



## FIELD EVIDENCE DOCUMENTATION CHECKLIST

### 1. Discovery (STOP FIRST)

- Stop movement - do not touch or disturb
- Scan area for related evidence
- Ensure personal safety
- Confirm legal access to location

### 2. Record Basic Information

- Date and Time
- GPS Coordinates
- Location Description (trail, mile marker, landmark)
- Weather (temp, wind, precipitation)
- Ground/Surface Type

### 3. Document BEFORE Collection

#### Photos/Video

- Wide shot (environment and context)
- Medium shot (evidence in place)
- Close-ups (multiple angles)
- Scale included (ruler / known object)
- No filters or edits

#### Audio (if applicable)

- Announce date, time, and location
- Minimize talking during recording
- Note background sounds

#### **4. Written Notes (Required)**

- Who discovered the evidence
- What is observed (describe only - no conclusions)
- Measurements taken
- Nearby human or animal activity
- Lighting conditions

#### **5. Collection (Only If Permitted and Trained)**

- Gloves worn
- Clean tools used
- Minimum sample collected
- Sample not contaminated
- Separate container for each item

#### **6. Label and Secure Evidence**

- Evidence ID assigned
- Collector name recorded
- Date and time labeled
- Exact location recorded
- Brief description included

#### **7. Digital File Handling**

- Original files preserved
- No edits, crops, or renaming
- Backup created
- Files linked to Evidence ID

#### **8. Chain of Custody**

- Evidence logged
- Transfers recorded
- Storage conditions noted

## 9. Submission

- Notes completed
- Media files attached
- Physical evidence packaged
- Submitted to organization within required time frame

## 10. Prohibited Actions (REMINDER)

- No trespassing
- No staging or altering evidence
- No public posting without approval
- Safety always comes first

**Document first. Preserve context. Be accurate.**