

UNIFORM EVIDENCE PROTOCOL

Date and Location of Incident (specific location within the facility):	Date:
Staff Assigned to Evidence Collection:	Time:

This protocol will be implemented **ONLY IF**:

- The assault occurred within the previous 120 hours and law enforcement has instructed the Department to collect evidence, **OR**
- The assault occurred outside the 120 hour timeframe and evidence is still available

ALL INDIVIDUALS INVOLVED MUST ENSURE THE CHAIN OF EVIDENCE IS MAINTAINED

Secure the Scene

	Time Started	Time Completed	Initial	N/A
a. Maintain any crime scene using DOC 16-358 Crime Scene Security Log and DOC 16-357 Crime Scene Containment/Preservation/Processing Checklist				
• Do not allow the area to be cleaned				
• Take photographs or video if possible				
• Obtain video surveillance footage				
• Identify staff involved/witnesses and obtain incident reports				
• Identify offender witnesses				
• Identify offenders who were in the area				

Collect Clothing Still Being Worn, Using Standard Precautions

	Time Started	Time Completed	Initial	N/A
a. Determine clothing to collect				
b. Take photographs of torn or stained clothing				
c. From the PREA Response Kit: <ul style="list-style-type: none"> • Spread a sterile sheet on the floor • On top of the sheet, unfold changing paper (e.g., exam table paper) 				
d. Do not step over the sheet or paper				
e. Ask the offender to step onto the paper, shoes and socks on if they were on during the assault, and not to step off the paper until all clothing is removed				
f. Ask the offender to remove his/her clothing in layers, outermost first, and drop each item on the paper <ul style="list-style-type: none"> • Items should be removed with as little motion as possible to avoid loss of potential evidence • Provide a sheet for privacy while offender removes undergarments 				
g. As each item is removed , place it in a paper bag, fold the top of the bag over, and set aside in the order collected				

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<ul style="list-style-type: none"> • If the item is wet/damp, first place the item on a blue chux pad, fold the pad over it once so the item is contained inside the folded pad, and place the folded pad and item together in a bag, leaving the bag open 				
<p>h. Ask the offender to remove his/her shoes and socks</p> <ul style="list-style-type: none"> • Bag socks together one bag, and shoes together in a separate bag 				
<p>i. Fold the sheet and paper together onto themselves so any evidence on them is contained, and place the folded sheet and paper together in the bag</p>				
<p>j. Seal the bags with tape from PREA Response Kit</p> <ul style="list-style-type: none"> • For bags of dry clothing: <ul style="list-style-type: none"> ○ Ensure the top of the bag is folded over twice ○ Tape over the edges and sides of the bag • For bags of wet/damp clothing: <ul style="list-style-type: none"> ○ Place a piece of tape vertically over the bag opening and a large “Wet Items - Needs Special Handling/Drying” sticker on the bag 				
<p>k. With a permanent pen from the PREA Response Kit, label each bag as follows:</p> <ul style="list-style-type: none"> • Draw several vertical slashes on the tape • Sign over the slashes • Number the bag in the order it was collected (e.g., 1 of 4, 2 of 4, etc.) • Label the bag with offender name, item(s) in the bag, date and time collected, and name of staff who collected the item(s) • Note if there are tears/stains on the item(s) 				
<p>l. Complete DOC 21-043 Evidence Card, ensuring the items are labeled the same as the packages</p>				
<p>m. Complete DOC 05-596 Evidence Log</p>				
<p>n. Collect other clothing, bedding, towels, etc. using standard precautions and place into paper bags</p>				

Collect Other Clothing and Physical Evidence, Using Standard Precautions

	Time Started	Time Completed	Initial	N/A
<p>a. Collect other clothing, bedding, towels, etc. using standard precautions and place into paper bags</p>				
<p>b. Ask the alleged victim if s/he has ingested any alcohol or drugs, either voluntarily or involuntarily. If appropriate, collect a urine sample and notify medical personnel that a toxicology screen may need to be taken.</p> <ul style="list-style-type: none"> • Submit the sample to law enforcement. Do not process through Department contracted lab. 				

