

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## SECURITY AND CONTROL

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Chapter

### JF 04 - CRIME SCENE

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JF 04/01.00 **GENERAL**

JF 04/01.01 **Purpose**

The purpose of this chapter is to provide the WCCF policy, procedures, and requirements for facilitating the investigation of major crime scenes involving WCCF members, offenders and civilian employees of the WCCF, and the furthering of WCCF correctional objectives.

JF 04/01.02 **Cross Reference**

JD 06 - Inmate Disciplinary

Weber County Homicide Task Force Protocol

JF 04/01.03 **Definitions**

**civilian member** a WCCF member who does not have peace officer certification

**contamination** to make evidence unfit for official use by the introductions of foreign elements on a particular piece of evidence

**evidence** any item that has been collected that may be used in prosecution of violation of Department policy, procedure, state or federal law

**IDP** Inmate Disciplinary Problem

**major crime** forcible felony violations including, but not limited to, murder, assault, mayhem, drug violations, suicide, escape, specified property damage

**TRO** Temporary Restriction Order

**WCCF** Weber County Correctional Facility

**WCSO** Weber County Sheriff's Office

JF 04/02.00 **CRIME SCENE**

JF 04/02.01 **Policy**

It is the policy of the WCCF that:

- A. guidelines be established to facilitate investigation by WCSO Investigators involving WCCF members, offenders, and civilian employees associated with WCCF;
- B. each job assignment at a crime scene shall be clear and concise, identifying what each member is expected to do;
- C. members shall function in conformity with the provisions and established requirements set forth in this chapter;
- D. physical evidence at a crime scene shall not be disturbed by WCCF staff;
- E. the Investigations Bureau of the WCSO shall be notified immediately in the event of a major crime;
- F. in the event of an in-custody death, the Weber County Homicide Task Force protocol may be invoked;
- G. the Jail Commander/designee shall oversee the process and handle unforeseen emergencies relevant to the WCCF;
- H. all WCCF officers involved in the crime shall submit a supplement report to the investigator-in-charge, detailing job assignment and actions taken.
- I. debriefing should be conducted by the investigator-in-charge to inform WCCF commander of evidence, reports and charges relevant to the management of the WCCF.

JF 04/02.02 **Rationale**

- A. It is necessary that proper management of the crime scene be developed in a timely manner:
  - 1. to avoid improper processing of the area; and
  - 2. to prevent destruction or loss of evidence.
- B. To avoid contamination of the crime scene and to ensure its original condition, WCCF members shall give maximum effort to securing and protecting the scene.

JF 04/02.03     **Procedure: Securing and Protecting the Scene**

A.     **Self Protection**

The first WCCF officer on the scene shall ensure that no personal harm can result from:

1.     a hidden accomplice;
2.     possible infectious body fluids;
3.     toxic chemicals or gas vapors; and
4.     weapons or any other dangers.

B.     **First Officer on Scene**

1.     The first responding WCCF officer at a crime scene shall secure and protect the scene from contamination pending arrival of the WCSO Investigations.
2.     WCCF members should establish perimeters and cordon off the entire crime scene area to:
  - a.     prevent any disturbance to the original condition of the scene; and
  - b.     to maintain control over those entering or leaving the area.
3.     The first WCCF officer on the scene shall secure and protect the immediate area by, but not limited to:
  - a.     controlling authorized persons on an authorized only, and need to know basis into the scene until the WCSO Investigator arrives;
  - b.     recording who enters or exits the scene;
    - 1)     notifying all authorized persons who enter the scene that they shall be required to submit a report concerning their activity in the area; and
    - 2)     ensuring that a report is available to the investigator-in-charge;
  - c.     securing inmates in their cells if applicable; and

- d. securing the area if necessary.
4. The first WCCF officer on the scene shall take accurate and on-going field notes.

C. Identifying Witnesses

The first WCCF officer at the scene shall assist in identifying any witnesses by:

1. separating all known witnesses;
2. advising those present not to speak to one another; and
3. recording names and location of those witnesses unable to remain at the scene.

D. Maintaining Control of the Scene

Maintaining control of the crime scene shall be accomplished by, but not limited to:

1. requesting additional officers to protect the scene;
2. physically securing the area; and
3. locking doors when possible.

JF 04/02.04 **Procedure: Care for Injured**

- A. The first WCCF officer on the scene shall provide immediate care for those injured at the scene, to the extent he is qualified.
- B. The first WCCF officer on the scene shall ensure that the appropriate medical personnel are notified.
- C. During the victim's treatment by medical personnel, the first WCCF officer on the scene shall:
  1. make note of victim's location, condition, clothing, and any statements made;
  2. prevent evidence destruction and note evidence location;
  3. make note of any pertinent information concerning victim's treatment; and

4. take photographs during victim's treatment for documentation relative to WCCF interests and administrative process.

JF 04/02.05    **Procedure: Crime Scene Investigation**

A.    **Notifying On-Call Investigator**

1. Once the scene has been secured, the WCSO Investigations Bureau shall be contacted to investigate the scene.
2. In the event of an in-custody death, WCSO investigators should notify the Weber County Homicide Task Force to respond as per established protocol.
3. WCCF staff shall brief the investigator-in-charge on what has transpired.
4. The on-call investigator upon his arrival shall be responsible for the crime scene management.
5. The investigator shall coordinate all inmate access and control with WCCF staff.
6. WCCF staff shall make every effort consistent with safety and security to facilitate investigative needs.
7. WCCF staff concerns relative to safety, security, and management of the WCCF, arising during, or as a result of the investigation of the crime scene, are to be brought immediately to the attention of the Jail Commander/designee for resolution.

B.    **Approach Scene**

WCCF members responding to a crime scene should be alert to:

1. persons leaving the area;
2. vehicles leaving the area;
3. objects/evidence discarded along the getaway/escape route;
4. potential witnesses; and
5. possible getaway vehicles.

C. Preliminary Survey

1. A preliminary survey should begin by the WCCF senior staff member present after the scene has been protected and secured, proceeding the arrival of the investigator-in-charge.
2. A preliminary survey should be conducted by WCCF staff to:
  - a. establish administrative and emotional control appropriate for WCCF management objectives;
  - b. delineate the extent of the area of influence;
  - c. determine manpower and equipment needs of the WCCF to maintain or re-establish correctional objectives;
  - d. prepare a narrative description relative to WCCF objectives.

JF 04/02.06 **Procedure: Crime Scene Photographs**

- A. Photographs relative to WCCF interests taken at the crime scene by WCCF staff shall as nearly as possible accurately represent the crime scene and be:
  1. free of distortion;
  2. material and relevant to facility management;
  3. unprejudiced;
  4. overall photographs; and
  5. closeup photographs.
- B. Photographs taken at the crime scene shall document:
  1. date photos were taken;
  2. Incident number;
  3. locations and items photographed;
  4. nature of violation; and
  5. booking number and Inmate Name Number.

- C. Those photographing areas of the crime scene that are relevant to the WCCF, shall take care not to contaminate or disturb the crime scene.

JF 04/02.07 **Procedure: Crime Scene Documentation**

- A. A narrative description is a means of documenting the original condition of the scene.
- B. A narrative description should be prepared by:
  - 1. handwritten notes; or
  - 2. photographs.
- C. A detailed initial report shall be completed by the first WCCF officer on the scene and a copy available to the investigator-in-charge.
- D. All assisting WCCF officers and other agencies as appropriate shall complete supplemental reports for WCCF purposes outlining their function at the crime scene, and a copy available to the investigator-in-charge.
- E. Any TRO, IDP, or other documentation required as a result of the incident shall be completed and forwarded as per WCCF policy.
- F. An After Incident Review form shall be completed by WCCF staff and forwarded to:
  - 1. the Operations Lieutenant;
  - 2. the Jail commander; and
  - 3. the Corrections Chief Deputy.
- G. Investigator-in-charge shall be responsible to file any criminal charges.
- H. WCCF staff shall not criminally charge an inmate with any crime that is being investigated by the WCSO Investigations Bureau.
- I. WCCF staff shall prepare an Inmate Disciplinary Problem report to ensure proper administrative actions are facilitated as per WCCF policy.

JF 04/02.08 **Procedure: Release of Crime Scene**

The investigator-in-charge shall have the authority to release the scene.