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.
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.