



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: CRIME SCENE PRESERVATION

NUMBER: 4.8

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

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POLICY

The purpose of this policy is to outline procedures for the preservation of the evidence relating to the commission of the crime. Each officer must believe that when a crime is committed there is evidence present that may lead to the perpetrator(s). Each crime scene presents an officer with a different set of circumstances and sometimes new situations. However, each crime scene will require basic tasks and responsibilities.

PROCEDURE

The first officer at the crime scene will be the officer in charge and will maintain a log of the activities, times, individuals and other officers present at the scene.

DUTIES

1. Protect the crime scene. Identify and neutralize imminent dangers to persons already at the scene and other personnel responding to the scene.
2. Render assistance to the injured and relay pertinent information to the Dispatch Center.
3. Determine the nature of the crime, identify suspects and witnesses and make necessary arrests.
4. Secure the crime scene and protect all possible evidence by excluding all persons except for those actually needed in the investigation of the crime scene. This includes officers not needed to process the scene, these officers can be utilized to secure the perimeters of the crime scene.
5. Once the scene is secured, the first officer at the scene will determine if additional help is needed at the scene. This determination will be made by considering the nature of the crime, the complexities of processing the scene and further investigative follow-up that may be needed, and if necessary, by consulting a supervisory officer.
6. If an investigator is not to be called to the crime scene, the office in charge will continue the investigation and processing of the scene through its completion.
7. If further investigative help is to be called, the first officer shall protect the scene until an investigator arrives. The investigator will then be in charge of the scene and will continue the investigation and processing of the crime scene through its completion.
8. Administrative level officers will contact the officer in charge of the crime scene before entering the crime scene.

Chief of Police
Shane Collins