

GENERAL ORDER, OPERATIONS, NUMBER 21
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Crime Scene Investigator and Crime Lab Investigator Utilization Procedures.

B. PURPOSE:

To establish a standard procedure for the utilization of Crime Scene Investigator and Crime Laboratory Investigator or a criminalist from outside law enforcement agencies at the scene of major offenses and other crime scenes investigated by the Department.

C. POLICY:

All personnel shall comply with the following procedures designed to provide technical crime scene investigation, photographic assistance, technical evidence collection, examination and control.

D. PROCEDURES:

1. Definitions.

- a. CRIME SCENE INVESTIGATOR (C.S.I.) is a non-ranking officer from the Patrol Division assigned to supplement the Crime Lab for crime scene investigations. A C.S.I. is trained in basic photography, fingerprint examination, crime scene processing and evidence preservation.
- b. CRIME LABORATORY INVESTIGATOR (C.L.I.), is an officer assigned to the Crime Laboratory with basic and advanced training in photography, fingerprint examination, crime scene processing, evidence preservation and examination and other chemical and forensic examinations.

2. An on-duty CLI shall be dispatched on all requests for technical crime scene investigations. When a CLI is unavailable, the on-duty CSI shall be notified of the request and shall respond.

3. When an on-duty CSI or supervisor determines that additional expertise is needed due to the complexity of the offense or crime scene, an on-duty CLI shall be notified. If a CLI is not on duty, the Watch Commander shall contact the Crime Lab Supervisor and, if unavailable, then contact an off-duty CLI. If a CLI cannot be reached, the CSI with assistance from the crime scene

supervisors shall perform the crime scene investigation. Nothing shall preclude the Watch Commander from utilizing two CSI officers on a single investigation whenever necessary.

4. If it has been determined that the on-duty C.S.I. must have additional expertise, or no C.S.I. or C.L.I. are available and the crime scene cannot be preserved until such time as C.S.I. and C.L.I. can be made available, the Watch Commander may contact Crime Lab personnel from an outside law enforcement agency.

Crime Lab personnel from an outside law enforcement agency shall only be contacted and requested to respond by the Watch Commander following consultation with the Investigation Division Commander, if available, and only in the instance of a serious crime.

If outside technical assistance is to be requested, the Watch Commander shall contact the Iowa Division of Criminal Investigation (D.C.I), or the Cedar Falls Police Department or the Black Hawk County Sheriff's Office, in that order.

5. When no C.S.I. or C.L.I. is on duty, the Watch Commander shall review all requests for technical crime scene investigation. If the decision is made to recall, the Watch Commander shall direct the dispatcher to recall a C.L.I. If unable to reach a C.L.I., the dispatcher shall be directed to attempt to recall an off-duty C.S.I. from the respective Watch. A C.L.I. or C.S.I. reached by telephone shall be ordered to report for duty by the Watch Commander. If unable to contact an off-duty C.S.I. from the respective Watch, the dispatcher shall be directed by the Watch Commander to contact any available C.S.I.
6. Every effort shall be made to summon a C.L.I. to assist C.S.I. or to perform technical investigation on major crime scenes described as:
 - a. Homicide or suspected homicide.
 - b. Suicide or death by suspicious nature.
 - c. Fatal accidents where charges of manslaughter, O.W.I. or other serious charges creating an extensive crime scene investigation.
 - d. Robbery, sexual abuse or assault where a kidnapping or hostage situation results.
 - e. Arson resulting in death or imminent death or arson requiring major crime scene investigation.
 - f. Burglary where explosives are used and/or burglaries where a safe is

forcibly opened.

- g. Aggravated assaults with serious injury that could result in death or permanent injuries.
 - h. Crime scenes that require investigation beyond the training and expertise of the C.S.I. such as extensive chemical latent fingerprint work on scene, telephoto photographic surveillance, or other technical procedures.
 - i. Any other investigation or crime scene that a supervisor determines may require additional crime scene processing requiring C.L.I. expertise.
7. The following is a procedural checklist for the first officer receiving a call to respond to the above-described major crime scenes.
- a. Approach the general crime scene cautiously to prevent the destruction of physical evidence such as footprints, tire tracks, etc.
 - b. Notify the Patrol Supervisor that a major crime has occurred.
 - c. Notify the Investigative Division Supervisor and a C.L.I. or a C.S.I.
 - d. Secure the scene.
 - 1. Identify and remove all unauthorized persons from the immediate crime scene.
 - 2. Post necessary security personnel at the perimeter of crime scene.
 - e. Protect any perishable evidence such as footprints, tire tracks, etc. in inclement weather. Do not handle, move or disturb evidentiary items unless it is necessary to insure the safety or security of the evidence or it poses potential danger to people.
 - f. Note obvious and available facts of the crime scene prior to the arrival of a C.L.I.
 - g. Maintain a consistent path of travel to preserve existing evidence and eliminate additional footprints or tire tracks by assisting employees.
8. If the investigating officer and supervisor determine the need for detailed crime scene processing, the crime scene shall remain totally secure until the arrival of the C.L.I. or C.S.I. Erect a major crime scene perimeter barricade with barricade tape or other means as soon as practical to control access as

needed to secure the evidence area.

9. When possible, the investigating officer and supervisor should meet the C.L.I. upon arrival at the scene. The C.L.I. should be given all information about the case that is known to assist them with the technical crime scene investigation.
10. The investigating officer or supervisor should walk through the crime scene with the C.L.I., if advisable. After initial viewing of the crime scene, the crime scene shall remain the responsibility of the Crime Lab until all processing is complete.
11. C.L.I. shall then process the crime scene. On completion of the technical crime scene investigation by the C.L.I., the responsibility for the crime scene shall return to the Investigative Division.

BY ORDER OF:

Thomas J. Jennings
Chief of Police