

<b>Subject: Crime Scene</b>	<b>Page 1 of 2</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supercedes: 1000.60/ July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>17.4</b>

## **Section 1500.50 Crime Scene**

### **Policy**

It shall be the policy of the Shively Police Department to manage and conduct Crime Scenes as part of the Patrol Function. The tasks involved in a crime scene shall be conducted in accordance with standard police procedures taught in a variety of Criminal Justice Training classes.

### **First Officer on the Scene**

The first officer on the scene, regardless of rank, is to treat any injured persons, safeguard and protect the scene, and will remain at the scene until properly relieved.

If the officer is confronted with a crime scene where the criminal has in fact left clues and/or physical evidence which may reconstruct the crime or which may be useful evidence, the officer's commanding officer will be notified. The following are guidelines for handling crime scenes.

### **Injured persons**

Immediately care for injured persons and render the scene safe to enter for EMS.

- Call for EMS.
- Call for Fire Department Medical responders
- Call any appropriate resource to assist in the care sick or injured persons.

### **Protect the Scene**

The officer should take steps to protect the scene and should be the primary officer responsible for starting a case report if necessary. All property or evidence shall be collected and processed according to property/evidence procedures. Any item suspicious or uncertain as to the need to collect for evidence should be collected until determined it is not needed. Other tasks should include:

- Approach the scene in such a manner as to not disturb any evidence.
- Any attempt to rearrange or clean up a crime scene must be prevented.
- If the scene has been cleaned up or changed, the scene must be searched and witnesses questioned in order to recover any evidence which may have been discarded or hidden.
- Make note of or start a log of all that enter crime scene.
- Assist in conducting a search.
- Question witnesses and victims.
- Officers are to gather relative facts concerning the incident and make the facts available to investigators to assist the investigation.

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### **Remain at Crime Scene**

Officers assigned to protect the crime scene should remain on task until properly relieved by the:

- Commanding officer.
- Designated on scene commanding officer.
- On Scene Criminal Investigations Detective.
- Coroner or Deputy Coroner.

### **Searches**

It shall be the duty of the responding officers to conduct searches involving crimes committed and where a crime scene has been established. The following searches may be conducted in accordance with standard police practices and applicable laws.

- Grid Searches
- Frisk Searches
- Vehicle Searches
- Area Searches
- Building Searches
- Road Blocks
- Any other search with legitimate reasons.

### **Supervisors Responsibility**

The highest ranking on duty commanding officer shall be responsible for the operational and investigative crime scene scenario. The commanding officer shall coordinate the functions of this policy and shall be responsible for:

- Notification of appropriate personnel or resources.
- Notification of Chief or Major, if appropriate.
- Cooperation between patrol functions and investigative functions.