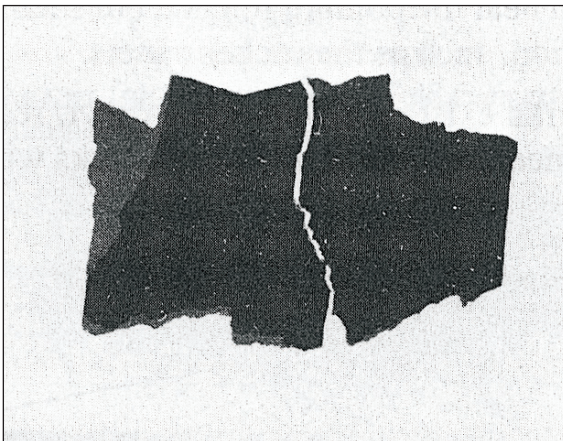


Fig. 18-1
Fracture match of paint chips. Two fragments of paint showing a common fracture match. One fragment was found at the scene of a crime. The other was recovered from the suspect vehicle.

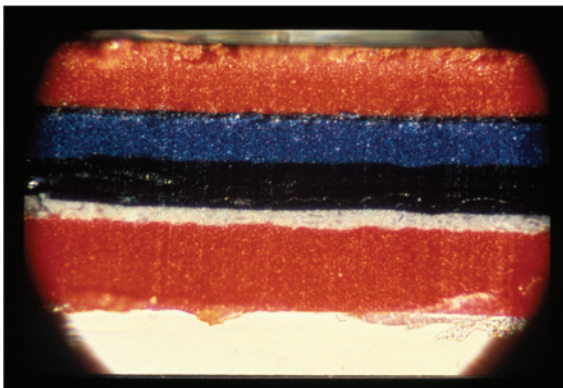


Fig. 18-2
Cross section of multi-layer paint chip. Each layer represents a separate painting operation. (Magnification approximately X350).

Procedure

The following procedures are recommended for recovery of paint samples.

Caution: Observe laws relating to the collection of evidence.

- A. Recover, package, and seal all paint samples separately.
- B. Recover known paint samples from areas immediately adjacent to the damaged area. The hoods, trunks, and fenders of vehicles may not be painted at the same location or with the same paint used on the body. Therefore, it is of utmost importance that a known paint sample be taken from the **exact part of the vehicle upon which the damage occurred**. In hit-and-run investigations, the known paint samples should be taken near the point of impact, but should not be taken from areas of corrosion, such as the rocker panels.
- C. When tool marks exist on a damaged object, recover paint samples from areas immediately adjacent to tool marks without mutilating the tool mark.

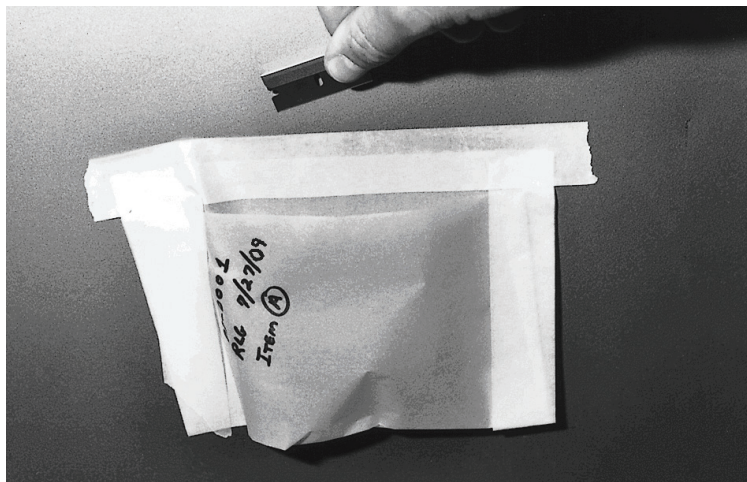


Fig. 18-3

Recovery of Paint Sample

*Tape a clean sheet of paper (do not use envelopes) to the object in the manner shown, forming a pocket. Mark the paper for identification. Scrape the questioned paint into the pocket formed by the paper. It is important to use a new, disposable scalpel blade or razor blade for each sample to avoid contamination. Some razor blades are coated with oil to prevent rusting. Therefore, **all** razor blades should be thoroughly cleaned with a clean cloth or tissue just before they are used.*

- D. When areas of paint are missing from sheet metal parts of vehicles or doors and windows of residences and businesses, consideration should be given to bringing the entire part to the Laboratory for possible fracture match analysis.
- E. Avoid use of any container which would permit loss or contamination of contents, especially envelopes and plastic Petri dishes, since the manufacturer's seal is not leak proof.
- F. Use a new, clean scalpel blade or razor blade for each sample recovered. A plastic specimen bottle can be used for a paint sample. Fold paper packets containing paint samples and place in an envelope, slide box or other suitable container. Seal and mark appropriately. Safety tip – when using a single-edged razor blade, a commercially available razor blade holder should be used to avoid injury if the blade slips or breaks during sampling.

A clean, sharpened putty knife or slot-head screwdriver can be used at times to start collecting harder paint samples. A separate pre-cleaned putty knife or screwdriver should be used for each known and questioned paint sample.

- G. **DO NOT USE tape lifts or other gummed tapes to recover paint samples** because it interferes with the chemical analysis.

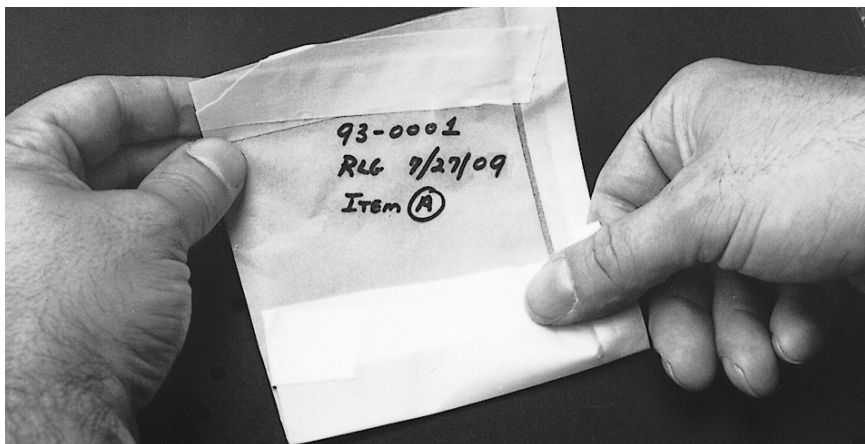


Fig. 18-4

Packaging Paint Sample

Carefully remove the paper from the object and fold each edge toward the center so that the packet is completely closed.

Metals

It is possible to compare metals on the basis of their elemental composition and surface morphology. Even minute particles can be examined. Questioned metal fragments which have been broken from their original source may often be fracture matched to that source.

Caution: Observe laws relating to the collection of evidence.

Procedure

Recover all metal fragments found at the scene. These should be sealed in vials, bottles, cardboard slide boxes or other ridged containers. Package and label.

Recover and submit all metal objects involved or encountered in an investigation. Although metal fragments may not be found at the scene, they may be detected later when the clothing is examined, since they may adhere to the surface or lodge in pockets and cuffs or to shoes. Therefore, it is important to have for comparison the object from which the fragments may have originated.

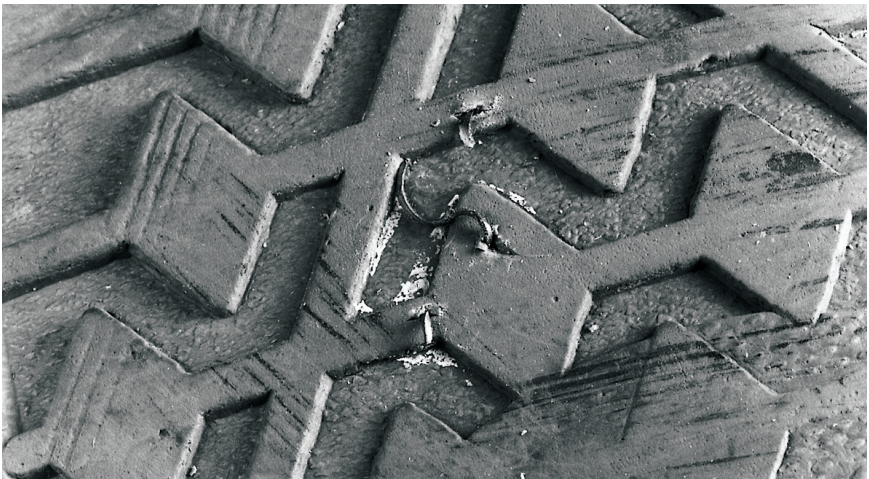


Fig. 19-1

Trace metal and glass fragments can often be recovered from the soles of shoes if the suspect walks through such evidence during commission of the offense.

Clothing and Fabrics

Clothing fibers or small pieces of fabric found at burglary scenes, on suspect hit-and-run vehicles, weapons, or other objects can often be compared or even matched with a suspect's or victim's clothing. Small particles of paint, plastic, metal, wood, glass, soil, or other materials frequently adhere to clothing (pockets, trousers, cuffs, etc.) and may be related to the scene.

The Laboratory has special equipment to recover trace evidence from clothing. Clothing recovered for examination should be handled with care to avoid damage to critical areas. It is important to collect clothing before it is cleaned or otherwise altered. Trace materials are usually removed or lost in the cleaning process.

Caution: Observe laws relating to the collection of evidence.

I. General Procedure

- A.** Recover clothing to be examined. Clothing should be carefully removed from the person or body. Care should be taken to minimize damage to garments. **Do not** cut through stains, bullet holes, or knife penetrations. Collect and package each item separately. It is extremely important to keep items separated to avoid contamination during recovery, storage, and transmittal to the Laboratory.
- B.** A tag marked with all pertinent information should be attached to each item. Lead wire seals or locking plastic cable ties may be used to attach the tag to the clothing. If a lead seal is used, it can be crimped and inscribed with the officer's initials. Plastic cable ties can be marked with an indelible marker.
- C.** Clothing or other items that are damp or wet with blood, urine, water, etc., should be air dried in a draft-free place prior to packaging. **Do not package damp clothing or other damp items in plastic bags.** A piece of clean paper should be spread under drying items to catch any debris which might be dislodged. The paper and any debris thereon should be packaged with the item. Label, seal and submit to the Laboratory.

- D. Package each dry item in a clean paper bag, label and seal.
- E. Plastic bags are **not** suitable at any time for packaging shoes and leather objects. A new, clean paper bag should be used for each shoe and leather object.

II. Packaging Items

- A. Mark the paper bag with identifying data (description, source, date, time of recovery, case number, initials of persons involved in recovery, and other pertinent information).
- B. Seal the bag using one of the methods discussed in Chapter 1, Evidence Integrity.



Fig. 20-1
Fabric impression on a license plate from a hit-and-run investigation.

Hairs and Fibers

In crimes where personal contact has occurred, especially if there was physical force, hair and fibers are frequently found as evidence. A cross transfer of hair and/or fibers between a victim and an assailant can provide supportive evidence of an association. In addition, hair recovered from the scene may serve to associate an individual with the scene. Fibers recovered from the clothing of the victim, suspect and crime scene can be compared to known textile materials to determine possible sources of origin.

If a hair is determined to be of human origin and is deemed probative to a case, DNA analyses may be performed on the root (if present) of the hair. Another form of DNA analysis (mitochondrial analysis) may be performed on the hair shaft if the root is absent.

NOTE: Mitochondrial DNA analysis is not available at the Wisconsin State Crime Laboratories. See Chapter 5, DNA Evidence and Standards for more details.

I. Collection of Hair and Fiber Standards

It is necessary to obtain standard hair and fiber samples from all possible sources (suspect, victim and scene) for comparison with questioned hairs and fibers.

DNA analysis on hair roots has replaced microscopic hair comparisons. Pubic and head hair standards are still necessary for determining which foreign, questioned hairs may be subjected to DNA analysis. Due to the ease of head hair transfer and potential limited probative value, DNA analysis on hairs will be limited.

Head hair standards

Obtain at least fifty (50) head hairs by cutting them at the skin surface. These hairs should be collected from various areas of the head such as the crown, sides, front and back to assure that all shades of color and texture have been adequately sampled. The quantity of hairs

obtained from a deceased individual should be doubled and the hairs should be **pulled**. Place the hairs in a clean, properly labeled envelope and seal.

Pubic hair standards

Obtain at least twenty (20) pubic hairs by cutting them at the skin surface. The hairs should be collected from various areas within the pubic region. If this is a deceased individual, double the number of hairs to be collected and pull them. Place the hairs in a clean, properly labeled envelope and seal.

Known fibers

Known fibers should be obtained from all possible sources (clothing, drapes, rugs, etc.).

- A.** Submit the suspected source in total if possible. Place the source in a clean, properly labeled paper bag and seal. (See Chapter 20, [Clothing and Fabrics](#).)
- B.** If it is not feasible to submit the source in total, a sufficient quantity should be taken to ensure that each color and kind of fiber involved has been sampled. Place the fibers in a clean, properly labeled envelope or glass jar and seal. (See Chapter 20, [Clothing and Fabrics](#).)

II. Collection of Questioned Hair and Fibers

Pubic hair combings

(Usually collected in sexual assault cases and from homicide victims).

Place a piece of paper under the pubic region of the individual and comb through the entire pubic area to dislodge any foreign hairs or other material that may be present. Place the used comb onto the paper and fold the paper around the comb being careful not to lose any of the dislodged evidence. Place the wrapped comb in a clean, properly labeled envelope and seal.

Other Recovered Questioned Hairs and Fibers

Separately package the hairs and fibers collected from different persons and different locations.

- A. When the amount of evidence is very small, extreme care should be exercised to avoid contaminating or inadvertently losing the material.
- B. The hair or fiber should be placed on a piece of clean white paper, and the paper should be tightly folded around the hair or fiber. Place the paper packet in a clean, properly labeled envelope and seal.

Woods and Sawdust

Wood slivers and chips from doors, siding, or broken window frames, frequently adhere to suspect's clothing and may be related to their source. Large items of wood such as boards, logs, trees, or blocking may also be identified by appropriate Laboratory examination and comparison.

The investigator should consider the possibility of sawdust on shoes, in trouser cuffs, and in pockets of suspects who have recently left a crime scene such as a butcher shop, lumber yard, construction site, or similar location. Since sawdust is generally composed of many types of species, Laboratory findings of correspondence between samples from both the suspect and the scene may provide valuable information.

Caution: Observe laws relating to the collection of evidence.

Procedure

Damaged wood found at burglary sites should be submitted for comparison with recovered wood fragments from suspect's clothing and/or tools used to commit the crime. All clothing (including shoes) worn by the suspect at the time of the crime should be submitted to the Laboratory. See Chapter 20, [Clothing and Fabrics](#) for packaging procedures. If there are wood chips or sawdust at the scene, take several samples from different areas, package separately, mark and seal. Samples can be placed in small glass bottles or vials. Avoid use of envelopes since wood fragments may be damaged during transit if not protected in a rigid container. Package, seal and label the container. See Chapter 16, [Glass](#).

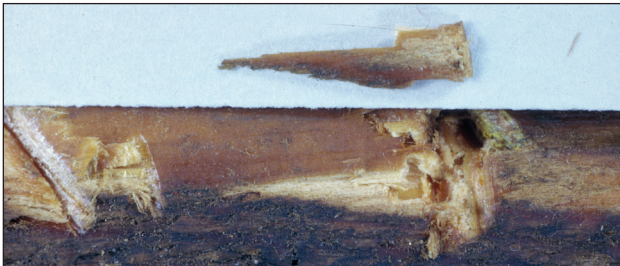


Fig. 22-1
Fracture match of a wood fragment to a piece of wood used as a bludgeon.



Fig. 22-2
Fracture match of an axe blade and handle.

Fracture and Tear Matches

If the irregularly shaped fractured or torn edges of two pieces of any material can be joined together to form a continuous section, then it can be concluded that the two pieces at one time shared a common origin. This comparison is the most positive conclusion that can be drawn in the area of trace evidence. The Forensic Scientist has eliminated all other similar materials as the source of these two pieces.

Investigators often carefully check a scene for fingerprints or DNA, knowing their value to conclusively link a person to the scene – while overlooking a torn piece of paper, a broken piece of metal or glass, or other broken item. Any of those items can, if another piece is found in the possession of a suspect, form just as conclusive a link with the scene.

A puzzle or fracture match results when two pieces of rigid material (plastic, wood, glass, metal, etc.) from separate locations are reconstructed to form a continuous section of that material (see Table 23-1). A cut or tear match results when two pieces of pliable material (such as plastic bags, paper, foil, fabric, etc.) from separate locations are reconstructed to form a continuous section of that material. Perforated paper products (checks, notebook paper, LSD blotter paper, etc.) can often be linked back to their source via tear matches (see Table 23-2).

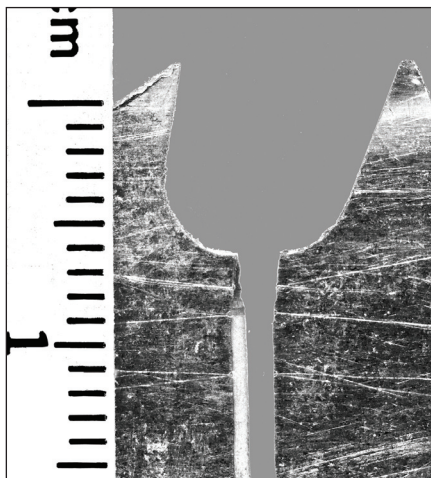


Fig. 23-1
Fracture match of
a broken saw blade.

Table 23-1**Examples of Potential Sources for Fracture Matches**

Motor Vehicles	Bicycles	Burglary	Miscellaneous
Paint chips	Tubular metal	Paint*	Knives
Headlights	Reflectors	Wood*	Feathers
Grill	Lights	Tool parts	Stone
Exterior mirrors	Tires	Glass	Bones:
Antenna	Inner tubes	Safe wall	Animal
Windshields	Spokes	Metal:	Human
Wipers	Fenders	Doors	Fingernails
Parking lights	Baskets	Trim	
Tail lights		Machinery	
Trim pieces			

* Fractured material may be found adhering to a tool.

Table 23-2**Examples of Potential Sources for Tear/Perforation Matches**

Matches	Cardboard
Documents	Money
Paper bags	LSD blotter paper
Checks	Drug folds
Stamps	Cloth/fabric
Sheet plastic	Plastic bags
Duct tape	Other tape

Importance of Thorough Collection and Proper Preservation

It is of the utmost importance that **all** pieces of the broken item(s) at the scene be collected and preserved for later comparison with similar evidence collected from the suspect, victim, vehicle, home or other scenes; it is impossible to know in advance which pieces will be matched to each other. This requires a careful and thorough search of the scene.

Package items from each location **separately**. In order to confidently establish a link between an item left at the scene and another item recovered elsewhere, each item's origin must be documented. If items are, or could be co-mingled during collection, storage or transport, their evidentiary value is lost. See [Chapter 1, Evidence Integrity](#) for further information on packaging and sealing.

For information on specific types of fracture matches and procedures associated with their collection, see the following chapters:

[Chapter 14, Burglary](#)

[Chapter 15, Building Materials](#)

[Chapter 16, Glass](#)

[Chapter 17, Tool Marks](#)

[Chapter 18, Paints](#)

[Chapter 19, Metals](#)

[Chapter 22, Woods and Sawdust](#)

[Chapter 24, Vehicles](#)

[Chapter 33, Questioned Documents](#)

Vehicles

The Laboratory accepts cases involving automobile accidents which have resulted in injury or death and where criminal negligence is suspected. Vehicles involved in accidents of this type should be immediately impounded. Where skid damage on the vehicle's tires may indicate related important conditions prior to or at the time of impact, the vehicle should be conveyed on a trailer to a storage facility. The Laboratory also may accept vehicles involved with the commission of a sexual assault or conveyance of a body. Contact your area Laboratory before submitting the vehicle.

It is also very important that the submitting agency obtain proper photographs of the scene, skid marks, damage to vehicles, impact damage, etc. The Laboratory does not perform accident reconstruction or determination of the condition of mechanical or electrical systems. These types of analysis must be sought from another source.

I. Criminal Damage to Motor Vehicles and Engines

The perpetrators of criminal damage to motor vehicles may add a foreign substance, such as emery dust or sand, to the vehicle engine or transmission. Where internal damage of this type is suspected, a sample, consisting of one pint of oil from the top and bottom of the oil pan of the damaged engine, should be submitted. Any foreign residue found on top of the engine, in the carburetor, or near the oil spout should also be submitted. It is important that as much sediment as possible be obtained from the oil pan or gear box.

In cases involving addition of sugar or other materials to gasoline, submit **at least** one pint of gasoline from the tank. Because sugar has a low solubility in gasoline, it is imperative that the intact fuel filter as well as a sample of the sediment or condensation (water) in the bottom of the gasoline tank be submitted.

Samples from fuel pump bowls should be avoided because they contain sediments which interfere with tests. However, the sediment bowl can be removed so that a sample of gasoline may be pumped directly into the sample container.

Containers with rubber or waxed paper seals should not be used, since they dissolve in petroleum products and give erroneous test results. Pistons, bearings, gears and scrapings from the combustion chamber or rings may also be submitted. Samples of the radiator coolant also may be examined for evidence of foreign substances when indicated.

Caution: It is unlawful to send flammable liquids via mail.

II. Stolen Vehicles

The Laboratory may be able to identify stolen vehicles which have been repainted or stripped or which have had the serial or manufacturing numbers altered or replaced.

If a vehicle is suspected of having been repainted, it is possible to analyze and photograph the paint layers as confirmatory evidence and to establish the original factory color. See Chapter 18, Paints for the recovery technique.

When an automobile has been stripped and the suspect parts are found, the Laboratory may be able to physically match these to the vehicle.

Stamped serial numbers may be removed by grinding or altered by other methods. Frequently, they may be restored. When alteration of the serial number is suspected, the object or part bearing the serial number should be submitted.

For general technical information, contact the Laboratory or the National Insurance Crime Bureau (NICB) at www.NICB.org. In some cases, confidential, hidden vehicle identification numbers may be present to assist in determining authentic vehicle identification.

III. Hit-and-Run Investigations

In attempting accident reconstruction, the investigator should be mindful that showing a relationship between materials or items recovered from different locations is most important. Materials or items recovered from different sources or at a later date that can be related to each other constitutes very important evidence. Three primary sources should be considered: the accident scene, vehicles and victims.

Accident Scene

A. Initial Procedures:

1. Request ambulance personnel at scene to preserve blankets and clothing which may contain trace evidence such as broken glass, paint chips, metal parts, plastic, etc.
2. In vehicular accidents, an officer should be assigned to the hospital to assist in the recovery of clothing and body fluids.

B. Protect scene from:

1. Additional accident damage
2. Bystanders
3. Theft from vehicles

C. Establish a written record:

1. Date
2. Time
3. Location
4. Description of incident
5. Weather conditions
6. Temperature
7. Road conditions
8. Victim's location upon your arrival, his/her condition and tentative identification
9. If a description of the hit-and-run vehicle can be obtained, immediately have dispatcher alert other officers in the surrounding area. The vehicle's description may be obtained from eye witnesses or materials recovered at the scene.

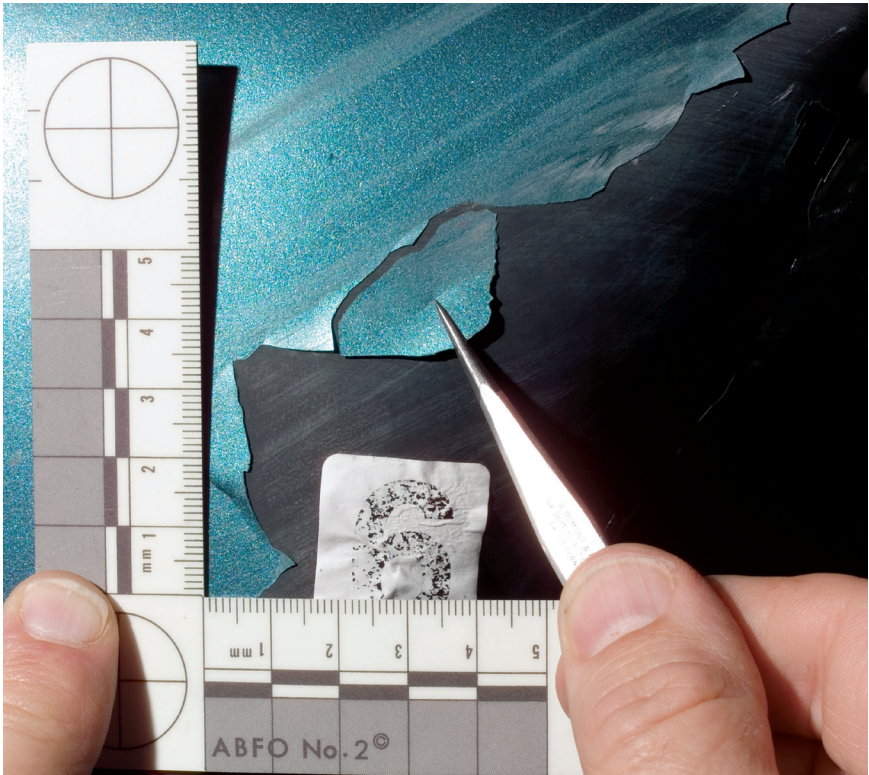
D. Attempt to locate the fleeing driver and/or vehicle.

E. Photograph the scene (see Chapter 2, Forensic Photography).

F. Diagram the scene (see Chapter 4, Crime Scene Sketch).

G. Recognition of potentially valuable materials:

1. Broken glass (headlights, mirrors, and windshield) or plastic from scene or from victim's clothing may be fracture matched with remaining glass or plastic from suspect vehicle.
2. Broken or fractured pieces of metal (trim, antenna, or sheet metal pieces) may also be fracture matched with section remaining on vehicle.
3. Paint chips from scene or vehicle may be fracture matched with suspect vehicle (see Figure 24-1). Paint layer relationship may be valuable evidence (see Figures 18-1 and 18-2 in [Chapter 18, Paints](#)).
4. Dirt deposits recovered from road surface may be indicative of approximate point of impact.

**Fig. 24-1**

Paint chip fracture match to a suspect vehicle believed to be involved in a fatal hit-and-run accident.

5. Physical impressions left on objects at the scene may indicate the make of vehicle causing the impact. These impressions should be properly recorded and collected for possible comparison purposes at a later date.
6. Skid marks and three-dimensional and surface impressions sometimes can be used to determine direction and speed. There are limitations to the usefulness of skid marks, debris, and gouge marks in establishing the exact point of impact. They will, however, indicate the approximate location of the collision. Broken parts found at the accident scene may bounce and roll; therefore, reliable information as to exact point of impact may not be able to be determined.

Victim

A. Living:

1. Obtain complete identifying data to include full name, date and place of birth, permanent address, temporary address (if nonresident), telephone number where he/she can be reached when discharged from hospital.
2. Recover blankets used in conveying victim to hospital. Tag each blanket and place in a separate paper bag. Air dry if wet or bloodstained. Avoid handling blankets any more than necessary to preclude loss of trace material.
3. Recover clothing worn by victim at time of accident. Note any cutting or tearing of clothing by nurse, attending physician or other person rendering aid. Tag each piece of clothing and place in a separate clean paper bag. Air dry if wet or bloodstained. Avoid unnecessary handling of clothing to prevent loss of trace material.
4. Collect body fluids:
Blood:
 - a. Collect at least 5 milliliters of blood in a lavender-topped (EDTA) blood collection tube, then print patient's name on the label. Using a small syringe, insert needle through the rubber stopper of the tube (EDTA) and withdraw approximately 1 milliliter of blood. Using a DNA Stain Collection Card, fill all four (4) of the printed circles on the card with blood. Allow bloodstains to thoroughly air dry,

then write patient's name on the DNA Stain Collection Card. Package the Stain Collection card in a clean, properly labeled paper envelope and seal. Package the blood tube in a styrofoam shipping container, label properly and seal. Store in refrigerator. **Note: A buccal swab may be collected (see Chapter 6, Sexual Offenses for collection procedure) instead of a DNA Stain Collection Card.**

- b. Collect 20 milliliters (two tubes) of blood in gray-topped (sodium fluoride) blood collection tubes for toxicological analysis. Print the patient's name on the labels. Package the blood tubes in a styrofoam shipping container, label properly and seal (see Chapter 28, Toxicology).

Urine:

Collect all available urine in a plastic or glass jar used by hospitals for sample collection. Preservatives are not necessary. Seal and label for identification. Store in refrigerator (see Chapter 28, Toxicology).

5. Ensure that chain of custody is maintained. Everyone who has the item in his/her custody, even for a short time, must be documented. See Chapter 1, Evidence Integrity for further discussion of this topic.

B. Deceased:

1. Photograph the body (see Chapter 2, Forensic Photography).
2. Note position of body. If postmortem lividity has developed, determine if it is consistent with position of body when found.
3. Use caution when removing body to avoid loss of possible trace material. The body should be placed in a new, unused white sheet before being placed in a clean, sealed body bag.
4. Check under victim for trace evidence.
5. See Chapter 25, Autopsy for additional information including procedures for recovery of clothing and foreign materials.
6. See Chapter 28, Toxicology.

Vehicle

- A. Avoid touching any part of the vehicle which may bear fingerprints (e.g., steering wheel, mirrors, door handles, brake handle, gear shift handle, seat belt fasteners, hood, windshield, roof, etc.). To shift gears for towing, grasp the stick rather than the end knob where suspect may have left prints.

- B. Protect the vehicle from contamination by covering with new wrapping paper or plastic sheeting.
- C. Transport on a flatbed truck or trailer or tow (do not drive) vehicle to nearest garage. Proper examination of the under-structure requires the use of a hoist.
 1. The vehicle should not be towed any extended distance. Trace evidence such as blood or hair may be lost or destroyed.
 2. The vehicle should be towed or hauled from the **undamaged** end to avoid additional damage and to avoid destruction or addition of evidence during towing.
 3. The vehicle should be placed under lock and key. Police security should be maintained to ensure the custodial chain of the vehicle.
- D. Photograph the vehicle (see Chapter 2, Forensic Photography).
- E. Record an accurate description of the vehicle.
- F. Recover known and questioned paint samples. Paint samples should be taken from both the damaged areas and adjacent undamaged areas. The latter serve as controls or knowns during Laboratory comparisons. Paint samples should also be taken from the victim's vehicle. Fenders, hoods and doors with areas of missing paint should be removed for fracture match analysis with recovered paint samples. Where bicycles, baby strollers, snowmobiles, power lawn mowers or other small vehicles are struck, the entire object should be sent to the Laboratory. See Chapter 18, Paints for procedure in recovering paint samples.
- G. In the event that glass has been broken, recover and submit all known and questioned samples.
- H. Metal, glass and plastic pieces showing fractured edges should be removed, because they may be fracture matched to pieces from the scene. Look in the engine compartment for additional pieces.
- I. A systematic examination should be made of the vehicle exterior including the undercarriage.
- J. If the suspect vehicle is located some time after the accident (after having secured the properly-executed search warrant), immediately record the temperature of the radiator and out-of-doors temperature. Record serial numbers, vehicle identification numbers (VIN), license numbers, condition of brakes, tires (evidence of skidding), mileage reading, service record, approximate amount of fuel in tank and condition of all lights.

- K.** Examine vehicle for presence of blood, hair and fibers. If investigation indicates vehicle passed over victim, the understructure should be examined. Known samples of grease should be recovered and recovery location noted.
- L.** Fabric weave impressions on metal surfaces or paint and in grease should not be overlooked. When possible, the bumpers, hoods or the entire vehicle should be conveyed to the Laboratory for proper photographic documentation of such impressions. To be of use for comparison, all photos must be life-size (1:1) and include a scale.
- M.** Sketch vehicle and note on sketch any damage and the locations of materials recovered. This will be useful during your recollection at any court proceedings (see Figure 24-2).
- N.** Properly mark vehicle for identification.

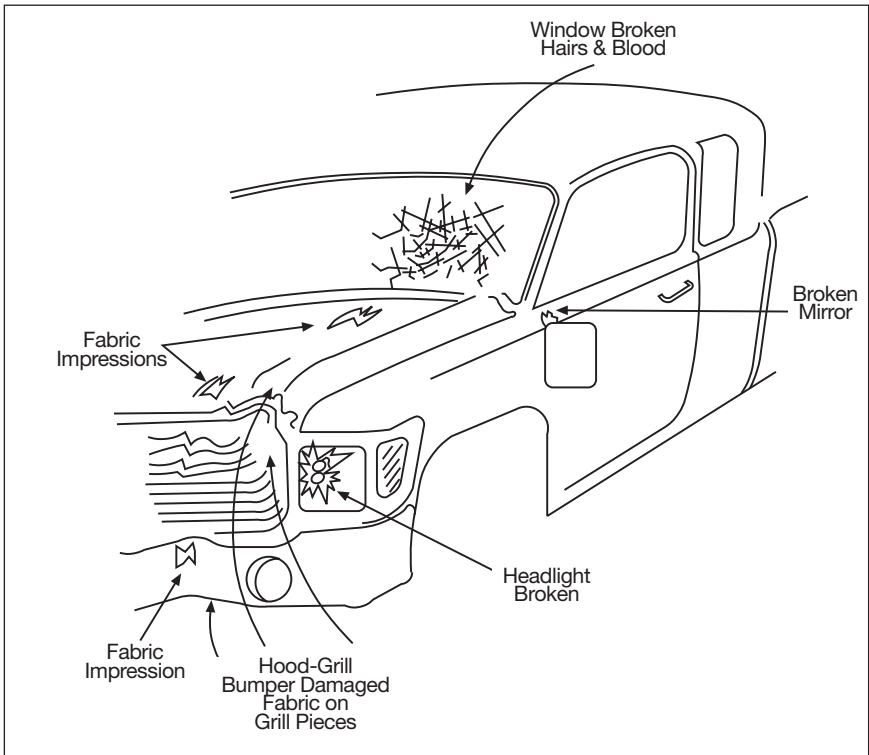


Fig. 24-2
Perspective sketch of a vehicle suspected in a hit-and-run accident. Sketch illustrates vehicle damage and locations of trace material and other evidence.

Autopsy

An autopsy is required in all violent or unattended deaths to determine the cause and possible manner of death. An unattended death is one for which there is no preexisting illness, medical condition, or reasonable explanation.

Where there is reason to believe foul play is involved in a human death, and when a request is made by an authorized agency, Laboratory personnel may assist a forensic pathologist during the autopsy.

I. Procedure for the Officer

- A.** Obtain authorization for the autopsy from the coroner or medical examiner. This authorization must be in writing and delivered to the pathologist prior to performance of the autopsy.
- B.** A complete set of x-rays should be taken of the entire body. If metal fragments are detected, a side view should be taken to help locate the exact position of the fragments.
- C.** Record the following and any other information considered pertinent:
 1. Name and date of birth of deceased (if known).
 2. Any emergency medical treatment performed on victim.
 3. Time, date, and location of autopsy.
 4. Names and titles of persons in attendance.
- D.** Inform the pathologist of all pertinent information relative to the case.
- E.** If the pathologist is unaware of the specimens required by the Laboratory for their analyses or the methods preferred by the Laboratory to recover and preserve specimens, provide him/her with Section II of this chapter.
- F.** Photograph the body as outlined in [Chapter 2, Forensic Photography](#), IV. Autopsy Photographic Procedure.
- G.** Recover the (new) sheet used to convey the victim from the scene to the hospital or morgue. Air dry if wet or bloodstained and collect trace evidence on paper placed under the sheet while drying. Place all in a separate clean paper bag. Avoid unnecessary handling

of the sheet to prevent loss of trace evidence. Properly mark for identification.

- H. Bindings used to restrain victim, if any, should be recovered by cutting an area where no knots, cuts, tears, or stains are present. Do not cut through knots or stains. Mark the cut ends to distinguish from existing ends of bindings or twine.
- I. Bite marks (see Chapter 7, Bite Marks). The first step in the processing of bite marks is to photographically document the impression. The photography is critical and the specific method is described in Chapter 2, Forensic Photography, VI. Pattern Impression Photography, Bite Marks. Because of the specific requirements to produce workable evidence, it is recommended to request technical assistance from the Laboratory. IT IS EXTREMELY IMPORTANT TO SWAB THE BITE MARK AREA FOR DNA EVIDENCE COLLECTION. This can be accomplished by using the Wisconsin State Crime Laboratory BIOLOGICAL SPECIMENS collection kit (see Appendix B, Collection Kits, IV. Kits available through the Laboratory) or by following the procedure described below:
 1. After the bite mark is thoroughly documented photographically, the impression should be swabbed following the procedure outlined in Chapter 6, Sexual Offenses, II. Transitory Evidence, Bite Marks.
 2. When three dimensional characteristics are apparent, the evidence can be further documented with an impression material. It can be difficult to obtain the detail necessary. Technical assistance is available by calling the Laboratory for a referral to a Board Certified expert. There is a nominal fee for this forensic specialty.
- J. Recover clothing of victim after it has been examined by the pathologist. Note any cutting or tearing of clothing by anyone who may have rendered first aid or others such as the attending physician or the pathologist. Place each item of clothing in a separate clean paper bag. Air dry if wet or bloodstained. Avoid unnecessary handling of clothing to prevent loss of trace evidence. Properly mark for identification.
- K. After examination by the pathologist, all bruises and wounds should be photographed. Scaled and unscaled views should be taken prior to and after washing of affected areas. Scaling should be accomplished following procedures outlined in Chapter 2, Forensic

Photography, V. Scaling Photographs and VI. Pattern Impression Photography.

- L.** In cases where the victim may have, or is suspected of having had physical contact with the assailant, recover standard specimens of body and head hairs and package them separately, by location, in clean containers. See **Chapter 21, Hairs and Fibers**.
- M.** Fingerprint and palm print the victim. Also consider footprints. Investigation at the crime scene may reveal palm prints or footprints. Personal identifications may be confirmed by footprints. If the victim is too young to have been fingerprinted, hospital records may contain newborn footprints.
- N.** Package, seal and label all items recovered making sure the pathologist describes the contents and places his mark of identification on each item or container. It is important that the officer in attendance be equipped with adequate containers and sealing apparatus to package clothing, body fluids, organs, hair samples, fingernail scrapings, etc.
- O.** Request that the pathologist forward a copy of the autopsy report to the coroner/medical examiner and the Laboratory.

II. Procedure for the Pathologist

- A.** A complete series of full body x-rays should be taken of the victim.
- B.** Collect the clothing of the victim by carefully removing them in a normal manner. Should this not be possible, they can be removed by cutting. Great care must be taken not to cut through or near any cuts, tears, holes, or trace evidence or areas that might have evidentiary significance.
- C.** Recover wound areas:
 1. Photograph wounds as outlined in **Chapter 2, Forensic Photography**, IV. Autopsy Photographic Procedure, V. Scaling Photographs and VI. Pattern Impression Photography.
 2. The body may be sketched and wound areas diagrammed on anatomical outlines similar to those shown in **Figure 25-1**. All drawings should be initialed and dated with the case number on each page.

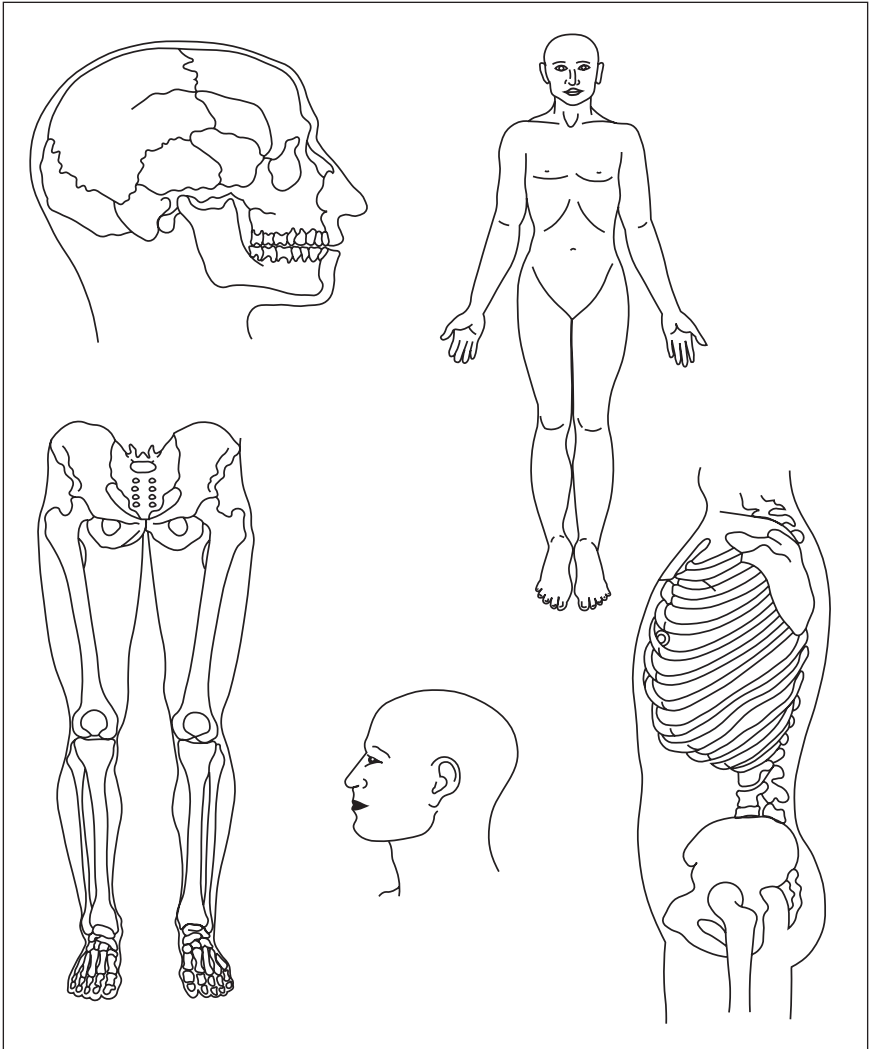


Fig. 25-1
Anatomical Outlines

3. Tissue sections surrounding gunshot wounds may be recovered as shown in Figure 25-2.
 - a. The tissue section should contain most or all of the powder staining and/or residues. For proper orientation, it should be removed in the form of a tear drop. The “point” of the section of tissue should be towards the top of the head. If the bullet penetrated bone, obtain a section of the bone

penetrated and underlying bullet track surrounding the bullet hole. The recovered sections of tissue and/or bone should be placed in a wide mouth screw cap jar with a ten percent solution of formaldehyde, sealed, and labeled.

- b. Do not submit these sections to the Laboratory. The Laboratory does not analyze tissue specimens for the presence of gunshot residue. They should be examined by a Forensic Pathologist or retained for future use.

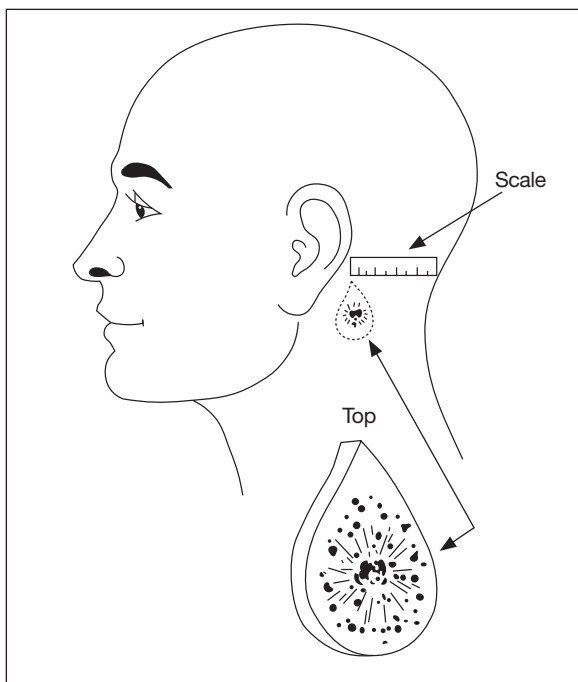


Fig. 25-2
*Recovery of
wound area*

- D. Collect all evidence, including fragments of bullets or other objects which have pierced or adhered to the skin. The pathologist should place a mark of identification on the sealed container in which the recovered evidence is placed. An alternative method is to mark the individual item and the sealed container. See Chapter 8, [Firearms and Ammunition](#), for marking and packaging procedure. In cases involving gunshot deaths, or gunshot injuries suspected to have been self-inflicted, it is important to obtain measurements of arm length (fingertip to shoulder, arm extended). It is also important to photograph all bloodstains on all exposed areas of flesh, such as hands, wrists and arms.

- E. Additional specimens that should routinely be collected at an autopsy (if applicable) and submitted to the Laboratory:
1. See Chapter 6, Sexual Offenses – collect the appropriate specimens for the situation.
 2. See Chapter 21, Hairs and Fibers – collect the appropriate specimens for the situation.
 3. See Chapter 28, Toxicology – collect the appropriate specimens for the situation.



Fig. 25-3
 Many of the samples required for toxicological analysis can be collected using an Autopsy Kit available from the State Crime Laboratory in Madison. Specimens for sexual assault analysis should also be collected; especially in any homicide involving a female victim—even if sexual assault is not immediately suspected. A Sexual Assault Evidence Collection Kit is available for this purpose, also available through the Department of Administration, Document Sales as noted at the front of this booklet. There is a nominal charge for both kits. Additional information on sexual offenses can be found in Chapter 6.

Identification of Unknown Deceased

Identification of an unknown deceased victim is of utmost importance and must be vigorously pursued until every investigative lead has been exhausted. Much information can be obtained by a detailed examination of the body, clothing on the body and personal effects found in clothing pockets or at the scene. Caution should be used, however, in attempting positive identifications from clothing and personal effects alone since it is possible an unknown body may be clothed in the garments and personal effects of another.

Identification Procedure

The condition of a body when recovered is a limiting factor in identification; however, a thorough examination may reveal information which initially would appear to be impossible to obtain.

The positive identification of a deceased victim should not be construed to be the duty of the Forensic Scientist or investigating officer, but rather a joint effort of all persons concerned. Few of the following listed “investigative leads” are, in themselves, a basis for positive identification. But several together, supported by a thorough investigation, may be sufficient basis upon which to establish a possible or probable identification.

The following checklist will provide investigative leads which, if properly pursued, may lead to a positive identification.

Visual external examination of body

- A.** Fingerprints, palm prints and footprints
- B.** Complete physical description to include:
 1. Sex
 2. Age
 3. Weight
 4. Height
 5. Build
 6. Color of eyes (Glass eye)

7. Race
8. Skin:
 - a. Complexion
 - b. Tattoos
 - c. Warts, moles, birthmarks
 - d. Skin disease
 - e. Scars – injury or surgical
 - f. Needle punctures (narcotic addicts or diabetics)
 - g. Ring mark on finger (ring missing)



Fig. 26-1
*Photograph of a tattoo
on a homicide victim*

9. Hair:
 - a. Color
 - b. Length and how combed
 - c. Straight, wavy and amount
 - d. Natural, wig or toupee
 - e. Beard, mustache, type
10. Teeth:
 - a. Natural or false
 - b. Appearance (shape, stains)
 - c. Dental work (fillings, missing teeth, bridgework)
11. Fingernails:
 - a. Long, short, chewed or broken
 - b. Manicured, fingernail polish

- c. Discolored due to occupation
 - d. Artificial nails
12. Amputations and deformities

Examination of clothing

- A. Description and size of all garments
- B. Manufacturer, store, tailor labels
- C. Laundry markings (some can be seen by use of ultra-violet light)
- D. Laundry tags left on clothing
- E. Monograms
- F. Repair of tears and holes
- G. Belt buckles
- H. Buttons (missing, broken, special type)
- I. Trace material which may indicate occupation

Identification photographs

Include frontal and side views of the victim's head and any scars, tattoos, jewelry or other visible identifying characteristics or objects

Review of missing person reports

Viewing of body by family or acquaintances of missing person(s)

Internal examination of the body

- A. X-ray examination. A body which is unidentifiable by external means should be subjected to a complete x-ray examination in order to determine the presence of:
 - 1. Foreign bodies:
 - a. Pieces of shrapnel
 - b. Fired bullets
 - c. Prosthetic devices (metal skull plate, metal pins in bone, etc.)
 - 2. Mended bone fractures
 - 3. Other abnormalities which may aid in identification
- B. Body organs missing as a result of surgery
- C. Improper location of body organs
- D. Evidence of a present or prior illness:
 - 1. Heart disease
 - 2. Ulcers
 - 3. Arteriosclerosis

4. Pathological changes due to age, occupation or geographical residence
5. Stomach contents

Personal effects

- A.** Driver's license
- B.** Credit cards
- C.** Social Security card
- D.** Identification card
- E.** Identification tag
- F.** Photographs:
 1. Self
 2. Family
 3. Acquaintances
 4. Locations
 5. Names and other writing on photographs
- G.** Letter or other notes
- H.** Company checks or check stubs
- I.** Paid and due invoices
- J.** Rings:
 1. Wedding rings
 2. Class rings
 3. Organization rings
 4. Initials
- K.** Cigarette case and lighter
- L.** Car and house keys
- M.** Key rings: initials or other personalization, registration number for lost key return service
- N.** Monogrammed wallet
- O.** Watch:
 1. Engravings
 2. Jeweler repair marks
- P.** Corrective lenses:
 1. Contact lenses
 2. Prescription
- Q.** Hearing aids

Additional Techniques

- A. X-ray examination of teeth (see Chapter 27, Dental Identification of Human Remains).
- B. X-ray of skull superimposed over negative or print of photograph of victim's head.
- C. DNA profiles from the body may be matched to DNA collected from personal effects of missing persons or searched against national data bases.
- D. Blood type and factor: the type may be rare and the victim a donor whose name may be on file at hospital or blood bank. ABO and Rh typing is no longer performed at the Crime Laboratory. If required, a private or clinical laboratory should be contacted.
- E. Facial reconstruction.

National Crime Information Center (NCIC)

Information regarding the unknown deceased including physical description, fingerprints, medical information, and internal and dental characteristics should be entered as soon as possible by the investigating agency into the NCIC Unidentified Person database. The Data Collection Entry Guide for input of this information is available from the FBI at leo.gov. If you have any questions regarding completion of this form, contact the FBI's Criminal Justice Information Services (CJIS) Division at (304) 625-3000.

Dental Identification of Human Remains

If you are unable to establish the identification of an individual by visual means, fingerprints or other identifying data, then a dental examination should be done. Due to the medicolegal ramifications, this should be carried out by a qualified forensic odontologist. Human remains will usually be burned, mutilated, decomposed or skeletonized. There have been numerous times when dental examinations have been done on victims who are visually identifiable.

If a body is recovered and cannot be identified, the dental records should be submitted to the National Crime Information Center (NCIC) after a very thorough postmortem dental examination (see Chapter 26, *Identification of Unknown Deceased*). It is also appropriate to place the dental records of people who have been missing for a period of time (30-90 days) into the NCIC Missing Person database.

Forensic Postmortem Dental Examination

Examination of the Oral Tissues

- A.** In certain circumstances, the examination can begin at the site where the body was found or a return trip may be warranted. A forensic odontologist may be able to help locate and identify dental remains that are decomposed, charred or traumatically mutilated. Some of the fragments may appear to be burned pieces of wood or other debris.
- B.** A single tooth, jaw fragment or even a portion of a tooth may be vital to the identification.
- C.** As easily as teeth break down throughout life, they will outlast all other body tissues after death.
- D.** Postmortem head and neck x-rays (or full body x-rays) may locate dislodged teeth or fragments. X-ray examination of dirt or charred debris may also reveal fragmentary evidence.

- E. Conditions of the bodies that may be examined.
 - 1. Normal condition or visually identifiable.
 - a. A dental examination should be conducted if there are:
 - (1) No reports of a missing person or clues to the identity.
 - (2) No personal effects are found.
 - (3) No fingerprints are on file.
 - b. Dental examination should proceed with **no** disfigurement to the face (no resection or removal of the jaws). Body may be viewed by relatives.
 - c. Dental examination would consist of photographs of the teeth, a dental chart, a full mouth series of standard dental x-rays with a portable dental x-ray machine and impressions of the teeth.
 - 2. Completely decomposed or skeletonized.
 - a. Easiest to work on.
 - b. Some of the teeth will dislodge from the jaw since the periodontal ligaments (tissue that attached the teeth to the bone) have been destroyed in the decomposition process. All loose teeth should be recovered and replaced in their sockets.
 - 3. Partially decomposed.
 - a. Difficult to examine due to the odor and presence of insects (e.g., maggots, flies, beetles, etc.).
 - b. Jaws need to be resected.
 - 4. Burned.
 - a. Access to the teeth is very difficult as the tissues are very rigid.
 - b. Jaws need to be resected.
 - c. Caution is advised in resecting heavily burned or calcined jaws since they are extremely fragile. Fixation with clear acrylic spray is recommended.
 - 5. Mutilated.
 - a. Teeth and jaws may be fragmented and distorted.
 - b. Recovery of all the teeth may be a problem.
 - c. Dental evidence may be imbedded in other areas of the body or strewn about the area.

- F.** Resection of the maxilla (upper jaw) and the mandible (lower jaw).
 1. Usually in cases of advanced decomposition, severe mutilation and bodies that are charred or burned beyond recognition, the jaws will need to be resected or removed.
 2. Resection of the jaws should be accomplished if there is no open casket or viewing of the body.
 3. The forensic odontologist can accomplish a more complete and comprehensive examination and obtain better quality x-rays and photographs by resection of the jaws.
 4. If the jaws need to be retained for a period of time, they may be preserved in 10% formalin.

Preparation of Postmortem Records

- A.** Photographs.
 1. Full face.
 2. Close-up of the anterior or front teeth.
 3. Right and left lateral views of the teeth in occlusion or their proper bite.
 4. Views of the occlusal or chewing surfaces of the teeth in the upper jaw and in the lower jaw.
 5. Close-up photography of any additional features which may be important.
- B.** Radiographs or x-rays.
 1. Essential to any forensic dental examination.
 2. Exposure time is reduced by $\frac{1}{3}$ for resected jaws and $\frac{1}{2}$ for skeletonized jaws.
 3. X-ray examination is mandatory for estimation of age of the victim.
- C.** Notes and charts.
 1. A dental chart should be prepared indicating all pertinent information.
 2. This information should include, but is not limited to:
 - a. Which teeth are present and which are missing.
 - b. Which teeth are restored or filled, what the restoration or filling material is, and which surfaces of the teeth are involved.
 - c. Indicate if root canals have been performed.
 - d. Describe any prosthetic and/or orthodontic appliances.

- e. Describe the location and size of the decayed surfaces (cavities) of the teeth or if there are any chipped or fractured teeth.
- f. Describe any malpositions or rotations of teeth.
- g. Describe unusual anatomy or shapes of teeth.
- h. Describe the occlusion (the manner in which the teeth bite together).
- i. Describe any oral pathology or other anatomic features which may be of potential importance.

D. Study models or casts of the teeth.

1. Impressions can be taken of the victim's teeth and then casts are made by using dental stone.
2. It is usually not necessary or practical to take impressions of the victim's teeth. However, there have been many occasions where casts have proven to be very valuable.
3. The consulting forensic odontologist will decide if this procedure is warranted.



Fig. 27-1
Example of charred dental remains. The mandible (lower jaw) has the crowns of the teeth fractured off.



Fig. 27-2
Examples of charred fragmentary dental remains (teeth and bone fragments).



Fig. 27-3
Examples of charred, fragmentary dental remains. Many of the fragments may look like charred pieces of wood or debris. The fragment that is second from the left in the top row is a charred piece of wood.

Securing of Ante Mortem Records

A. Types of ante mortem records.

1. X-rays.
 - a. X-rays are the most important ante mortem records.
 - b. Recover and submit all x-rays, including those x-rays taken 10-20 years ago. These x-rays may reveal additional information and may compare more favorably with the postmortem x-rays of the remains.
 - c. Obtain the original x-rays if at all possible. The dentist should duplicate the x-rays and retain the duplicates for his/her records. The original film should be a better quality x-ray than the duplicate.
 - d. Obtain the most recent ante mortem records. Most individuals have probably been treated by more than one dentist throughout their lifetime.
 - e. If conventional dental x-rays are unavailable, recover medical or chiropractic x-rays that may show the teeth.
 - f. Electronic transmission of scanned images of dental x-rays saved as bit map files can be accomplished when expediency is required. An initial rule-in or rule-out comparison can be made of the electronic image on screen. The original films can be sent later if necessary.
2. Dental charts.
 - a. Obtain the original dental chart if possible. If the dentist sends a copy, make sure the copy is legible.

- b. Dental charts can be very valuable, but the forensic odontologist must be aware that there may be errors incorporated into the chart by the dentist, the dental assistant or the hygienist making the entry. For this reason, x-rays are a much better means of making a comparison.
 3. Study models or casts of the teeth. If the dentist has retained models, they can be very valuable. If the individual has seen an orthodontist, there may be a very good possibility of obtaining study models.
 4. Photographs.
 - a. Many dentists obtain photographs of their patient's teeth as a means of documenting dental condition.
 - b. Family snapshots, graduation, wedding or military pictures may reveal a "smiling photograph." Teeth may be visible and disclose a missing, discolored, broken or chipped tooth.
 5. If partial dentures or full dentures are involved, request that all additional sets of dentures be recovered. A bite splint, mouth guard or orthodontic retainer should also be recovered.
- B.** Recover all ante mortem records available (including charts, x-rays, photographs and study models). X-rays that may be requested are bite-wing x-rays, periapical x-rays, a full mouth series of x-rays (consists of periapical and bite-wing x-rays), a panoramic x-ray or a lateral skull x-ray.
- C.** How to locate the treating dentist to obtain the ante mortem dental records.
 1. Inquire of family, friends and co-workers what dental clinic or dentist treated the individual.
 2. Inquire if the individual was treated or consulted a dental specialist (oral surgeon, orthodontist, etc.).
 3. Inquire if the individual had a dental insurance plan, a union dental plan, medical assistance or welfare benefits. This could lead to a dentist's name.
 4. Examine military and prison records.
 5. Examine medical records to see if the physician has a record of the name of the dentist.
 6. In a small community, it may be necessary to contact all the dentists and inquire if they have treated this individual.

Comparison of the Ante Mortem and Postmortem Records and X-rays

- A.** The more areas of alterations or problems with the teeth, the greater the potential for a positive identification. With a perfect set of teeth (no decay, no fillings or restorations and a good occlusion or bite), or if there are minimal postmortem or ante mortem remains for examination, an identification may be more difficult. It may still be accomplished; however, meticulous attention needs to be paid to all minute detail. Excellent ante mortem and postmortem x-rays are always preferable.
- B.** A positive identification must bear no unexplainable inconsistencies. Any differences in the ante mortem and postmortem records must be thoroughly and adequately explained.
- C.** There is no specific number of characteristics needed for a positive identification. Occasionally, a single tooth or jaw fragment may possess the degree of specificity necessary to establish a positive identification. The final decision as to the degree of credibility of the dental identification rests with the judgment and experience of the forensic odontologist.
- D.** Occasionally, the postmortem records are only consistent with the ante mortem records, and a positive identification cannot be effected based on the dental information alone. However, a dental finding of “consistent” may be a significant contribution. It may be used in combination with other modes of identification (fingerprints, personal effects, anthropological or other medical findings, serology, etc.), and serve as corroborating evidence and increase the credibility of the final identification.

Toxicology

Forensic toxicology testing is requested in many situations. These situations routinely involve testing for foreign substances (drugs and toxins) in biological specimens. Since there is no single test that can detect all drugs and toxins, a systematic approach is used in each laboratory to focus on the substances deemed appropriate for that particular case.

Some areas of forensic toxicology are highly standardized (e.g., blood alcohol and employment urine drug testing) and others less so. Because each laboratory is set up a little differently and pharmaceutical companies are constantly adding new drugs to the long list of available compounds, the investigator is encouraged to inquire about their toxicology laboratory's ability to detect a particular drug or toxin of interest.

Caution: Observe protocols relating to the collection of evidence.

(See Chapter 1, Evidence Integrity and Appendix A, Bloodborne Pathogens.)

I. Choice of Specimens

Blood and urine are the most commonly analyzed specimens in toxicology. More information regarding drug and alcohol levels can be found about these two specimens than any others. Toxicology results from these specimens provide the strongest basis for the interpretation of effects and exposure.

NOTE: In living individuals the concentrations of drugs in these fluids are constantly changing depending upon the relationship between the time of dosing and the time of sample collection.

Blood Samples

Blood/serum/plasma samples are the specimen of choice for investigations dealing with the effects of a drug on an individual's **functioning and behavior**. The primary example of this is a blood sample drawn for alcohol determination.

Doctors and toxicologists measure blood drug concentrations because they show the best correlation to the effects on an individual. Drug companies analyze these samples as part of their studies to determine “therapeutic” levels prior to releasing new drugs to market. These published studies by the drug companies along with those cataloging blood levels associated with toxicity and death are of prime importance for a toxicologist’s interpretations of a drug’s effects.

Even when an accurate blood level of a drug is obtained, the interpretation of its effects – the impairment and toxicity of the drug on a particular individual should be done with caution. Factors involved in such interpretations are:

- A. Tolerance levels
- B. Multiple drug interactions
- C. Biological variation
- D. Postmortem redistribution

Urine Samples

Drugs in urine samples can be detectable for days and concentrations can be many times higher than those in associated blood samples.

Because of this longer detection window and higher drug concentrations, urine samples are a better choice than blood samples for investigations seeking to answer the question of drug use or exposure. Examples of investigations where urine samples should be collected are cases involving drug use (e.g., bail jumping cases) and drug facilitated sexual assaults.

Urine drug levels show poor correlation to drug effects on an individual, and, therefore, published therapeutic/toxic ranges for urine are rare. Urine alcohol levels are a notable exception, because, if properly collected, they can be related back to the associated blood alcohol levels.

Detection Period

One of the most common questions asked of a toxicologist is “how long can drug X be detected in a person’s system?” This depends on a number of factors including but not limited to:

- A. The size of the dose
- B. The size of the individual

- C. The natural biochemistry of that individual
- D. The analytical capabilities of the laboratory (detection limits)
- E. The specimen being analyzed

As a general rule, most laboratories will not detect drugs in blood if the blood is collected more than 24 hours after the last ingestion/exposure. Of course, there are exceptions to this rule with some drugs/metabolites exceeding this limit and others becoming undetectable prior to this limit.

See Table 28-1 for comparison of **detection windows** for selected drugs/metabolites in blood verses urine. In general terms, drugs are detected in blood on the scale of hours while they are detected in urine on the scale of days.

Table 28-1

Estimated Detection Periods for Selected Drugs in Blood and Urine

DRUG/METABOLITE	BLOOD	URINE
Cocaine	2 – 8 hours	0.5 – 1 day
Cocaine Metabolite (Benzoyllecgonine)	20 – 36 hours	1 – 3 days
Heroin Metabolite (Morphine)	4 – 12 hours	2 – 4 days
Marijuana active chemical (THC)	2 – 6 hours (infrequent user) Longer for heavy users	≤ 1 day (if detectable @ all)
Marijuana Metabolite (11-nor-9-Carboxy-THC)	12 – 72 hours	2 – 7 days (casual use) 28 days (heavy use)
Methamphetamine	4 – 24 hours	2 – 4 days
GHB	≤ 6 hours	≤ 12 hours
Rohypnol Metabolite (7-AminoFlunitrazepam)	≤ 8 hours	2 – 3 days
Ketamine	12 – 24 hours	1 – 2 days

NOTE: *These detection periods will vary depending on an individual's drug use pattern, the specific user and the analytical capabilities/detection limits of the laboratory.*

II. Collection of Specimens – Living Individuals

Blood Samples

Blood samples from living individuals must be drawn by a licensed physician, nurse or medical technician. The directions given below are directed primarily toward these medical professionals, but law enforcement personnel can also benefit from this information.

For blood alcohol determinations, the skin at the collection site should be cleaned with techniques that avoid solutions containing alcohol. Modern analytical techniques can distinguish among the different alcohols, but it is highly recommended to use antiseptic towelettes (e.g., Zephiran® or benzalkonium chloride) that do not contain any alcohols for this sterilization step.

Fifteen to twenty milliliters of blood should be collected in gray-topped tubes (see Appendix B, Collection Kits). These tubes contain sodium fluoride as a preservative and potassium oxalate as an anticoagulant. Lavender-topped EDTA tubes can be substituted if necessary. After collection, gently invert the tubes for a few minutes to mix the additives into the blood. Each collection tube should be labeled with the following:

- A. The name of the individual whose blood was drawn
- B. The date and time of the blood draw
- C. The initials of the person drawing the blood

The tubes and the primary container should be sealed to prevent unauthorized opening. This can be accomplished with the use of evidence tape placed over the top of the closed tube and around the primary container and initialing across the boundary between the tape and the tube/container. Best practice is to seal **both** the individual tubes **and** the primary container.

Urine Samples

When urine samples are collected for forensic purposes, the donor may be motivated to submit a false (clean) sample. In this situation, the urination should be observed by authorized personnel. Common ways to falsify a urine sample include dilution with tap or toilet water or by substituting clean, purchased urine for one's own urine. This can even be done through the use of an anatomically correct apparatus.

Twenty or more milliliters of urine should be collected in plastic cups that are manufactured for this purpose (see your local hospital) or in a pristine glass screw-top jar. After the urine is collected, the lid should be tightened and the container sealed with evidence tape. The collector/witness should place their initials across the boundary between the evidence tape and the container. The container should be labeled with the following information:

- A. The subject's name
- B. The date/time of collection
- C. The collector/witness's initials

If the urine sample is to be transported, the primary container should be sealed in a plastic bag to retain any liquid that might leak. If done properly, this plastic bag can be a secondary evidence seal which will allow any leaked urine to still be analyzed if necessary. The person sealing this plastic bag should initial the seal. Do not place any paperwork inside this plastic bag in the event of a leak.

Other Toxicology Samples

For other types of toxicology samples, follow the directions above for urine samples.

III. Collection of Specimens – Deceased Individuals

For deceased individuals, an autopsy is often warranted (see Chapter 25, *Autopsy*) at which time samples for toxicology should be collected. The selection of toxicology samples in postmortem cases can vary; however, some samples are of primary importance. A tiered approach is used here.

Tier One: Primary Specimens

Blood: Collect at least 20 milliliters in gray-topped tubes. As with living persons, blood is the primary specimen for postmortem toxicology. Blood collected at autopsy is routinely from the heart. This cardiac blood is usually plentiful and readily available. The collection of an additional blood sample from a peripheral site is a valuable adjunct to the cardiac blood because of the phenomenon known as postmortem redistribution

(see below). Samples to substitute for blood can include spleen, bile and liver (see Tier Two: Replacement/Additional Specimens).

Urine: Collect 15 or more milliliters of urine in a clean glass jar or a urine cup. Urine is a valuable specimen for the same reasons as discussed for living people. Urine alcohol levels can also be useful in decomposition cases to interpret the neo-formation of ethanol. Samples to substitute for urine include bile, liver and kidney (see Tier Two: Replacement/Additional Specimens).

Peripheral Blood: Collect 10 or more milliliters of blood from a peripheral location in gray or lavender-topped tube(s). The preferred peripheral location is the femoral vein followed by a subclavian vein. The vein should be tied off nearest the central cavity to prevent pulling blood from this area. Drug levels in blood can elevate over time following death as drugs diffuse from blood-rich organs (heart/liver/lungs) into the blood contained in nearby blood vessels or cavities. This phenomenon, known as **postmortem redistribution**, is less pronounced in peripheral blood which is further from these major organs. Samples to substitute for peripheral blood include vitreous humor and liver.

Vitreous humor (eye fluid): Collect 2-5 milliliters in a gray-topped tube. Vitreous fluid is useful for the interpretation of blood alcohol in cases of decomposition or trauma and can be related back to the associated blood alcohol level. This fluid can also be used to some degree as a replacement for peripheral blood.

Stomach contents: Collect the entire contents or a **measured** portion in a clean glass jar. Stomach contents can be used to determine the amount of drug taken by an individual just prior to death. This analysis can be helpful in determining suicidal intention. For accurate analysis, the toxicologist must be informed if only a portion of the stomach contents is submitted (e.g., “1/2 of the total stomach contents submitted”).

Ante mortem blood/serum/urine samples collected upon admission to the hospital: These samples are very important in cases where the individual survived for a significant period of time in a hospital prior to death and can be used in lieu of postmortem specimens.

Tier Two: Replacement/Additional Specimens

Spleen samples: A representative sample (approximately 10-20 grams) in a clean glass jar. The spleen is a blood rich organ which can be used in lieu of liquid blood.

Bile samples: 5-10 milliliters in a gray-topped tube. Bile samples contain high drug concentrations and can be used in lieu of urine samples to screen for toxic substances.

Liver samples: A representative sample (approximately 50 grams) in a clean glass jar. Liver samples can be useful in cases of postmortem redistribution (see peripheral blood) and extreme decomposition.

Kidney samples: A representative sample (approximately 50 grams) in a clean glass jar. Kidney tissue or kidney fluid can be used instead of urine if bile and liver are unavailable.

Tier Three: Specialty Samples

Hair samples: Collect a large sample (at least one-half inch diameter lock of 3-inch long head hair) for toxicology work. Hair samples show historic drug use but are not useful for acute poisoning cases. The Wisconsin State Crime Laboratory does not currently analyze hair samples for drugs.

Lungs: Lungs can be collected in an airtight container (clean, unlined paint can) if solvent inhalation is suspected immediately prior to death. The gaseous headspace above the organ can be sampled for analysis of volatiles.

IV. Specimen Storage and Shipping

All toxicology specimens should be stored according to the following recommendations:

- A.** Short term (weeks/months) – refrigerated storage
- B.** Long term (months/years) – frozen storage

NOTE: For frozen storage of liquid samples, ensure there is enough airspace (about 10% of the volume) in the container to allow for expansion of the liquid as it freezes.

If specimens are to be sent through the mail, follow the U. S. Postal Service regulations regarding shipment of biohazardous evidence. Biological samples sent through the mail must be packaged in the following manner:

- A. The sample must be **triple packaged** in a primary leak-proof receptacle, a secondary container and a rigid outer shipping container.
- B. The two innermost (primary and secondary) containers must each be sealed and marked with a biohazard sticker.
- C. The primary container must be wrapped in enough absorbent material to retain the sample should the container leak or break.

For the most current information regarding packaging, see U. S. Postal Service, Domestic Mail Manual at www.USPS.gov or IATA Packing Instruction 650.

V. Toxicology Testing

Toxicology testing can be as routine as a single blood alcohol test or as complex as the quantitation of numerous drugs in multiple samples. The level of testing required generally depends upon the type of case and the charges pending. The Wisconsin State Crime Laboratory provides the following toxicology testing services.

Blood Alcohol Only

Felony operating while intoxicated cases (OWI), crimes of violence such as domestic abuse, reckless use of a weapon and endangering safety often involve only alcohol testing. For the majority of these cases, if the blood alcohol level is high enough to prove impairment/intoxication (e.g., at 0.08% and above), no further drug testing will be done unless other arrangements are made. Generally, alcohol has the predominant effect over other drugs that may be present and is well suited to support these charges.

Probation and parole violations where the initial charge is a felony will be accepted and testing will follow the dictates of these release programs.

Blood Alcohol and Immunoassay Screening with Confirmation

Alcohol testing plus immunoassay screening for a routine panel of drugs is the next level of testing. Any immunoassay positives are followed by gas chromatography/mass spectrometry (GC/MS) confirmation. This level of testing is often used for felony suspects in controlled substance cases and homicide victims where the cause of death (e.g., shootings or stabbings) is known. The current standard immunoassay panel includes:

- A. Amphetamine
- B. Methamphetamine
- C. Cocaine/metabolite
- D. Opiates (e.g., codeine, morphine, hydrocodone, hydromorphone, oxycodone, heroin metabolite)
- E. Benzodiazepines (e.g., diazepam, alprazolam, clonazepam, lorazepam, flunitrazepam)
- F. Phencyclidine (PCP)
- G. Barbiturates
- H. Cannabinoids (marijuana)

Blood Alcohol, Immunoassay Screening and General Drug Screening with Confirmation/Quantitation

This level of testing adds a general drug screen. This drug screen detects a broad spectrum of acidic, basic and neutral drugs including over 150 pharmaceutical compounds, designer drugs and poisons.

Additional Testing

Additional tests are available and are utilized as needed or requested. These include

- A. GHB (gamma-hydroxybutyrate) which is routine for drug facilitated sexual assault cases
- B. LSD
- C. Carbon monoxide (carboxyhemoglobin)
- D. Cyanide
- E. Salicylates (aspirin)
- F. Acetaminophen
- G. Heavy metals (urine only)

Communication between the Crime Lab and the submitter is important to ensure the proper level of testing.

VI. Laboratory Choices: Hygiene Lab vs. Crime Lab

The State of Wisconsin has two independent FORENSIC TOXICOLOGY laboratory systems. One is the Wisconsin State Crime Laboratory which is part of the Wisconsin Department of Justice and the other is the Wisconsin State Laboratory of Hygiene (WSLH) which is part of the University of Wisconsin System. For animal toxicology cases, contact the Wisconsin Veterinary Diagnostics Laboratory (for contact information, see section VII).

The submitter should select the correct laboratory prior to mailing. **Valuable time is lost and the chain of custody is extended when specimens are sent to the wrong laboratory.** For this reason, if you are using a WSLH kit for a Crime Lab case do not use the mailing label supplied with the WSLH kit; instead use a mailing label for the Crime Laboratory serving your area (Madison covers the Wausau Lab service area for toxicology). It is also important to include a completed Transmittal of Evidence Form when WSLH kits are submitted to the Crime Lab.

Table 28-2 should help you determine which toxicology laboratory to use.

By statute, the Crime Laboratories are only required to accept cases involving a felony or a potential felony. By agreement, however, the Crime Laboratory does analyze misdemeanor intoxicated use-of-a-firearm cases and misdemeanor marijuana cases which have a court date scheduled.

Table 28-2**Submissions: Hygiene Lab vs. Crime Lab**

OFFENSE	HYGIENE LAB	CRIME LAB
Driving Under the Influence (DUI) Impaired by alcohol and/or other drugs. Includes snowmobiles, motorboats, and ATV's.	ALL OFFENSES Including great bodily harm, vehicular homicide.	ONLY FELONIES ACCEPTED
Death Investigations	Suicides & routine death investigations. Submission by coroner or medical examiner only.	Death is suspicious and possible felony CHARGES pending.
Probation and Parole Violations	Initial charge must be a MISDEMEANOR otherwise a FEE is required.	Initial charge must be a FELONY.
Crimes of Violence Domestic Abuse, Drug Facilitated Sexual Assaults, Weapons Charges	NOT ACCEPTED	ACCEPTED
Controlled Substance Cases	NOT ACCEPTED	MUST BE A FELONY Biological samples alone are not sufficient for possession charges.

VII. Toxicology Laboratory Contact Information

The Crime Laboratories in Madison and Milwaukee both have Toxicology Units. The addresses and phone numbers are listed in the Introduction.

The State Lab of Hygiene can be contacted at

Wisconsin State Laboratory of Hygiene (WSLH)

2601 Agriculture Drive, P.O. Box 7996

Madison, WI 53707-7996

(608) 224-6241

<http://www.slh.wisc.edu/ehd/toxicology>

Contact information for the Wisconsin Veterinary Diagnostics Laboratory can be found at <http://www.wvdl.wisc.edu>.

In addition to the state laboratories, there are also independent laboratories which are approved to analyze blood and urine specimens for alcohol under Wisconsin Statute 343.305(6)(a). A list of all approved laboratories can be found at http://dhs.wisconsin.gov/rl_DSL/Labs/LABSintro.htm or by calling the Wisconsin Department of Health and Family Services, Division of Supportive Living, Clinical Laboratory Unit at (608) 267-9862.

VIII. Toxicology Kits

The Wisconsin State Crime Laboratory provides autopsy kits for a fee. See Appendix B, *Collection Kits* or call the Madison Laboratory for details.

The WSLH provides blood and urine collection kits intended for use in driving under the influence (DUI) related offenses and are free of charge for these purposes. See above for their contact information.

Poisoning

Some poisonings are readily recognized and present no problem in detection. At times, however, poisoning symptoms resemble those of natural illnesses, and the occurrence of the poisoning may be difficult to detect. The investigator should always be alert for clues which may suggest poisoning, whether it is intentional or accidental.

Caution: Observe protocols relating to the collection of evidence.

I. Poisoning – Human

Procedure Relating to the Scene

Thoroughly search the immediate area for containers (medicine bottles, drinking glasses, spoons, hypodermic syringes, needles, aerosol containers, etc.), taking care to preserve any fingerprints which may be on the evidence. The last food items consumed may be considered evidence in some poisonings (see Procedure Relating to Supplementary Information, A.5).

Procedure Relating to Victim

- A.** Note any symptoms (vomiting, shivering, unconsciousness, unusual color, or rigor mortis).
- B.** If toxic symptoms are closely associated with the ingestion of food or drink, collect a reasonable portion (8 ounces) of these items.
- C.** If the victim is living, have a physician recover blood and urine specimens. Refer to [Chapter 28, Toxicology, II. Collection of Specimens – Living Individuals](#) for the appropriate collection procedures.
- D.** If the victim is dead, a complete autopsy must be performed. The following specimens should be collected:
 1. Blood
 2. Urine
 3. Stomach contents
 4. Liver
 5. Hair

6. Ante mortem blood and urine
7. Vitreous Humor (eye fluid)
8. Bile

Refer to **Chapter 28, Toxicology**, III. Collection of Specimens – Deceased Individuals for the appropriate collection procedures relating to each of these specimens.

Procedure Relating to Supplementary Information

- A.** Record information from victim's family or other sources:
 1. Name, age, sex, and weight of victim.
 2. Date and approximate time victim was last seen.
 3. Type and quantity of substance that may be related to the cause of death.
 4. Other drugs or medicines available to the victim in the three days prior to the onset of symptoms. Document the contents of the medicine cabinet. For prescription drugs include the prescription dates, the amount prescribed (e.g., number of pills) and amount of medicine remaining.
 5. If death was sudden, obtain details of last known food or meal.
 6. List date and time deceased was found.
- B.** Record/collect the following medical information:
 1. Victim's medical history, including a list of all medications used.
 2. Attending physician's observations and treatment of victim prior to death.
 3. The autopsy report including the pathologist's observations and conclusions.
 4. If resuscitative attempts were made, list all drugs administered by medical personnel.

II. Poisoning – Animal

Cases of non-felony animal poisoning should not be submitted to the Laboratory. The Wisconsin Veterinary Diagnostic Laboratory handles animal poisoning cases. Their telephone number is (608) 262-5432 or (800) 608-8387.

Controlled Substances

Forensic Scientists in the Controlled Substances Unit detect and analyze controlled substances and other drugs in plant materials, powders, liquids, capsules, tablets, cigarettes (joints), cigars (blunts) and many forms of paraphernalia such as scales, spoons, straws and smoking devices. They also assist agents from the Division of Criminal Investigation (DCI) in assessing, processing and collecting evidence at clandestine drug laboratories.

I. Submission of Drug Evidence

Proper collection, packaging, storage and submission of drug evidence help ensure the integrity of the evidence for forensic analysis. Each type of evidence requires specific handling precautions that need to be followed when submitting drug evidence to the laboratory for analysis.

There are different types of drugs in many forms. Some of the commonly seen types are listed in this section.

Marijuana

The most common plant material submitted to the Laboratory for analysis is marijuana. Marijuana contains the controlled substance tetrahydrocannabinol, commonly known as THC. Upon seizing the evidence, the officer should perform a Duquenois-Levine color test on the suspected plant material. A positive color test should be sufficient for probable cause at a preliminary hearing.

For simple possession cases, the dried plant material should not be submitted to the Laboratory for a chemical analysis **until a trial date has been set**. Associated paraphernalia such as pipes, cigarette papers and roaches often found with suspected plant material should only be submitted to the Laboratory if they are essential to the case.

Fresh plant material such as recently harvested marijuana plants need to be dried prior to packaging or packaged in breathable containers such as brown paper bags to allow the material to dry safely. If fresh or wet plant material is packaged in airtight containers such as plastic bags, it will rot fairly rapidly like wet silage, forming a soft, watery mass with a foul pungent odor. In addition, the material can become moldy. Moldy plant material is a **potential health risk**. The time to **dry plant material is immediately upon confiscation**. If your agency confiscates fresh plant material, the following should be done:

- A. Air dry the material in a well-ventilated, secure area until thoroughly dry.
- B. After obtaining the weight of the evidence, take representative samples of the **dried** plant material from each batch (container, package, etc.) and seal them for transmittal to the Laboratory (see Section V. Drug Packaging). A few grams of material from each item are sufficient for analysis.
- C. Package the dried plant material in a sealed paper bag or envelope to further reduce the possibility of spoilage.

Khat

Khat is plant material that is native to eastern countries of Northern Africa. Khat is usually seen as tied bundles which consist of plant shoots with



Fig. 30-1
Marijuana in PVC Pipes



Fig. 30-2
Marijuana Bales

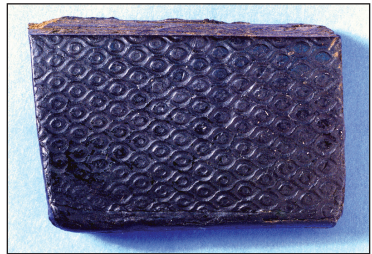


Fig. 30-3
Brick of Hash



Fig. 30-4
Bundles of Khat

green leaves wrapped in a large plant leaf. Khat contains two controlled substances, cathinone and cathine. Without the proper preservation, cathinone (Schedule I) will break down into cathine (Schedule IV).

To help prevent this breakdown and preserve the material, khat should be frozen soon after confiscation.

Other Plant Material

Other plant materials containing controlled substances may also be encountered. Common examples are peyote cactus containing mescaline, psilocybin mushrooms and opium poppies. Plant material of this nature may be submitted to the Laboratory for analysis anytime after the plant material has been thoroughly dried.



Fig. 30-5
Peyote Buttons (Mescaline)



Fig. 30-6
Psilocybin Mushrooms



Fig. 30-7
Opium Poppies

Powders and Chunky Material

Cocaine, cocaine base (crack) and heroin are controlled substances usually seen in a powdered or chunky form. These drugs are commonly encountered in colors ranging from white to off-white, tan to brown. Cocaine is sometimes seen as compressed bricks of white to off-white powder (kilo bricks), with logo marking and multiple layers of tape and plastic packaging.

Upon seizing the evidence, the officer should perform the appropriate color test(s) for the suspected material (see Section II. Color Testing). If the confiscated powder or chunky evidence is in trace or residual amounts, avoid conducting any color tests. The recommended procedure for this type of evidence is to submit the items to the Laboratory for analysis.

Liquids

Phencyclidine (PCP), gamma-hydroxybutyric acid (GHB), gamma-butyrolactone (GBL), 1,4-butanediol and anabolic steroids are controlled substances usually seen in liquid form. Steroids usually are available in pharmaceutical preparations with labels often in a foreign language. As liquids are usually transported in glass containers, care while packaging and shipping must be exercised to prevent the container from breaking.



Fig. 30-8
Steroids

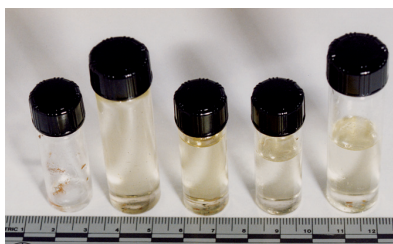


Fig. 30-9
Liquid PCP

Pharmaceuticals

Pharmaceutical tablets, capsules and patches which are seized can frequently be identified through their markings (imprint codes). An officer should consult references such as the *Physicians Desk Reference*, *Drug Identification Bible*, *Pharmer.org* or *Identadrug online* to determine if the evidence is a controlled pharmaceutical preparation. Alternate sources of information about marked tablets, capsules and patches are area pharmacists, local or regional poison control centers or the Laboratory.

Illicit Tablets



Fig. 30-10
Illicit Tablets
Submitted as
“Ecstasy”

Illicit tablets often contain many types of controlled substances and these appear in many colors and logos. These tablets are commonly referred to as “ecstasy”. Ecstasy tablets have traditionally contained methylenedioxymethamphetamine (MDMA). However, laboratory analysis of “ecstasy” tablets have found other controlled substances such as 3,4-methylenedioxyamphetamine (MDA), benzylpiperazine (BZP),

methamphetamine, ketamine, PCP and GHB, often in combination with MDMA and other adulterants. It is recommended that officers submit illicit tablets to the Laboratory for analysis to determine the specific controlled substance(s) present.

Syringes and Other Sharps

Because of the dangers for contracting bloodborne diseases through an exposure to a contaminated needle or syringe which has been used for injecting drugs, extreme caution needs to be exercised when handling, packaging, storing and submitting these items as evidence (see Appendix A, Bloodborne Pathogens). **DO NOT SUBMIT** syringes or needles to the Crime Laboratory for analysis **unless absolutely necessary**. If syringes, needles, razor blades or any other sharp items are to be submitted to the Crime Laboratory, be sure to handle them with **extreme care** and to package them in sealed **puncture-proof and biohazard-labeled** containers.

II. Color Testing

Drug test kits, available from commercial suppliers, provide investigators with preliminary information regarding the nature of a suspected controlled substance. Although the results of these tests are not sufficient to serve at trial as definitive identification of a controlled substance, they often will suffice for probable cause at the preliminary hearing. In many instances, these results can be used to obtain search and arrest warrants. Therefore, it is crucial that these tests always be performed according to the manufacturer's instructions. **NOTE: Wisconsin law enforcement agencies may purchase drug test kits under the Wisconsin DOJ contract. (See Wilenet.org for more information.)**

In cases where only small amounts of material are present, **never use more than 1/10 of the material for the test**. If there is not enough material to run the test, skip the color test and submit the item to the Laboratory for analysis.

DO NOT send the used plastic pouches containing the results of color tests to the Laboratory with the evidence. These pouches contain chemicals that may leak and contaminate your evidence. Used pouches should be disposed of according to the manufacturer's instructions.

III. Pseudo Drugs

The State Crime Laboratory in Milwaukee supplies pseudo-cocaine and pseudo-heroin used in narcotic canine training. The pseudo drugs are available in pound and half-a-pound sizes only. Agencies interested in obtaining pseudo drugs need to request in writing on official letterhead the following:

- A. The type and quantity of the pseudo drug needed.
- B. The date by which the material is needed. (If possible, no less than ten working days).
- C. The name and phone number of the contact person and the billing address of the agency making the request.
- D. The shipping address, if the items are to be sent via FedEx or UPS.

Send the request to the following address:

**WI State Crime Laboratory
Attn: Chemistry Supervisor
1578 S. 11th Street
Milwaukee, WI 53204**

The requesting agency will be billed with an invoice, the total amount to be remitted within thirty days.

IV. Latent Prints/DNA on Drug Packaging Materials

When it is anticipated that latent print examination or DNA testing will be needed on drug packaging materials, **the drug item should be separated from the original packaging when it is reasonable to do so.** The drug item (powders, plant material, etc.) and the packaging should be sealed in separate containers prior to submitting to the Laboratory for analysis. (See Section V. for repackaging guidelines.) Notify the Laboratory that latent print and/or DNA analysis is requested in addition to drug analysis **at the time the evidence is submitted.**

The contents of each evidence container should be itemized on the transmittal form for proper receipting of the evidence. **Nonspecific terms such as “drug packaging” and “paraphernalia” should be**

avoided. Transmittal information should include item by item notations as to what analyses are being requested. For example, the transmittal should read:

Exhibit #	Qty.	Item Description and Source
1	5	smoking pipes (Drugs & Prints)
2	10	zip-top plastic bags (DNA & Prints)
3	2	drug packages consisting of duct tape, heat-sealed plastic and plastic wrap (Prints)

NOTE: All persons handling these items should wear gloves as a safety precaution and to prevent their own prints or DNA from being deposited onto the evidence.

V. Drug Packaging

If items of drug evidence require repackaging [i.e., separation of original packaging for latent print or DNA analysis (see Section IV) or submission of representative samples to the Laboratory], use the following packaging guidelines.

- A. Powders and plant material should be repackaged in paper packets, envelopes or paper bags. Ensure that the drug evidence does not leak from any seams or seals. **Do not** place small amounts of powder or plant material in heat-sealed plastic sleeves or large plastic bags. The static electricity generated by the plastic makes recovery of the material difficult.
- B. Liquids can be left in their original glass containers if the container is leak proof. Liquids in metallic containers should be transferred to a glass container. If a large quantity of liquid is encountered, submit only a representative sample (approximately 20 milliliters) for analysis. Liquids requiring repackaging should be placed in a glass vial which is then placed in a Nalgene bottle (see Figure 1-4 in [Chapter 1, Evidence Integrity](#)).
- C. Items for DNA examination should always be packaged in paper envelopes or bags or cardboard boxes. All who handle the materials should wear gloves and take proper precautions to prevent depositing their own fingerprints or contaminating with their own DNA (see [Chapter 5, DNA Evidence and Standards](#), II. Collection of DNA Evidence, Contamination Prevention During Collection).

Please contact the Laboratory if you have any questions regarding the repackaging of evidence.

VI. Clandestine Drug Laboratories

Domestic clandestine drug laboratories range from crude makeshift operations to highly sophisticated and technologically advanced facilities, some of which are mobile. They can be set up anywhere and are often found in private residences, motel and hotel rooms, house trailers, houseboats, campgrounds and commercial establishments. Often these laboratories are hidden in nondescript houses or barns in remote rural areas. Some of these facilities contain sophisticated surveillance equipment and may be booby-trapped. This may be done to prevent intruders and law enforcement personnel from entering or to destroy any evidence if the facility is discovered.

Extreme care and caution should be used whenever investigating or processing a clandestine lab site. The substances used in the production of controlled substances may be **caustic, corrosive, carcinogenic, poisonous, irritating, explosive or flammable.**

Law enforcement personnel engaged in clandestine drug laboratory investigations and seizures should have specialized training in the investigation of such laboratories, the appropriate health and safety procedures and the use of personal protective equipment.

Clandestine drug laboratories may also involve the removal and proper destruction of large quantities of hazardous toxic chemicals. The disposal of these chemicals is strictly regulated by state and federal environmental protection agencies. The liability for the removal and disposal of these chemical hazards is often the single largest cost-producing portion of any clandestine lab investigation.

Any law enforcement agency that believes there is a possible clandestine drug laboratory in their vicinity should first contact their regional Division of Criminal Investigation (DCI) office for assistance in the investigation.

Arson

Many times it is difficult to ascertain whether a fire was accidental or arson. This is especially true when simple ignition devices such as a match and paper were used to start the fire. Frequently, flammable liquids such as gasoline, oil, fuel oil, charcoal lighter fluid, etc., are used as accelerants. If used, and if the fire origin can be determined, it may be possible to detect and classify accelerants.

*The Laboratory is equipped with sensitive instruments capable of detecting and classifying trace quantities of volatile hydrocarbons. Detection is not possible if the fire completely consumes the accelerant or if the samples are not from the fire's origin. Because flammable liquids readily evaporate, great care must be taken in the collection and packaging of fire debris suspected of containing them. Containers of arson evidence need to be airtight to prevent loss by evaporation and possible contamination. Moisture is not a problem. **Do not air dry arson evidence.***

Caution: Observe laws relating to the collection of evidence.

In considering whether or not a fire is a case of arson, review the possible motives (financial gain, personal satisfaction, concealment of another crime, revenge or pyromania). The following is a brief general procedural guide for use in investigation of suspected arson cases.

I. Procedure at Crime Scene

- A.** Note (and photograph to scale whenever applicable):
1. Condition of all locks, doors, windows. If entry has been forced, see Chapter 14, Burglary and Chapter 15, Building Materials.
 2. Origin of fire (one or many sites?).
 3. Identification of igniting material (foreign to the scene?).
 4. Presence of flammable liquids by:
 - a. Odor of petroleum products, paint solvents, alcohol, etc.
 - b. Stains on floor or other material

- c. Evidence of explosions not due to heat (shattered glass)
 - d. Unusual burn patterns (splashed areas or trailers)
 - e. Rapid spread of fire not explainable by structure, weather, or other conditions
 - f. Smoke not explainable by building materials
 - g. Characteristic heavy soot
 - h. Unusual flame coloration
5. Evidence of another crime which the fire might conceal (items stolen, evidence of violence).
 6. Recent similar fires in the vicinity (date, time, location, intended victim).
- B.** Collect in separate, airtight containers (e.g., one-pint through five-gallon new, unused, unlined metal paint cans):
1. All igniting devices (fuses, candles, wicks, trailers, rags, etc.).
 2. Charred debris and related material from the origin where the accelerant was placed (container should be one-half to three-quarters full).
 3. Samples of plaster, upholstery, wood or other substances that may have been penetrated by flammable liquids. Any fresh stains should be collected.
 4. Samples of soil (two to three quarts) which may have been saturated by flammable fluids (container should be three-quarters full).
 5. Any trace evidence left by the arsonist such as hair, clothing, fibers, bloodstains, fingerprints, etc. (For proper collection procedure, see chapter pertaining to that specific type of evidence.)
 6. Any and all tools or pieces of metal at the scene (airtight container not necessary).
 7. Liquids should be collected in airtight clean glass bottles sealed with Teflon®-lined caps or absorbed onto a clean cloth and placed in an airtight container.
 8. Samples of carpeting and/or padding which readily absorb flammable liquids collected from around the point of origin (in vehicles as well as buildings). **A sample of uncontaminated carpeting and/or padding must be collected separately and submitted for comparison purposes.**

9. When fire debris consists of carpeting, cloth, plastics, polymers, synthetics or other material, uncontaminated known samples must be collected separately and submitted. Control samples allow the scientist to distinguish between natural or fire-produced artifacts and flammable liquids.
- C.** If a container is found that has a flammable label on it and is suspected of being involved in the fire, a container of the same labeling should be purchased from an area store and submitted to the Laboratory. If unavailable, send in the description of the flammable contents from the label.
- D.** In cases involving large volumes of flammable liquids or suspected flammable liquids, contact the Laboratory for the proper procedures in handling and packaging.

II. Suspects

Incidental to arrest, with consent, with a search warrant, or with a combination of the above, obtain the following:

- A.** Fuels, flammable solvents, tools or starting devices in the suspect's car and home. Submit fire-starting devices only after they have been deactivated and properly packaged.
- B.** Clothing worn at the time of the crime, including shoes (package in clean, unlined paint cans or specifically made fire debris nylon bags).
- C.** Any stains from the vehicle's interior if possible. The car may have been involved in transporting the suspect or incendiary materials to or from the crime scene.
- D.** Any trace evidence (paint, glass, building materials, etc.) which might connect the suspect to the scene found on the suspect's clothing or in the suspect's car or home.



Fig. 31-1
New, clean, unlined paint cans make ideal containers for preserving evidence suspected of containing accelerants. Cans are available from paint stores or wholesalers.



Fig. 31-2
Char pattern typical of the use of accelerants. The area where the accelerant is in contact burns hotter and therefore leaves a char pattern that is different from surrounding areas. Door propped open, holes chopped in floors, "trailer" used to direct the fire from one area to another, etc., are all reasons to suspect that a fire is due to arson.

Explosives, Bombs and Fireworks

I. Explosives and Bombs

When the explosion is the result of a criminal act, a very careful and methodical search of the scene will frequently reveal evidence indicating the type of explosive involved; further, the search may reveal fragments or parts of either the container, the fuse mechanism or a time-delay device. The scene should be roped off, guarded, and all nonessential personnel evacuated from the area. The Laboratory, upon request, will assist the law enforcement agencies in properly processing the scene.

In those instances where suspected explosives or explosive devices are encountered, it is suggested that **no attempt be made to move or neutralize the explosive or device**. A local bomb squad or the Federal Bureau of Alcohol, Tobacco and Firearms (ATF) should be contacted by telephone and assistance requested. In Wisconsin, ATF has two districts:

The Eastern District in Milwaukee, (414) 727-6170

The Western District in Madison, (608) 441-5050

Because of the danger and complexity involved, no attempt is being made in this handbook to outline safe or recommended procedures to be followed in the handling or neutralizing of suspected explosive materials. The ATF or local bomb squad should be informed by telephone as to the nature, type, size, location, etc., of the suspected explosive substance, as well as any other pertinent information. This will then permit the ATF or local bomb squad to make preliminary recommendations regarding precautionary measures which can and should be taken. If explosives are encountered:

- A. Do not** attempt to neutralize or destroy explosives.
- B. Do not** turn on any electrical switches.
- C. Do not** walk or step in any liquid or suspected explosive material.
- D. Do not** smoke or use matches in area.
- E. Do not** move any objects.

If a suspected bomb or package foreign to the scene is encountered:

- A. Do not** move, turn over, or disturb package or suspected bomb.
- B. Do not** immerse in any liquid.
- C. Evacuate** building and immediate area.
- D. Do not** pick up or handle any detonators or explosives.
- E. Do not** breathe any vapors which may be present. Nitroglycerine may cause a very severe headache.
- F. Do not** transport suspected explosive devices or bombs to the Laboratory.

CAUTION: Electric blasting caps may be detonated by police radio transmission or cellular phones.

Fig 32-1

Although the destruction caused by a bomb is great, the pieces of the device which survive are surprising. Investigators should be alert to the investigative leads such debris can provide.



II. Fireworks

The current law regulating the manufacture, possession, sale and use of fireworks is contained in Wisconsin Statutes §167.10. By definition, fireworks means anything manufactured, processed or packaged for exploding, emitting sparks or combustion, which does not have another common use. Certain devices are specifically excluded from regulation as fireworks, unless controlled locally by city, village or town ordinance. A list of excluded (non-permit) devices is contained in Wisconsin Statutes §167.10. All other devices require a permit for their possession and use. **The Wisconsin State Crime Laboratory DOES NOT accept fireworks as evidence or for destruction.**

Questioned Documents

Forensic science is the application of various sciences to the law. The application of allied sciences and analytical techniques to questions concerning documents is termed forensic document examination. The examination of questioned documents consists of the analysis and comparison of questioned handwriting, hand printing, typewriting, commercial printing, photocopies, papers, inks, and other documentary evidence with known material in order to establish the authenticity of the contested material as well as the detection of alterations.

Forensic Document Examiners are often referred to as “handwriting experts.” Forensic document examination includes handwriting and other examinations. Handwriting includes cursive writing, hand printing, numbers and other marks or signs. Calligraphy and determining personality from handwriting are not part of forensic document examination.

I. Evidence Submitted for Document Examination

Typical cases submitted to a forensic document examiner are the identification of handwriting, typewriting, and source determination of the output of business machines like printers, copy machines and facsimiles.

Other cases include the identification of ink, paper and writing instruments; the dating or sequence of preparation of documents; and the decipherment of obliterated material on questioned documents.

The final results in an examination of documents are determined by the **quality** and **quantity** of material available to the forensic document examiner for comparison. The investigator should submit all of the questioned material and as much comparable known material as possible.

Evidence types submitted to the document section includes checks, credit card receipts, bomb threats, anonymous letters, bank robbery notes, prescriptions, suicide notes, graffiti images, gift certificates, log books, medical records and business records.

Document cases vary considerably. **Call one of the forensic document examiners at the Crime Laboratories in Madison or Milwaukee to help you determine what questioned and known material will be necessary to submit in your case.**

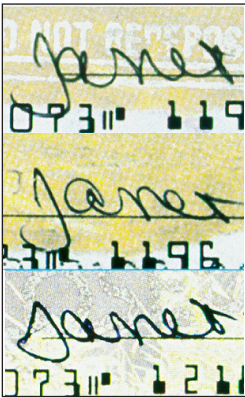


Fig. 33-1
Three handwritten
questioned signatures.

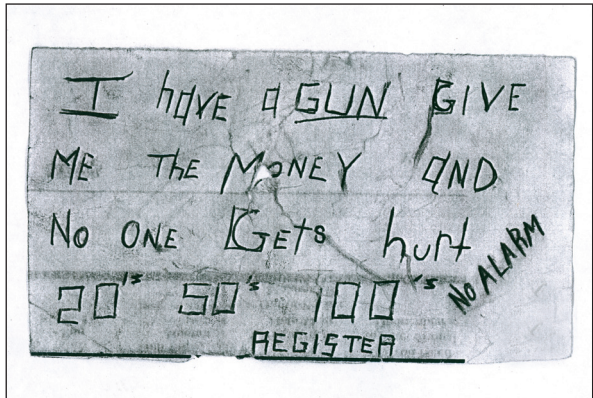


Fig. 33-2
Hand printed bank robbery note.

II. Known Writings for Comparison

Known standards must be adequate. One or two standards are generally not enough to identify a writer. Collect enough writing from each person to allow the forensic document examiner to study the range of natural variation in each person's handwriting.

Requested Exemplars

Requested exemplars are handwriting specimens written by request for the purpose of comparison with questioned handwriting. **The text of the questioned document should be duplicated on the requested exemplars.**

The text of the questioned and exemplar material must be comparable: A's cannot be compared with G's – "John Jones" cannot be compared with "Samuel Hansen" – J's must be compared with J's and the ohn's with ohn's.

When collecting exemplars, approximate the questioned writing.

Considerations include:

- A. If the questioned writing is cursive – collect cursive known writing.
- B. If the questioned document is hand printed – collect known hand printing.
- C. If questioned writing is written with a ballpoint pen – collect known writings written with ballpoint pen.
- D. If the questioned writing is on ruled paper – collect known writings on ruled paper.
- E. Duplicate the wording, the writing instrument and the space on the paper available for writing.

Handwriting Exemplar Booklet

A Handwriting Exemplar Booklet is available from the Laboratory to all law enforcement agencies in the state at no charge. The booklet is strongly recommended for cases involving checks. **It is imperative that the booklet be completed in its entirety, with the same text as is used in the questioned document.**

Procedures for Taking Requested Exemplars:

- A. **Do not permit subject to see questioned document while exemplars are being written.**
- B. Do not leave the subject.
- C. Have subject seated in a natural position at a table or desk.
- D. Furnish subject with paper similar to that used in the questioned documents. **Always provide subject with a separate sheet for each specimen; requested exemplars should not be written one beneath the other on a single sheet.**
- E. Duplicate the writing instrument.
- F. Dictate material to be written at a comfortable rate of speed for the subject; give no assistance with spelling or arrangement on the page.
- G. Have subject initial each page as completed.

- H. Remove each page from view immediately upon completion by subject; number in sequence; add date and time and identify by placing your initials on each specimen. Investigator's notations should be placed inconspicuously in an area removed from subject's handwriting.
- I. Dictate at a fairly rapid rate of speed one or two paragraphs of material unrelated to the investigation.
- J. Record age and physical condition of subject that could influence the handwriting at the time.
- K. Record the handedness of the subject and collect one or more samples written with the off hand.
- L. Have subject sign any statement that she/he makes.
- M. When in doubt call the Laboratory before taking any requested exemplars. Improperly or inadequately requested exemplars may preclude a definite opinion.**

Collected Standards

Collected standards are genuine writings of the suspects and victims which are written during the course of daily activities. Collected standards exhibit the natural characteristics of the subject's handwriting and will indicate to the examiner whether the request writing is natural or disguised.

Sources of collected genuine standards include:

- A. Handwriting made in the past and admitted by the writer
- B. Handwriting witnessed by another person
- C. Canceled checks
- D. Legal, government or official documents
- E. Employment records

Suggested Sources for Collected Handwriting Standards

The following is a list of possible sources of genuine signatures, not all of which may be accepted in court, but which may prove to be valuable investigative aids. Those items starred (*) are most likely to be accepted as standards:

BANK RECORDS

Canceled Checks
 Deposit Slips
 Microfilm
 Mortgages

Promissory Notes*
 Safety Deposit Vault Register
 Signature Cards*
 Withdrawal Slips

CITY RECORDS

Building Department
 Building Permits
 City Auditor
 Canceled Checks
 City Clerk
 Licenses (Peddler, Tavern,
 Special Permits, etc.)*
 Voter Registration Lists
 Personnel Department
 Civil Service Applications

COUNTY RECORDS

County Clerk
 Civil Service Applications
 Claims for Services or
 Merchandise
 Fishing, Hunting, and
 Marriage Licenses*
 Purchasing Department
 Bids and Contracts
 Register of Deeds
 Deeds
 Birth Certificates
 Public Assistance
 Applications*
 ID Card Applications
 Selective Service (Local Board)
 Registrations
 Treasurer
 Canceled Checks

DEPARTMENT STORE RECORDS

Applications for Credit
 Complaints and Correspondence
 Receipts for Merchandise
 Signed Sales Checks

DRUG STORE RECORDS

Register for Exempt Narcotics,
 Poisons

EMPLOYMENT RECORDS

Application for Employment
 (if witnessed)*
 Canceled Payroll Checks
 Credit Union
 Personnel Jacket, Letters, Memos
 Receipts for Bonds, Salary, etc.
 Withholding Exemption Forms
 Work Product (Notes, Ledgers,
 Sales Checks, etc.)

FEDERAL RECORDS

(Most Federal Records are
 Privileged)
 Civil Service Regional
 Offices Applications (No. 57)
 Department of Justice (FBI)
 Fingerprint Cards*
 Military Records*
 Air Force, Army, Coast Guard,
 Marines, Navy
 (Bases and Stations)
 Record Depots (Ex-Service
 Members)
 Post Office Department
 Application for P.O. Box
 Registered and Special
 Delivery Receipts
 Social Security Administration
 Applications for Card, Benefits
 Veterans Administration
 Applications for Benefits
 U.S. Treasury
 Canceled Payroll Checks

IN THE HOME

Books (Flyleaf Signatures)
 Canceled Checks, Notes
 Correspondence
 Diaries
 Insurance Policies*
 Military Discharge Papers*

Notebooks
 Passports*
 Receipts (Rent, Cooking)
 Wills

HOSPITAL RECORDS

Admissions, Releases

HOTEL AND MOTEL RECORDS

Registrations, Reservations

INSURANCE RECORDS (LIFE)

Applications for Insurance*

LIBRARY RECORDS

Applications for Cards

ON THE PERSON

Contents of Wallet
 (Signed ID Cards of all types)
 Letters, Post Cards
 Notebooks
 Passport*

POLICE AND SHERIFFS' DEPARTMENT RECORDS

Complaints
 Fingerprint Cards*
 Receipts for Returned Property*
 Canteen Slips
 Statements Written by the Suspect

PUBLIC UTILITY RECORDS

Applications for Service
 Electricity
 Gas
 Telephone
 Water

REAL ESTATE RECORDS

Property Listing Agreements

RELATIVES

Letters, Post Cards
 Greeting Cards

SCHOOL AND COLLEGE RECORDS

Applications for Entrance
 Daily Assignments
 Registration Cards

STATE RECORDS

Conservation Files
 Boat, Fishing, Hunting
 Licenses*
 Department of Revenue
 State Income Tax Returns
 Worker and Unemployment Files
 Unemployment Compensation
 Canceled Checks
 Motor Vehicle Files
 Drivers' Files*
 Title Files*
 Personnel Files
 Civil Service Applications
 and Examinations
 Corrections Files
 Probation and Parole Reports*
 Secretary of State
 Application for Notary Public*
 Taxation Files
 Beverage and Cigarette Tax
 Applications*
 State Treasurer
 Canceled Checks

MISCELLANEOUS

Building After-hour Registers
 Express Company, Cartage,
 Movers' Receipts
 Rent Receipts to Tenant

III. Forgery

- A. Submit **original** documents bearing the alleged forgeries. Photocopies should only be submitted if the originals are unavailable.
- B. Submit twenty or more collected specimens of the genuine signature, written at approximately the same date as the questioned signature.
- C. Submit a **completed handwriting exemplar booklet** written by the person whose name is allegedly forged.
- D. In addition to the handwriting exemplar booklet, submit twenty requested specimens of the signature in question written by suspects.
- E. Submit all available collected standards written by the suspects and consisting of general handwriting (or hand printing if the questioned material is hand printed).

IV. Anonymous Writings

- A. Submit all of the anonymous writings, including envelopes.
- B. Collected specimens from all of the victims should be submitted, including writings of a general nature, not signatures exclusively. (In some cases, the writer of anonymous letters is one of the “victims.”)
- C. Submit collected specimens from the suspects consisting of writing of a general nature, not exclusively signatures.

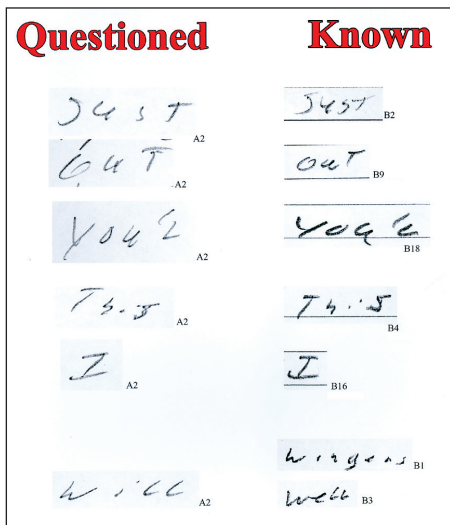


Fig. 33-3

Court chart in the identification of a questioned hand printed threatening letter.

V. Computer Generated Documents

Computers and various printing technologies generate most of the documents in our everyday business. Examples of this type of evidence include receipts, gift certificates, images of checks, letters, mortgage documents, lease agreements, business memorandum and employment documents.

A forensic document examiner can assist you in identifying the imaging process used to create a questioned document.

Questions that occur regarding computer generated documents include:

- A.** Is the questioned document an original or a copy?
- B.** What is the printing technology and can it be dated?
- C.** Was the document created with more than one printing technology?
- D.** Is there evidence of page substitution in a multi-page document?

Call a forensic document examiner for instructions on the submission of questioned and known computer generated documents.

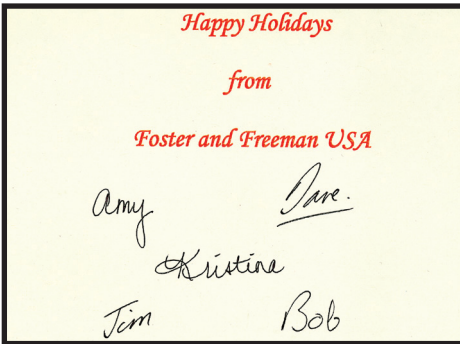
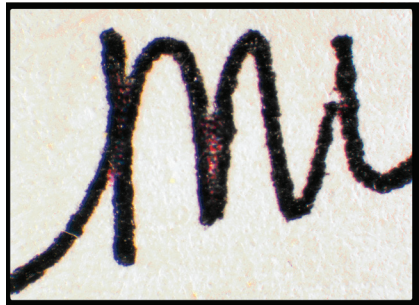


Fig. 33-4

These images show a greeting card and photomicrographs of a signature from the card. "Amy" appears visually to be an original handwritten signature, but it was actually scanned into a computer and printed with a color laser printer. The shiny colored dots are visible under a microscope and indicative of color laser printing.



VI. Typewriting

Original documents should be submitted in cases involving typewriting. Call a forensic document examiner for instructions on submission of evidence in typewriter cases.



Fig. 33-5
Typewriter defect in an anonymous bomb threat.

VII. Care and Marking of Questioned Documents

Questioned documents are subjected to a detailed examination and often yield valuable hidden information. For example, examination of a document may reveal the presence of indentations which can be deciphered photographically or with the Electrostatic Detection Apparatus (ESDA). Therefore, extreme care must be taken in handling, marking, and packaging questioned documents in order to preserve intact all characteristics, such as impressions, for forensic examination. The following procedures should be used in submitting questioned documents:

- A.** Avoid excessive handling.
- B.** Handle documents with gloves.
- C.** Do not process chemically before submitting to a forensic document examiner.
- D.** Do not mark on the questioned documents.
- E.** Questioned and known documents should not be folded or stapled or clipped together.
- F.** Do not attempt to repair damaged documents with tape or glue.

Bloodborne Pathogens

Occupational exposure to blood and other potentially infectious materials place law enforcement officers at risk for infection with bloodborne pathogens. Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV).

I. Bloodborne Pathogen Exposure Control Plan

Law enforcement agencies in Wisconsin are subject to the requirements of the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogen Standard, 29 CFR 1910.1030. This standard has been adopted by the State of Wisconsin (Wisconsin Statutes Section 101.055) for public employees and is enforced by the Department of Commerce's Safety and Buildings Division. The standard requires that an employer having employees with occupational exposure to bloodborne pathogens establish a *Bloodborne Pathogen Exposure Control Plan*. The purpose of the plan is to offer guidelines to minimize chances of exposure to these pathogens. A model exposure control plan is available at [OSHA.gov](https://www.osha.gov).

Topics the BBP Exposure Control Plan should include are:

- A.** Engineering controls and work practices
- B.** Recordkeeping
- C.** Personal protective equipment
- D.** Housekeeping schedules
- E.** Use of biohazard labels
- F.** Training and information on the types of exposures
- G.** Hepatitis B vaccinations
- H.** Post-exposure evaluations

It is your employer's responsibility to offer hepatitis B vaccinations at no cost. Vaccination is not mandatory and you may refuse. However, vaccinations must be provided at no cost if you later change your mind.

A basic premise of the plan is the use of **universal precautions**. This means **all** human blood and other potentially infectious materials (OPIM) are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens. Other potentially infectious materials include, but are not limited to:

- | | |
|--|---|
| A. Seminal fluid | F. Peritoneal fluid (abdominal) |
| B. Pleural fluid (lungs) | G. Synovial fluid (joint) |
| C. Vaginal secretions | H. Amniotic fluid (around fetus) |
| D. Pericardial fluid (around heart) | I. Human tissue |
| E. Cerebrospinal fluid | |

Feces, nasal secretions, sweat, tears, vomit and urine (when they are not contaminated with blood) are not addressed under universal precautions. However, they can transmit other infectious diseases so **caution is advised**. Any body fluid must be handled with caution.

II. General Guidelines to Avoid Exposure

- A.** Assess a situation beforehand and wear appropriate personal protective equipment (gloves, mask, goggles, shoe coverings, coveralls, etc.).
- B.** Protect eyes, nose and mouth by using goggles and a mask. These provide a barrier to spraying, splashing or aerosol transmission of infectious materials.
- C.** Gloves minimize the risk of infectious materials entering the body through a cut or other skin lesion. Most latex gloves have microscopic “holes” and openings. Double gloving (wearing two pair of gloves at the same time) and changing gloves frequently aids in protection.
- D.** Wash your hands after removing gloves. Frequent hand washing is a good hygiene and safety practice.
- E.** Items that are soaked with blood or other body secretions should be carefully air dried. Dry in a manner that minimizes the exposure of other staff to the liquid or dried material.
- F.** Do not assume that a dried sample is risk free. Current research indicates that the infectious activity of some organisms persists **more than several days** after drying.
- G.** Minimize or avoid direct handling of contaminated sharp or pointed objects. Collect syringes in puncture-resistant, leak-proof containers and attach a biohazard label. Never shear, break or bend a contaminated sharp.
- H.** Smoking, drinking or eating at a crime scene is hazardous. Avoid these activities when handling evidence.

Collection Kits

The following information is provided to assist law enforcement in preparing various evidence collection kits. These kits may be modified to best fit an agency's resources and expertise. If you have any questions or difficulties obtaining the items listed below, please contact the Laboratory in your service area for assistance.

I. General Collection Kit

This kit contains a variety of packaging options and items for documentation and collection of physical evidence at a crime scene. A toolbox with two or more compartments can be used to contain the following:

- A.** Sharpies
- B.** Ink Pens
- C.** Razor Blades
- D.** Scissors
- E.** Disposable Tweezers
- F.** 1 oz. Dropper Bottle of Distilled or Bottled Water
- G.** Coin Envelopes
- H.** Sterile Swabs
- I.** Swab Boxes
- J.** Methanol Soluble Trace Evidence Tape
- K.** Mikrosil™ Casting Putty for Tool Mark Impressions
- L.** 25' Tape Measure
- M.** Variety of Paper Bags
- N.** Biohazard Labels
- O.** Weighing Paper
- P.** Evidence Tape
- Q.** Large Stapler
- R.** Box of Staples
- S.** Variety of Manila Envelopes
- T.** Syringe Safety Tubes
- U.** 2 and 4 oz. Specimen Jars
- V.** Cardboard Slide (Pill) Boxes

II. Fingerprint Processing Kit

This kit contains a variety of fingerprint powders, brushes, lifting media and backing cards for lifts. (See Chapter 11, Latent Prints and Chapter 12, Major Case Prints.) A toolbox with two or more compartments can be useful to separate the powders from the other contents of the kit. This can prevent lift cards and tapes from being damaged by stray powder. As an added precaution, powder jars should be tightened periodically to prevent a jar from opening accidentally. This can occur to jars stored in vehicles over a period of time due to the movement of the vehicle.

- | | |
|---|--|
| A. Black and Grey Magnetic Powder | I. White Backing Cards |
| B. Black and Grey Fingerprint Powder | J. Black Backing Cards |
| C. 2" and 4" Rolls of Lift Tape | K. Clear Acetate Sheets |
| D. Gelatin-Type Lift Tape | L. Dust/Mist Respirator Masks |
| E. Fingerprint Brushes | M. Ruler |
| F. Wand for Magnetic Powders | N. Pad of Elimination Print Records |
| G. Disposable Tweezers | O. Ink Pad (for Elimination Prints) |
| H. Adhesive Scales | P. Gloves |
| | Q. Magnifier |

III. Casting Kits

These kits may be used for casting tire and footwear impressions at a crime scene (see Chapter 10, Footwear and Tire Impressions).

Dental Stone Kit

- | | |
|---|---|
| A. Prepackaged Bags of Dental Stone | G. Flexible Mixing Bowl(s) or Containers |
| B. Ziplock Plastic Bags | H. Metal Stir Rod |
| C. Bulk Dental Stone | I. Deflector (Large Spoon) |
| D. Measuring Cup for Bulk Dental Stone and Water | J. Ruler |
| E. Snow Print Wax | K. Hand Sifter |
| F. Metal or Wood Forms | L. Spray Bottle |
| | M. Water Jug |

Sulfur Kit

- | | |
|--|---------------------------------------|
| A. Sulfur (Sublimed or Flowers of Sulfur) | F. Dust/Mist Respiratory Masks |
| B. Heating Mantle | G. Heat-Resistant Gloves |
| C. One-Gallon Unlined Paint Can | H. Metal Stir Rod |
| D. Ruler | I. Goggles |
| E. Deflector (Large Spoon) | J. Forms |

IV. Kits Available Through the Crime Laboratory

Sexual Assault & Suspect Evidence Collection Kits

The Sexual Assault Evidence Collection Kit and the Suspect Evidence Collection Kit (see Chapter 6, Sexual Offenses) designed by the WI State Crime Laboratory are available through Document Sales at 800-DOC-SALE.

Sexual Assault Evidence Collection Kit – **1205D**

Suspect Evidence Collection Kit – **1208D**

Though not provided in the Sexual Assault Evidence Collection Kit, blood and urine samples are still needed when date rape drugs are suspected. Samples collected should have the preprinted label included in this kit affixed to the container (see Chapter 28, Toxicology).

Biological Specimens Kits

Biological Specimens Kits with labels for either the Madison or Milwaukee Laboratories are also offered at Document Sales. Please order your kits based upon which Laboratory is in your service area. The kit is designed for collection of up to five (5) separate samples (see Chapter 5, DNA Evidence and Standards). Contents include:

- | | |
|--|-------------------------------------|
| A. (5) Packages Each Containing Two Sterile Swabs | D. Pair of Gloves |
| B. (5) Swab Boxes | E. Bottle of Distilled Water |
| C. (5) Individual Envelopes | F. Instructions for Use |
| | G. Transmittal Form |

Biological Specimens Kit – Madison Lab – **1207D**

Biological Specimens Kit – Milwaukee Lab – **1206D**

Autopsy Kits

Autopsy kits are available through the State Crime Laboratory in Madison: **(608) 261-2031**. (See Chapter 25, Autopsy and Chapter 28, Toxicology.) Contents include:

- A.** (1) 8 oz. Jar
- B.** (2) 4 oz. Jars
- C.** (2) 2 oz. Jars
- D.** (2) Gray-topped Tubes (Sodium Fluoride)
- E.** (1) Purple-topped Tube (EDTA)
- F.** (1) DNA Stain Card with Envelope
- G.** Toxicology Worksheet (Collection Recommendations) and Kit Instructions
- H.** Transmittal Form

V. Other Recommendations

- A.** Personal Protective Equipment (e.g., Gloves, Dust/Mist Respirator Masks, Goggles, Shoe Covers, Overalls)
- B.** Large Paper Evidence Bags
- C.** Unlined Paint Cans
- D.** Cardboard Evidence Boxes (e.g., Handgun and Long Gun Boxes)
- E.** Plastic Cable (Zip) Ties
- F.** Sharps Storage Containers
- G.** Flashlights
- H.** Forms: Crime Laboratory Transmittal, Evidence Inventory Sheets, Photo Log, Video/Audio Slate
- I.** Physical Evidence Handbook
- J.** Handwriting Exemplars (Available from State Crime Lab – Madison)
- K.** Evidence Markers
- L.** Electrostatic Dust Print Lifter and Metallic-Backed Mylar Film
- M.** Metal Detector
- N.** Portable Lighting
- O.** Alternate Light Source (ALS)

VI. Recommended Equipment for Forensic Photography

Photographer's Kit

New equipment should be coordinated with existing equipment for system compatibility. The following recommendations are for digital SLR camera equipment intended for general crime scene photography.

A. Camera

The camera must have:

1. Full manual exposure and focusing capability.
2. A flash synch of at least a 1/60th of a second with 1/125th or higher preferred.
3. A DSLR with accurate focusing and accurate viewfinder.
4. A built-in light meter with TTL exposure capability being desirable.
5. A connection for an external flash.
6. A cable release or remote capability. A self timer may also be useful in certain situations.
7. A standard tripod fitting.

The camera should be designed with interchangeable lenses.

B. Camera Lenses

1. At a minimum, the camera kit should include a wide-angle to telephoto macro zoom lens that is the equivalent of approximately a 24mm to 105mm on a 35mm SLR.
2. A wide-angle zoom lens is useful as a second lens for overall photographs of small rooms and overall views of crime scenes.
3. For surveillance photography, lenses in the 300 to 1000mm range should be considered. A general rule of thumb states that 1mm per foot of distance should be used for chest to head image size on film and 2mm per foot for full face detail on film. For example (using the 2mm rule) if the subject is 300 feet away, then a 600mm lens is needed.
4. For advanced applications, more sophisticated devices are available such as a night vision device or electronic amplification.

C. Electronic Flash

1. The electronic flash must have a guide number when in manual of at least **100 at an I.S.O. setting of 100**. If the flash has a zoom head, the guide number should be based on the 35mm setting.
2. The electronic flash should have TTL, automatic and manual modes. An additional desirable feature is an automatic zoom head linked to the lens focal length.
3. An external battery pack is desirable.
4. The electronic flash must have an “open flash” button. This will let you flash your unit without it being connected to the camera (used for painting with light and multiple “pops”).
5. The electronic flash must have a ready light and some indication of when the flash failed to fire.
6. External synch cord to camera capability.
7. A tilting, rotating and focusable head is desirable. Tilting capability is very useful with bounce flash in the automatic mode.
8. Dedicated electronic flash units with remote TTL capability are desirable when multiple flash units are needed.

D. Tripod

1. Generally speaking, a good **heavy duty** tripod will start at \$100 and up. Do not buy an inexpensive tripod. If it is not rated to hold a camera that weights at least 2 times the weight of your camera and lens, **don't buy it**.
2. Important considerations:
 - a. Sturdy construction with quick release legs.
 - b. A sturdy three-way pan, pistol grip or ball head.
 - c. Can the tripod provide eye level camera height without extending center column?
 - d. The center column should be either reversible or have the capability of being rotated at a 90 degree angle for close-up photography.
 - e. The tripod legs should be collapsible to accommodate different levels or will allow the tripod to lay flat on the ground.

E. Other Camera Accessories

1. Hard or soft shell case/bag to hold equipment.
2. Lens accessories.
 - a. Lens shade(s)
 - b. U. V. filter(s) for each lens
 - c. Lens cleaning tissue (not eyeglass cleaning tissue) or microfiber cleaning cloth
 - d. Lens cleaning fluid
 - e. Camel's hair brush or blowing device for blowing air onto lens to remove particulate matter
3. Locking cable release that is at least six inches long or remote capability.
4. Flash synch cord and a spare cord.
5. Precise scales.
 - a. Flat rigid scales or forensic scales
 - b. ABFO #2 scale (available from forensic suppliers)
 - c. Transparent photo evidence ruler (also available from forensic suppliers)
6. Angle finder or inclinometer (available from some hardware stores, photo suppliers or forensic suppliers).
7. Directional compass.
8. Black and white contrast filters:
 - a. Number 15 (yellow-orange)
 - b. Number 29 (red)
 - c. Number 47 (blue)
 - d. Number 58 (green)
 - e. Number 22 (orange) if using alternative light sources
9. Data sheets for notes, drawings, comments, etc.
10. 18% neutral grey card or color reference card. A diffusion disk for setting a custom white balance may also be desirable.
11. Spare batteries and chargers for rechargeable batteries.
12. Spare camera cards and camera card storage cases.
13. Cover to protect camera from rain.

Basic Studio Type Equipment for Evidence Photography

A. Lighting Equipment

1. Tungsten lights for forensic photography.
 - a. Two 12” reflector floods
 - b. One 5” reflector flood
 - c. One mini spot with snoots
 - d. Small, adjustable table lamps
2. A boom arm on a wheeled stand is recommended.
3. Various light stands.

B. Background paper and a background roll paper stand/system.

C. Studio camera stand or studio tripod with “L” arm extension or similar capability.

D. Hand-held light/flash meter.

E. Incidental accessories listed previously for Photographer’s Kit.

A

Accident reconstruction 169
Address
 crime laboratories ii
AFIS iii, 121-123, 125, 129, 132-133
 electronic submissions 132-133
 fax submissions 133
 FBI search 121
 obtaining quality images 122, 129
 search requests 122, 129, 132
 taking legible prints 122, 125, 129
 See also fingerprints
Air drying 62,
 method 68-70, 99, 174
 plant materials 212
Alcohol 8
 blood alcohol 197-198, 200, 202, 204,
 207, 208
 with drug screening 197-198, 202, 204,
 208
Ammunition 75-81
 bearing print 75-76
 handling, marking, shipping 75, 78-79
 possible determinations 77
 See also Bullet; Cartridge
Amniotic fluid
 as biohazard 236
Anatomical outlines 179
Animals
 poisoning 210
Anonymous writing 226, 231, 233
 See Documents, anonymous writing
ANSI/NIST record 121, 130
Arson 219-222
 flammable liquids 219
 scenes, evidence 219-220
 suspects, evidence 221-222
 See also Flammable liquids
ATF 138, 223
Audio recordings 39-44
 See Video recordings
Audio slate 40, 42, 240
Automobile 169-176
 See Hit-and-run; Vehicle
Automobiles—National Insurance Crime
 Bureau (formerly: National Auto
 Theft Bureau) 170
Autopsy 177-182
 anatomical outlines 180
 authorization 177
 autopsy kit 182
 bite mark recovery 73, 178
 body fluids and organs 179
 clothing 178-179
 fingerprinting 179
 firearms evidence 181
 hair 182, 203
 identification of unknown deceased
 183-187

 officer procedure 177-179
 pathologist procedure 179-182
 photography 22-23, 177-179
 poisoning – animal 210
 poisoning – human 209-210
 report 177
 sexual assault kit 182
 toxicology samples 208
 wound area recovery 179, 181
 x-ray dental records 189-195
 x-rays 177, 179, 185, 187
 See also Poisoning; Toxicology

B

Bile
 samples 202-203, 210
Biohazard
 labels, use of 204, 215, 235-237
 shipment 203-204
Bite marks 36-37, 71-73, 178
 bruises, abrasions, indentations 71
 casting 73
 photography 17, 23, 28, 36-37, 68, 72, 178
 recovery at autopsy 73, 178
 removal and preservation 73
 saliva recovery 60, 73
 suspect work-up 73
Blasting caps 224
Blood
 ante-mortem samples 202, 210
 autopsy recovery 177, 201
 bullets, blood on 76
 drug-alcohol determination, in 197-200,
 204-205, 208
 hit-and-run, in 171-176
 identification of unknown deceased,
 in 187
 packaging 157, 173
 poisoning, in 209
 sample collection 8, 60, 64-65, 173-174,
 200-202, 239
 sexual offenses, in 68-69
 standard samples 200
 toxicology 197, 204, 208
Bloodborne Pathogens 235-236
 Exposure Control Plan 235
 general guidelines 236
 Hepatitis B 235
 HIV 235
 body fluids containing 236
 other potentially infectious materials
 (OPIM) 236
 protection against exposure 3, 235
 universal precautions 236
Bloodstain Pattern Analysis vii, 66
Body 2-3, 22, 27, 36, 51, 76, 169, 174, 177,
183, 185, 187, 189-191
 See Autopsy; Deceased

- Body Bag 3, 174
 body sheet 3, 174, 177-178
 photography 174
- Bombs 223-224
- Buccal swab 65, 68
- Building materials 139-141
 at scene 139, 219-222
 suspect procedures 140, 221
See also Glass; Metal; Paint; Wood
- Bullet
 detection by x-ray 185
 handling, marking, shipping 4, 6, 22, 47, 76-81, 180-181
 tissue, in 81
- Burglary 135-138
 safe burglary 136-138
 scene, procedure 135-136, 141, 146, 157, 163
 suspect, procedure 15, 135
See also Building materials
- ## C
- Camera 1, 17-37, 40-41, 93, 105, 241-244
See Photography
- Canine drug training 216
- Cardboard boxes
 as packaging 6-7, 62-63, 79, 87, 217
- Cartridge
 bearing fingerprints 76, 78
 handling, marking, shipping 76-79
 possible determinations 77
- Casting 73, 87-99, 102, 106-107, 148, 237-238
 deflectors 92
 dental stone 89-100
 marking of casts 99
 Mikrosil 106, 237
 packaging of casts 99
 retaining forms 92
 snow print wax 94-95
 sulfur 96-99
 what to cast 91-92
See also Dental stone; Impressions; Tool marks; Photography, footwear and tire
- Chain of custody 4, 12, 18, 20, 174, 206
- Checks 165-166, 186
 forgery 226-232
 as standards 228
- Clandestine drug laboratories 211, 218
- Clothing 157-158
 air drying 79, 173, 178-179
 autopsy recovery 178-179
 identification of unknown deceased, in 183, 185
 packaging 4-5, 7, 79
 recovery and packaging 2, 60-61, 135, 140, 157-158, 178-179, 183, 185, 220-221
 semen stains in 69-70
 sexual offenses, in 67, 69-70
 shot or powder patterns in 77-78
See also Fabric
- Computer generated printing 232
- Computer Evidence v
- Condoms 60, 69-70
- Controlled substances iii, 105, 207, 211-218
See Drugs
- Courts i, 1, 4, 17, 53, 73, 101, 109, 176, 228
 custodial chain, and 12-13, 18
 Laboratory services, and vi, 17, 206
- Crime Laboratories
 areas of analysis iii
 contact information ii, vi, viii
 field services vii-viii
 forensic units ii
 preliminary hearings vi
 providing technical support vi
 requesting aid from v, vii
 service areas (map) iv
 tours of ix
 training programs ix
- Crime scene
 arson 219-221
 burglary 135-136
 chain of custody 4, 12-13
 fingerprints 101-104, 129, 179
 hit-and-run 171-173
 maintaining crime scene log 1
 poisoning 209
 preserving the scene 1
 processing the scene 2-3, 136, 139-141, 171-173, 219-221
 sexual offenses 69-70
See also Crime scene sketch; Photography
- Crime scene sketch 45-55
 computer based programs 52-55
 documenting evidence recovery 45
 equipment 48-49
 illustrating of 52
 labeling of 52
 locating objects 50-51
 types of 45-48
- Criminal damage to motor vehicles 169-170
- ## D
- Deceased
 body bag 3, 174
 death investigation vii, 3, 207
 hit-and-run, in 174
 medical history 210
 sexual offenses, and 182
 poisoning 210
See also Autopsy; Deceased unknown
- Deceased unknown 183-187
 clothing 183, 185

- external examination 183-184
 - identification photographs 185
 - internal examination 185-186
 - personal effects
 - Dental identification 189-195
 - evidentiary significance 189
 - examination procedures 189-191
 - locating ante mortem records 193
 - identification of unknown deceased 189
 - NCIC 189
 - preparing postmortem records 191-192
 - Dental stone 89-100
 - bulk 90-91
 - dry powder method 95-96
 - mixing 91
 - premeasured 90-91
 - procedures 92-93
 - sand/soil, in 93
 - snow, in 92, 94-95, 97
 - snow print wax, with 94-95, 238
 - See also Casting; Footwear; Impressions; Tires*
 - Diagram 17, 34, 45, 48, 50, 52-54, 62, 80, 136, 171, 179
 - See Crime scene sketch*
 - Digital imaging
 - admissibility 18
 - chain of custody 18
 - file formats 19-20
 - film resolution equivalents (table) 18
 - requirements for latent prints 19
 - storage 20-21
 - See also Photography*
 - Division of Criminal Investigation 211, 218
 - clandestine lab assistance v, vii, 211
 - DNA
 - definition 57
 - collecting techniques 3, 60-62
 - elimination samples 65
 - mitochondrial DNA 57-58
 - nuclear DNA 57-58
 - packaging 4-7, 63-64, 216-217
 - preventing contamination 61
 - standard samples iii, 65
 - storing evidence 64-65
 - STR analysis 59
 - submitting to Lab 63-64, 216
 - Y chromosome DNA 57-58
 - See also DNA samples*
 - DNA samples 5
 - Biological Specimens Kit 239
 - bloodstains 60
 - cars 61
 - drug baggies 60
 - feces 60
 - fetal tissue 61
 - fired casings 60
 - food 60
 - hair 60
 - saliva 60
 - semen stains 60
 - Sexual Assault Collection Kit 67
 - Suspect Evidence Collection Kit 67
 - tissue (skin cells) 60
 - touched items 61
 - urine 60
 - vaginal secretions 60
 - vaginal swabs 60
 - vomit 60
 - Documents 225-234
 - anonymous writings 231
 - bearing fingerprints 165
 - care and marking 233
 - charred 234
 - computer generated iii, 232
 - evidence, types of 226
 - examination 225-226
 - exemplars 226-227
 - forgery 231
 - indentations on 233
 - packaging 223-224
 - photocopies iii
 - possible determinations 215, 223
 - standards 228-230
 - typewriting iii, 233
 - See also Anonymous writing; Checks; Forgery; Handwriting; Typewriting*
 - Drugs 197-199
 - body fluids, in 19
 - canine training 216
 - capsule/tablet identification 211
 - clan labs 218
 - color testing 215
 - ecstasy 214
 - fingerprints/DNA on packaging 216-217
 - fresh plant material dried 212
 - illicit tablets 199, 214
 - khat 212-213
 - liquids 214
 - marijuana/THC 199, 212
 - powders 213
 - pharmaceuticals 197, 205, 214
 - product identification code 214
 - repackaging of drugs 217
 - pseudo drugs 216
 - sample size for analysis 215, 217
 - syringes 215
 - use with alcohol 197
 - See also Field drug testing kit; Clandestine drug laboratories*
 - Duquenois-Levine color test 212
 - as probable cause 212
 - marijuana 212
- ## E
- Ecstasy 214
 - See Drugs, ecstasy and illicit tablets*
 - Electronic imaging 17
 - See Digital imaging*
 - Electrostatic Dust Print Lifters 83-84, 87-88, 240

See *Impressions, dust; Footwear*

Elimination standards

DNA 65

Fingerprints 65

Engine

criminal damage to 169-170

Envelopes 6, 11, 13, 15-16, 60-61, 63, 68-70, 75, 79, 140, 145, 152-153, 163, 174, 212, 217, 231

as packaging 237, 239-240

hairs and fibers, as packaging for 160-161

Evidence collection 3, 67-70, 73, 178, 182, 237, 239

Explosives iii, 138, 147, 223-224

assistance 223

ATF 223

electric blasting caps 224

fireworks 224

precautions 138, 223-224

safe burglary, in 138

F

Fabric 157-158, 165-166

air drying 157

impressions 23, 28, 158, 176

recovery and packaging 157-158, 160

sexual offenses, recovery 69

Feces

as biohazard 236

DNA analysis 60

Fibers 159-161

evidentiary value 159-160

packaging 159-161

known sample 159-160

See also *Clothing; Fabric*

Field Drug Testing Kit 215

Field service iv, vii-viii

See *Crime laboratory, field service*

Fingernails 3, 68, 166, 184

identification of unknown deceased, in 184

scrapings 60, 68, 179

Fingerprints 13, 65, 76, 140, 165, 174, 189-190, 209

arch pattern 125

AFIS 121-134

crime scene procedures 102-109

fingerprinting equipment 113, 116, 122, 126

IAFIS 121

latent prints 101-111

livescan 132

loop pattern 125

major case prints 113-120

obtaining good prints 125-129

palm prints 125, 129-131

patent prints 101-102

plastic prints 101-102

significance of 101

whorl pattern 125

writer's palm 131

See also *Fingerprint processing*

Fingerprint processing

backing cards 238

fingerprint kit 238

gel lifters 238

gel tapes 238

lifts 106-107

lifting method 107-108

marking lifts 109

nonporous item 101

photography of 105-106

porous items 101

powder cleaning techniques 105

powders, with 104-105

superglue, with 104, 106, 110-111

visual examination 103

Fire

See *Arson*

Firearms iii, 75-81, 223

handling, marking, shipping 75-79

possible determinations 77, 80-81

recovered from water/liquid 63

See also *Ammunition*

Fireworks 224

Flammable liquids

arson 219

clandestine labs 218

collection and packaging 4, 8, 220-221

gasoline 8, 219

unlawful to mail 170

Fluids 61-62, 64, 66, 69-70, 171, 173, 179, 197, 202-203, 210, 236, 243

See *Flammable liquids; Drugs, liquids*

Footprints 23, 179, 183

See *Impressions; Footwear*

Footwear 2-3, 18, 83-100, 135-136

examinations 2, 23, 30-33, 87-98

submission 19, 83-84

See also *Casting; Impressions*

Forgery 131, 231

See *Documents, forgery*

Fracture matching 138, 143-144, 151, 153, 155, 163-167

(table) 166

See also *specific kinds of evidence*

G

Gasoline 8, 170, 219

foreign materials in 169

See also *Flammable liquids*

Gelatin lifters 88-89

See *Impressions, dust; Footwear*

Glass iii, 143-145, 183

chemical analysis of 144

determining direction of force 80-81, 144-145

fracture matches 143-144, 165-166

as packaging 4, 8, 63, 70, 160, 163, 174, 201-203, 214, 217, 220-221
collection and packaging 139-141, 144-145, 220
hit-and-run, in 143, 157
known samples 135, 139, 141, 143
objects bearing fingerprints 101-102
questioned glass 85, 143
recovery and packaging 155, 157, 171-172, 175
Gun iii, 6, 22, 52, 60-61, 129, 240
See *Firearms*

H

Hair 103, 135, 159-161, 175-176
autopsy recovery 179
collection of standards 68-70, 140, 159, 203, 220
evidentiary value 159-161
DNA analysis 58, 60, 150
head, standard sample 159
identification of unknown
deceased, in 184
packaging 5, 179
poisoning, in 203, 209
pubic combings 160
pubic, standard sample 160
sexual offenses, recovery in 68-70, 160
toxicology sample, as 203
Handwriting iii, 225-231
anonymous writings iii, 231
collected standards 228-230
forgery 131, 231
handwriting exemplars 226-227, 231
See also *Checks; Documents*
Hepatitis B Virus 235
protection against exposure 235
vaccination against 235
Hit-and-run 152, 171-176
body fluids 173-174
clothing 157
diagramming 171, 176
fingerprints 174
glass recovery 143, 171-172
impressions 158, 173, 176
metal recovery 171-172
paint recovery 152, 171-172
photography 171, 174-175
scene procedure 171
skid marks 173
towing 174-175
vehicle procedure 174-176
vehicle sketches 176
victim (deceased) procedure 174
victim (living) procedure 171, 173-174
HIV 235-236
protection against exposure 235-236

Impressions 68-69, 73, 87-101, 104, 106, 125-128, 133-134, 173, 190, 192, 233
bite marks—See *Bite marks*
dust, in 3
electrostatic dust print lifters 87
fabric 23, 28, 158, 176
footwear iii, 2-3, 18-19, 30-35, 83-84, 93-98, 135, 139, 238
footwear photography 18-19, 23, 30-35, 87, 91, 93-95, 97-98
gelatin lifters 89-90
hit-and-run 176
photography 31-37
sand/soil, in 93
snow, in 92, 94-95
tire iii, 2, 34-35, 83-84
tire photography 34-35
tool mark—See *Tool marks*
See also *Casting*
Indentations
documents, on 233
Inked prints 117
See *AFIS; Major case prints; Fingerprints*
Intoxication, testing for 204

K

Kidney
autopsy recovery 202-203
Kits 88, 90, 126, 148, 206, 208, 215, 237-244
autopsy 182, 208, 240
biological specimens 178, 239
casting kits 238
dental stone 238
fingerprint processing 238
general collection 237
photographer's 241, 244
sexual assault collection 60, 67, 182, 239
studio equipment 244
sulfur 239
suspect evidence collection 3, 67, 239
Knife 3, 6-7, 99, 129, 153
marks on bone 147
preserving cuts in clothing 157

L

Laboratories, Crime i-ii, vi, viii, 3, 13, 40, 55, 57-59, 64, 84, 132-133, 159, 178, 182, 187, 203-208, 215-216, 224, 226, 239-240
See *Crime Laboratories*
Laboratory of Hygiene, State 206, 208
Latent prints 19, 29, 43-44, 70, 101-111, 121, 129, 216
See *Fingerprints; Fingerprint processing*
Law Enforcement Bulletin ix
Leather 71
packaging 7, 158

Liquids 4, 8, 64-65, 69-70, 75, 92, 97-99, 110-111, 138, 170, 201, 203, 211, 214, 217, 219-221, 223-224, 236

See *Drugs, liquids; Flammable liquids*

Liver 202-203, 209

LSD iii, 205

tear match 165-166

Lungs 202-203, 236

M

Machine guns

See *Firearms*

Major case prints 113-116, 238

ink method 116-120

powder & tape method 113-116

See also *Fingerprints; AFIS*

Manila envelopes

as packaging 6, 237

Marijuana 199, 205-206

description 211

health risks 212

packaging 5, 212

possession cases 206, 211

Medication 210

See *Drugs, pharmaceuticals*

Metal iii, 4, 7-8, 71, 75, 78, 80, 92, 101, 137, 139, 153, 155, 165-166, 205, 220, 238, 240

autopsy recovery 177

detection by x-ray 177, 185

evidentiary value 155

fabric weave impressions on 157, 176

hit-and-run, in 171-172

immersed in liquid 75

recovery of samples 75, 155, 175, 220

Metal cans

as packaging 4, 7-8, 220

Mikrosil 106, 148, 237

See *Casting, Mikrosil; Tool marks*

Mitochondrial DNA 58, 159

Mushrooms 5, 213

See *Psilocybe mushrooms*

N

Narcotics 229

See *Drugs*

National Automobile Theft Bureau 170

See *National Insurance Crime Bureau*

National Insurance Crime Bureau 170

NCIC 187, 189

dental identification, and 189

Nitroglycerine 138, 224

Nuclear DNA 58

O

Organs, body 179, 185, 202

See *individual organs*

P

Packaging 4-12, 167, 204

ammunition 76, 78, 81

arson investigations, clothing 220

arson samples 8, 219-221

autopsy samples 177-179

biohazard samples 215

blood samples 174, 203

body fluids 62, 157, 179

buccal swabs 65, 68

building materials 139-141

cardboard boxes 4-6, 62, 79, 155, 217

charred documents 220, 234

clothing 4, 69, 157-158, 179, 221

documents 233

evidence, generally 4

fabrics 4, 157-158

fibers 68-69, 157, 159-161

firearms 65-76, 79

flammable liquids 4, 8, 75, 170, 219-221

glass samples 138, 144-145

glass vials and jars 8, 145, 155, 217

hair 179, 203

latent fingerprint on 103, 217

leather 7, 158

liquids 8, 64-65, 69-70, 75, 170, 201,

203, 214, 217, 219, 221

marijuana 212

metal cans 8, 221

packaging checklist 16

paint samples 152-153

paper 4-6, 62-63, 70, 99, 145, 153,

157-158, 161, 174, 177, 212, 217

plant material 212-213

plastic 7-9, 64, 76, 99, 145, 153,

157-158, 212, 217

saliva samples 63, 69

separating items 69

sexual assault evidence 69-70

slide boxes 79, 155

swabs 62, 65, 68-70

syringes 215

tissue specimens 64-65, 180-181, 203

tools 148

toxicology specimens 203-204

urine samples 65, 157, 174, 201-202

wood chips from burglaries 163

Paint iii, 94, 96-97, 102, 151-153

as evidence in burglaries 135, 139, 141

as trace evidence in arson 8, 219, 221

evidentiary value 151

fabric-weave impressions, in 176

fabrics, on 139, 157

fracture matches 151, 153, 166, 172, 175

hit-and-run, in 152, 171-172

packaging 5-6, 8, 152-153

recovery 152-153, 175

stolen vehicles 170

tool marks, and 139, 152

- Palm prints 106, 121, 125-126, 129-130, 136, 138, 179, 183
 - See *Fingerprints, palm prints, writer's palm; Fingerprint processing; Major Case Prints*
- Paper iii, 4-7, 16, 28, 44, 48-49, 61-64, 68-70, 76, 79, 99, 101-102, 119, 126, 128, 133-134, 140-141, 145, 152-153, 157-158, 160-161, 165-166, 170, 173-175, 177-178, 201, 211-212, 217, 219, 225, 227, 229, 237, 240, 244
 - handwriting standards, in 228
- Paper bags 166, 237
 - as packaging 6, 58, 61, 69-70, 79, 160, 173, 177-178, 212, 217
- Pathologist 3, 28, 61, 73, 177
 - autopsy procedures, general 177-181
 - autopsy procedures, poisoning 209-210
 - role in identification of unknown deceased 183-187
- PCP 205, 214-215
- Perforation matching (table) 166
- Pericardial fluid 236
 - as biohazard 236
- Peripheral blood 202-203
- Peritoneal fluid 236
 - as biohazard 236
- Personal protective equipment 3, 218, 235-236, 240
 - booties 3
 - gloves 236, 240
 - masks 236, 240
- Perspiration 127
 - as biohazard 236
 - DNA analysis 60
- Peyote 213
- Pharmaceuticals 197, 205, 214
 - See *Drugs, pharmaceuticals*
- Photocopies and documents iii, 133-134, 225-231
- Photography 3, 17-37, 52, 66, 178-179, 191
 - autopsy 27-28, 177-179, 181
 - bite mark 17, 28, 36-37, 68-69, 72-93, 178
 - bloodstain patterns 66
 - building, exterior 22
 - building, interior 22
 - burglary 136
 - casting, prior to 87
 - continuity of images 21
 - crime scene, at 3, 34, 45, 53, 66, 136, 241
 - electronic flash 28
 - filling frame with image 33-34, 36, 105
 - fingerprints 23, 32-33
 - footwear impressions 18, 30, 32-33, 83, 87
 - forensic, general 17-37, 241
 - "four views" of rooms 22
 - hit-and-run 171
 - impressions 31-37
 - lenses for crime scenes 241
 - lenses for surveillance 241
 - lenses, general 241
 - lenses, macro 105, 241
 - lighting 31-32
 - motor vehicle accidents 171-176
 - photo log 23, 240
 - recommended equipment 241-244
 - scaling 28-30
 - scaling, required equipment 28-30
 - services offered by Laboratory 17
 - photographer's kit 241-243
 - procedures 18-37
 - tire impressions 34-35
 - tool marks 28-31
 - tripod 25, 28, 30, 33-34, 36, 53, 93, 105, 241-242, 244
 - unknown deceased 185
 - vehicles, initial record 24-27
 - victim 36-37, 178, 184-185, 187
 - See also *Digital imaging*
- Physician 173, 178, 194
 - blood samples 200, 209
 - poisoning procedures 210
 - sexual offense procedures 67
 - See also *Pathologist; Veterinarian Physicians Desk Reference*
- Pipette
 - liquid transfer, and 8
- Plaster of Paris 148
 - See *Dental stone*
- Plastic
 - as evidence 80, 151, 157, 165-166, 171-172, 175, 221
 - as fire debris 221
 - as packaging 4-5, 7-10, 12, 63-65, 76, 89-90, 99, 110, 135, 140, 145, 153, 158, 174-175, 201, 212-213, 215, 217, 238
 - cable ties 157, 240
 - hit-and-run 151, 157, 171
 - trace evidence iii, 157
- Plastic bags 166
 - as packaging 10, 12, 89-90, 110, 145, 157-158, 201, 212, 217, 238
 - fingerprints 217
- Plastic impressions
 - fingerprints 101-102
- Pleural fluid
 - as biohazard 236
- Poisoning, animal 210
- Poisoning, human 203-210
 - autopsy procedure 209-210
 - medical information 210
 - scene procedure 209
 - supplementary information 210
 - victim procedure 209-210
 - See also *Autopsy; Toxicology*

- Poppies, opium 213
- Powder 83-84, 89, 91, 95-97, 211, 213
 drugs, sample size for analysis 215-217
 fingerprint 104-105, 107, 110, 113-116, 120, 238
 gunshot, in tissue 180-181
 packaging considerations 6-7, 213, 216-217
- Powder pattern iii
 in clothing 77-79
 possible determinations 77-79
- Prescriptions 186, 210, 226
See Drugs, pharmaceuticals
- Pretrial conference vi
- Printing, hand 13, 225, 227, 231
- Prints iii, 19, 29, 43-44, 101-110, 113, 116-118, 121-122, 125-127, 129-130, 132-134, 136, 138, 140, 148, 174, 179, 183, 217, 238
See Fingerprints; Impressions; footwear; Tire
- Psilocybe mushrooms
 packaging 5, 213
- Pubic hair 60, 160
See Hair, pubic combings and standards
- ## R
- Rape 239
See Sexual offenses
- Reports 13, 179, 185, 190, 210, 230
 stand in lieu of appearance vi
 at preliminary hearings vi
- Restoring serial numbers 75, 170
- Retaining frame
 casting impressions 92
- Revolver 48
 handling, marking, shipping 78-79
 possible determinations 77
- Rifle
 handling, marking, shipping 78-79
 possible determinations 77
- ## S
- Safes 166
 burglary 136-138
 combination lock nomenclature 137
 nomenclature 137
See also Burglary
- Saliva
 collected from 37, 60, 69, 73
 collection procedure 37, 69, 73
See also Bite marks
- Sand 33
 casting impressions in 86, 92, 99
 photographing impressions in 33, 93
 vehicle engines, in 169
See also Soil
- Sawdust 163
See Wood
- Sealing evidence 9-12
 heat sealing 9
 staples, and use of 10, 12, 237
 tamper-evident tape 9-11, 44
 tamper-evident adhesive strip 9, 12
 tape 6, 9-12, 16, 63, 87
- Seminal fluid 69
 as biohazard 236
- Seminal stains
 recovery 69
 sexual offenses, in 69
- Serial number iii, 23-24, 76, 175
 restoration 75, 170
- Service Areas iv, vi, 13, 111, 206, 237, 239
- Sexual offenses
 autopsy procedures 182
 Biological Specimens Kit 178, 239
 bite marks—*See Bite marks*
 buccal swab 65, 68
 blood samples 65
 clothing 67, 69-70
 condoms 60, 69-70
 evidence collection 67-70, 182, 239
 fabrics as evidence 69
 fingernail scraping 68
 finger swab 68
 pubic hair combings 160
 pubic hair standards 160
 saliva samples 37, 60, 69, 73
 scene processing 69-70
 semen stains 7, 60, 69-70
 toxicology specimens 198, 205
 trace evidence 69
 Sexual Assault Evidence Collection Kit 60, 67, 182, 239
 Suspect Evidence Collection Kit 3, 67, 239
 sexual offenses, unusual 70
- Shoes
 arson investigations 221
 burglary investigations 140
 glass fragments adhering to 143
 packaging 140, 158
 sawdust adhering to 163
 wood fragments adhering to 163
See also Impressions; Prints, footwear and tire
- Shot patterns 77-79
 in tissue 180
- Shotgun
 handling, marking, shipping 76
 possible determinations 77-79
- Skid marks 169, 173
- Slide box, as packaging 6, 79, 153, 155
- Snow, impressions in 92, 94-95
- Sodium fluoride 174, 200, 240
- Soil 87, 157, 220
 arson, in 220

- casting impressions in 92-93, 99
- footwear, and 86
- photographing impressions in 93
- Spleen 202-203
- Standards
 - DNA 57-66
 - blood 235
 - documents 226, 228-231
 - fibers 159-160
 - hair 159-160
 - handwriting 226, 228-231
 - paint 152-153, 175
- State Laboratory of Hygiene 206-208
 - See *Toxicology*
- Steroids 214
- Stomach contents
 - autopsy recovery 186, 202, 209
- STR analysis 59-60
- Sulfur
 - casting 92, 94, 96-99, 239
 - safety concerns 97, 99
 - See also *Casting*
- Superglue process 104, 106, 110-111
- Superglue chamber 110-111
- See *Fingerprint processing*
- Synovial fluid
 - as biohazard 236
- Syringes 173
 - as biohazard 215, 236
 - packaging 63, 209, 236-237

T

- Tablets 7, 211, 214-215
 - See *Drugs, illicit tablets and pharmaceuticals*
- Tear matching 165-167
 - (table) 166
- Telephone numbers 223
 - computer seizure, for v
 - crime laboratories ii, viii
 - FBI fingerprint database processing center (AFIS) 132-134
 - independent toxicology labs, for 208
 - State Lab of Hygiene 208
 - WI Veterinary Diagnostic Lab 210
- Tissue 70, 73, 236
 - autopsy recovery 189-190, 203
 - DNA analysis 57, 60-65
 - finger nail scrapings, in 60
 - shot or powder patterns in 180-181
 - See also *individual organs*
- Tires
 - examinations 83-86
 - hit-and-run investigations 175
 - submission of 83-84
 - See also *Casting; Impressions; Skid marks*

- Tool marks iii
 - burglary, in 136
 - casting 148
 - evidentiary value 2, 147-150
 - Mikrosil 148, 237
 - paint samples, and 152-153
 - photography 28, 136
 - preservation 148
 - recovery 139, 147-148
 - types and location 147
- Tools
 - arson investigation, and 220-221
 - burglary investigations, in 136-138
 - evidentiary value 102, 149, 163
 - fragments 139
 - packaging 148, 220-221
 - trace evidence, and 140
 - types of investigations 135
 - See also *Tool marks*
- Touch DNA 61, 103
- Tours ix
- Towing
 - hit-and-run vehicle 174-175
- Toxicology iii, 197-208
 - animal poisoning, in 206, 210
 - autopsy specimens 182, 201-203, 240
 - bile samples 203
 - blood alcohol 197, 204-205
 - blood samples 200-202
 - carbon monoxide 205
 - collection, living individuals 8, 200-201
 - collection, deceased 8, 201, 240
 - contact information 208
 - cyanide 205
 - detection periods (table) 198-199
 - drug screening 205
 - GHB 205
 - hair samples 203
 - hit-and-run, in 174
 - independent toxicology labs 206, 208
 - immunoassay 205
 - kits 208
 - liver samples 203
 - lungs 203
 - peripheral blood 202
 - postmortem redistribution 198, 202-203
 - samples, where to submit 206, 208
 - sexual offenses, in 198, 205, 207
 - specimen preservation 200, 203
 - specimens, in lieu of blood 202-203
 - spleen samples 203
 - State Lab of Hygiene 206-208
 - stomach contents 202
 - storage and shipping 203-204
 - submissions: Hygiene vs. Crime Lab (table) 206-207
 - testing 204-205
 - urine samples 198, 200-202
 - vitreous humor 202
 - See also *Poisoning; Autopsy*

Training programs ix
 Transmittal of Criminal Evidence Form
 checklist for use 16
 electronic version 13
 general 13-16
 Typewriting 225, 233
 submittal procedures 13, 225-226

U

Universal precautions 3, 236
 Urine
 as biohazard 204, 236
 clothing, in 157
 DNA analysis 60, 64-65
 drugs and alcohol 197-198, 202
 hit-and-run, in 174
 human, recovery 60, 157, 202
 packaging 157, 174, 201
 poisoning, in 209-210
 sample storage 64-65, 174, 201
 toxicology sample 197-198, 200, 202,
 205, 208

V

Vaginal secretions
 as biohazard 236
 DNA analysis 60
 Vehicle 1, 17, 24-27, 39, 60, 65, 80-81,
 84, 143, 147, 166, 169-176, 230
 arson, in 220-221
 burglary, used in 136
 criminal damage to 169-170
 fiber transfer 176
 fingerprints 174, 238
 fractured parts from 143-144, 166, 172
 hit-and-run, in 151, 157, 171-176
 impoundment 169
 moving 175
 note in area of crime scene 171
 paint samples 152-153, 172, 175
 physical impressions left by 173
 repainted 170
 sketches of 47, 176
 skid damage 169
 stolen 170
 stripped parts, matching 170
 submission of 16
See also Hit-and-run; Impressions; Tires
 Veterinarian 206, 208
 poisoning procedure 210
 Victim 1-3, 14, 45, 51, 67-69, 71, 76-77,
 102, 113, 136, 157, 159-160, 166, 171-177,
 189, 191-192, 205, 220, 228
 photography 36-37, 177-179, 181,
 184-185, 187
 recovery of body fluids and 173, 179,
 209

tissue from 60-61, 64-65, 73, 180-181,
 189-190, 203, 209
 Video taping, Video tapes 39-44
 authentication 40
 duplicating 39, 42-43
 not recommended as exclusive 40
 procedures 40-41
 submitting 42-43
 usefulness 17
 Video recordings
 audio slate 40, 240
 crime scenes, of vii, 3, 39-42
 criminal investigations, in 39
 interviews and interrogations, of 39
 labeling 40
 Laboratory examinations of 39-40
 sealing 43-44
 uses of 39
 viewing 43
 write protecting 42-43
 Vitreous humor 202, 210
 autopsy recovery 202
 Vomit 209
 as biohazard 236
 DNA analysis 60, 62, 64-65

W

Water 62, 110-111, 169
 dilution of urine samples 200-201
 distilled, used in Biological Specimens 239
 kit 237-239
 drying wet clothing 157
 evidence packaging, and 5-8, 68-69
 metal immersed in 75
 mixing dental plaster, in 90-91, 93, 95
 Wood 87, 135, 139, 141, 157, 165, 189, 193
 evidentiary value 163
 sawdust adhering to shoes 163
 submission procedure 163
 Wound areas
 autopsy procedure 179-181
 autopsy recovery 179-181
 photography at autopsy 179

X

X-rays 28
 autopsy 177, 179
 dental identification 187, 189-195
 to locate dislodged teeth or
 fragments 189
 unknown deceased identification 185, 187

Y

Y chromosome DNA 57-58
 STR testing 59