



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**COLLECTION AND PRESERVATION OF EVIDENCE**  
**GENERAL ORDER NO: 2.1.05**

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| <b>Issue Date:</b> January 22, 2018          | <b>Effective Date:</b> March 1998                                      |
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| <b>Volume 2: Logistics</b>                   | <b>Chapter 2: Property &amp; Evidence Control</b>                      |
| <b>Distribution:</b> All Personnel           | <b>NYSLEAP:</b> 7.1e, 50.9, 51.1, 51.2, 51.3, 51.6                     |
| <b>Issuing Authority:</b> Chief Eric Hawkins | <b>Page:</b> 1 of 18   |

**PURPOSE:** The purpose of this policy is to establish guidelines and procedures for collecting, processing, and preserving physical evidence in the field, including documenting the transfer of custody of physical evidence while in the field.

**POLICY:** It is the policy of the Albany Police Department to judiciously use all of its resources to bring a successful conclusion to every investigation. It shall be the responsibility of the commanding officer in charge of an incident to determine whether or not it is necessary to have the scene processed by the Forensic Investigation Unit (FIU). The decision should be made prudently and only after an assessment of the conditions of the scene, the seriousness of the incident, and the potential of evidentiary value.

**I. LEGAL REQUIREMENTS**

**A.** Officers shall understand several important legal principles regarding the legality relating to the use of physical evidence.

1. Officers shall maintain a documented chain of custody for all evidence.
  - a. A chain of custody is a series of documented links between the time that evidence was obtained until the time that evidence is presented in court.
    - i. The links are officers who handled the evidence, and where and when they did so.
    - b. Officers shall rigorously maintain a chain of custody and shall always remain mindful of constitutional safeguards.

**B.** The most crucial principle for the collection and handling of evidence is the Exclusionary Rule.

1. The Exclusionary Rule states that any evidence illegally obtained, no matter how incriminating, will be generally inadmissible in any court

proceeding: Mapp v. Ohio, 367 U.S. 643 (1961).

- a. This means that evidence obtained improperly will not be admitted into court. Officers must ensure that proper procedures are followed or risk evidence being inadmissible.

## **II. COLLECTING, PROCESSING AND PRESERVING PHYSICAL EVIDENCE**

- A.** The scene of a crime must be secured as soon as possible to ensure the scene's integrity and to prevent the loss of evidence. It is the responsibility of the first officer(s) on the scene to secure and protect the scene from all nonessential personnel, as well as complete the following:
  1. Observe all conditions, events, and remarks;
  2. Locate, identify, and interview the complainant, witnesses and suspects;
  3. Maintain and protect the crime scene and make the necessary supervisory notifications so that arrangements can be made for the collection of evidence; and
  4. When applicable, complete an Albany Police Department Crime Scene Entry/Exit Log, APD Form [REDACTED] shown on page 15 of this order.
    - a. This decision to complete a Crime Scene Entry/Exit Log shall be made by the on-scene supervisor and through communication with the on-duty detective supervisor.
- B.** Forensic Investigation Unit (FIU) detectives shall be available twenty-four (24) hours/day, three hundred and sixty-five (365) days/year for the processing of crime scenes/traffic collisions.
- C.** FIU detectives shall be summoned to the crime scene by the unit/station supervisor.
  1. The FIU detective shall respond to the crime scene in an immediate fashion, and shall bring with them all necessary equipment required to accomplish their investigation, based on the general descriptions available beforehand.
  2. Upon the FIU detective's arrival, the detective shall be responsible for photographing, collecting, marking, labeling, and processing all evidence.
  3. The ranking officer on scene shall maintain responsibility for the scene.
- D.** Certified Crash Reconstruction Officers and/or Forensic Scan Team (FST) personnel may also be utilized for processing traffic collisions and/or crime scenes. They shall be made available twenty-four (24) hours/day, three hundred and sixty-five (365) days/year.
  1. Crime scenes/traffic collisions shall be processed in accordance with the policies and procedures of this department and training received.
  2. Personnel shall refer to GO 3.4.10 - Traffic Collision Investigations for further information.
- E.** Response Guidelines for Specific Crimes/Situations:

1. Suicides:

- a. The initial responding officer shall not alter the scene, unless lifesaving measures or external threats exist.

i. Hangings:

- a) Officers shall only cut the victim down in order to save the victim's life.
- b) If this is necessary, officers are to cut between the securing point and the victim.
- c) Officers shall refrain from cutting or undoing the knot around the victim or the securing point unless it is necessary to save the victim's life.

ii. Medications:

- a) If a medication is used in the attempt or commission of a suicide, officers shall refrain from moving or handling pills at a scene; however, EMS may need to obtain information from the pills or pill bottles to aid in the treatment of the victim.
  - 1) Pills or medication bottles should only be handled if the information they contain is necessary for treating a viable patient.

iii. Weapons:

- a) If a weapon is used in the attempt or commission of a suicide and the weapon is not in the way of lifesaving measures, it shall be left in its original state.
- b) If a weapon prevents the safe treatment of the victim, or if left unsecured will cause safety issues, the officer shall secure the weapon, noting its original condition and location.
  - 1) Clean NITRIL gloves shall be worn to protect potential DNA evidence.

2. Death by Natural Causes:

- a. When death appears to have been caused by natural means, the scene shall be handled as a homicide scene, until determined otherwise.

3. Dying Declarations:

- a. Officers shall attempt to obtain a dying declaration, whenever possible.

- b. The declaration should be recorded if the officer has access to his/her mobile DVR external microphone or recorder.
- c. The officer shall ensure that an Albany Police Department DVR Preservation Report, APD form [REDACTED] shown on page 16 of this order, is completed subsequent to completion of the call for service.

#### 4. Sex Crimes:

- a. Officers shall show concern for the victim and their emotional state while trying to maintain evidence.
- b. The initial responding officer(s) shall be aware that the victim is the primary concern. Victims should be advised to not do the following:
  - i. Eat, drink, or smoke;
  - ii. Wash or clean-up;
  - iii. Change clothes; or
  - iv. Use the restroom.
- c. Investigating Officer Actions:
  - i. If the victim wishes to go to a hospital, a medical professional will assist in explaining evidence collection procedures to the victim.
  - ii. Personnel shall refer to GO 3.1.55 – Response to Sex Crimes for further information relating to sex crime investigations.
- d. Victims are entitled to choose the medical facility location for treatment and forensic examination, including outside of the City of Albany; however it should be expressed to the victim that Albany Medical Center is best suited for these types of examinations because of the Sexual Assault Nurse Examiner (S.A.N.E.) program and established evidence collection procedures.
  - i. The officer shall accompany the victim to the hospital and relay relevant information to hospital staff and arrange for pickup of the evidence collection kit upon completion.
  - ii. When taking custody of the evidence collection kit from the hospital, officers shall complete an Albany Police Department Property Report documenting the chain of custody and secure the kit in the refrigerator of the [REDACTED] Evidence Room, in accordance with current directives.

### III. CRIME SCENE PROCESSING

- A. Guidelines and procedures for the collection and preservation of evidence, including the preferred methods for collecting, marking/labeling, and packaging/storing evidentiary items, shall be in accordance with policies and procedures of this department and training received.

1. It shall be noted, that methods used for collecting and preserving evidence shall be those that protect the condition of the evidence, prevent the introduction of foreign materials, and ensure as complete a sample as possible and practical.

**B. Crime/Incident Processing Equipment and Supplies:**

1. The department shall provide, at a minimum, access to personnel, equipment, and supplies for use in processing scenes for the following purpose:
  - a. Recovery of latent fingerprints;
  - b. Photography;
  - c. Sketch of the scene; and
  - d. Collection and preservation of physical evidence.
2. The department also has additional crime scene processing resources/equipment available through the New York State Police.
  - a. Use of such equipment shall be arranged by the appropriate FIU detective.

**C. Collecting, Packaging, and Labeling of Evidence:**

1. Officers/detectives shall be responsible for collecting, packaging, and labeling evidence, as per guidelines in this directive.
  - a. FIU detective(s) shall be responsible for processing major crime scenes, or any other crime scene, as directed by a supervisor.
  - b. Evidence shall be handled in such a manner, as to ensure its integrity, by minimizing the number of officers to which it is transferred.
  - c. All evidence shall be properly marked, packaged, labeled, and barcoded, prior to submission to department evidence.

**D. Deoxyribonucleic Acid (DNA)**

1. Deoxyribonucleic Acid (DNA) is a chromosomal double chain in the nucleus of each living cell, the combination of which determines each individual's hereditary characteristics. In law, the importance is the discovery that each person's DNA is different and is found in each living cell, so blood, hair, skin, or any part of the body can be used to identify and distinguish an individual from all other people. DNA testing can result in proof of one's involvement or lack of involvement in a crime scene.
2. DNA evidence may be collected at the scene or from individual subjects. When handling or processing DNA evidence, officers/detectives shall use appropriate universal precautions, e.g., gloves, as outlined in the Blood Borne Pathogens Training provided by this department.

- a. Officers/detectives should be aware of issues involved in the identification, collection, transportation, and storage of DNA evidence.
  - b. Greater attention to contamination is necessary due to the possibility of secondary transfer of DNA from one object to another.
- 3. Officers whom first locate DNA evidence, or the potential for DNA evidence, should immediately complete the following:
  - a. Secure the scene;
  - b. Preserve the area;
  - c. Restrict access to the area;
  - d. Isolate the immediate area to eliminate any cross contamination issues; and
  - e. Make the proper notifications for FIU response to the scene.
- 4. Officers/detectives should be aware that potential contamination of physical evidence can occur at the crime scene, during the collection, packaging and transportation of the evidence to a secured facility or laboratory, and during evidence analysis and storage.
- 5. Collection of DNA evidence requires the thorough air-drying of samples prior to being packaged.
  - a. Each piece of evidence shall be packaged separately in clean paper evidence bags or envelopes and sealed properly.
  - b. Non-liquid DNA evidence shall be stored in a department evidence room at room temperature.
  - c. Liquid DNA evidence shall be refrigerated in a department evidence room.
    - i. During transportation, Non-liquid and liquid DNA evidence shall be kept dry and at room temperature.
    - ii. Liquid DNA evidence shall be refrigerated as soon as possible.
- 6. DNA evidence that requires testing shall be submitted to an accredited lab.
  - a. Proper lab submission forms shall be completed and submitted with the DNA evidence.
  - b. It shall be the responsibility of FIU personnel to maintain the proper chain of custody and document any transfer and return to custody.
- 7. FIU detectives shall receive training in the collection of DNA evidence. Such training shall be approved by the New York State Department of Criminal Justice Services.
- 8. FIU detectives shall make all necessary attempts to collect DNA from known sources, when available, for submission to the laboratory for comparison with physical evidence collected.
  - a. DNA collection from known sources shall be taken voluntarily.

- b. If collection of DNA from a known source is refused, a warrant may be requested.

**E. Fingerprints:**

- 1. FIU detectives shall receive training in the processing, developing, lifting, and labeling of fingerprints, pursuant to the collection and preservation of evidence.
  - a. Training shall be approved by the New York State Department of Criminal Justice Services (DCJS).
- 2. FIU detectives, when requested at a crime scene, shall seek to locate and develop fingerprints.
- 3. Fingerprints shall be photographed on the object where they are located prior to being lifted.
- 4. After being photographed, prints shall be lifted and placed on a fingerprint collection card. All applicable information shall be recorded in the appropriate fields on the card.
  - a. Completed cards shall be processed in accordance with current directives.
- 5. FIU detectives shall consider collecting fingerprints from known sources, when available, for submission to the laboratory for comparison with physical evidence collected.
  - a. Fingerprints from known sources shall be taken voluntarily.
  - b. If fingerprints from a known source are refused by an individual, a warrant to take the fingerprints may be requested.

**F. Photographs and Video Recordings:**

- 1. FIU detective(s) shall receive training in digital photography, imaging, and videotaping pursuant to the collection and preservation of evidence.
  - a. The department no longer utilizes conventional photography, imaging, or videotaping equipment.
- 2. FIU detectives shall turn their attention first to the recording and preservation of perishable evidence which may be rapidly destroyed by prevailing meteorological conditions, evaporation, sublimation, melting, or other natural process, and then to more stable and enduring subjects.
- 3. As directed, FIU detective(s) shall photograph and/or video record the entire crime scene thoroughly, in accordance with his/her training, and shall complete a photograph and/or video recording log detailing the photographs, images, or video collected.
  - a. The scene shall be photographed or video recorded first in its original state.
  - b. Anything of obvious or potential evidentiary value shall be

photographed.

- c. Such photography/video recordings shall show the scene accurately and in an orderly manner to show the progression of alleged evidence and to faithfully record physical situations and evidence as it appears at that time.
- d. Various markers may then be utilized when taking a second set of photographs or video recording to identify and mark specific items of evidence or to indicate size or proximity of evidence.
  - i. These markers may include, but shall not be limited to, tents markers, rulers, and/or cones.
  - e. The photograph and/or video recording log may be completed on an Albany Police Department Photo Log, APD Form [REDACTED] shown on page 17 of this order.

4. FIU detectives shall generally photograph crime scenes in the following manner:

- a. Exterior Crime Scenes:
  - i. Establish the location and size of the crime scene by taking photographs from a distance to include a landmark (overall).
  - ii. Take intermediate distance photographs to record the relative position of closely related items of evidence.
  - iii. Take close-up photographs of individual items of evidence.
- b. Interior Crime Scenes:
  - i. Establish the location of the building through photographs.
  - ii. Photograph rooms and other interior areas from typical observation points, using a wide-angle lens, when necessary, to show the relative positions of all items within the area.
  - iii. Take medium distance photographs to show the relative positions of closely related items of evidence.
  - iv. Take close-up photographs of individual items of evidence.

5. Items of evidence discovered or developed at a crime scene shall be photographed and/or video recorded in place before being moved, except for the exceptions listed above. When evidence is moved prior to being photographed, a detailed report shall be completed describing the circumstances.

- a. Photographs and/or video recordings must show the evidence in detail. To ensure admissibility in court, the following should be considered:
  - i. The photographer/videographer must be able to testify that the photo/video represents a true and accurate representation of the scene at the time it was taken.

- ii. The photo/video must be free of distortions and shall not misrepresent the scene or object depicted.
- iii. The continuity of the film/recording from the time of its exposure to the time of its court presentation shall be established.
- iv. The steps that were used in the transporting, processing, and storing of the recording shall be documented.
- v. The photographer/videographer shall include the following information in the log and be able to testify to the same:
  - a) Date and time the photo/video was taken;
  - b) Camera location and direction it was facing;
  - c) Lens opening and shutter-speed adjustment used (available from meta data);
  - d) Kind of lighting used; and
  - e) Make of camera.

6. FIU detectives shall create a record on CD/DVD of all photographs and video taken related to a case.

a. [REDACTED]

i. [REDACTED]

ii. [REDACTED]

7. Personnel shall not use any personal or department issued cell phones to take photographs of an evidentiary nature unless such exigent circumstances exist as to where the evidence would become destroyed or displaced prior to the arrival of FIU detectives.

- a. In the rare instance that a photograph is taken by the means of a cell phone, department members will be required to document the use and collection of such photograph in an Investigation Report.
- b. The employee will also be required to place the photograph(s) into evidence by means of downloading the image(s) onto a CD/DVD and entering the evidence into the Evidence Barcoding System.
- c. If at all possible a second copy of the CD/DVD can be made to be placed into the case file, however is not required.

i. Under no circumstances are photographs to be emailed directly to CCCIU.

#### **G. Electronic Data Collection:**

1. Officers/detectives should exercise extreme caution when seizing and/or examining computer equipment, cellular telephones, personal digital assistants (PDAs), thumb drives, external hard drives, and other devices capable of storing data in an electronic format so as not to cause damage, lose valuable data, violate the principles of the Exclusionary Rule, and/or violate a person's constitutional rights.
2. Officers/detectives shall not search such devices without a warrant, except

under the following circumstances:

- a. Written consent has been given by the owner, ownership has been verified, and there is no other expectation of privacy with regard to a search of the device:
  - i. The owner must sign an Albany Police Department Consent to Search Form, APD form [REDACTED] shown on page 18 of this order.
- b. Exigent circumstances exist and there is an imminent threat to life, (e.g., a bomb may be detonated by the device or searching the device could help locate an abducted child), waiting for a warrant could prove detrimental to the safety of citizens; or
- c. Data is in plain view, in which case only actually viewable data from the device may be photographed or copied by other means and processed, per current directives.
  - i. Such data may aid in providing probable cause for a search warrant.
  - ii. The device shall not be searched beyond what is in plain view.
- d. After a decision has been made to seize the device(s), the officer/detective collecting the device may place the device in a metal container or faraday bag to prevent signal transmission.
  - i. Officers/detectives shall also collect the charging units, if available.
  - ii. Officers/detectives shall submit the device(s) into evidence ensuring that they are properly labeled and packaged in a manner to prevent damage or loss of data.

#### H. Crime Scene Sketches:

1. An FIU detective, Certified Crash Reconstruction Officers, and/or Forensic Scan Team (FST) member shall be responsible for completing a crime scene sketch, when applicable. A preliminary sketch should be made as soon as possible after arrival. The preliminary and final sketches shall be made a part of the case file.

#### I. Report Preparation:

1. After a crime/traffic collision scene is processed and the scene is released, the FIU detective/accident investigator shall prepare a detailed Investigation Report or Continuation/Supplemental Report noting his/her activities and observations at the scene. The report shall include, but is not limited to the following information:
  - a. Incident number;
  - b. Date and time of arrival at the scene;

- c. Location of the crime;
- d. Name of the victims, if known;
- e. Name of suspect, if known;
- f. Actions taken at the scene; and
- g. List of physical evidence recovered.

2. All other applicable reports shall also be completed by the responding officer/detective (e.g., Evidence Barcoding Report, SIR, MV-104, etc.).

#### **IV. PHYSICAL EVIDENCE TRANSFER OF CUSTODY**

- A. All property/evidence processed by personnel of this department shall be entered into the Evidence Barcoding System.
  - 1. If a Property Report was completed at the scene, the evidence must still be entered into the Evidence Barcoding System and the Property Report shall be filed with the respective station.
- B. Physical evidence which is collected by an employee of this department while on scene, shall be inventoried and properly documented on an Evidence Barcoding Report and shall include the following:
  - 1. Description of the evidence, including the make, model, serial number, if any;
  - 2. Source (from whom), date, time, and location where obtained;
  - 3. Name of officer/detective collecting the item; and
  - 4. Incident number.
- C. Each time a transfer of custody of physical evidence takes place the following information shall be recorded on the Evidence Barcoding Report:
  - 1. The date and time of transfer;
  - 2. The name of the person receiving the evidence and their functional responsibility;
  - 3. The reason for the transfer;
  - 4. The name and location where the evidence was transferred;
  - 5. Any examinations desired/Performed; and
  - 6. The date of transfer to a laboratory not within the agency (if applicable).
- D. When an employee of this department receives physical evidence from the evidence detective for transfer to court, or for return to the owner, an Albany Police Department Property Report (if one does not exist) shall be completed and signed, as required, to record the chain of custody or a Evidence Barcoding Receipt may be used.
  - 1. When evidence is returned to its owner, or authorized person, the receiving person shall sign the completed Bar Code Receipt and indicate the date and time of receipt.
- E. If a Property Report is used at a scene, all items on that Property Report must still be entered into the Evidence Barcoding System.

1. The original report shall be maintained as Rosario material by proper filing at the respective station.

## **V. SUBMISSION OF EVIDENCE TO LABORATORY FOR ANALYSIS**

- A. A significant degree of the value of laboratory examinations concerns the identification of substances and comparison of these with materials from known sources. This is true especially in the case of the study of hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks. The location from which samples from a known source are taken is critical where fractures have occurred, such as in the case of glass, wood, paint, and metal
  1. FIU detectives shall make all necessary attempts to collect samples from a known source, when available, for submission to the laboratory for comparison with physical evidence collected.
- B. It shall be the responsibility of FIU detective(s) who took custody of the evidence to complete the necessary lab submission requests and ensuring that evidence is properly transported and submitted to the appropriate lab for analysis.
- C. All evidence and property shall be properly packaged, according to current directives, to protect it from contamination, alteration, destruction, or damage. Personnel shall refer to the evidence packaging guide for further details.
- D. When property or evidence is submitted to a laboratory, all applicable sections of the Albany Police Department Evidence Barcode Report and Receipts, evidence packaging, and evidence label shall be completed by the submitting employee and appropriately affixed.
  1. Evidence that is submitted to the State Police Laboratory shall be accompanied by the applicable Lab Submission Form(s) completed in full.
- E. When submitting evidence to the State Police Laboratory or any other laboratory, FIU detectives shall obtain a receipt from the lab in order to maintain the chain of custody.
- F. Upon completion of laboratory examination, the examining lab shall submit all results in writing to the department.
  1. Verbal reports from the laboratory may be accepted, but all verbal reports must be followed up by a formal written report.

## **VI. HANDLING AND SECURITY OF EVIDENCE WHEN OUTSIDE THE CITY**

- A. In cases where an officer of this department must appear in another jurisdiction and the officer must have evidence in their custody, the following shall apply:
  1. If it is necessary for the officer to remain out of town overnight, the Commander of Investigations shall be notified prior to the officer leaving.

2. Upon arrival at the court prosecuting the case, the officer will turn over the evidence for safe storage.
3. If the prosecuting court is closed or is unable to accept the evidence, the officer shall attempt to secure the evidence with the local police agency for safekeeping.
4. If the officer is unable to secure the evidence at a secure facility, the Commander of Investigations shall be notified and arrangements shall be made to contact the federal or state agency where the officer is staying and arrange for safe storage of the evidence.
5. If these arrangements cannot be made prior to the officer leaving, the evidence shall not be removed from the evidence facility.
6. When evidence is turned over to another agency, the officer releasing such evidence must receive a signed receipt from the agency representative receiving the evidence. This evidence receipt shall be kept and maintained as part of the permanent case file.

## **VII. DNA COLLECTION FROM CONVICTED OFFENDERS**

**A.** Per NYS Executive Law Section 995-c (3), individuals who have been convicted and sentenced of certain designated offenses are required to provide a DNA sample for inclusion in the State DNA Databank.

1. When an individual is arrested by this agency, a File 15 (Criminal History Report) shall be generated prior to the prisoner's release.
  - a. The File 15 may direct the arresting agency to collect a DNA sample from the individual as a result of a previous criminal conviction.
  - b. The directive will appear in a banner on the first page of the File 15 and will state "DNA Sample Owed."
2. In addition to a "DNA Sample Owed" notification on a File 15, a DNA sample shall be collected when an offender is found guilty in court of any Penal Law Felony or any Penal Law Misdemeanors that require a DNA sample to be submitted.

**B.** Upon receipt of a defendant's File 15, which indicates that the defendant is required to provide a DNA sample, or upon an offender being found guilty of any Penal Law Felony or Misdemeanor, the following procedures shall be followed:

1. If during regular Albany City Court hours, court officers trained in the collection of DNA samples shall collect the sample utilizing the buccal swab provided in the New York State Convicted Offender DNA Collection Kit.
  - a. Officers shall complete a DNA Database Specimen Submission Form, obtain the necessary fingerprints from the individual, and ensure that the individual providing the sample signs the Specimen Submission Form.
  - b. The submission form and sample shall then be placed [REDACTED]

2. Individuals appearing in Albany County Court may have their sample taken by a member of the Albany County Sheriff's Office. If this is not possible, officers shall notify a supervisor and a FIU detective shall be requested to respond to collect the sample.
3. If after regular Albany City Court hours, the Central Booking sergeant shall have an FIU detective respond to Central Booking to collect the DNA sample.
  - a. FIU detectives shall collect the DNA sample utilizing the buccal swab provided in the New York State Convicted Offender DNA Collection Kit, and obtain the necessary fingerprints from the individual.
  - b. The FIU detective shall complete the DNA Database Specimen Submission Form, and ensure that the individual providing the sample signs the Specimen Submission Form.
4. All kits completed by the Albany Police Department shall be collected by the FIU lieutenant or his/her designee and mailed to the DNA Databank at the New York State Police Forensic Investigation Center, according to lab procedures.

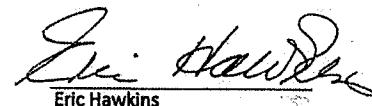
C. If the offender refuses to provide a DNA sample, the offender shall be advised that failure to provide a sample will result in an additional charge of violating NYS Penal Law Section 195.05 - Obstructing Governmental Administration in the Second Degree

D. If the offender still refuses, the arresting officer shall then formally charge the person.

1. If at any time during the booking process the offender states that they are willing to consent, the sample will be taken and the charge withdrawn.
2. Said circumstances shall be documented on a Standard Incident Report that is being filed for the original arrest.

E. Albany City Court officers who are responsible for collecting DNA from convicted offenders shall receive training in the collection DNA samples, and shall collect the samples in accordance with their training.

1. Such training shall be approved by the New York State Department of Criminal Justice Services.



Eric Hawkins  
Chief of Police



ALBANY POLICE DEPARTMENT  
CRIME SCENE ENTRY – EXIT LOG

- A) All persons entering are to be recorded, regardless of rank or department
- B) F.I.U. Detectives need only be entered upon initial entry and final exit
- C) Officer maintaining log shall indicate their name along with "Log Keeper" and in / out times, on one of the lines below.

DATE: \_\_\_\_\_ INCIDENT #: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PRINT Page \_\_\_\_ of \_\_\_\_



Robert Sears  
Acting Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
185 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**ALBANY POLICE DEPARTMENT**  
**MOBILE DVR PRESERVATION REQUEST FORM**

Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Unit# \_\_\_\_\_ Shift: \_\_\_\_\_

| Incident # | Time of Incident | Reason for Preservation* | Notes |
|------------|------------------|--------------------------|-------|
|            |                  |                          |       |
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Purpose of request for preservation:

|             |                   |                 |                                     |
|-------------|-------------------|-----------------|-------------------------------------|
| 1. Arrest   | 3. Investigation  | 5. Foil Request | 7. Other (explain in notes section) |
| 2. Evidence | 4. Outside Agency | 6. Training Aid |                                     |

\*Officers completing this report need only denote the number(s) in column three as for the reason for making the request for file preservation.

Requesting Officer  
(Signature/PIN)

Supervisor Approving  
(Signature/PIN)

**ALBANY, N.Y. POLICE DEPARTMENT FORENSIC INVESTIGATION UNIT**  
**PHOTO LOG**

FIU CASE # : \_\_\_\_\_  
INCIDENT # : \_\_\_\_\_  
LOCATION : \_\_\_\_\_  
DETECTIVE : \_\_\_\_\_

| PHOTO # | DESCRIPTION |
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## NOTES

PAGE OF

**[FORM VERSION 2]**



Robert Sears  
Acting Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**CONSENT TO SEARCH**

State of New York )  
County of Albany )  
City/Town/Village of \_\_\_\_\_ )

Date \_\_\_\_\_  
Incident # \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, hereby authorize  
member(s) of the Albany Police  
Department to conduct a complete search of my residence and/or other property listed below.

Residence Address \_\_\_\_\_  
 Outbuildings \_\_\_\_\_  
 Vehicle(s) \_\_\_\_\_  
 Other Property \_\_\_\_\_

I understand that I do not have to consent to this search. I understand that if I do not consent, that a search warrant may be required. I have the right to refuse consent and to revoke my consent at any time. I may limit this consent to specific areas of my home or area to be searched.

The limitations of the search are:  None  Listed as follows  
\_\_\_\_\_  
\_\_\_\_\_

I further give my consent and permission to above Officer(s) to seize and to take into possession any and all evidence relating to any crime found by him/her (them) resulting from this search. This written permission is given by me to the above named Officer(s) voluntarily and without threats or promises of any kind.

Witnesses

Signed \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of  
20 \_\_\_\_\_

Notary Public/Commissioner of Deeds

APD Form # 416 (8/15)