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| <b>Policy Name:</b> | <b>CRIME SCENE MANAGEMENT</b> |                          |                     |
| <b>Policy #:</b>    | OP 4.13                       | <b>Last Updated:</b>     | 2022-03-03          |
| <b>Issued By:</b>   | INVESTIGATIVE SERVICES BUREAU | <b>Approved By:</b>      | SURREY POLICE BOARD |
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**RELATED POLICIES:**

*OP 2.4 IIO Notification*

**1. PURPOSE**

- 1.1. To provide Surrey Police Service (SPS) Members direction to preserve the integrity of a crime or incident scene, in support of collecting evidence to facilitate a full investigation of the incident.
- 1.2. To manage crime scenes related to Independent Investigations Office (IIO) investigations.

**2. SCOPE**

- 2.1. This policy applies to all SPS Members.

**3. POLICY**

- 3.1. The crime or incident scene is required to be secured and protected, to preserve its integrity for processing at the earliest opportunity and under the direction of a Member designated with that responsibility.

**4. PROCEDURE**

- 4.1. The first Member(s) at a crime or incident scene will:
  - i. once it is safe to do so, secure the scene until the Patrol Supervisor has arrived;
  - ii. clear the area of suspects and ensure injured persons are treated with first aid and removed to medical facilities if applicable;
  - iii. hold all witnesses, in accordance with lawful authority, and limit conversation between them;
  - iv. hold all suspects, in accordance with lawful authority and keep them separate;
  - v. if appropriate, secure the crime scene for the Lower Mainland District Integrated Forensic Identification Services (LMD IFIS) using police barrier tape, ensuring that the barrier tape is

secured at a reasonable distance to protect the complete scene and any physical evidence that might be present (both civilians and Members must be kept outside the perimeter, and under no circumstances is anyone to remain inside the crime scene, unless they are clearing the area of suspects, attending to injured persons or preserving perishable evidence);

- vi. request the Dispatcher to notify the Duty Officer and any required specialized resources or units (the Duty Officer will liaise with FLIST and appropriate Investigative Services Bureau (ISB) Section);
- vii. where a scene has been secured for LMD IFIS, Members must not allow any person entry beyond the police barrier until LMD IFIS takes responsibility for the scene;
- viii. advise the specialized resources or unit representative of all the known facts about the crime scene, including all known hazards, the names of those known to have entered the scene, the times entry was made, the areas entered, items touched, and the paths used;
- ix. make notes of all the facts described above, as well as the names of known witnesses or suspects, and advise the investigating team. Advise immediately if important information, such as suspects, those who have entered the scene, the areas entered, the paths used, and any exhibits handled by police; and
- x. remain at the scene until reassigned by the Supervisor of the investigation.

#### 4.2. The Frontline Policing Supervisor will:

- i. assume control of the situation and ensure the perimeter established is adequate for the circumstances;
- ii. ensure the first member to attend has properly assessed and secured the scene and that the police barrier tape is in place;
- iii. ensure that nothing is removed from the crime scene and that all witnesses and persons who were within the crime scene were identified;
- iv. ensure that members assigned to secure the crime scene are aware and mindful of the crowd and onlookers at and surrounding the scene. Depending on the nature of the scene, consider identifying people arriving on scene or who are in the immediate area. Consider photographing crowds or onlookers on the perimeter of the scene;
- v. ensure that the Duty Officer and appropriate Specialty Units have been notified; and
- vi. ensure that the first attending Member(s) understand that no person enters the crime scene until the scene is handed over to the Investigational Section attending and/or LMD IFIS.

4.3. The Duty Officer, ISB Inspector or NCO designate may decide that it is necessary to control access to, and knowledge of information entered in the Computer Assisted Dispatch (CAD) system, and that Members in the field do not require access to details of the incident, other than tactical information necessary for member or public safety.

4.4. When the Duty Officer, ISB Inspector or NCO designate determines that Members in the field do not require details of the incident, other than tactical information necessary for member safety, the Dispatcher may be directed to:

- i. only include tactical information in CAD, being aware that Members in the field may be hampered by only receiving other information verbally and not being able to review more of a written record of events;
- ii. record all other information in a record separate from CAD and to later add that information to the privatized General Occurrence report;
- iii. direct members to institute radio discipline and not disclose pertinent details of the scene over the radio;
- iv. once the call is completed, print all records for scanning to a General Occurrence report, and liaise with a Quality Assurance Reviewer or Member, as instructed, to have the printed CAD call scanned to the report; and
- v. if necessary, contact the Communications Unit Supervisor to have PRIME Technical Services remove any previously entered information regarding the incident from CAD.

4.5. The ISB NCO or designate will:

- i. take charge of the crime scene from Frontline Policing and if necessary, request IFIS attendance to the scene;
- ii. be responsible for the overall co-ordination and direction of the crime scene examination;
- iii. ensure proper consultation between the ISB investigators and the LMD IFIS Members to preserve the integrity of the crime scene; and
- iv. in consultation with LMD IFIS will seek to identify potential holdback evidence and ensure that those Members exposed to the holdback are made aware of the holdback evidence and their responsibilities.

**Scene Management Related to Independent Investigations Office (IIO)**

4.6. In all instances where the IIO may have jurisdiction, the Duty Officer and the SPS IIO Liaison Officer shall be notified as soon as possible, and the Liaison Officer will address any issues related to jurisdiction and, as required, provide the IIO with necessary assistance and resources.

4.7. Members shall fully cooperate with the IIO in compliance with s. 38.09(2) of the *Police Act* which requires:

- i. Until IIO investigators arrive at the scene of the incident, Members at the scene must take all lawful measures that appear to the Members to be necessary or expedient to obtain and preserve evidence relating to the matter;
- ii. Upon being notified of an incident that may fall within the jurisdiction of the IIO, SPS must take all lawful measures that appear necessary or expedient to obtain and preserve evidence related to the incident until the IIO takes over the scene, even if SPS is not conducting a concurrent investigation;
- iii. When an IIO investigator takes over a scene, Members must remain at the scene if the IIO investigator requests assistance, even if SPS is not conducting a concurrent investigation;
- iv. When the IIO determines that it is investigating possible offences that are less serious than offences being investigated by SPS, the IIO may delegate control of the scene through the Liaison Officer;
- v. Where circumstances prevent the IIO from fulfilling its duty to take over a scene in a timely manner, the IIO may delegate control of the scene to SPS through the Liaison Officer and may remotely monitor scene examination or the investigation;

- vi. Disagreements regarding control of a scene that is subject to concurrent investigations may be resolved by the IIO investigator and the Liaison Officer, and if necessary, between the IIO Team Director or SPS Superintendent Investigative Services Bureau. If a dispute is not resolved through those channels, it may be referred to the IIO Chief Civilian Director (CCD) and the Chief Constable; and
- vii. If weather, delayed IIO arrival, lack of police resources, extraordinary costs or any combination of circumstances prevents SPS from fulfilling its duty under s. 38.09(2) of the *Police Act* (obtaining and preserving evidence) or prevents members from remaining at a scene after an IIO investigator requests assistance, then the Liaison Officer shall communicate with the IIO investigator as soon as such circumstances are foreseeable, and will take all practicable precautions to maintain ongoing scene integrity until IIO investigators arrive.

#### **Scene Examination and Seizure of Exhibits Related to IIO Investigations**

4.8. Pursuant to s. 38.09(2) of the *Police Act* and subject to applicable law, prior to IIO arrival the Liaison Officer or senior Member at the scene who is not an involved Member, or another Member as directed by the IIO investigator, will assist the IIO by seizing or directing the seizure of all relevant evidence at the scene, in consultation with the IIO investigator, and in accordance with the standards of normal police practice. In addition, the security and continuity of that evidence will be maintained in accordance with normal police practice. This may include:

- i. a Member's uniform or other clothing and items, with due regard for the Member's safety, dignity, and privacy (personal property of a Member should be identified as such to the IIO investigator to ensure that it is properly recorded and reported pursuant to s. 489.1 of the *Criminal Code*);
- ii. use of force weapons and equipment;
- iii. a police vehicle;
- iv. for all motor vehicle collision scenes, all evidence, gathered by lawful means, without delay and within statutory time limits, with respect to the possession or consumption of alcohol or drugs, or impairment of any individual by alcohol or drugs, such evidence to include breath or blood samples as appropriate and including samples, voluntarily provided by an officer or mandatory alcohol screening samples available under s. 320.27(2) of the *Criminal Code*, all of which actions will be fully and properly documented in a manner consistent with a competent impaired driving investigation; and
- v. any other relevant evidence, including eyewitness accounts or other evidence from transient civilian witnesses that may otherwise be lost before the arrival of IIO investigators.

4.9. In providing investigative services to the IIO, SPS maintains command of those investigative services.

4.10. Members who attend an incident that may fall within the jurisdiction of the IIO, after consulting with the IIO, shall seize and keep custody of exhibits according to the normal protocols of a police service.

4.11. After the IIO takes over a scene, an IIO investigator shall monitor any scene examination that is performed by investigators from a police service, including the monitoring of photography, measuring of the scene, and seizing of exhibits.

- 4.12. Exhibits that are not required for concurrent investigations or proceedings, or for forensic examination, shall be transferred by an IIO investigator to the IIO exhibit storage facility. Where the IIO does not have space or other resources to store a particular exhibit, upon request by the IIO, SPS shall provide, whenever practicable, adequate and secure storage of the exhibit.
- 4.13. Pursuant to s. 38.09(2) of the *Police Act*, before an IIO investigator arrives at the scene of an incident, Members may conduct witness canvassing and/or video canvassing upon the request of an IIO investigator or in circumstances where collecting the information and initial details are time critical. In general, such canvassing must not include witness interviews for the IIO investigation. However, in advance of any canvassing the IIO investigator and the Liaison Officer may consult and agree upon the conduct of witness interviews.
- 4.14. If weather, delayed IIO arrival, lack of police resources, extraordinary costs or any combination of circumstances prevents the Department from fulfilling its duty under s. 38.09(2) of the *Police Act* or prevents the Department from remaining at a scene after an IIO investigator requests assistance, the Department will communicate with the IIO investigator as soon as such circumstances are foreseeable, and will take all practicable precautions for maintaining ongoing scene integrity until IIO investigators arrive.
- 4.15. The costs of specialized scene examination (including but not limited to arson examination, underwater recovery, and aerial search or mapping) shall be subject to consultation between the IIO investigator and Liaison Officer. Any disputes shall be resolved by the IIO Chief Civilian Director and the Chief Constable.
- 4.16. Members will disclose all requested investigative material, crime scene logs and exhibit reports through the IIO Liaison Officer or their designate to ensure consistent and accurate accounting of all IIO requests and disclosure of police records.

## **APPENDIX A: DEFINITIONS**

“CAD” is a system that is used by the police, call takers, and dispatchers at the Operational Communications Centre which creates records of the calls and dispatches. The call takers input information in response to calls made by the public. The call taker records information such as the caller, location of incident, and details provided by the callers. The dispatcher records, in writing, what police units have been dispatched to the incident, when the police unit was dispatched and part of the radio broadcast by the police members assigned to and/or assisting with the incident. All the information inputted by the call taker and the dispatcher becomes part of a “CAD Call” which is assigned a specific number for each separate incident.

“Duty Officer” means the Frontline Policing Inspector.

“FLIST” means the SPS Front Line Investigative Support Team.

“ISB” means the Investigative Services Bureau.

“IIO Liaison Officer” means the Member designated by the Chief Constable as the point of contact with the IIO regarding an investigation.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“SPS” means Surrey Police Service.

## **APPENDIX B: REFERENCES**

*Memorandum of Understanding Respecting Investigations Between the IIO and Municipal Police Departments, and others* (August 31, 2020).

*Police Act*, R.S.B.C. 1996, c. 367