

<b>SUBJECT:            CRIME SCENE INVESTIGATIONS</b>
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## **ROLES AND RESPONSIBILITIES**

As an assisting agency, a Bureau Agent will not normally be the "first" on the scene of a crime scene investigation. The intent of this procedure is to clarify roles and responsibilities of Bureau Agents when they arrive on the scene.

## **CRIME LABORATORY RESPONSE TO REQUESTS FOR TECHNICAL FIELD ASSISTANCE**

- A.     Requests for laboratory assistance in the field should not be initiated unless and until the appropriate District Crime Scene Search Specialist has reviewed the scene and determined a need for more specialized laboratory assistance is warranted.
- B.     Requests for specialized laboratory assistance involving multiple sections from the Crime Laboratory Services Division should be made by the appropriate Special Agent In Charge (or by the designated Special Agent In Charge of the District) to the Assistant Director of Crime Laboratory Services (or to the designated Special Agent In Charge of the Laboratory).
- C.     Requests for specialized assistance in a single discipline may be directed to the Special Agent In Charge of the appropriate section.
- D.     Local law enforcement agencies contacting the laboratory directly for technical field assistance will be referred to the appropriate Special Agent In Charge of the district from which the request originates.
- E.     Requests for laboratory assistance after hours may be made directly to the designated on-call Agent for the section (discipline) needed, or to the appropriate Special Agent In Charge of that section.

## **ELEMENTS OF CRIME SCENE PROCESSING**

- A.     Establish a perimeter around the crime scene and secure and protect the scene within that perimeter.
- B.     Document all entries into the secured perimeter.
- C.     Photograph (may include video) the scene prior to any evidence collection.
- D.     Diagram/sketch the scene.

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- E. Properly protect, collect, and identify all evidence.

**TYPES OF CRIME SCENES**

Crime scene investigations will be categorized as follows:

- A. Type 1      Original jurisdiction cases;
- B. Type 2      Providing **complete** investigative assistance to a requesting agency;
- C. Type 3      Providing **only** crime scene search assistance to a requesting agency; or
- D. Type 4      Providing only **specialized** assistance from the laboratory to a requesting agency.

**RESPONSIBILITY IS BASED ON SCENE TYPE**

- A. Type 1

Acting under the supervision of the Special Agent in Charge, or designee, of the District where the scene is located, the assigned Case Agent will be responsible for:

- 1. Processing any and all crime scenes; and/or
- 2. Requesting the assistance of the District Crime Scene Search Specialist; and/or
- 3. Determining all appropriate elements of crime scene processing have been completed by coordinating the activities of all law enforcement personnel involved.

- B. Type 2

Acting under the supervision of the Special Agent in Charge, or designee, of the District where the scene is located, the assigned Case Agent will be responsible for:

- 1. Determining all elements of crime scene processing have been properly completed by the requesting agency; and/or
- 2. Processing the scene himself/herself; or
- 3. Requesting and coordinating the assistance of a

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Crime Scene Search Specialist and/or Laboratory Agent(s).

C.    Type 3

Acting under the supervision of the Special Agent in Charge, or designee, of the District where the scene is located, the Crime Scene Search Specialist will be responsible for:

1.    Completing any and all elements of crime scene processing that have not been or will not be completed by the requesting agency; or
2.    Requesting and coordinating the assistance of a Laboratory Agent(s).

D.    Type 4

Acting under the supervision of their respective Section Supervisor, the Laboratory Agent will be responsible for:

1.    Contacting the appropriate Special Agent in Charge, or designee.
2.    Completing only the specialized assistance requested; and/or
3.    Providing guidance to the requesting agency regarding the proper ways to complete other elements of crime scene processing.

**TIMELINESS OF CRIME SCENE SEARCH SPECIALIST ASSISTANCE**

A.    Requesting Assistance

When a Case Agent determines Laboratory or Crime Scene Specialists are required at a scene, the request should be made within one hour. The time and method of the request will be documented by the Case Agent and included in his/her report.

B.    Response

1.    When any Agents (Field or Laboratory) are dispatched to act in any capacity as a Crime Scene Search Specialist, the responding Agent(s) will advise the Case Agent (or requesting agency) of an

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estimated time of arrival. The responding Agents will document the time of the request and the time of their arrival at the scene and this information will be included in their report.

2. Except in those cases where a delayed response time is necessary (e.g., waiting for nightfall to conduct a luminol examination), the response to requests for crime scene assistance will be made without unnecessary delay.
- C. Case Agent Responsibility Until Crime Scene Search Specialist(s) Arrive
1. The Case Agent will advise the agency being assisted of the most effective way to secure and protect the scene until the Crime Scene Search Specialist arrives.
  2. In original jurisdiction cases, the Case Agent will be responsible for securing and protecting the scene until the Crime Scene Search Specialist arrives.

**CRIME SCENE/EVIDENTIARY PHOTOGRAPHY & VIDEOGRAPHY**

- A. An Agent responsible for the collection of evidence from a scene will ensure that the scene and any evidence have been properly documented.
- B. The first frame of every roll of film (or the beginning of a video tape) exposed at a scene will be used to photograph a card containing at least the following information:
  1. The Bureau file number;
  2. The Bureau Crime Laboratory number (if known);
  3. The date;
  4. The time the photography begins;
  5. The scene location; and
  6. The name (or identifying mark) of the photographer.
- C. A scale will be included in the frame for photographs of any item/area to be used for comparison purposes in the

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laboratory. The photographer will also photograph the item/area without a scale prior to collection.

- D. Video may supplement but should not replace still photographs.
- E. Except for Forensic Photographers assigned to the Photography Laboratory, laboratory personnel will not provide complete photo (video) documentation of scenes of crimes.

**CRIME SCENE SKETCHING**

- A. When responsible for completing the diagraming or sketching element of crime scene processing, Bureau Agents will obtain sufficient information at the scene to complete a final drawing.
- B. Information collected at the scene and displayed on the final drawing will include (but not be limited to):
  - 1. Relevant dimensions;
  - 2. Relation of crime scene to relevant other buildings, geographical features, or roads (may be omitted if photographs are available and would better illustrate these);
  - 3. Complete address of scene;
  - 4. Location of body(ies);
  - 5. Location of physical evidence recovered;
  - 6. Direction of North;
  - 7. Name(s) of the person preparing the sketch;
  - 8. Related file number(s);
  - 9. Location of all doors and windows relevant to the crime.
- C. An approximate scale should be indicated on the final drawings (i.e., Approximate Scale: 1/4" = 1' or the drawing labeled "not to scale"). The drawings should not be labeled with a specific scale unless the Agent preparing same has used professional measuring instruments and the Agent has been properly trained in their use.

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**NO EVIDENCE COLLECTED AT CRIME SCENE**

- A.    When any Bureau Agent is responsible for providing crime scene search assistance at the scene of a crime against person or property, and either:

1.    No photographs of the scene are taken; or
2.    No physical evidence is collected;

An explanation in the initial investigative report will be provided by the Agent responsible for processing the crime scene.

**OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS**

- A.    Universal Precautions

1.    All items/areas which contain or have been exposed to body fluids or tissues should be handled as if contaminated.
2.    When a crime scene is determined to likely contain blood or body fluids, a "Caution" sign should be posted at the scene reflecting the potential hazard and requiring protective equipment for those entering the scene.
3.    Agents working in a crime scene environment which involved the release of blood or other body fluids should:
  - a.    Wear the appropriate latex gloves;
  - b.    Wear disposable shoe covering;
  - c.    Wear disposable jumpsuit (Field Agents) or washable laboratory coats (Laboratory Agents);
  - d.    Wear a half face dual cartridge disposable air purifying respirator meeting the requirements as described in the Policy and Procedure Manual, Procedure 25, Employee Health and Safety, "Selection of Respiratory Protection Devices;" and
  - e.    Wear eye protection when working with liquid body fluids.

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B.     Engineering Controls

1.     Each office/section should have available appropriate hand wash facilities including bactericidal cleanser.
2.     Each Mobile Crime Laboratory vehicle should include hand wash facilities with bactericidal cleanser.
3.     Each Field Agent should have a waterless bactericidal cleanser in his/her vehicle.
4.     Each crime scene involving blood and body fluids should have a designated clean-up site.
5.     Items used in crime scene processing considered "regulated waste" should be deposited in a bio-hazard red bag provided by the Crime Scene Search Specialist, labeled as to contents, and disposed of according to provisions of law (Solid Waste Rules). A copy of the current rules is maintained in each District Office.
6.     Regulated waste is defined as: liquid or semi-liquid blood or other potentially infectious materials; items contaminated with blood or other potentially infectious materials that would release these substances in a liquid or semi-liquid state if compressed; items caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
7.     Non-regulated waste, e.g., latex gloves, disposable shoe coverings, disposable jumpsuit, etc. should be gathered at the crime scene and disposed of off premises in an appropriately designated refuse container.

- C.     Bureau Agents should not be present during autopsies unless protected by the appropriate protective apparel. Evidence received at autopsy may be collected prior to the autopsy or afterwards from the pathologist as the situation dictates.

**LABORATORY REPORTING OF CRIME SCENE ACTIVITY**

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- A. Laboratory personnel will perform the following specific tasks to ensure that proper information concerning all crime scene activity (technical field assistance) is entered into the Laboratory Information Management System (LIMS):
1. The Reporting Agent or Forensic Photographer will complete a Technical Field Assistance form (SBI-62) for each response to a request for crime scene assistance.
    - a. Both pages of the two page form must be completed and submitted to the Evidence Control Unit on the next working day that the agent is in the laboratory after the crime scene activity is completed.
    - b. The Evidence Control Unit will enter the information as a laboratory record and assign an SBI Laboratory Number to the form if one does not already exist for the offense.
    - c. The Evidence Control Unit will return the original form and an appropriate folder to the laboratory agent.
    - d. The Reporting Agent or employee will place into the folder as case notes, all notes, sketches, etc. created as a result of the crime scene activity. A case note cover sheet must also be created and all pages must conform to all case note procedures.
  2. In the event that physical evidence is collected and brought back to the lab by the Reporting Agent or employee, an SBI-5 must also be completed and submitted to the Evidence Control Unit on the next working day that the agent is in the laboratory after the crime scene activity is completed. The completed SBI-5 does not relieve the Reporting Agent from completing and submitting an SBI-62 form.
  3. The Reporting Agent or employee will generate a Laboratory Report of their activity at the crime scene. The report will be made on the approved laboratory report form using the Laboratory Information Management System (LIMS) and not in memorandum form.  
The report should include sufficient information to:



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- a.        Accurately identify the scene(s) and the location(s) of the scene(s) examined;
  - b.        List other agents, officers or departments involved in the crime scene activities;
  - c.        Identify the procedure(s) conducted by the lab agent(s) involved;
  - d.        State the results of the procedure(s);
  - e.        List any physical evidence collected, who collected it, the time and place of collection, and the disposition of that evidence.
4.        The report concerning technical field assistance should be subjected to the same reviews and processed through the laboratory system as any other laboratory report.
  5.        Unless another action(s) is approved by the Special Agent in Charge:
    - a.        A separate report will be issued for any analysis conducted in the laboratory on evidence brought back from the crime scene.
    - b.        The in-lab analysis shall be conducted in accordance with existing policies and/or procedures applicable to handling of evidence.
  6.        In the event personnel from multiple sections are dispatched to conduct a crime scene search, the team may select one representative to complete one Technical Field Assistance (SBI-62) form and any SBI-5 forms related to the activity of the team.

If this option is utilized, the agreed upon representative will be responsible for issuing the crime scene report (pending a review of that report by all agents involved) and each appropriate laboratory agent involved will be responsible for issuing individual reports of in-lab analysis as appropriate.