



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Crime Scene Response

Eff. Date 01/19/2017

Purpose

This document outlines the appropriate MPD response to crime scenes and procedures for investigating major cases.

Procedure

POLICE OFFICERS/INITIAL RESPONDERS

- The first priority is to secure the scene and ensure that no suspects or others who may pose a threat to officers are present. Conduct a protective sweep if appropriate.
- The initial officer at the scene should take responsibility for making initial assignments to responding officers until a supervisor arrives.
- Provide aid to any injured persons. Allow MFD personnel to provide treatment while minimizing disturbance to scene. Obtain names of MFD personnel entering the scene after victim has been treated. If victim is conveyed to a hospital, ensure that an officer rides in ambulance with injured person.
- If victim is deceased, do not touch, move or disturb body or surroundings unless necessary for safety reasons.
- Once medical assistance has been provided and the scene is safe, personnel should exit the scene and secure it (one officer should maintain standing just inside the scene if appropriate).
- Secure scene using crime scene tape. Give careful consideration to how big the scene may be when taping the perimeter. It is easier to reduce that area once it is determined that area is not involved than it is to try and expand that area. One officer should be assigned to maintain a log of who enters and exits the scene. Identify a safe or already traveled path to the victim to minimize contamination of scene. Escort Medical Examiner/medical personnel to render aid or confirm death.
- While securing the scene, minimize the extent to which the scene/evidence is disturbed. Do not unnecessarily touch or move anything. If something must be disturbed, be sure it is documented. Also inform responding detectives/investigators who will be processing the scene.
- Identify witnesses at the scene and try to keep them separated.
- Brief supervisor upon arrival and turn over responsibility for the scene to them.
- Complete report prior to end of shift unless approved by a supervisor.

SERGEANTS

- Obtain briefing from officers on scene and assume responsibility for scene.
- Determine status of victim(s). Ensure that officers are assigned to any victims transported by ambulance. Officer should remain with victim at all times, including surgery. If deceased, do not disturb victim; minimize medical personnel entry into scene.
- Ensure that perimeter has been secured and access controlled. Tape off scene if not already done. Establish a point of entry/exit, and ensure that officer is assigned to monitor access and complete a log. Establish a safe or already traveled path into crime scene.
- Make preliminary evaluation of incident and needed resources; notify OIC. Evaluate: detective/investigator needs; special equipment needs (lighting, canopies, etc.); relief officer needs. Consider talking directly to the on-call detective lieutenant to coordinate these issues (after OIC has been notified).
- Assign officers to identify witness(s) and suspect(s). Suspects should be detained and secured. Obtain identification and preliminary statements from witnesses. Keep witnesses separated.
- Isolate family members from scene as soon as possible. Assign an officer to stay with family until a detective can assist.

- No evidence – including personal items from victim – should be turned over to Medical Examiner until scene has been processed by detectives/investigators (only exception is victim's ID).
- Request additional supervisors if needed (to respond to hospital, etc.).
- Maintain overall management of scene. Coordinate relief for officers when appropriate.
- Start completion of a Field Supervisor Crime Scene Log.
- Refer any media requests to the PIO or designee.
- Once the detective or FSU lieutenant arrives on scene, brief them and turn over responsibility for the scene to them. Assist as requested.

OFFICER IN CHARGE

- Obtain briefing from scene supervisor and make preliminary determination of needed resources.
- Determine necessary level of notifications per the Notification of Commanding Officers SOP.
- Make initial contact with district on-call detective lieutenant to facilitate notification of additional resources.
- Contact other command staff as needed.
- Maintain oversight and responsibility of investigation until command post is established and detective lieutenant takes over responsibility.
- Handle initial media inquiries until command post is established.
- Monitor citywide workload and determine whether additional patrol resources are needed.

Original SOP: 03/01/2014

(Revised: 01/19/2017)

(Reviewed Only: 12/26/2017, 01/30/2019, 01/31/2020, 01/11/2021, 02/04/2022)