



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



8.8

Handling of Evidentiary Items

I. POLICY

It is the policy of the Riverside County Regional Park and Open-Space District (District) that employees of the District shall not gather evidence.

II. PURPOSE

To establish consistent guidelines for the handling of evidentiary items by District employees.

III. PROCEDURE

- A. Process/ Crime Observed: Unfortunately, at times, crimes are committed on District managed property. If a crime is in progress, staff is encouraged to remain calm and if possible, without endangering themselves, remove any patrons or co-workers from the scene.
1. Call 9-1-1 immediately and report the nature of the crime.
 2. Administer First Aid, if necessary.
 3. Notify the proper supervisor in the chain of command.
 4. Secure site, if safe (see below).
- B. Process/ Crime Unobserved: If a crime has been committed while staff or patrons are not present, such as burglary, contact the Riverside County Sherriff or local police and request an officer to be dispatched to collect evidence and make a formal report of the activity.
1. Do not touch anything within the perimeter or potential evidence that may be found outside the perimeter.
 2. Establish a wide perimeter to keep the integrity of the scene secure. Once the scene has been stabilized, the scene and any other areas which may yield valuable evidence should be taped off to prevent unauthorized people from entering the area and potentially contaminating it.



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3. Remain at the site and keep all witnesses, if any, at the crime scene until law enforcement arrives.
- C. Initiate an Incident Report, which is required to be completed, signed and forwarded to District Headquarters within 24 hours.

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