

WEBER COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
SUBJECT: Required Reports	CHAPTER/SECTION NO.: 55.10
EFFECTIVE DATE:10/7/03	REVIEW DATE:
AMENDS/SUPERSEDES: See attached sheet	APPROVED: <u>** See Master File</u> Sheriff
STANDARD NUMBER: 83.2.6	

55.10 **Policy**

55.10.1 Crime or accident scene technicians, or deputies collecting evidence at a traffic investigation or crime scene, should ensure that their reports include the following information (where applicable):

- A. Dates and Times of occurrence, response
- B. Location of the crime
- C. Name of victim, if known
- D. Name of suspect, if known
- E. Action taken at the scene, including the number of photographs taken and whether measurements were taken
- F. List of physical evidence recovered
- G. Case number
- H. Lighting
- I. Weather
- J. Any other pertinent observations to fully document the scene.