

## 8.4.4 - Handling of Evidentiary Items Procedures

*Standard:* Procedures shall be established that guide agency staff in the preservation and handling of evidence until transferred to the appropriate law enforcement authority. Procedures shall be established in coordination with the appropriate law enforcement agencies to define staff roles in ensuring that evidentiary items are preserved until the proper law enforcement agency assumes command of the scene.

*Suggested Evidence of Compliance:* Provide the procedures defining the role and responsibility of agency staff in the discovery, preservation and handling of evidentiary items.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 22 – Law Enforcement and Security, pp. 622-623.

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### Agency Evidence of Compliance:

The Park District has established Procedures regarding Responding to the Scene of a Crime<sup>1</sup>, which includes the handling of evidentiary items. These procedures are included in the Park District's General Security Plan<sup>2</sup>. Responsibility for preserving the scene and/or the evidence falls to the employee until law enforcement arrives. If possible, staff should not disturb the scene or items and should instead just work to ensure no public or staff enter the area. Guidelines are also given for what staff should do if the evidence must be moved because the scene cannot be secured as well as special consideration if drugs or weapons are found.

### Documentation:

1. [08.04.04\\_Procedures-for-Responding-to-Scene-of-a-Crime.pdf](#)
2. [08.04.04\\_General-Security-Plan.pdf](#)

Agency Self Assessment: MET

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