

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 27, 2017
INDEX NO. 3.14

MAJOR CRIME SCENES

I. PURPOSE

This General Order is to assist all sworn law enforcement personnel of the Bay City Department of Public Safety in understanding their duties and responsibilities when responding to a major crime scene incident. This General Order is not all inclusive but will pertain to homicide, attempted homicide or other serious violent crime scenes.

II. OBJECTIVE

This General Order should be considered a guide and is not, nor should be considered all inclusive, some or portions of this General Order may not be applicable in all incidents.

III. SCOPE

This General Order is to be used to assist all sworn Bay City Department of Public Safety personnel when responding to or investigating a major crime scene.

IV. RESPONDING OFFICERS' DUTIES

- A. Assist the victim, request medical attention, request additional officers and advise the Patrol Shift Supervisor.
 - 1. After the crime scene is secured and if the victim is to be transported to the hospital, an officer should follow and continue to obtain information from the victim (statements, dying declarations, victim's clothing, photographs and a medical release form should also be collected, if applicable).
 - 2. If the victim is obviously deceased, request additional officers to assist and advise the Patrol Shift Supervisor (photographs should be taken as soon as possible).

- B. Search and secure the scene.
 - 1. Attempt to locate additional victims.
 - 2. Attempt to apprehend, detain, or arrest the suspect if probable cause exists for the victim(s) safety or further investigation. If the suspect is not present notify Central Dispatch with a suspect description for a BOLO. A request for a K-9 may also be made or a perimeter established using additional responding officers.
 - 3. Arrest the suspect (detain a possible suspect) and remove them from the scene. (If you can determine by direct inquiry or observation that he / she is the suspect). As a general rule, do not question the suspect at this stage.

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4. The suspect should be transported to the Law Enforcement Center for an interview (any unsolicited statements before or during transport must be documented).

- C. Establish and protect the crime scene.
 1. Make a quick evaluation of the scene based on:
 - a. Presence of any physical evidence.
 - b. Eyewitness statements.
 - c. Location of the body.
 - d. Presence of natural boundaries (rooms, hallway, house, property lines, fencing).
 2. Assess and tape off the largest practical area (it can always be narrowed later).
 3. Establish a pathway entry and exit through the taped area to where the actual event occurred. This will avoid unnecessary disturbance or contamination.
 4. Begin documenting those who have accessed it and take notes of the crime scene and victim(s).
 5. Exclude all unauthorized persons from entering the crime scene until the arrival of Detectives (this includes public safety officers, EMS, fire personnel not directly involved in the crime scene investigation, family members or property owners).
 6. If possible, keep witnesses at the scene. Attempt to keep all witnesses separated from each other and get detailed statements from each.
 7. Complete a detailed report of the incident.

V. PATROL SHIFT SUPERVISOR'S DUTIES

- A. Direct officers' activities and assign duties.
 1. Gather information from the responding officers and Central Dispatch.
 2. Ensure protection of the crime scene from unauthorized persons by assigning a security detail.
 3. Assign an officer to begin a crime scene log (if applicable).
 4. Request additional resources (K-9, MSP ES Team, MSP Bomb Squad, or MSP Arson Investigator if applicable).
 5. Assign officer(s) to canvass the area for witnesses (if manpower permits). This should include the gathering of license plate numbers and vehicle information of vehicles found in the area of the crime scene.
 6. Assign an officer to obtain a search warrant if needed.

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- B. Contact the Support Operations Captain or the Detective Sergeant.
 - 1. If a response by Detective(s), Identification Officer(s) or the Support Operations Command Officer(s) is warranted, prepare information for a briefing upon their arrival.
 - 2. Reassign or release personnel from the scene as investigators arrive.
- C. Contact the Patrol Operations Captain.
 - 1. Brief the Captain on the incident.
 - 2. Request additional officers if applicable.
- D. Conduct a detailed briefing of the incident to the Detectives and command staff present.
- E. Complete a detailed report of the incident.
- F. Prepare a station entry and a media release (if appropriate).

VI. DETECTIVE SERGEANT OR SUPPORT OPERATIONS CAPTAIN DUTIES

- A. Contact Detective(s) to report to the station or crime scene.
- B. Contact Identification Officer(s) to report to the station or crime scene.
- C. Respond to the station or crime scene.
 - 1. Meet with the Patrol Shift Supervisor on scene for a briefing with Detective(s) and Identification Officer(s).
 - 2. Review and evaluate the information on the investigation.
 - 3. Assess the safeguards of the crime scene and evaluate the amount of area secured.
- D. Determine investigative needs; assign a Lead Detective and direct investigative duties.
 - 1. If the incident is a homicide, the Detective Sergeant or Support Operations Captain may relieve the Patrol Shift Supervisor at the crime scene.
 - 2. Direct case assignments, (Lead Detective, scene, interviews).
 - 3. Request assistance from the MSP Crime Lab, ES Team, MSP Arson Investigator or other outside agencies (if applicable).
 - 4. Coordinate and disseminate information between Detectives and officers as the case develops.
 - 5. Notify the Prosecutor's Office.

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6. Notify the medical examiner if the victim(s) is deceased and get permission to release the body once the Identification Officers or crime lab personnel have finished with the collection of evidence.
 7. Assist Identification Officer(s) and Detective(s) as appropriate.
- E. Approve release of the crime scene based on recommendations from Detectives and Identification Officers.
- F. Complete a detailed report of the incident.
- G. Follow-up on a station entry or a media release if appropriate.

VII. DETECTIVES' DUTIES UPON ARRIVAL

- A. Notify Central Dispatch that you have arrived on scene.
- B. Contact the first officer and other law enforcement personnel at the scene to determine the sequence of events since the initial response.
1. Meet with the Patrol Shift Supervisor on scene for a briefing.
 2. Note the subjects present at the scene (witnesses, family members, persons of interest, public safety personnel).
- C. Investigative Duties.
1. Collect all available information on the victim(s).
 2. The formal interview of the suspect(s) or persons of interest shall be completed at the Law Enforcement Center and recorded.
 3. The formal interview of witnesses should be completed at the Law Enforcement Center and recorded if possible.
 4. Photograph all possible suspects and / or persons of interest.
 5. Attempt to obtain consent searches of suspect(s), their residence and vehicles (if appropriate). Notify the Prosecutor's Office before proceeding with a consent search.
 6. Collect clothing, shoes, weapons, cell phones or any other items of interest from the suspect(s). In the case of electronic media, computers should not be accessed or unplugged without the approval of a forensic investigator. Detectives should also attempt to obtain any usernames or passwords.
 7. Note any and all injuries found on the suspect(s), persons of interest and witnesses.
 8. Contact the Prosecutor's Office for a search warrant(s) (persons, property to be searched).

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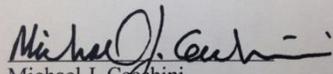
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9. If the incident is a homicide, notification and identification of victim(s) by family members should be established as soon as possible.

VIII. IDENTIFICATION OFFICERS' DUTIES UPON ARRIVAL

- A. Notify Central Dispatch that you have arrived on scene.
- B. Contact the first officer and other public safety personnel at the scene to determine the sequence of events since the initial response.
1. Meet with the Patrol Shift Supervisor on scene for a briefing with Detective(s).
 2. Evaluate and review the crime scene and the amount of area secured.
 3. Provide additional crime scene security (as the search warrant is prepared).
- C. Process the crime scene through systematic search and collection.
1. Identification Officers may be assigned to work alone or as part of the MSP Crime Lab Team.
 2. Take photographs of the location, the crime scene, the evidence, the victim(s), the suspect(s) and witnesses if still present and applicable to the incident.
 3. Complete a crime scene sketch, take measurements and notes while investigating.
 4. Visibly locate any physical evidence and prioritize which should be collected first before contamination or destruction can occur (fingerprints, footwear impressions, DNA, tool marks, other trace evidence collection).
 5. Note the description and condition of the deceased victim(s) (if applicable).
 - a. Condition of the body (rigor mortis, lividity).
 - b. Evidence of injury and apparent cause of death.
 - c. Position of the body relative to objects of significance at the location.
 - d. Condition and description of clothing.
 - e. Note obvious injuries or trauma.
 6. Complete a detailed report to include all documentation and collection of evidence.

By order of:


Michael J. Cecchini
Public Safety Director