

<b>Subject:</b> Incident Scene Responsibilities	<b>Date Issued:</b> 7-29-03	<b>Number:</b>
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## **PURPOSE**

This order establishes procedures for actions of initial responding unit(s), Supervisors and Investigators in regard to Incident Scenes.

## **FIRST RESPONDING OFFICER**

The first responding officer arriving at the scene is in charge until relieved by the assigned reporting officer, Chief of Police, Police Sergeant or a Crime Scene Technician/Investigator.

The officer's primary responsibility is rendering aid to the victim and protecting the scene. Depending on the type of crime there are variables and non-variables of action.

## **VARIABLES**

In persons cases, there are variables that will dictate the first arriving officers actions; those being, possibility the victim is alive and obvious death.

## **POSSIBILLITY THE VICTIM IS ALIVE**

If there is possibility the victim is alive:

The first officer on the scene will render first aid and request any assistance necessary, to include, but not limited to, notification of EMS personnel. This aid must be rendered, even if it allows the suspect to escape. The exception will be in the case of a Rapid Deployment/Active Shooter situation.

This officer will accompany fire department and ambulance personnel while they aid and/or remove the victim(s) from the scene, to minimize scene contamination.

This officer will outline, with chalk or tape, the exact position of the victim prior to removal.

## **SECURING THE CRIME SCENE**

If there is obvious death; obvious death can be presumed, if there is petrification of the body, decapitation, body destruction/dismemberment, etc.(if the body is cold and stiff (rigormortis). Absence of these factors or in the opinion of attending EMS personnel, emergency resuscitating measures should be commenced and the victim transported, via ambulance to a medical facility.

The officers will remove him/herself from the scene and secure it properly. Appropriate ropes, tape, signs and barricades will be used to protect the scene.

The officer will advise dispatch of his/her needs for additional manpower, supervisor and/or Crime Scene Technician/Investigator.

## **NON-VARIABLES**

Regardless of the type of case, the officer will be required to do certain things once the scene has been stabilized and evaluated. The officer must give communications suspect information, properly secure the scene and follow the general crime scene rules.

## **NOTIFY COMMUNICATIONS**

The officer will notify communications of any/and all information concerning suspect(s) or person(s) who have fled from the scene. All felony crime scenes and death investigations will require notification of Chief of Police and Sergeant.

## **SECURING THE CRIME SCENE**

In the cases where the crime scene must be secured, the officer will:

Maintain a scene contamination list. This list will reflect the name of ANY person entering the scene and be filed as part of the initial report.

Deny access to all unauthorized persons, i.e., curious officers, citizens, press, etc.. Access to the scene will be granted to superior officers, investigators (and those designated by the investigators), Coroner and crime scene technicians.

## **GENERAL RULE**

Follow the general rule: **DO NOT TOUCH**, move or disturb any object (including telephone and firearms) until the scene has been photographed, processed for latent prints and all other forms of evidence.

**DO NOT SMOKE OR ALLOW OTHERS TO SMOKE!!**

## **SUPERVISOR(S)**

The Chief of Police and Police Sergeant will be responsible for determining who processes the scene, whether investigator/crime scene technician is necessary and protection of the scene.

## **DETERMINING IF A CRIME SCENE TECHNICIAN IS NECESSARY**

The Chief of Police and/or Police Sergeant will determine if a crime scene technician is needed.

## **DETERMINATION OF OUTSIDE AGENCY SUPPORT**

The Chief of Police and/or Police Sergeant will determine if assistance from the Illinois State Police or Sangamon County Sheriff's Office is needed. If so, crime scene will be secured until investigators from either Illinois State Police or Sangamon County Sheriff's Office arrive on-scene.

## **CRIME SCENE PROTECTION**

The reporting officer, unless relieved by the higher authority will be responsible for:

Providing and coordinating for protection of the scene and the personnel involved in processing the scene.

When any member or employee is actively engaged in processing a crime scene, another member will be assigned to guard and protect the crime scene.

The exclusion of unauthorized persons who have no official duties at the crime scene, including police officers.

Providing assistance for crime scene technician(s).

## **CRIME SCENE ASSISTANCE CALLOUT**

In some cases, it may be feasible to secure a crime scene until a crime scene technician comes on duty, rather than recalling them.

If unexpected conditions arise wherein you are unable to contact the Chief of Police, Police Sergeant or the Senior Patrol Officer then request assistance from the Sangamon County Sheriff's Office for "ID Tech" support.

## **PROPER AUTHORITY**

Upon arrival or notification from the Chief of Police, Police Sergeant, Assigned Crime Scene Technician/Investigator will assume responsibility for the scene.

The Crime Scene Technician/Investigator may without other approving authority, request Illinois State Police or Sheriff's Office Investigators respond to the scene.

The Chief of Police, Police Sergeant or Crime Scene Technician/Investigator will provide direction for the evidence collection personnel for the duration of the scene processing.

If the scene is of a suspicious death, the Chief of Police, Police Sergeant and/or Crime Scene Technician/Investigator will ensure that the Coroner has been notified and is enroute to the scene.

