

### **3.5.1 24-hour Crime Scene Processing**

#### **I. POLICY**

It is the policy of the Johnstown Police Department that all personnel comply with the provisions of this general order.

#### **II. PURPOSE**

The purpose of this general order is to provide guidelines on the availability of qualified personnel on a 24-hour basis for crime scene processing, along with the requirements regarding the documentation for the custody of physical evidence.

#### **III. PROCEDURE**

##### **A. 24-hour Crime Scene Processing**

1. The detective bureau of the Johnstown Police Department is responsible for crime scene processing. Detectives may be utilized for all types of crime scenes if requested by the ranking on duty patrol supervisor. Qualified personnel will be available on a 24-hour basis to process crime scenes.
2. The detectives are normally on duty from 8:00 am to 12:00 am. In the event that an incident requires crime scene processing between 12:00 am and 8:00 am, or in the event a scheduled detective is not available, the ranking on duty patrol supervisor may authorize notification to the on-call detective. A schedule for the on-call detective will be posted in the Records Department.
3. The Records Department will notify the on-call detective. In the case of a major crime, the on call detective or the patrol supervisor will also have the detective supervisor notified, who will determine the number of detectives to be called. The detective sergeant will designate the detectives to be called to duty.
4. Notification will be made primarily by calling the on-call detectives home telephone number and then by using his/her city cell phone.
5. All major crimes the Chief of Police and Captain of Police will be notified either by the patrol supervisor or detective.

##### **B. Traffic Accident Investigations**

1. All officers of the Johnstown Police Department receive training on accident scene investigation and evidence collection as part of basic recruit training.

### 3.5.1 continued

2. The department has officers who have received additional basic accident investigation training, advanced accident investigation training and expert accident training. These officers are assigned to the patrol division and the detective bureau.
3. If a serious accident or fatal accident occurs and no officer is on duty that possesses the level of training that the situation requires, the patrol supervisor may request qualified officers.
4. In the event of a fatal vehicle accident the patrol supervisor may have the departments advanced accident investigators notified. This can be accomplished through the Johnstown Police Records Department.

#### C. Major Crimes

Detectives should respond to the following five classifications of felonies:

1. Deaths of a Violent or Suspicious Nature – Homicide
2. All Rapes – Child Molestations
3. Robberies of Commercial Institutions
  - a. Hotels/Motels
  - b. Taverns
  - c. Financial Institutions
  - d. Stores
4. Major Burglaries with:
  - a. Physical Violence
  - b. Monetary loss in excess of \$5,000.00
5. Critical Injury Assaults

Effective Date:

Date: October 1, 2010

By Order Of:

Craig Foust  
Chief Of Police