I. General Responsibilities

II. Investigator Duties and Responsibilities

I. General Responsibilities

A. It is the responsibility of every officer at the scene of an incident where physical evidence exists to secure, protect and preserve that evidence until such time that it can be collected.

NOTE: When an investigator is needed at an incident scene for evidence processing, one will be requested as soon as practical. If an investigator is called out, interim instructions will be provided to the officer on the scene by the responding investigator.

B. Every officer processing any incident scene for evidence will prepare a Crime Report detailing their actions, to include, date and time of arrival at the scene, location of the incident, name of the victim(s), if known, actions taken at the scene, case number and any other pertinent information.

IV. Investigator Duties and Responsibilities

A. Investigative Services is responsible for requesting all laboratory examinations of all physical evidence collected at any crime/incident scene and forwarding the evidence to the laboratory in a timely manner.

B. It will be the responsibility of the Investigator-in-charge to take, or direct the taking of, appropriate photographic, video graphic and/or ideographic (sketches, etc.) evidence at all crime scenes.

1. All evidence will be photographed before it is moved or collected.

2. When possible, photographs will be taken with a scale to show the relationship of the evidence to its surroundings.

3. A photograph log will be maintained giving the date, time, location, case number and name of the photographer for each photo taken.