


Policy & Procedures Manual	Ref: Accreditation Chapter 83	
Effective Date: 01 Jan 11	Revised:	
Pages: 1 (with Appendix A)	Review Date: Annually	

CHAPTER 3.10

USE OF CRIME SCENE ENTRY LOG

PURPOSE

This directive will establish procedures for using the Crime Scene Entry Log (Appendix A).

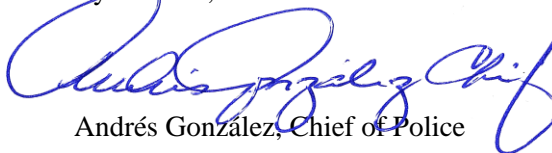
POLICY

Members of the CMHA PD shall maintain professionalism and accountability at crime scenes. Members shall use the Crime Scene Entry Log to ensure crime scene integrity and prevent entry of unauthorized personnel.

PROCEDURES

- I. Supervisors shall:
 - A. Cause a Crime Scene Entry Log to be created at the scene of a significant event or crime occurring on CMHA property. Significant events or crimes include use of deadly force investigations, homicides and other serious crimes at the discretion of a supervisor.
 - B. Maintain a supply of Crime Scene Entry Log forms in their vehicles.
- II. Members shall:
 - A. Prevent anyone from touching or moving any object on the scene.
 - B. Prevent anyone from smoking, drinking or eating at the scene.
 - C. Safeguard the crime scene and identify witnesses. The crime scene area is that area which may contain physical and/or trace evidence. The area should be sealed off by the use of crime scene tape or other accessible means.
- III. All officers, detectives, and supervisors who are on the scene shall have their arrival and departure time documented along with their reason for being on the scene.
- IV. Supervisory and command personnel not involved in the investigation shall remain outside of the crime scene area.
- V. The Crime Scene Entry Log shall be given to the law enforcement agency assuming control of a crime scene pursuant to the established mutual aid agreement.
- VI. If the Crime Scene Entry Log is not turned over to the investigating law enforcement agency, it shall be attached to the original crime/incident report.
- VII. Members shall note in the incident report that a Crime Scene Entry Log was completed.
- VIII. The crime Scene Entry Log may be duplicated as necessary to ensure an adequate supply is available.

By order of,


 Andrés González, Chief of Police

