



## Enriching Lives & Connecting Communities

### Handling of Evidentiary Items

Safety and Security  
Policy No. S 105

Revision Date: November 18, 2013

#### Policy Statement

The Richland County Recreation Commission, through the guidance of the Richland County Sheriff's Department, has established procedures for the safeguarding of crime scene evidence and maintenance of the proper chain of custody of evidence.

#### GUIDELINES:

##### **1.0 Law Enforcement Personnel:**

Only properly trained law enforcement personnel should have the responsibility of collecting, evidence, contraband, and/or processing a crime scene.

##### **2.0 Facility Personnel:**

- 2.1 Telephone local police (Richland County Sheriff's Department) or 911.
- 2.2 Stay in visual contact with the crime scene/evidence such as weapons and drugs.
- 2.3 Do not touch, smell, taste or in anyway handle or move evidence.
- 2.4 In the case of a large crime scene, cordon off the area.
- 2.5 After contacting law enforcement, call immediate supervisor, Director of Safety and Security and Ranger.
- 2.6 Obtain Law Enforcement Report.

##### **3.0 Facility Break-ins:**

- 3.1 If a break-in has occurred, telephone local police (Richland County Sheriff's Department) or 911.
- 3.2 RCRC staff should not attempt to enter a building when there is evidence of a break-in.
- 3.3 After contacting law enforcement, call immediate supervisor, Director of Safety and Security and Ranger.
- 3.4 If after hours, contact the emergency maintenance number to ensure building locks are secure.
- 3.5 Obtain Law Enforcement Report.



ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: *J. Marie Green*  
J. Marie Green, Chair

For more information about this policy, contact the Safety and Security Department.

