



TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> CRIME SCENE MANAGEMENT & CID ON-CALL		<b>NO. OF PAGES:</b> 4
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> N/A
<b>General Order 037</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** The purpose of this directive is to establish procedures and guidelines for on-call CID, and the collection and preservation of evidence at a crime scene.

**OBJECTIVE:** It is the goal of Texas Southern University Department of Public Safety to process and collect evidence in a professional manner to ensure that court cases are not lost or overturned due to improper or incomplete procedures.

**CID ON-CALL PROTOCOL**

- A. The shift supervisor or OIC (Officer in Charge) is responsible for contacting the on-call detective and requesting a CID (Criminal Investigations Division) presence at a crime scene.
- B. The detective called to the scene is responsible for controlling and directing the crime scene. The detective will hold concurrent authority with the shift sergeant for the direction of activities at the scene.
- C. The arrival of CID personnel does not relieve patrol officers of their preliminary investigation responsibilities or from assisting in the collection of evidence.
- D. Notification of CID personnel does not mean that a response is necessary. The on-call detective is responsible for determining if a CID presence is necessary at a crime scene.
  - 1. The shift sergeant or OIC may contact the CID Division Commander if, in the opinion of the Sergeant or OIC, a CID response to the crime scene is necessary.
- E. CID personnel will be notified in the following circumstance:
  - 1. CRIMES AGAINST PERSONS:
    - a. Homicides:
    - b. Deaths occurring under suspicious circumstances or unknown circumstances:
    - c. Kidnapping;

- d. Sexual Assault:
- e. Robberies involving weapons or injuries;
- f. Extortions; and/or
- g. Aggravated Assaults involving serious bodily injury.

2. CRIMES AGAINST PROPERTY:

a. Burglaries as follows:

1] When loss exceeds \$5000.00;

2] Burglaries when a burglar alarm is by-passed or the burglary appears to be the work of a professional;

b. Any theft other than vehicle thefts where loss exceeds \$5000.00

c. Felonious crimes against State property

F. This criteria does not eliminate the possibilities for response to other offenses where CID may be needed. In these instances, the on duty supervisor will decide as to whether or not CID will be notified.

GENERAL PROCEDURES:

- A. The integrity of the crime scene is of the utmost importance; therefore, it is essential that the responding officer secure the scene as quickly as possible.
- B. The officer attempting to secure the scene should request additional officers as necessary to maintain the value of evidence present.
- C. The responsibilities of the responding officer include the following:
  - 1. Attend to the Victim (s);
  - 2. Preservation and protection of the crime scene by whatever means reasonable and practical;
  - 3. Recording the names of people and license plate numbers of vehicles on the scene;
  - 4. Determine the type of offense committed and the need for further assistance;
  - 5. If applicable, seek supervisor approval for the call out of a detective using established protocol for their response.
  - 6. Complete initial offense report.
- D. The responsibilities of the supervisor include the following:
  - 1. Secure the scene preventing any unorganized physical activity that could be detrimental to the evidence present;
  - 2. Determine the need for specialized assistance in crime scene processing using

established protocol;

3. Direct officers in assisting Detectives in crime scene processing.
- E. The responsibilities of the responding detective include the following:
1. Determine objectives of the crime scene search;
  2. Determine equipment and personnel needs;
  3. Make duty assignments to other officers;
    - a. Duty assignments must be documented.
    - b. Personnel must be aware of specifics of search and collection of evidence
    - c. Make assignments concurrent with aptitude and training of personnel.
    - d. Do not allow processing until after the briefing.
    - e. Written supplements must be submitted on all assignments including reasons as to why photographs and /or evidence were not gathered at the scene.
    - f. All assignments will be due at the end of the officer's tour of duty.
- F. The Criminal Investigation Division Commander may call upon specialists from outside agencies for assistance if available personnel are not equipped or trained to manipulate a particular aspect of the crime scene processing.
- G. On major crime scenes ask your self the question; "Do I have permission to be here?" If not, do you have the consent of the owner or a warrant? Remember! There is no murder scene exception to a search warrant. If necessary, the scene can be secured and protected while a search warrant is obtained.

APPROVED:

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Roger Byars                      Date  
Chief of Police

## Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008