



# NATIONAL POLICE FOUNDATION MODEL

## CRIME SCENE INVESTIGATIVE CHECKLIST

Kevin Armbruster

### INITIAL RESPONSE:

#### ***Report, Evaluate, and Stabilize***

- Report to the scene
- Ensure safety
- Neutralize any threat
- Consider hazardous materials/conditions
- Assess victim
- Notify EMS (other resources) if needed
- Locate potential suspects/witnesses
- Contact person notifying law enforcement
- Identify all authorized personnel
- Assign officer/detective to victim

#### ***Preserve the Scene***

- Detain and identify all persons
- Set perimeters for scene: think large (ropes, barricades, tape, etc.)
- Do not allow entry by non-authorized personnel (can have inner and outer perimeters - one to keep citizens out and one to keep officers out)
- Log entry/departure of persons in crime scene
- Document observations and record any changes: include sketches
- Do not contaminate the scene (touch or step on evidence)
- Do not move things before they are documented, sketched, and photographed/video taped
- Document condition, position, emotional state, and excited utterances of victim
- Document any changes in scene (victim, objects, or conditions)
- Note all possible evidence or suspects
- Note weather conditions
- Note any vehicles: description/registration

#### ***Organize***

- Update suspect information: (broadcast/teletype)
- Request additional resources as needed: supervisor, investigators, evidence technicians, prosecutor, search team
- Delegate responsibilities: every officer has role and must complete a report
- Be aware of the possibility of multiple crime scenes
- Control sensitive/confidential information
- Make necessary notifications: coroner, family, advocates or trauma response personnel
- Determine need for search warrant



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### CRIME SCENE PROCESSING:

#### ***Normalize, Document***

- Conduct planned search of scene
- Digitally record (video) the scene. Alternative is a body camera
- Photograph scene: exterior, interior, overall, mid-range, close-up
- Diagram/sketch, measurements
- Identify points of exit/entry
- Mark evidentiary items
- Collect/preserve evidence
- Photograph each item prior to collection
- Glove hands prior to collection and use different gloves for different items
- Package items- Refer to your State or Department's guidelines for specific item collection. An example of the State of WI. <https://wilenet.org/html/crime-lab/physevbook/physical-evidence-handbook-2017.pdf>
- Mark each package; include case number, date, item designation, a brief item description, and initials of the person collecting
- Seal the container and initial the seal
- Document the chain of custody on a separate form with the same information as marked on the packages
- Document chain of custody: who collected/packaged evidence
- Utilize National Integrated Ballistic Information Network (NIBIN) for casings and gun recoveries to link crimes for easier solvability

### INTERVIEWS:

#### ***Victim/Witness***

- Identify
- Determine if any relationship of victim and suspect
- Document statement of events surrounding and including event
- Ask for consent forms (medical, elimination swabs, cell phone...) if needed
- Provide officer's information /business card
- Provide Victim's Rights pamphlet or advocacy information, if policy dictates

#### ***Suspect(s)***

- Note and preserve any evidence on suspect
- Swab hands prior to restroom use
- Isolate suspect(s)
- Document any spontaneous statement
- Use Miranda/Waiver of rights
- Observe/document behavior/condition of suspect; including injury or disabilities
- Do criminal history checks
- Retain clothing



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### FOLLOW UP:

#### ***Body Cameras***

- Download camera video from responding officers

#### ***Canvass Neighborhood of Crime Scene***

- Prepare questions
- Assign locations
- Document contact or no contact
- Re-canvass the following day (casings or witnesses not found)
- Use of explosive detection K9 for casings or unrecovered gun

#### ***Hospital Follow-up***

- Develop a relationship with the hospital staff and security prior to an incident; it will be valuable when follow-up is necessary
- Identify/interview all medical personnel in attendance
- Request medical release forms from victim(s)
- Secure copies of all medical records: X-rays, reports, and other test results
- Get statement of physician in charge: victim's condition, prognosis
- Identify/interview any visitors
- Check video if victim was dropped off (potential vehicle identification)

### ADDITIONAL NOTES:



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