

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/31/2013	<b>Supersedes Policy Dated:</b> 03/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>402.2</b>
<b>Accreditation Index:</b> 42.2.1, 83.2.1, 83.2.6			
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Criminal Investigations	
<b>Chief of Police:</b>			

## Crime Scene Management

### I Policy

One of the most basic services of a police agency is to investigate crimes that have occurred within its jurisdiction. It is the goal of the Springfield Police Department to aggressively pursue its investigations as successfully and efficiently as possible. The employees of the Department shall appropriately respond to and investigate all violations of city ordinances and state and federal laws that are reported by citizens or observed by employees that occur within its jurisdiction.

### II Definitions

### III Procedure

#### 1 PRELIMINARY INVESTIGATIONS

1.1 Officers of the Uniform Operations Bureau will be responsible for conducting appropriate preliminary investigations of all assigned or discovered crimes, except certain homicides as provided for in Section 7, occurring within the jurisdiction of the Springfield Police Department.

1.2 Assignment of Investigating Officer - The assignment of an investigating officer will normally be made by the appropriate dispatcher in accordance with the duties and responsibilities of officers.

1.2.1 During those times when the number of police units that are available for calls for service are limited; the dispatcher will have the discretion to assign the most available unit.

1.2.2 Field unit supervisors will have the discretion to alter investigative

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assignments of the personnel in their unit.

## **2 RESPONSIBILITIES OF THE UNIFORMED INVESTIGATING OFFICER**

- 2.1 Upon responding to the scene of a crime, the assigned uniformed investigating officer may be responsible for the following:
  - 2.1.1 Assisting of any injured persons at the crime scene.
  - 2.1.2 Observing and noting all conditions and events, including time, temperature, weather conditions, lighting, etc. (CALEA 42.2.1(a))
  - 2.1.3 Protection of the crime scene (CALEA 42.2.1(c), 83.2.1(a & b) and 83.2.4(d))
    - 2.1.3(a) Tape or rope off the crime scene area
    - 2.1.3(b) Keep all unnecessary personnel out of the crime scene.
    - 2.1.3(c) Secure the crime scene in any manner necessary.
  - 2.1.4 Preservation of evidence (CALEA 42.2.1(c), 83.2.1(a & b) and 83.2.4(d))
    - 2.1.4(a) Evidence at a crime scene should remain undisturbed until processed. However, an officer may decide that under the following circumstances it is advisable to move or remove the evidence.
      - 2.1.4(a.1) Safety factors
      - 2.1.4(a.2) Possibility of theft
      - 2.1.4(a.3) Threat of contamination
    - 2.1.4(b) Fragile evidence may be protected by covering it with boxes, traffic cones, etc.
  - 2.1.5 Notification of immediate supervisor if warranted by the seriousness of the crime.
  - 2.1.6 In the event of a fatality make timely notification to the Medical Examiner.
  - 2.1.7 Preliminary identification and interview of the complainant, the victim of the crime and/or witnesses to the crime. (CALEA 42.2.1(b) and 42.2.1(d))
  - 2.1.8 Arrest and interview of suspect if present or near the crime scene. (For major crimes refer to Sections 5-7 of this SOG) (CALEA 42.2.1(d))
  - 2.1.9 Photographing and processing of the crime scene, or requesting the Crime Scene Van. (CALEA 42.2.1(c), 83.2.1(a) and 83.2.4(b))<sup>1</sup>

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<sup>1</sup> Section 2.1.9 revised, deleted the reference to Criminal Identification personnel, per Policy Change Order 13-107, Effective Date 12/31/2013.

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- 2.1.9(a) The use of personal still cameras, video cameras, or any other image capturing devices are strictly forbidden at any crime scene.
  - 2.1.10 Search of the crime scene and collection of evidence, or requesting the Crime Scene Van. (CALEA 42.2.1(c), 83.2.1(a) and 83.2.4 (d))<sup>2</sup>
  - 2.1.11 Canvass of the neighborhood and/or area.
  - 2.1.12 Proper reporting of the investigation and documentation of all investigative activities within the crime scene.
  - 2.1.13 Arrange for composite sketch if applicable. (CALEA 83.2.4(c))
  - 2.1.14 Provide victim-witness assistance as provided in [SOG 401.7, Victim-Witness Assistance](#) and as required by Law, and documenting same in the Offense or Incidental report.
- 3 **FIELD UNIT SUPERVISOR'S RESPONSIBILITY**
- 3.1 The uniformed investigator's field unit supervisor (the unit sergeant or in their absence, the unit corporal) will be notified of any serious crime as soon as possible. The unit supervisor will be responsible for the overall management of the preliminary investigation and for the smooth coordination of the efforts of department members and other involved law enforcement agencies at the scene.
  - 3.2 In the case of a suicide, serious assault, or other crime of serious community impact, the unit supervisor will respond to the crime scene and assume management responsibilities.
  - 3.3 The unit supervisor will retain management control of the preliminary investigation and integrity of the crime scene until it is completed.
  - 3.4 The unit supervisor will coordinate with the Persons Section supervisor.
  - 3.5 The unit supervisor will be responsible for the assignment of additional personnel to the crime scene. The unit supervisor will also be responsible for assignment of personnel to functions related to the crime scene including proper documentation of crime scene activities.
  - 3.6 The unit supervisor will ensure the notification of the responsible Watch Commander, their designee, or the Uniform Operations Bureau Commander in the appropriate situations.
- 4 **RESPONSIBILITIES OF THE INCIDENT COMMANDER**
- 4.1 In the case of a serious crime, the field unit supervisor or their designee shall immediately notify the responsible Watch Commander. The Watch Commander

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<sup>2</sup> Section 2.1.10 deleted the reference to Criminal Identification personnel, per Policy Change Order 13-107, Effective Date 12/31/2013.

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will then become the Incident Commander responsible for coordination of the efforts of department members and other involved law enforcement agencies at the crime scene.

- 4.2 The Incident Commander shall be responsible for:<sup>3</sup>
  - 4.2.1 Notification of IIAU personnel, if appropriate.
  - 4.2.2 Media releases during preliminary investigation.
  - 4.2.3 Confirming the Medical Examiner has been contacted by dispatch if the scene contains a deceased person.
  - 4.2.4 In the case of a death or serious injury, notification of the family of the victim, except in the case of a homicide being investigated by the Persons Section.
  - 4.2.5 Ensuring timely notification of the Persons Section Commander and Operations Bureau Commander of a serious situation.

## **5 RESPONSIBILITIES OF THE PERSONS SECTION SUPERVISOR AT THE CRIME SCENE**

- 5.1 In the case of a serious crime, members of the Persons Section may be requested by the Incident Commander to initiate an immediate follow-up investigation. Their supervisor, if available, may respond to the crime scene. If the Persons Section supervisor does respond to the crime scene, they will assume the following responsibilities:
  - 5.1.1 Follow-up investigation.
  - 5.1.2 Suspect and witness interviews after initial information is gained at the scene.
  - 5.1.3 Coordination with the crime scene supervisor.
  - 5.1.4 Management of the investigative activities of the personnel in their charge.
  - 5.1.5 Assume command of the follow-up investigation at the time the preliminary investigation is completed.

## **6 RESPONSIBILITIES OF PERSONS SECTION INVESTIGATORS AT THE CRIME SCENE**

- 6.1 Persons Section investigators may respond to a crime scene at which time they will familiarize themselves with all aspects of the preliminary investigation and offer any viable suggestions they may have concerning the investigation to the supervisor in charge of the crime scene.

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<sup>3</sup> The Section previously numbered 4.2 referencing notification of Technical Services deleted, remaining sections renumbered as necessary, per Policy Change Order 13-107, Effective Date 12/31/2013.

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- 6.2 The Persons Section investigator or the unit supervisor will coordinate all joint investigative efforts involving other department sections through the Incident Commander or the supervisor in charge.
- 6.3 The Persons Section investigator may perform an in-depth interview of potential witnesses that are at or near the crime scene.
- 6.4 The Persons Section investigator may perform an in-depth interrogation of suspects believed involved in the crime.
- 6.5 Persons Section personnel may obtain a Search Warrant if circumstances of the crime require one. This may also be done by a uniformed officer, should Persons Section personnel not respond.

## **7 HOMICIDE INVESTIGATIONS**

- 7.1 Upon completion of life-saving efforts and/or a safety sweep of the premises for suspects, officers at a known or suspected homicide scene shall retire to the perimeter as soon as practical, protect the scene, and notify their chain-of-command who will then contact the Persons Commander or Violent Crimes Unit Sergeant.
- 7.2 The Persons Section Commander or designee shall determine whether a response by their personnel is appropriate.
  - 7.2.1 The Persons Section Commander or designee may make a site visit to assist in this determination.
- 7.3 If a CIS response is initiated, UOB shall retain perimeter responsibility. The Violent Crimes Unit Sergeant or designee shall become the Crime Scene Supervisor and shall have operational authority over the crime scene processing efforts.
  - 7.3.1 In case of multiple crime scenes, the Violent Crimes Unit Sergeant or designee shall designate supervisors for each, if appropriate.
- 7.4 The Violent Crimes Unit Sergeant or designee shall maintain communication between on-scene investigators and those engaged in other, associated tasks.<sup>4</sup>

## **IV Attachments**

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<sup>4</sup> Sections previously numbered 8 - 8.3 pertaining to the responsibilities of the Technical Assistance Unit deleted, per Policy Change Order 13-107, Effective 12/31/2013.