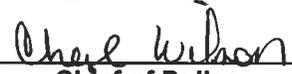


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> <b>September 9, 2015</b>		<i>Amended Date</i>		<i>Directive</i> <b>11.03.1</b>	
<i>Subject</i> <b>Crime Scene Investigations</b>					
<i>Reference</i>			<i>Approved</i>  <b>Cheryl Wilson</b> Chief of Police		
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i>  <b>12.02</b>		<i>Review Date</i>   <i>Pages</i>  <b>6</b>	

**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this directive is to provide guidelines for crime scene investigation procedures and responsibilities.

**SECTION 2 POLICY**

It is the policy of the department that the Criminal Investigation Division Commander or Supervisor will arrange an on-call schedule which ensures a detective assigned to the Criminal Investigation Division with specialized training who will respond to a major crime scene twenty-four (24) hours a day to manage the proper documentation, preservation, and collection of evidence.

**SECTION 3 PROCEDURES**

**A. CRIME SCENE TECHNICIANS**

1. Detectives assigned to the Criminal Investigation Division are the department's crime scene technicians.
2. The Criminal Investigation Division Commander will ensure all detectives assigned to the division receive specialized training to manage the preservation and collection of evidence. The training will include but is not limited to the following:
  - a. processing of a crime scene;
  - b. identification of evidence;
  - c. preservation of evidence;
  - d. documentation of a crime scene

**B. INTEGRATED FORENSIC LABORATORIES (IFL)**

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1. The City of Lancaster and Integrated Forensic Laboratories have an agreement to conduct testing and other services for the department, including assisting on crime scene investigations.
2. Integrated Forensic Laboratories has a laboratory at the police station provided by the department.

**C. CRIME SCENE EQUIPMENT**

1. Detectives
  - a. Detectives assigned to the Criminal Investigation Division will maintain equipment and supplies necessary to locate, preserve, and collect evidence at major crime scenes, including but not limited to; camera, powders, lifters, brushes, gloves, sketch pads, etc.
2. Patrol Units
  - a. Patrol units should be equipped with equipment and supplies necessary to locate, preserve, and collect evidence at minor crime scenes, including but not limited to; powders, brushes, lifters, gloves, etc.
  - b. The on-duty patrol supervisor will be equipped with a department issued camera.

**D. CRIME SCENE TYPES – INVESTIGATION REQUIRED**

1. It is not practical to identify and classify all incidents into particular crime scene types. Therefore, for the purposes of this directive, crime scene types will be classified as either minor or major.
2. Minor Crime Scene
  - a. Generally, a "minor crime scene" is one where the incident is a misdemeanor offense and those felonies and noncriminal incidents that do not meet the criteria for "major crime scene."
  - b. Minor crime scene investigations are limited to simple diagrams, fingerprinting, and preserving items for processing.
  - c. Officers will conduct minor crime scenes when:
    - i. equipped to do so;
    - ii. workload allows; and
    - iii. the offense does not require a major crime scene investigation
3. Major Crime Scene
  - a. A "major crime scene" is a crime scene that, due to the nature of the offense, requires expertise or specialization to process.

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- b. Major crime scenes will be conducted for incidents:
  - i. involving death or injuries likely to result death;
  - ii. involving serious bodily injury;
  - iii. involving significant monetary loss or destruction;
  - iv. requiring expertise or specialization
- c. Only detectives assigned to the Criminal Investigation Division may process a major crime scene. The detective may request the assistance of Integrated Forensic Laboratories or another agency on a major crime scene with the approval of the Criminal Investigation Division Supervisor.
- d. A major crime scene will be processed when required by this directive, or when directed to do so by a supervisor of the department.

**E. RESPONSIBILITIES AT MAJOR CRIME SCENES**

- 1. The first responding officers will:
  - a. take control of the scene;
  - b. call for medical assistance and administer first-aid within the officer's capabilities and training, if necessary;
  - c. identify and apprehend the suspect(s);
  - d. establish a crime scene perimeter;
  - e. remove unauthorized persons from the crime scene;
  - f. prevent unauthorized entry into the crime scene;
  - g. summon additional units, if necessary;
  - h. locate witnesses and request them to remain nearby;
  - i. record the names, address and phone numbers of:
    - i. all persons in the crime scene;
    - ii. all persons having access to the crime scene;
    - iii. all possible witnesses

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- j. protect the contents within the crime scene;
- k. remain at the scene until relieved or dismissed;
- l. submit a thorough report detailing their actions

2. The ranking supervisor will:

- a. receive a briefing from the officer in charge of the scene;
- b. assume command of the scene;
- c. after relinquishing the scene to the assigned detective, assume command of traffic and crowd control or other incident command responsibilities;
- d. provide any necessary assistance;
- e. submit a thorough report detailing the supervisor's actions

3. The investigating detective will:

- a. receive a briefing from the supervisor and officer on scene;
- b. assume command of the scene;
- c. coordinate the investigation;
- d. coordinate victim, witness, and suspect interviews;
- e. process the crime scene;
- f. authorize or deny persons access into the crime scene;
- g. contact the medical examiner's office, if applicable;
- h. clean up all identification materials at the crime scene;
- i. submit all evidence collected;
- j. summon assistance as needed; and
- k. submit a thorough report detailing the investigating detective's actions

F. ENTERING CRIME SCENE

- 1. No person will enter a crime scene without a warrant, unless a warrant is not required.
- 2. No person will conduct a crime scene search without a warrant, unless a warrant is not required.

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3. Except for the following personnel, no person will enter a secured crime scene:
  - a. crime scene personnel;
  - b. detective personnel;
  - c. medical/fire personnel, if needed;
  - d. those persons authorized by the investigating detective;
  - e. medical examiner's office
4. A crime scene log should be completed on all major crime scenes. The on-duty patrol supervisor will assign an officer to start and maintain the crime scene log as soon as practical.
5. The crime scene log will include but is not limited to the following information:
  - a. location of the crime scene;
  - b. date;
  - c. offense/incident report number;
  - d. name and agency of person entering the crime scene;
  - e. purpose of entry;
  - f. time entered;
  - g. time exited
6. The assigned officer will complete a supplement report with the information in the crime scene log, enter the crime scene log into the property section of the report and submit it into property according to policy and procedure.

**G. PHOTO AND VIDEO RECORDING CRIME SCENE**

1. Only trained personnel will photograph and videotape crime scenes.
2. Videotapes will be logged into evidence in accordance with established procedures.

**H. EVIDENCE COLLECTION**

1. Evidence will be collected by the investigating detective or by a person designated by the investigating detective.

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2. Any person collecting evidence is responsible for tagging, marking, logging, and entering the evidence.
3. To minimize the possibility of contaminating evidence, chain-of-custody will be kept to an absolute minimum.
4. Whenever available, samples of materials and substances should be collected from known sources so laboratory comparisons can be made with purported evidence — particularly evidence involving hair, fibers, fabrics, paints, soils, wood, glass, and tool marks.
5. All evidence collected shall be processed and submitted in accordance with established procedures.

**I. REPORTS REQUIRED**

1. Any person collecting evidence is responsible for submitting a thorough supplement report detailing the person's involvement with the evidence.
2. The supplement report will minimally include:
  - a. date and time of arrival;
  - b. location of the crime scene;
  - c. names of victim(s), witness(es), suspect(s), if known;
  - d. what the person's role was at the scene and the specific actions taken by the person;
  - e. list of property seized for impoundment

**J. STAFFING**

1. The Criminal Investigation Division Commander or Supervisor will arrange an on-call schedule for all detectives assigned to the Criminal Investigation Division. The on-call schedule will provide twenty-four (24) hour coverage of a detective with specialized training to respond to a major crime scene at any time to manage the proper documentation, preservation, and collection of evidence.
2. The Criminal Investigation Division Commander or Supervisor will save a copy of the on-call schedule on PD share, under the CID folder.

**K. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.