



**SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE**

CRIME SCENE

Effective Date: May 9, 2005

Revised: July 20, 2006

POLICY

1. The crime or incident scene will be secured and protected to preserve its integrity for processing:
 1. at the earliest opportunity, and
 2. under the direction of a person designated these responsibilities.

REASON FOR POLICY

2. To preserve the integrity of the crime or incident scene so as to facilitate the processing of the evidence that may be found there.

PROCEDURES

Protection of the Crime Scene

3. The first South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) Members on the scene will follow this basic guide for securing a serious crime scene (e.g., serious assaults (sexual), homicides):
 1. ensure the scene is safe,
 2. have the Patrol Supervisor attend the scene,
 3. ensure injured persons, if any, are treated and removed to medical facilities,
 4. make a note of the name and time of personnel who have had to enter the scene (e.g., example: ambulance or police),
 5. hold and separate all suspects:
 - a. seize any evidence that may be on the suspects,
 - b. have suspects removed from the scene, and
 - c. never return a suspect to a crime scene,
 6. Members having contact with the suspect(s) will not return to the crime scene or have access to any exhibits,
 7. hold all witnesses and limit conversation between them,
 8. secure the crime scene and any physical evidence which may be present,
 9. if possible, make a rough sketch of the crime scene and note any peculiar or unusual items or pieces of evidence keeping the integrity of the scene in mind,

10. NOT ALLOW ANYONE entry beyond the police barrier tape until the investigators and the JPD Forensic Identification Members take responsibility of the scene (this includes all non-assigned Members),
11. advise the investigators of the known facts, including all those that have entered the scene, the areas entered, items touched and the paths used,
12. complete a detailed Occurrence Report including:
 - a. names of all persons present,
 - b. all relevant times,
 - c. the condition of the scene,
 - d. the location of the victim,
13. deliver a copy of the General Occurrence Report to the assigned investigator.

Supervisor's Responsibility

4. Upon arrival on the scene, the SCBCTAPS Supervisor will:
 1. assume control of the situation,
 2. request the Watch Commander to notify the JPD,
 3. ensure that the first Members to attend have properly assessed and secured the scene, and
 4. provide direction to the attending Members.

[See also: OC020 – Patrol Supervision, OD020 – General Criminal Investigations, OF010 – Evidence]