



# FROSTBURG CITY POLICE DEPARTMENT

37 BROADWAY, FROSTBURG, MD 21532 • 301-689-3000 (P) 301-687-0642 (F)

**Kevin G. Grove**  
*Commissioner of Public Safety*

**Nicholas J. Costello**  
*Chief of Police*

## Evidence

### **I. Purpose:**

The purpose of this policy is to establish guidelines for the collection, documentation, and handling of physical evidence.

### **II. Policy:**

- A.** It is the policy of the Frostburg City Police Department in conducting criminal investigations to collect and preserve all relevant evidence, including exculpatory evidence, in a manner which ensures its integrity and suitability for presentation in court.
- B.** It is the policy of the Frostburg City Police Department to store all evidence until such evidence is no longer relevant to a criminal prosecution or defense, upon which it will be returned to the owner or destroyed.

### **III. Procedure:**

- A.** Officers responding to the scene of a crime should secure and preserve the crime scene as soon as reasonably possible under the circumstances and with the resources available. This may include using crime scene tape, barricades, ropes, or signs to help secure and preserve the integrity of the scene.
- B.** The supervisor or officer responsible for a crime scene should ensure a reasonably suitable level of crime scene management and supervision, based on the complexity of the incident and the scene and the resources available.
- C.** A Crime Scene Technician (“CST”) should be requested to process the scene of a violent felony when there is evidence to be collected. If no CST is available at the Frostburg City Police Department, Maryland State Police, Cumberland City Police, or another allied agency may be contacted to request one.
- D.** A Crime Scene Technician (“CST”) may be requested anytime the investigating officer or supervisor deems it appropriate or helpful to an investigation.
- E.** Evidence collected shall be recorded and a proper chain of custody prepared on the appropriate form, which shall be designated by the Property Room Officer or the Administration of the Police Department.



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- F.** Evidence collected shall be stored in accordance with the directions of the Property Room Officer or the Administration of the Police Department. Subject to the procedures established by the Property Room Officer, this generally means that evidence shall be secured in the temporary evidence locker and later transferred to the Property Room by the Property Room Officer. In the event evidence is too large for the temporary evidence locker, the officer responsible shall make arrangements to store it in a reasonable manner.
  
- G.** A Police Officer collecting physical evidence shall be cautious of, and take precautions against, Bloodborne Pathogens and biohazards.