

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE May 2, 2008	NUMBER 2505
SUBJECT Crime Scene and Accident Scene Reporting		
REVISED		
REFERENCE SCLEA Chapter 25.2.3	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 1

A. PURPOSE

The purpose of this general order is to establish procedures for uniform reporting of crime and accident scenes.

B. POLICY

It is the Investigating Officer's/Crime Scene Officer's responsibility to submit a detailed report describing the sequence of events which relate to the collection of evidence, by the end of their tour of duty. Only the Shift supervisor or Captain may authorize that a report be submitted later than the end of the tour of duty on which the crime occurred.

C. PROCEDURES

1. Crime Scene Reporting (SCLEA 25.2.3) (CALEA 83.2.5)
 - a. The incident report or supplement will contain the following information:
 - (1) Date and arrival/departure from the scene.
 - (2) Location of crime.
 - (3) Names of victim(s) if known.
 - (4) Narrative of officer's actions at the scene.
 - (5) Report case number.
 - b. A crime scene log will be submitted with the incident report prepared by the first responding officer, "unless designated otherwise by shift supervisor or Captain.

By order of:



 Martin D. Brown, Chief of Police

4-29-2008
Date