

Best Practices (Handling of Evidence)

1. Distribution of the materials at the scene should be carefully noted. All foreign materials weapon of offence, bullets, cartridge cases, poison containers, vomitus, wearing apparel, prints and impressions, stains and odours form clues. They should be collected and recorded irrespective of the fact whether they appear or do not appear to be relevant to the case at the time of collection.
2. The collection should be so organized that nothing gets, lost, misplaced or contaminated. Microscopic evidence like hairs, fibres, dust and paint should be collected first prints and impressions are processed next and larger objects are gathered later. Collection of one object should not destroy or contaminate the other evidence.
3. A careless investigating officer may introduce his fingerprints on the objects handled by him. Some writers suggest the use of gloves to guard against the evil. But the practice is undesirable as it is likely to destroy microscopic and print evidence due to complacency.
4. Bacterial growth and other physical or chemical changes destroy or contaminate evidence especially when wet stains or liquids are sent to an examiner without taking proper precautions against these changes. As a general rule articles (excluding liquids) should be packed only after they are perfectly dry.
5. Contamination or destruction may occur due to dirty or fragile receptacles, packing corrosive materials in containers susceptible to corrosion and introduction of cigarette ash, dirt, etc. Due to carelessness on the part of the investigating officer.
6. There should be no seepage of the materials. The original character of the contents will otherwise be lost. Plastic bags, bottles and glass containers with proper lids or stoppers prevent spilling or contamination.
7. The exhibits should be so packed that they are not damaged on opening. Only one item should be packed in one packet. If necessary, a number of packets (properly marked) may be dispatched in one box or in one packet. A copy of the description of the contents of various packets in the box should be placed inside. Exhibits of different cases should be packed separately.

8. The articles should not get rubbed, scratched or scraped in the transit; valuable-evidence, otherwise, gets contaminated or lost.
9. Dangerous articles and the exhibits likely to be damaged in transit should be sent through special messenger.
10. The chain of possession of evidence should be fully established:
The article recovered should be marked and initialed, with date if possible. In doing so, however, the evidence on the exhibits should not be disturbed. For example, bullets should not be marked at the places where they carry marks from the barrel of firearm. Likewise the documents involving erasures and alterations should not be marked at the relevant places.
11. The evidence should be collected, packed and sealed in the presence of two reliable witnesses and their signatures should be obtained on the sealed cover. A specimen of the seal should be placed on the case file. Another specimen seal impression should be sent to the expert along with the covering letter. The seal should be clear and legible.
12. The number of the case with date, the name of the police station, description of the contents, the name of the investigating officer and the name of the witnesses along with their signatures should be written on the label. The label should be so secured that it does not come off easily.

Best Practices (For Preservation of Physical Evidences)

The investigating officer cannot always reach the scene immediately after the occurrence. The first police official who reaches the scene, therefore should be careful to preserve evidence. He should:

1. Check the injured for any signs of life, even when there is a remote chance of the victim being alive, provide medical help immediately and transport him to the nearest hospital. These steps are taken with deliberation and caution so as to disturb the scene to the minimum extent possible.
2. Exclude all unauthorized men: relatives and friends of the victim or the culprit, onlookers, photographers, pressmen, from the scene. Handle them carefully, Politely, Persuasively, yet firmly.
3. Barricade a larger area than the obvious scene.
4. Employ personal of home guards or of other similar organization to protect the scene, if necessary.
5. Prevent suspects and witnesses from discussing the case with one another.
6. If the culprit is positively identified arrest him. If there is only suspicion, detain him. If he tries to run away, arrest him.
7. Prevent fellow policemen (including senior officers) from entering the scene to satisfy their curiosity.
8. The officer assisting the investigating officer does only what the officer-in-charge tells him to do. No independent searches and inquires.
9. Assess the required assistance of other police officers, photographers, experts from Forensic Science Laboratories, doctors and others at the earliest whenever and wherever necessary.
10. Inform the superior officers about the nature of crime and help required, through wireless, telephone or special messenger, whichever is quicker and readily available.

Investigator's kit

Investigator kit is a collection of items needed by the investigation officer at scene of occurrence. It generally contains:

1. **Examination kit.** A compass, a magnifying glass, a mirror, torch(spare bulbs and cells, a scale, measuring tape, vernier calipers, forceps, tongs and pair of gloves.
2. **Making and breaking kit.** Diamond pencil, scissors, scalpel knife, adhesive tape, twine, and wire and tool kit containing a set of screwdrivers, jimmy, adjustable wrench, wire cutter, saw, hammer and pliers.
3. **Fingerprint kit.** It include inking slab, ink roller, thumbprint ink tube, powders: grey, graphite and anthracene, camel hair brushes, lifting tape, iodine fuming tube, glass wool, iodine and anhydrous calcium chloride.
4. **Casting tape.** It contains talcum powder, powder sprayer, lacquer sprayer, rubber cup, ladle, plaster of Paris, sieve; aluminium strips frames, wire gauze, salt, scale and towel.
5. **Blooding testing kit.** It contains of high quality filter paper circle about 10 cm. in diameter, spatula, scalpel, droppers, pipettes, distilled water, saline solution, glacial acetic acid, benzidene, barium peroxide and methanol.
6. **Collection paraphernalia.** A set of clamping boards with nuts and bolts, screws, nails, cardboard box of various size, plastic and paper bags and envelopes, Kraft paper and cello paper sheets, clean white lien, tissue paper, absorbent cotton, test tube, bottles of various dimensions with screw and glass stoppers.
7. **Recording equipment.** Writing board, graph paper, noting sheets carbon paper, drawing paper, various types of forms (finger print forms, recovery memo forms) pen, pencil, coloured pencils erasers, scales/ mathematical drawing box and compass.
8. **Screw driver kit.** For seizure of digital evidence.
9. **Antistatic Material.** For preservation of Digital Medias like bubble packing, faraday bag, news paper, silver foil, antistatic band etc.