

# Protecting and Preserving

~~Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training~~

~~School Policy: 1200-0835~~

~~Effective Date: March 1, 2011~~

~~Version: 1~~

~~It is critically important to preserve evidence at the scene of, or associated with, any illegal action committed within the RI Training School (RITS). Staff systematically adhere to guidelines for the protection, acquisition and preservation of evidence.~~

## ~~Related Procedure~~

~~Protecting and Preserving Evidence~~

## ~~Related Policy~~

~~Unusual Incident Report~~

**Procedure from Policy 1200.0835: Protecting and Preserving Evidence**

- A. When evidence must be preserved, staff notify the Master Control Center (MCC).
  - 1. Staff seal off the scene, moving residents out of the area.
  - 2. Staff make a list of staff, residents or other persons in the area prior to the incident.
  - 3. Supervisory staff assign staff to guard the area to ensure that the evidence and the area are left untouched until the investigation is completed.
- B. Staff having information regarding the incident complete an Unusual Incident Report in conformance with DCYF Policy 1200.0827, Unusual Incident Report.
- C. The Superintendent or designee notifies the RI State Police when a crime has been committed within the facility.
- D. Paragraphs A–C are consistent with American Correctional Association Standards 3–JDF-3C-09 and 3–JTS-3C-09.

214-RICR-XXX-XX-6344

**TITLE 214 - DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

**CHAPTER XXX - OLD REGULATIONS WHICH WERE NOT ASSIGNED**

**CHAPTER-SUBCHAP-PART**

**SUBCHAPTER XX - OLD REGULATIONS WHICH WERE NOT ASSIGNED**

**CHAPTER-SUBCHAP-PART**

**PART 6344 - PROTECTING AND PRESERVING EVIDENCE**

Type of Filing: Repeal

**Agency Signature**

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Agency Head Signature

Agency Signing Date

**Department of State**

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Regulation Effective Date

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Department of State Initials

Department of State Date

