



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Referred Major Crime Scene		NO. OF PAGES: 3
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: AS NEEDED
General Order 039	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

GOAL: To avoid any conflict with another agency’s jurisdiction and to clarify procedures in referral of major crime scenes.

PROCEDURE:

- I. Response to calls.
 - A. Officers shall respond to all calls for assistance directed to this agency.
- II. Major Crime Scene
 - A. Major crime scenes shall be defined as homicide, sexual assaults, indecency with a child, injury to a child or elderly individual, suicide, kidnapping, robbery with serious bodily injury, and aggravated assault.
 - B. Scenes that do not fall into the normal guidelines shall be referred a Divisional Supervisor, on call supervisor, or the Deputy Chief thru the normal chain of command, for determination.
- III. Immediately upon arrival, the responding officer shall identify the specific nature of the offense.
 - A. Upon identification of the commission of a major crime, the following will be done:
 - 1). The officer will check for injured parties and summon proper medical assistance.
 - 2). The officer will then secure the crime scene and request additional units, if needed.
 - 3). The officer will establish identity and location of the possible perpetrator and if possible, effect the arrest.
 - 4). If an arrest is not possible, the officer will gather as much information on the suspect(s) as possible (name, date of birth, description, etc.)

- 5). The officer will then notify the dispatcher of the major crime scene status and the description of the suspect(s) along with mode and direction of travel, if possible.
 - a). Upon receiving the information, it shall be incumbent upon the dispatcher to make contact with the on duty supervisor.
 - b). The supervisor will then respond to the scene, gather details, notify the on call supervisor, or Divisional Captain.
 - c). If the decision is made to contact the Houston Police Department, a supervisor will do so.
- 6). The reporting officer shall hold and protect the scene pending the arrival of the patrol supervisor. The reporting officer and patrol supervisor will ensure the integrity of the crime scene prior to the arrival of the Houston Police Department. The reporting officer, or another as directed by the patrol supervisor shall remain on the scene in assistance capacity to the Houston Police Department as long as required.

IV. All other crime scenes

A. Definitions: burglaries, thefts, auto theft, misdemeanors, etc.

- 1). These calls shall continue to be investigated in the manner currently dictated by this department.
- 2). All reports taken off campus will be referred to the agency of jurisdiction.

V. Concurrent arrival of units from more than one agency.

- 1). Off campus calls with concurrent arrivals shall be relinquished to the Houston Police Department.
- 2). On campus calls shall be worked by this department, with the exception of previously mentioned major crime scenes.

VI. All reports from major crime scenes shall be entered into the system before the investigating officer(s) go off duty, and upon completion, immediately approved (after corrections if needed) by a supervisor prior to releasing to another agency.

APPROVED:

Roger Byars, Chief of Police

Date

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