

# SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

## TRAINING BULLETIN

*"Education promotes professional and responsive law enforcement"*

### Crime Scene Personnel Log

#### Purpose

The purpose of this Training Bulletin is to familiarize personnel with the SAPD Crime Scene Personnel Log Supplemental Report form.

#### Introduction

During the investigation of major incident, an officer is oftentimes assigned Scribe duties, which include documenting the names of all personnel along with the date and times they entered and exited the scene. Documentation of all personnel at a major crime scene is essential to the integrity of the scene and assists in the criminal prosecution of the case. The Crime Scene Personnel Log was designed to establish a uniform procedure for officers when assigned scribe duties at homicides, officer-involved-shootings, and other major incidents.

#### I. Responsibilities

1. The crime scene will be designated by the scene supervisor and identified by yellow police barrier tape.
2. The scene supervisor shall assign an officer as the Scribe on all homicides, officer involved shootings, or other major incidents a supervisor deems necessary.
3. The officer assigned as the Scribe shall use the Crime Scene Personnel Log to document the names, date, entry, and exit times of all personnel who have entered the crime scene. The Crime Scene Personnel Log shall be submitted by the assigned scribe as their supplemental report and become the official record of the crime scene.
4. If Santa Ana Fire is unable to remove bodily fluids then AMX Environmental (800/421-4911) should be contacted to cleanse the crime scene.
5. It is the responsibility of the last officer leaving the scene to verify the materials used to secure the scene are removed and properly disposed of, i.e. yellow police barrier tape, etc.

#### Summary

Properly documenting all personnel who respond to a major incident or criminal investigation is necessary in order to complete a thorough investigation. The Crime Scene Personnel Log

will provide field officers with a standardized report form to complete the duties of Scribe when assigned.

**Acknowledgment:** This Training Bulletin was researched and prepared by Inv. F. Fajardo #2200 and Inv. D. Fulcher #1970.  
Date: May 2003

**Reviewed By:** Cpl. D. Fulcher

**Review Date:** December 2008