

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>INV-002</b>
	Subject <b>Major Crime Scenes</b>	
	Special Instructions <b>Replaces INV-008 dated February 6, 2007</b>	Effective Date <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for a plan of action to be taken by police employee's arriving on the scene of a major crime.

## **II. POLICY**

Available police employees shall assist at the scene of major crimes. When investigations personnel are unavailable, uniformed officers shall proceed with the investigation.

## **III. PROCEDURE**

A. The first police employees arriving at the scene of a major crime shall:

1. Proceed with caution in the event the suspects are in the immediate area. Then after securing the scene remain at the scene to assist with or conduct the investigation;
2. Determine if medical assistance is required by any victims;
3. Protect the scene from intrusion by unauthorized persons;
4. Obtain descriptions of any possible suspects and vehicles;
5. Obtain names, addresses, and telephone numbers of witnesses;
6. Not remove any evidence, taking notes indicating the location and brief description of articles present;
7. Upon the arrival of investigation/technician personnel disseminate any information obtained; and
8. If investigations personnel are unavailable, uniformed officers shall proceed with the investigation.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.