

APPENDIX D FBI 12-STEP PROCESS

**FBI 12-Step Process**

**Step 1: Preparation**

- Pre-Incident Activities Necessary to Prepare for The Sampling Mission.

**Step 2: Approach of Scene**

- During Response to The Scene, Obtain as Much Additional Awareness as Possible.
- Once on Scene, Review Any Existing Site Safety Plans or Incident Action Plans That Has Already Been Developed.
- Begin Developing Your Size-Up as To Potential Resource Needs and Safety Issues That May Be Present.

**Step 3: Secure and Protect of Scene**

- Isolate the Immediate Scene and Evacuate any Endangered Individuals.
- Removal of Non-Essential Personnel.
- Securing Scene (Barrier Control).
- Search Warrant Considerations.

**Step 4: Reconnaissance Survey**

- Safety Considerations.
- cursory Search Identifying Obvious Items of Evidence.
- Create A “Game Plan.”
- Complete A Rough Sketch.

**Step 5: Evaluation Possibilities**

- Is Going to Be Scene Dependent.
- Do Not Attempt to Sample Everything.
- Develop A Written Sampling Plan.

**Step 6: Prepare Narrative**

- Record Pertinent Data Immediately.
- Arrival.
- Actions Taken.
- Personnel Present.
- Presence of Evidence That Was Visible Without Searching.
- Scene Entry.

## **FBI 12-Step Process**

### **Step 7: Depict Scene Photographically**

- Videotape.
- Photography.
- Depictions.

### **Step 8: Scene Diagram**

- Rough Sketch.
- Final Sketch.
- Methods.

### **Step 9: Conduct Search**

- Assemble Necessary Supplies.
- Establish and Communicate Objectives to Sampling Team During Pre-Entry Briefing.
- Utilize Aseptic Techniques and Maintain Safety Awareness.
- Sampling of Primary Containers.
- A “Blank” Or “Control” Container for Each Primary Sample Container.

### **Step 10: Record and Collect**

- All Samples Shall Have and Maintain Individual Chain of Custody.
- All Individual Samples Are Then Transferred to And Maintained by An Evidence Custodian.

### **Step 11: Final Survey**

- Final Entry Is Made into The Area to Ensure That All Necessary Samples Have Been Collected and That All Safety Issues Have Been Addressed.
- This Review May Include A Detailed Additional Search to Ensure No Items of Evidence Have Been Overlooked.

### **Step 12: Release of Scene**

- Proper Disposal of Hazardous Waste Will Be A Primary Concern.
- Hazardous Waste Is Generally Segregated and Disposed of Based Upon Hazard Class.
- Scene Is Released to Property Owner/Contractor or Other Agency.
- Hazards Present Must Be Clearly Communicated to The Receiving Authority.
- Any Re-Entry by Law Enforcement or Fire Personnel May Require A New Search Warrant.