



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

April 07, 2011

Standard Operating Procedure
Number ODIDM – 2011 - 008

CONDUCT OF CRIME SCENE INVESTIGATION

I. REFERENCES:

- a. Instruction of the C,PNP;
- b. Revised PNP Criminal Investigation Manual 2010;
- c. PNP Field Manual on Investigation of Crimes of Violence and other Crimes (2011);
- d. CLC-ADO-01 re Scene of the Crime Operation;
- e. Primer on Protocol for Explosives Related Incidents Investigation 2010; and
- f. European Union-Philippines Justice Support (EPJUST) Program/TF USIG Case Review Results.

II. PURPOSE:

Crime Scene Investigation (CSI) is one of the most critical stages of any criminal investigation. The initial actions taken at the crime scene by the First Responders, Investigators and SOCO Team members at the outset of the investigation are of such vital importance that oftentimes their actions would determine the outcome of the investigation. However, while CSI is the most important stage of the investigation in terms of collecting vital forensic evidence and information, this initial stage is also often the most chaotic and therefore prone to errors.

Case Reviews of major cases conducted by the DIDM through the EPJUST Program have revealed that one of the major sources of confusion at the crime scene is the unclear delineation of functions of the First Responder (FR), Investigator-on-Case (IOC) and the Scene of the Crime Operation (SOCO) Team of the PNP Crime Laboratory. While the PNP mandated the PNP Crime Laboratory to conduct SOCO as early as 1996, this relatively new doctrine of utilizing the SOCO team in the collection of forensic evidence at the crime scene necessitates the issuance of a protocol if only to lay down the functions, responsibilities and accountabilities of each member of the CSI team.

It is imperative to remember, however, that the IOC has the primary responsibility over the crime scene and takes control and supervision in the overall crime scene investigation. A systematic and organized procedure on crime scene investigation is therefore the key to ensuring that all potential physical evidence are properly preserved and collected, all possible witnesses are identified and documented, and all the necessary basic procedures are undertaken properly.

For the purpose of this SOP, Crime Scene Investigation (CSI) shall refer to all the investigative procedures undertaken at the crime scene commencing from the arrival of the PNP First Responders (FRs) to the arrival of the Duty Investigator/IOC and the SOCO Team until the lifting of the security cordon and release of the crime scene. The following are the intents and purposes of this SOP:

a. To define and delineate the functions and responsibilities of the FRs, the IOC, and the SOCO Team in the conduct of crime scene investigation;

b. To establish and harmonize the sequence of activities that shall be conducted at the crime scene and identify the accountabilities of each responsible PNP personnel/team;

c. To set the standard forms that shall be required to be accomplished by the FR, the SOCO Team and the IOC, which shall henceforth become an integral part of the case folder;

d. To minimize the most common mistakes committed by the investigators and ensure that potential physical evidence is not contaminated or destroyed and potential witnesses are not overlooked;

e. To ensure that lives are saved and that the security and safety of the PNP CSI personnel (FR/IOC/SOCO) are enhanced;

f. To ensure that the CSI procedures are conducted properly, efficiently and effectively to ensure the admissibility of collected evidence in court; and

g. To address and mitigate the investigation procedural weaknesses identified during the conduct of case reviews.

III. SCOPE OF APPLICATION:

This SOP applies to all crime scene investigation undertaken by the PNP and provides the procedures to be observed by the FRs, IOC, and SOCO Teams as well as the reports formats that they shall be required to prepare. This procedure shall likewise be observed by the Special Investigation Task Groups (SITG).

IV. DEFINITION OF TERMS:

The following terms are operationally defined as used for a better understanding of this SOP:

a. Crime Scene - A venue or place where the alleged crime/incident/event has been committed;

b. Crime Scene Investigation (CSI) - Is a comprehensive inquiry of a crime by conducting systematic procedure of various investigative methodologies which involves recovery of physical and testimonial evidence for the purpose of identifying the witnesses, and arrest of perpetrator(s) for prosecution. CSI shall technically commence upon the arrival of the FRs and conclude with the lifting of the security cordon and release of the crime scene by the IOC;

c. First Responder (FR) – Are members of the PNP or other law enforcement agencies who are mandated and expected to be the first to respond to calls for assistance in cases of incidents of crime. They generally refer to police officers who have jurisdiction of the area where the incident or crime has taken place and will proceed to the crime scene to render assistance to the victim and to protect and secure the incident scene;

d. Criminal Investigator – A Police Officer who is tasked to conduct the investigation of all criminal cases as provided for and embodied under the Revised Penal Code/Criminal Laws and Special Laws. A well-trained, disciplined and experienced professional in the field of criminal investigation duties and responsibilities;

e. Investigator-on-Case (IOC)/ Duty Investigator – Shall refer to any PNP personnel who is duly designated or assigned to conduct the inquiry of the crime by following a systematic set of procedures and methodologies for the purpose of identifying witnesses, recovering evidence and arresting and prosecuting the perpetrators. The IOC shall assume full responsibility over the crime scene during the conduct of CSI;

f. Scene of the Crime Operation (SOCO) – A forensic procedure performed by the trained personnel of the PNP Crime Laboratory SOCO Team through scientific methods of investigation for the purpose of preserving the crime scene, gathering information, documentation, collection, and examination of all physical and other forensic evidence;

g. After SOCO Report – It is a report rendered and prepared by the Team Leader of the PNP Crime Laboratory SOCO Team which conducted the scene of the crime operations;

h. Crime Scene Search – Is a systematic method employed by the SOCO Team, if the nature of the case is sensational or sensitive, and the IOC in the conduct of search in the crime scene and in the surrounding areas where the alleged crime/incident/event has taken place for the purpose of finding and recovering evidence. There are several methods of crime scene search which can be employed such as strip search, double strip search, spiral search, zone or quadrant search, wheel method, etc.;

i. Evidence – The means sanctioned by the Rules of Court, of ascertaining in a judicial proceeding the truth respecting a matter of fact. These include but are not limited to documentary, testimonial, electronic and object evidence, gathered in the course of the investigation;

j. Physical Evidence - Evidence addressed to the senses of the court that are capable of being exhibited, examined, or viewed by the court. This includes but not limited to fingerprints, body fluids, explosives, hazardous chemicals, soil/burned debris, bombs, electronic parts used in the commission of the crime;

k. Forensic Evidence - A form of legal evidence that can be used in a court of law to convict a person of a crime and as a category of public presentation; and

l. Jurisdiction – The word “jurisdiction” as used in the Constitution and statutes means jurisdiction over the subject matter only, unless an exception arises by reasons of its employment in a broader sense.

V. POLICIES AND GUIDELINES:

General Policy:

Crime Scene Investigation (CSI) shall refer to the post-incident police operational procedures undertaken at the crime scene. It presupposes that the crime has been consummated and therefore investigation is to be commenced with the securing and processing of the place of occurrence.

The CSI start with the arrival of the PNP First Responders (FRs) to the arrival of the Duty Investigator/IOC and the SOCO Team until the lifting of the security cordon and release of the crime scene.

Specific Functions, Responsibilities and Procedures:

The following are the functions and responsibilities of the different players during the crime scene investigation as well as procedures to be observed:

1. First Responder:

a. The first Police Officers to arrive at the crime scene are the FRs who were dispatched by the local police station/unit concerned after receipt of incident/flash/alarm report;

b. Immediately, the FR shall conduct a preliminary evaluation of the crime scene. This evaluation should include the scope of the incident, emergency services required, scene safety concerns, administration of life saving measures, and establishment of security and control of the scene;

c. The FR is mandated to save and preserve life by giving the necessary first aid measures to the injured and their medical evacuation as necessary. The FR shall likewise secure and preserve the crime scene by cordoning the area to prevent unauthorized entry of persons;

d. The FR shall take the dying declaration of severely injured person/s, if any. The FR shall make the initial assessment on whether a crime has actually been committed and shall conduct the preliminary interview of witnesses to determine what and how the crime was committed;

e. If and when there is a suspect present in the area, the first responder shall arrest, detain and remove the suspect from the area; and

f. The FR, upon the arrival of the IOC, shall turn-over the crime scene to the duty investigator/IOC after the former has briefed the investigator of the situation. The FR shall prepare and submit the **CSI Form "1" - First Responders Report** to the IOC and be prepared to assist the IOC in the investigation.

2. Investigator-on-Case (IOC) /Duty Investigator:

a. Upon arrival at the crime scene, the IOC shall request for a briefing from the FR and make a quick assessment of the crime;

b. At this stage, the IOC shall assume full responsibility over the crime scene and shall conduct a thorough assessment of the scene and inquiry into incident. If necessary the IOC may conduct crime scene search outside the area where the incident happened employing any of the various search methods;

c. Based on the assessment, if the IOC determines that a SOCO team is required, he shall report the matter to his COP and request for a SOCO, otherwise, the IOC shall proceed with the CSI without the SOCO team and shall utilize **CSI Form "4" – SOCO Report Forms** in the conduct of the CSI;

d. The IOC may by himself if the situation so demands, conduct CSI if, there is no Provincial Crime Laboratory Office/Regional Crime Laboratory Office in the province. The IOC must, however, ensure that the correct procedures in the collection of evidence are observed to ensure the admissibility of the evidence;

e. The Police Station Operation Center, upon directive of the COP, shall make the request for the SOCO team through the Provincial/City Operations Center;

f. It shall be the responsibility of the Provincial/City Operations Center to facilitate the request for the SOCO Team;

g. Upon the arrival of the SOCO Team, the IOC shall accomplish the **CSI Form "2" - Request for the Conduct of SOCO** and submit the same to the SOCO Team Leader. The SOCO team **shall not enter** the crime scene unless the IOC makes the official written request wherein he assures the SOCO team of his presence and support; and

h. The IOC shall brief the SOCO Team upon their arrival at the crime scene and shall jointly conduct the preliminary crime scene survey.

3. SOCO Team:

a. The SOCO Team shall not join any operations conducted by the local police or accompany the FRs or the IOC in going to the crime scene. They will only respond upon request through the Operations Center and after the IOC has already made proper assessment of the crime scene;

b. Upon receipt of the Request for Conduct of SOCO, the SOCO Team shall then conduct the scene of the crime operations which include among others the narrative description of the crime scene, photography, videography, crime scene search, crime scene sketch, crime scene location sketch, physical evidence recording and collection, and other procedures necessary;

c. In case the SOCO Team needs to temporarily suspend the processing, the **Chief of Police** shall be primarily responsible and accountable for securing the crime scene and ensuring its integrity until the return of SOCO Team and the conclusion of the CSI;

d. After the termination of the SOCO, the SOCO Team Leader shall brief the IOC on the initial results and thereafter conduct the final crime scene survey together with the IOC; and

e. The SOCO Team shall accomplish the **CSI Form "4" - SOCO Report Forms** and furnish the IOC of copies of the same before leaving the crime scene.

4. Release of the Crime Scene

a. The IOC shall decide on the lifting of the security cordon and the release of the crime scene upon consultation with the SOCO Team Leader and he shall be responsible in ensuring that all pieces of potential evidence were collected by the SOCO Team as any re-entry into the crime scene after its release to the owner will require a Search Warrant issued by the Court;

b. The IOC shall accomplish the **CSI Form "6" – IOC/Investigator's CSI Form** before the cordon shall be lifted;

c. The IOC shall ensure that appropriate inventory has been provided by the SOCO Team and shall only lift the security cordon and release the crime scene only after completion of the documentation process;

d. The IOC or the COP shall turn-over the crime scene to the owner of the property or where the crime scene is a public place, to any local person in authority;

e. The IOC as well as the SOCO Team shall completely fill-up the forms specified in this SOP. The IOC shall accomplish and submit the **Investigator's Report** with all the required attachments to the COP within two (2) working days from the date of incidence (**See Annex H**); and

f. The CSI Report shall be the first entry in the Case Folder for the investigation of the incident.

VI. STANDARD CSI FORMS:

a. **CSI Form “1” – (First Responder’s Report Form)** To be accomplished by the FR detailing among other things, his rank, name, initial information gathered and anything that was moved in the crime scene prior to the arrival of the investigator. Further, Form 1 should be signed by a witness. Form 1 should always be included as part of the FR’s kit. **(See Annex B)**

b. **CSI Form “2”– (Request for the Conduct of SOCO)** To be accomplished by the IOC and submitted to the SOCO Team Leader at the crime scene. **(See Annex C)**

c. **CSI Form “3” – (Turn- over of Collected Evidence from IOC to SOCO Team)** To be accomplished by the IOC certifying that the items/physical evidence found, collected and initially marked and inventoried by the investigator at the crime scene were properly turned-over to SOCO Team Evidence Custodian. **(See Annex D)**

d. **CSI Form “4” – (SOCO Report Forms 1-4)** The initial findings of the SOCO Team shall be contained in the SOCO Report Forms 1 to 4 which shall be accomplished immediately after completion of the SOCO. A copy of the said reports shall be provided to the IOC within 24-hour after the release of the crime scene. The IOC may also use those forms in the absence of a SOCO Team. **(See Annex E)**

e. **CSI Form “5” – (Release of Crime Scene Form)** This shall be accomplished by the IOC or the COP and witnessed by the SOCO Team Leader and conformed by the owner of the property or representative of the local authority. A copy of the crime scene release form shall be provided to the owner. **(See Annex F)**

f. **CSI Form “6” – (IOC/Investigator’s CSI Form)** This shall be accomplished by the IOC at the OSCP prior to the lifting of the security cordon. **(See Annex G)**

VII. FLOW CHART

See Annex “A” for the Crime Scene Investigation Flow Chart

VIII. PENAL CLAUSE:

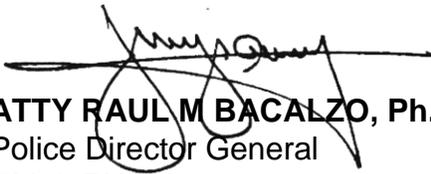
Any violation of this SOP shall be dealt with administratively. All Unit Commanders shall be investigated under the principle of command responsibility. If evidence further warrants, criminal complaints shall also be filed against those who may have committed acts or omissions in violation of the Revised Penal Code or any special law.

IX. REPEALING CLAUSE:

Any issuance, memoranda, rules and regulations issued by the PNP inconsistent herewith are deemed repealed or amended accordingly.

X. EFFECTIVITY:

This SOP shall take effect fifteen days (15) days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as “The Revised Administrative Code of 1987”.


ATTY RAUL M BACALZO, Ph.D.
Police Director General
Chief, PNP

Inclusion: Standard CSI Forms

Annex A – **Crime Scene Investigation Flow Chart**

Annex B – **CSI Form “1” – First Responder’s Report**

Annex C – **CSI Form “2”- Request for the Conduct of SOCO**

Annex D – **CSI Form “3” – Turn-over of Collected Evidence fm IOC to SOCO**

Annex E – **CSI Form “4” – SOCO Report Forms 1 to 4**

Annex F – **CSI Form “5” – Release of Crime Scene Form**

Annex G - **CSI Form “6” – IOC/Investigator’s CSI Form**

Annex H - **CSI Report**

Annex I – **Investigator’s Checklist at the Crime Scene**

Distribution:

D-Staffs

RDs, PROs

Dirs, NSUs

Copy furnished:

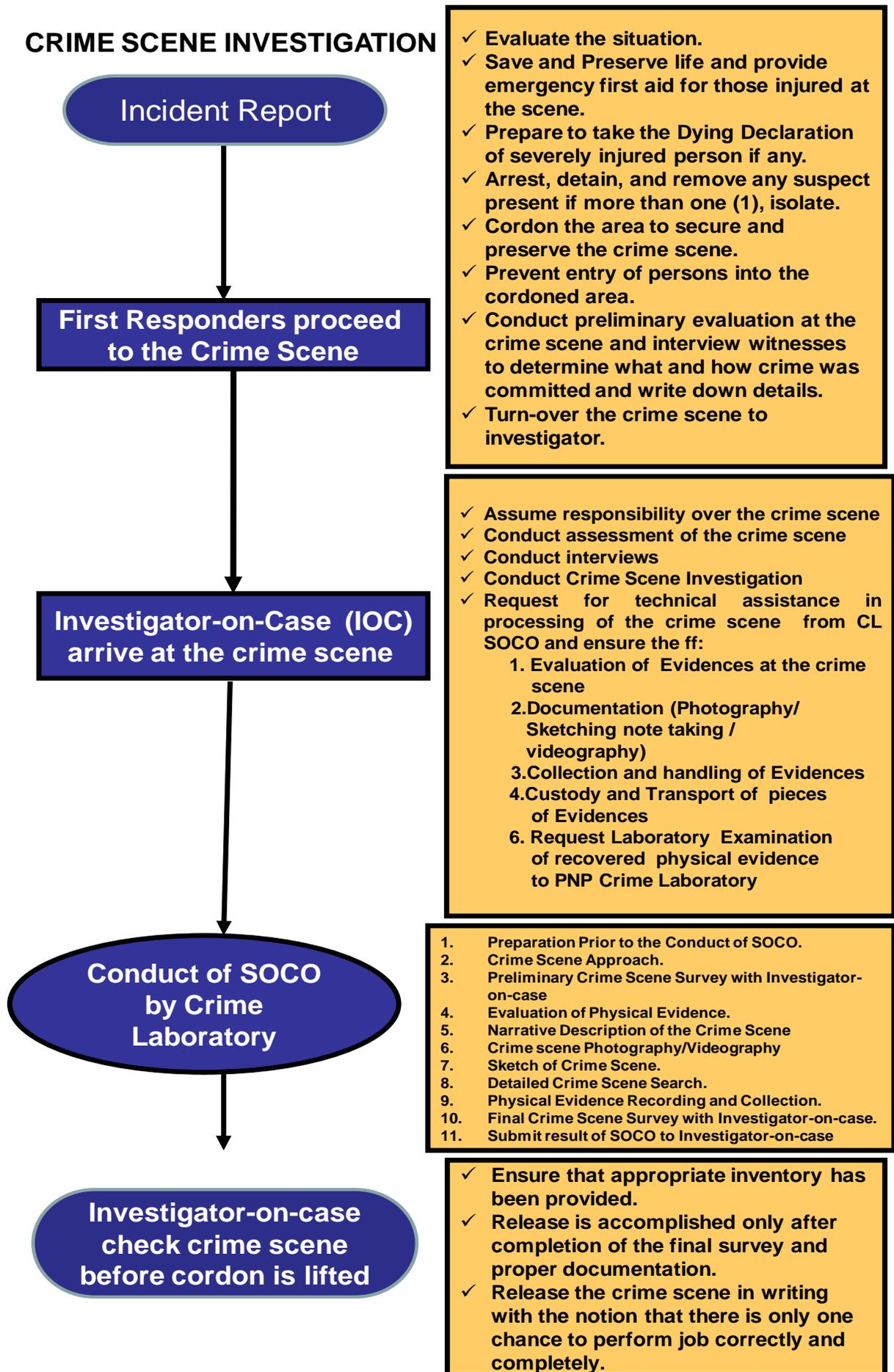
Command Group



"To Serve and Protect."

Annex A - CRIME SCENE INVESTIGATION FLOWCHART

CRIME SCENE INVESTIGATION



Annex B - CSI FORM "1"

CSI Form 1: First Responder's Form

Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

FIRST RESPONDER'S FORM

(This Form shall be brought by the First Responder and/or Investigator at the Crime Scene and shall be accomplished by the First Responders at the On Scene Command Post (OSCP))

_____ Date

THIS IS TO CERTIFY that the Crime Scene (CS) described hereunder was turned over by the First Responder (FR) to the Duty Investigator /Investigator-On-Case (IOC) with the following gathered information:

Primary Place of Occurrence:

Secondary Place of Occurrence: _____

Type/Nature of Incident: _____

Rank and Names of First Responders: _____

Time/Date Report of Incident was received by FRs: _____

Time FRs Arrived at the Crime Scene: _____

Weather Condition _____

Time CS Cordoned Off and Secured/Signs Posted: _____

Time Flash Alarm/Request for Support Relayed by FR to TOC: _____

A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

(Note: Use the overleaf or back page for extra entries)

B. Names of Persons Found at (inside) the Crime Scene by FR (Address/Contact Nrs):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Names of Suspects and Status (Arrested/At-large, etc..) and Weapons, if any:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Names of Person Found Near or at the Vicinity of CS (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. Names of Persons Interviewed by the FR (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

F. Names of Persons Who Entered the CS after the Arrival of FR and Prior to Arrival of Investigator (Medics, Local Officials, etc) (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Note: Use the overleaf or back page for extra entries)

G. List of Evidence That Have Been Seized/Collected/Recovered by the FR (If Any):

Description	Disposition
_____	_____
_____	_____
_____	_____
_____	_____

H. Areas where Initial Search were conducted:

On-Scene Command Post (OSCP) established at:

Time and Date of Arrival of Investigator at the CS:

This further certifies that the Crime Scene and all the evidence therein by the FRs have been properly secured and preserved and that all the information contained herein is true and correct to the best of our ability:

Name and Signature of First Responders:

_____ -- _____
_____ -- _____

CS Received By Duty Investigator/ IOC:

Time/Date: _____

Witnessed By:

Prepared and Submitted by:

Rank/Name/Designation of Officer/
Signature over Printed Name

(Note: Use the overleaf or back page for extra entries)

Annex C- CSI FORM "2"

CSI Form 2: Request for the Conduct of SOCO

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE

REQUEST FOR THE CONDUCT OF SOCO

(This shall be brought to the Crime Scene by the Investigator/SOCO Team and to be accomplished by the Investigator/Investigator-On-Case before the SOCO Team process the Crime Scene)

Time and Date

FOR : Chief, _____, CLO

FROM : _____

SUBJECT : SOCO Assistance

1. Request for the availability of SOCO Team to process the crime scene located at _____.

NATURE OF CASE : _____

Time and Date of Incident: _____

2. This request is made with the assurance that the Duty Investigator/ Investigator-On-Case, being in- charge of the Crime Scene **shall remain and provide all the necessary security and support to the SOCO Team** during the whole process until after the crime scene is released.
3. Further request that this Office be furnished a copy of the list of evidence gathered and the result of the examination conducted thereon.
4. For consideration and approval.

For the Chief of Police:

(Duty Investigator/Investigator-On-Case)

SOCO REPORT FORM "3"

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

DATE

RE SOCO REPORT NR: _____

SCENE OF CRIME EXAMINATION WORKSHEET
SKETCH DETAILS AND MEASUREMENT

N

NOTE: NOT TO SCALE

LEGEND:

TITLE BLOCK

Nature of Case:
Requesting Party:
Victim/s:
Officer-on-Case:
Date & Time Sketched:
Place of Incident:
Weather Condition:
Sketched by:
Witnesses: 1.
2.
Remarks:

SOCO REPORT FORM "4"

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

INVENTORY OF EVIDENCE COLLECTED

1. SOCO Case Number: _____

2. Time and Date of Inventory: _____

3. Facts of the Case:

a. Nature of the Case: _____

b. Victim/s or Complainant: _____

c. Place of Incident: _____

1. Evidence Collected at the Crime Scene:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

i. _____

CONCURRED:

PREPARED BY:

Investigator-on-Case

Evidence Custodian

WITNESSES:

Signature over Printed Name

Address

Annex F – CSI FORM “5”

CSI Form 5 - Release of Crime Scene Form

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE

RELEASE OF THE CRIME SCENE

TO WHOM IT MAY CONCERN:

This is to certify that a Crime Scene Investigation was conducted at _____
_____ from _____ (time/date) to _____ (time/date) by the members of the _____ Police Station and SOCO Team in connection with the _____ incident.

This is to further certify that a final crime scene survey was conducted on or about _____ and that the CSI was concluded and the cordon was officially lifted and crime scene was officially released at around _____ (time) _____.

SIGNED:

(Chief of Police/IOC)

(Time and Date)

(SOCO Team Leader)

(Time and Date)

Conformed by:

Owner of the Property/Local Authority/Representative

(Time and Date)

Witness:

Annex G- CSI Form 6: IOC/Investigator's CSI Form

Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

IOC/INVESTIGATOR'S CSI FORM

(This Form shall be brought by the IOC/Investigator at the Crime Scene and shall be accomplished by the IOC/Investigator-on-Case at the On-Scene Command Post (OSCP))

_____ Date

Primary Place of Occurrence:

Secondary Place of Occurrence or Finding Place: _____

Type/Nature of Incident: _____

Time IOC/Investigator's arrived at the Crime Scene: _____

Weather Condition _____

Time Flash Alarm/Request for Support Relayed by IOC to TOC: _____

Time SOCO Team Arrived: _____

A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

B. Names of Persons Found at (inside) the Crime Scene by the IOC/Investigator (Address/Contact Nrs):

_____	_____
_____	_____
_____	_____
_____	_____

(Note: Use the overleaf or back page for extra entries)

C. Names of Suspects and Status (Arrested/At-large, etc..) and Weapons, if any:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Name of Person Found Near or at the Vicinity of CS by the IOC/Investigator (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. Names of Persons Interviewed by the IOC/Investigator (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

F. Names of Persons Who Entered the CS in the presence of the IOC (Medics, Local Officials, etc) (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____

G. List of Evidence That May Have Been Seized or Collected by the IOC/Investigator (If Any):

Description	Disposition
_____	_____
_____	_____
_____	_____
_____	_____

(Note: Use the overleaf or back page for extra entries)

H. Areas where Initial Search were conducted:

On-Scene Command Post (OSCP) established at:

Names of Other PNP Personnel who participated in the CSI: _____

Initial Assessments and Impression of the Crime and the Crime Scene:

Possible Motive: _____

Other Significant Information Gathered: _____

Prepared by:

Rank/Name/Designation of IOC/Investigator
Signature over Printed Name

(Note: Use the overleaf or back page for extra entries)

Annex H - CSI Report

CRIME SCENE INVESTIGATION REPORT

Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

MEMORANDUM

FOR : Chief of Police
FROM : Investigator-on-Case
SUBJECT : Crime Scene Investigation Report re (incident)
DATE :

1. Reference: (Authority)

2. ICOW the above reference, respectfully submitted is the Report on Crime Scene Investigation conducted on (date) at the (location) for alleged _____ incident.

3. The following are the significant activities and information:

a. That the First Responders led by _____ arrived at the crime scene o/a (time/date), and was able to secure and establish the security cordon o/a (time) on _____; (Please see attached FR Request of _____ CLO).

b. That the Investigator-on-Case arrived at the crime scene on/about (time/date) and thereafter assumed responsibility over the crime scene and conducted inquiry on the incident; (see attached Investigation CSI Form)

c. That members of the SOCO TEAM (if applicable) led by _____ arrived at the crime scene o/a _____ and conducted forensic investigation and collected all potential pieces of evidence; and

d. That the crime scene was formally released to _____ of _____ and security cordon was lifted on/a _____.

4. Attached are the FR's Report, Investigator's CSI Form and SOCO reports for your reference which will form as an integral part of the Case Folder of _____ incident.

5. For information.

Investigator/investigator on Case

Attachments:

- FR Form
- Investigator's CSI Form
- SOCO Forms

ANNEX I - Investigator's Checklist at the Crime Scene

Investigator's Checklist at the Crime Scene

A. Investigator/IOC's Inquiry Checklist

#	INQUIRY	YES	NO
a	When, where and why did it happen?		
b	Who is the victim?		
c	Possible motive/s ?		
d	How did the perpetrator gain entry into the crime scene and how did he flee the scene? When?		
e	Is the perpetrator to be found among a selected few?		
f	Could any specific individual be suspected? Why?		
g	Is there a description of the perpetrators? Accomplices?		
h	Is there any information on vehicles used?		
i	Is there anything missing from the crime scene or from the victim?		
j	Did the perpetrator leave anything behind through which he could be traced?		
k	Are there any other incidents, occurrences , circumstances or observations that could be connected with the crime?		
l	Determine if the particular area is the primary crime scene or is it just the finding place and the crime happened in some other place? If so, secure the primary crime scene.		

B. Investigator's Activity Checklist

#	ACTIVITY	YES	NO
1	Who received the report of the incident? How was it received? When was it received (time)?		
2	Who reported the incident? Name, address: Phone number. Where the concerned could be reached in the near future.		
3	Factual information. What happened; Time, place? Circumstances surrounding the incident? Is the suspect identified? Weapons?		
4	Initial measures undertaken: Date, time Responsible officer		
5	Response time?		
6	Logbook?		
7	Measures undertaken by the first officer arriving at the scene?		
	a. Murder: (body still on the scene) - Post-mortem changes - Algor mortis (blood circulation stops) - Livor mortis (body cools down) - Rigor mortis (Body becomes rigid)		

	<ul style="list-style-type: none"> - Life-saving measures? Is it the scene, the primary crime scene or finding place? 		
	<p>b. Murder: (body brought to hospital)</p> <ul style="list-style-type: none"> - Officers immediately ordered to proceed to the hospital? - Seizure of the victim's clothes? - Interviews with attending hospital staff - Who brought the body to the hospital - How has clothing been handled - Presence of wallet - Mobile phone - ID-card - Other items etc. - If shots have been fired, paraffin casting of the person's hands for extraction of gunpowder residue 		
	<p>c. Kidnapping/Abduction:</p> <ul style="list-style-type: none"> - Accurate description of the kidnapped person? - Accurate description of all circumstances around the abduction? - Collection of dental records, x-ray pictures? - Collection of medical records, x-ray pictures? - Seizure of DNA-carrying items (toothbrush, safety razor, combs)? - Fingerprints? - Comparison samples from relatives (preferably mother)? - Photos? - Flash alarm? 		
	<p>d. In all cases:</p> <ul style="list-style-type: none"> - Cordon off a sufficiently large area around the crime scene, taking into account perpetrator's potential hide-out, ports of entry and departure? - Ensure protection of the cordoned off crime scene and secure evidence that could be destroyed by external factors? - Record or take note of everyone who enters the crime scene. - Notes of bystanders? - Make a documentation of the crime scene (lighting, odor, windows) (photo or sketch) - Make a description of the surrounding area of the scene (dwellings, shops, bus stops, restaurants etc., security guards, pulis "OYSTERS", etc.). - Take note of license numbers of parked cars in the vicinity/area (potential witnesses)? - Check for Presence of CCTV - Mobile phone? 		
8	<p>Crime scene examination:</p> <ul style="list-style-type: none"> - Outcome of proceedings (protocol)? - Documentation (photos, videos, sketches)? - Collected samples? - Further forensic investigations? - Results? - Prudence of early decision to lift cordons? 		
9	<p>Organizational set-up:</p> <ul style="list-style-type: none"> - Structure? SITG? - Allocation of resources (reinforcements)? 		

	<ul style="list-style-type: none"> - Officer-in-charge? - Priorities and directions? - Tasking? - Documentation? - Briefings? - Contingency plans? <p>Media relations (monitoring and collection of articles, and other media coverage of the incident)?</p>		
10	<p>Alert other police stations and units in the adjacent areas?</p> <ul style="list-style-type: none"> - Routines? 		
11	<p>Immediate measures to track down and apprehend the perpetrator?</p> <ul style="list-style-type: none"> - Check-points etc.? - Employment of canine? - Flash alarms? 		
12.	<p>Canvassing operation (house- to- house) around the crime scene and the route of escape?</p> <ul style="list-style-type: none"> - Prepared templates with battery of questions? - Comparison materials (cars, colors, etc.). - Interviews? 		
13.	<p>Other initial measures:</p> <ul style="list-style-type: none"> - Secured CCTV footages? - Interview of people on the spot? - Treatment of witnesses and family of the victim? - Request of lists of mobile communications in the area during critical time (mobile phone operators)? - Interviews with ambulance staff or other people bringing the body from the scene (if victim was alive did he say something?). - If victim alive at hospital and under treatment, presence of investigator? - Man hotline? - Other incidents connected to the case at hand? - Contact with prosecutor? 		
16.	<p>House search at victim's dwelling and other premises, cars, etc?</p> <ul style="list-style-type: none"> - Seizure and analysis of computers, - Mobile phones, - Pagers, diaries, - Photos, - Letters, - Receipts, - Balance sheets etc. 		
18	<p>Identification of suspect?</p> <ul style="list-style-type: none"> - Physical evidence? - Eye witnesses (line-up, video, photo identification)? - Composite sketches? Flash alarm? 		

	Remarks/Recommendations:		
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The checklists are only meant as a guide and not as a substitute for critical thinking. In some cases certain items can probably be left out, while others must be added.

C. Checklist for Conduct of CSI for Crimes of Violence

#	ACTIVITY	YES	NO
1	Shooting Incident <ul style="list-style-type: none"> - Conduct paraffin casting on the hands of all the persons involved - Look for blood from the victims on suspects or vice versa - Look for blood spatters from the entry wound on hands, clothes, weapons etc - Secure a photograph of any blood spatter images - Assess the range and the direction of the shots - Recover clothes to facilitate determination of powder residue - Collect fibers - Collect weapons, empty cartridge cases, bullets and ammunition. - Document the situation - Take photographs - Draw a sketch of the scene, location and the vicinity. - Do not touch bullets with your bare fingers. 		
2	In case of death <ul style="list-style-type: none"> - Check the premises - Collect dustbins - Look for moist trace evidence - Check the parked cars - Collect the watches 		

	<ul style="list-style-type: none"> - Check for odours - Check the lighting - Check the doors, windows and walls - Inspect the radio sets, TV sets etc. 		
3	<p>Inspection of the body</p> <ul style="list-style-type: none"> a. Collect loose hair, wads of fibers etc. all the time while the body is being inspected. Decide whether to collect fibres on free body surfaces, hair and clothes by taping. b. Make a note of signs of death. If possible, measure the body temperature and write down the relevant times. c. Hair. Are injuries concealed by hair? d. Has hair been torn off? e. Foreign substances? f. Check for bleeding in the ears. g. Check for conjunctival bleeding. h. Examine the root of the nose and nostrils. i. Check whether there are any foreign objects in the oral cavity. j. Examine the neck for skin scrapings, red spots and strangulation marks. k. Examine the arms for bruises caused by gripping and resistance. l. Check for marks made by syringes, especially in the crook of the arm. m. Examine wrists for old or new cuts. n. Examine the hands and under the nails for injuries due to resistance and for swellings, hairs and skin fragments. o. Cover the hands with paper bag to facilitate the continued search for skin fragments, hairs, fibres etc. during autopsy. p. Examine the front and back of the body from top to bottom. q. Examine legs and feet. Any blood on the soles of the feet? r. Any marks or injuries indicating that the body was dragged? 		
4	<p>Inspection of clothes</p> <ul style="list-style-type: none"> a. Describe and photograph visible clothing in detail. (To be completed in connection with the autopsy). 		

	<ul style="list-style-type: none"> b. Pay attention to creases, damage, bullet-holes, blood spatter, dirt, position on the body etc. c. Examine the pockets. Make a list of the contents. d. Describe the presence of blood and any other stains on the clothing. e. The clothes should be taken charge of in connection with the autopsy. 		
5	<p>Weapons</p> <ul style="list-style-type: none"> a. Recovered weapons call for especially careful handling for safety reasons b. Hold the weapon by a part with a rough surface or by the strap so as not to destroy any evidence. c. Always check whether there are any cartridges left in the chamber before doing anything else. d. Never insert any object, such as a pencil, in the bore or the trigger-guard. e. Never point the weapon in a way that might injure someone with an accidental shot. f. Check the safety catch, (If you are not sure of how to operate the safety, do not handle the weapon.) 		

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In some cases certain items can probably be left out, while others must be added.**