

6.02
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: July 25, 1997
Subject: Crime Scenes
To: All Officers

Revision Date: September 21, 2006
Reference: None

I. POLICY

The actions taken by officers responding to the scene of a crime contribute materially to the apprehension and prosecution of the perpetrator and often determine the outcome of the overall investigation. Officers will follow procedures and perform all appropriate tasks to insure a thorough investigation.

II. PROCEDURE

A. Response to a Crime Scene

Unless performing a supervisory function, officers will respond to the scene of a crime only if dispatched by communications personnel or other competent authority. Upon receiving an assignment to a crime scene, the responding officer shall proceed safely and quickly, remaining alert for suspicious persons and/or vehicles leaving the area.

B. When arriving at the scene, the officer shall:

1. Make a quick appraisal of the scene and if there are any obvious requirements for additional emergency equipment or officers, immediately advise dispatch.
2. Give care and protection to the injured, as may be required.
3. Apprehend any suspects that may still be at the scene.
4. Identify any witnesses and detain them at the scene if possible. NOTE: Do not allow anyone to leave the scene without first establishing reliable identification.
5. Notify communications as soon as possible regarding the status of the call and relate any information that may assist in the apprehension of the suspect.
6. Protect the scene and its contents. Keep out all persons who are not connected with the crime, including law enforcement personnel not specifically involved with the investigation.

C. Handling the Scene

Officers should evaluate the situation and plan their next move so there is no loss of evidence or information. The following steps shall be used where applicable:

1. Conduct interviews with victims/witnesses and cause parties to be transported to the Police Department should further interview or formal statement be required.
2. Process the scene. Gather physical evidence; take photographs and dust for fingerprints as necessary. In the event of a crime where technical expertise is required in processing the scene, request the Investigations Division personnel be notified to determine response requirements.
3. If the scene contains a victim of a homicide or suicide and there is no doubt of the person being dead, the body shall not be moved until approved by the officer in charge. In accordance with the [General Order 6.03](#), the Investigations Division shall conduct the investigation. The officer should:
 - a. Limit medical personnel entering the scene to one (1) person who can confirm the victim's condition.
 - b. Move relatives and/or witnesses to another room or area, out of view of the body.
 - b. Protect and preserve the scene.
 - c. Assist Investigations as may be necessary.
4. When a victim of a violent crime is taken to the hospital, if possible an officer will accompany the victim to protect and gather any available evidence.

Approved By:

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Chief of Police