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# Crime Scene Investigation

## **429.1 MANAGEMENT AND SUPERVISION**

The Crime Scene Investigation (CSI) Unit falls under the Operations Division Commander who will assign an Operations Division Lieutenant to manage the unit. The Forensic Supervisor, with assistance from the Operations Lieutenant, is responsible for unit operations, including, but not limited to:

- (a) Budgeting
- (b) Identification and procurement of needed equipment
- (c) Personnel selection and training
- (d) Liaison with the Orange County Crime Lab and other members of the forensic community
- (e) Scheduling
- (f) Crime scene supervision
- (g) Performance appraisals
- (h) Quality control oversight

In the absence of the forensic supervisor, on-duty field supervisors shall maintain functional supervision of on-duty forensic specialists.

## **429.2 FORENSICS SPECIALIST**

Forensic specialists assigned to the CSI Unit are tasked with the responsibility to record, collect and preserve evidence of criminal activity. Field supervisors may assign forensic specialists to tasks not in conflict with the unit's primary function.

## **429.3 CSI PERSONNEL CALL-OUT**

Off-duty unit personnel may be called into service for an established department need, as determined by a supervisor. An established need should be limited to:

- (a) Serious crimes requiring timely crime scene processing
- (b) Incidents involving the potential for city liability

The forensic supervisor may also be called to perform forensic duties as needed; however, he or she shall also function as the unit supervisor during complex crime scene investigations. The forensic supervisor will establish and maintain a liaison with the Orange County Crime Lab, the Orange County Sheriff/Coroner Investigator, and other agencies responsible for the forensic processing at a critical incident.

## *Crime Scene Investigation*

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### **429.4 HOLDING CSI CALLS**

Occasionally, forensic specialists are not readily available for scene processing. By following the protocol identified below, patrol officers can ensure preservation of potential evidence until a forensic specialist can respond:

- (a) Notify the Crime Scene Investigations Unit of the need for scene processing, using the Computer Aided Dispatch (CAD) System. Dispatch may be able to assist the employee with notification. Personnel may choose to notify CSI of the service need by calling the CSI Service Message Center (724-7052).
- (b) Provide enough specific information for the forensic specialist to adequately process the scene. Include the Department Record Number, the crime committed, victim's name, address or location, investigating officer's name, and the type of service requested (e.g., photographs, evidence collection, latent fingerprint identification, etc.).
- (c) Be specific about the location of the questionable items. The forensic specialist should be able to readily locate the potential evidence without the presence of the officer or the victim.
- (d) Provide adequate instructions to the victim or person controlling the scene.
- (e) Advise the victim of the delay. Ensure he or she is able to protect the area. The officer may need to help the victim secure the scene from contamination by arranging chairs, closing doors, or providing some other protective measure.
- (f) Do not promise a specific response time unless the forensic specialist assigned to the call gives one. Service calls are generally answered in the order they are received. The severity of the crime and the nature of the processing are also considered.