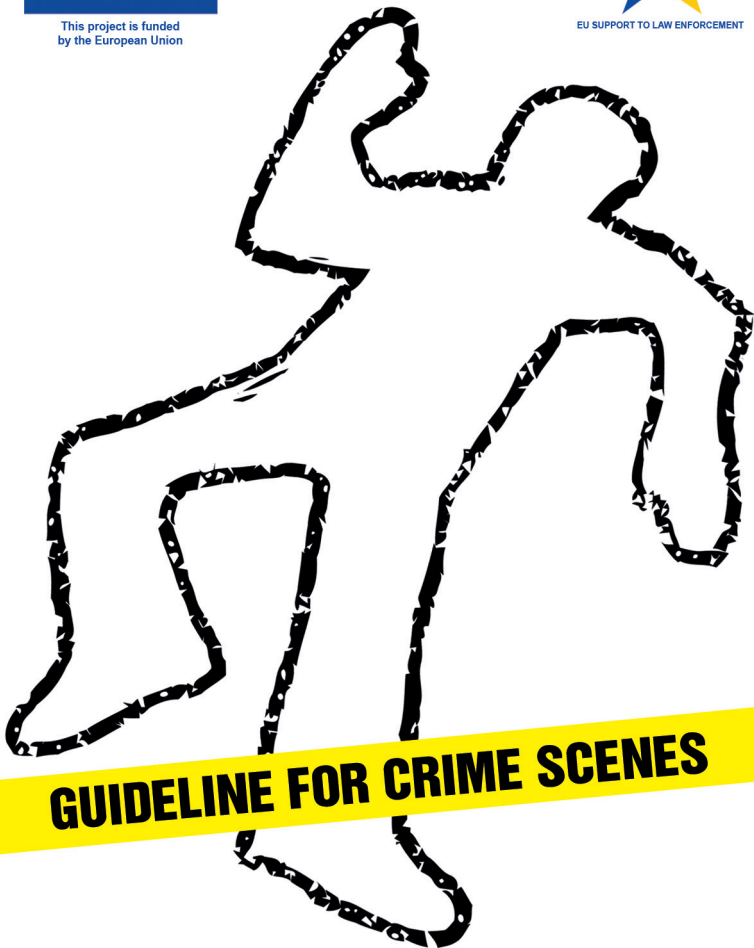




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**GUIDELINE FOR CRIME SCENES**

This guidebook was prepared for non forensic experts police officers to answer for an ad hoc situation consequently it does not supply the knowledge of the updated legislation and the profound professional capability.

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# Guideline for crime scenes

This is a short overview on duties and tasks of police officer when discovering crime in order to protect the crime scene for investigators as it was when the crime was detected and /or committed.

## 1. Crime scene protection

The protection of the scene begins with the arrival of the first police officer at the scene and ends when the scene is released from police custody. Protection of the crime scene also includes protection of the crime scene investigators.

- **Method of handling, approaching, protecting the scene and evidences by a police patrol officer before, during and after the crime scene investigation**
- **Safeguard the location as quickly and as effectively as possible**
- **Maintain scene security during processing and until the scene is released**

### 1.1. Responsible for crime scene security

First responder or patrol officer who has to observe, guard and protect the crime scene according to the legislation and professional rules is in charge of crime scene security.

## Role of first responder

- **The first responder has to remain at the scene until then the competent crime scene investigation team arrives**
- **Must be keeping away from using any facilities available at the scene (e.g. toilet, water, towel, telephone) furthermore eating, drinking or smoking**
- **Establish and control the border of the crime scene.** If necessary **cordoned the area** using any kind of physical barrier in order to protect evidentiary materials before they are destroyed, altered, or lost. Use evidence tape if it is possible but any other physical barrier can be used (rope, vehicle, and doors). **The boundaries can be reduced in size if necessary but cannot be as easily expanded**
- **Provide a detailed report to the police call center** (phone numbers are at the end of the guidebook)
- **Provide first aid to any injured persons** and give assistance others who needed. In case of medical personnel intervention you must take care of minimizing contamination or alteration of the crime scene
- **Priority is always given to emergency medical care** if there is a conflict between preservation of evidence and the possibility of saving a human life
- **Note the number plate of the ambulance car and the address of the medical facility where the injured person is to be taken** if the victim or suspect is transported to a medical facility an officer if available follow him/her to document information and preserve evidence
- **Obtain the name, unit, and telephone number of attending personnel** if medical personnel arrived first

- **Assure your personal safety and that of any fellow officers**
- **Stop the actions disturbing the public order and the traffic**
- **Arrest the suspect committed voluntary crime**
- **Detain witnesses and persons that could have information about the crime**
- **Separate any suspects or witnesses whenever possible**
- **Keep unauthorized people away crime scene**
- **Observe and establish whether the scene was altered or not**
  - In case of alteration attempt to identify why and by whom?
- **Make a report to your supervisor as required as soon as possible**
- **Initiate a hot pursuit if it is feasible and have a chance to find the perpetrator**

### **Obligation of first responder**

- **Call for any ancillary personnel**, such as crime-scene investigator, coroner's office personnel, firefighters, medical or rescue services if necessary
- **Make effort to keep the scene original during his activity**
- **Wear personal protection clothing if available**
- **Make security measures**
- **Guard temporarily the unattended vehicles and objects**
- **Give assistance to the crime scene investigation team for:**
  - searching witnesses
  - conducting people for giving sample

(hair, fingerprint, blood),

- discover identity of unknown injured people or unidentified body

- **Make report about your activities and observations to the crime scene investigator** (report back to the crime scene investigator an accurate account of what happened, without any addition or deletion). Your notes could be vital to substantiate investigate considerations
- **The first responder must report the following in a written form to his supervisor after leaving the scene:**
  - Why did you arrive at the scene (own perception, called by police, called by citizen, directed by supervisor)?
  - When did you arrive and left the scene?
  - Who was found at the scene?
  - What sort of evidences or traces were secured?
  - What kind of measures were taken?
  - Was the scene altered? Why? By whom?

### **Police patrol at the entrance of the crime scene**

- Use the single path when entering the scene
- Establish a security log for any and all persons who enter or leave the crime scene (name, rank, purpose of access, departure and arrival times – with or without the permission of the crime scene investigator). Limiting the number of persons and controlling their movements at the scene is essential to maintaining scene integrity and minimizing contamination

- Absolutely no undocumented visitors should be allowed in the crime scene area
- Police officers, including supervisory personnel, who do not have a specific or valid reason for being at the crime scene, should be regarded as unauthorized persons
- All visitors must make available any requested exemplar (hair, blood, shoeprints, fingerprints, etc.) for elimination purposes. Medical personnel may need to be taken for elimination purposes, as well

## 2. Crime scene investigation

**A crime scene investigation shall be conducted when a direct observation is needed to establish relevant facts in the proceedings.** (Article 92 Criminal Procedure Code of Bosnia and Herzegovina)

### Objective

**The purpose of crime scene investigation** is to help answer the next questions:

- What happened? Where, when, how?
  - What type of crime occurred?
  - Who committed it?
  - What kind of tool was used?
- **Crime scene investigator has the right to decide to open the crime scene investigation and set up the borders of the area at first but it has to be enlarged if new elements (other areas or objects) are revealed**
  - **Set up a group location where crime scene investigation**

**activities can be coordinated, meetings can be held is very valuable**

- Walking carefully through the scene in order **to provide an overview of the entire scene, discovers any threats to scene integrity and guarantees protection of physical evidence.** It should be acted if there will be no disturbing of evidence
- **The order of the searching and fixing evidences is decided by the crime scene investigator**
- **The important steps of physical and chemical techniques for searching and fixing evidences must be documented by photograph and/or video**
- **The evidences must be sealed and packed** in as the package cannot be opened without destruction. **Evidence label must be fixed on the package including all information needed to clearly mark the evidence contained in the packaging**
- **The relevant objects must be seized** (tools of crime, objects used by offender)
- **Attention must be paid for cctv's and cameras settled in public places**
- It must be settle on the order of the use of **different techniques** with the purpose of the former one does not spoil the use of the others afterwards.
- **Crime scene is released by the crime scene investigator if all traces and evidences have been collected and the scene has been processed furthermore new information was not released till that point**
- **Crime scene investigation must be executed when relevant information and evidences can be collected.**



- **Crime scene investigation can be suspended by the crime scene investigator** if weather, personal or material conditions were changed and it is not possible to lead the procedure

## Scenes with additional measures

- In case of identified or unidentified **death body** is found the **coroner office or special physician** must be invited to the scene.
- In case of **rape or aggravated sexual crime** the victim needs a **medical examination without delay**
- In case of **arson or explosive** investigation the appropriate agency should be contacted and a fire/explosion expert must be present at the crime scene investigation. It is practical if the crime scene investigation is proceeded same time as the fire scene investigation is conducted
- In case of **electronic crime** investigation **IT expert must be invited**
- In case of **drug crime special drug detention dog can be applied**. If the situation involves a **clandestine drug laboratory the appropriate agency should be contacted**
- For potentially devastating situations, such as **biological weapons or radiological or chemical threats**, the appropriate agencies should be contacted

## **Crime scene investigation team**

An experienced team must be set up by the competent police authority for executing the crime scene investigation.

### **2.1. Composition of team:**

At least two persons:

- Crime scene investigator
- Criminal technician

Additional support:

- Minute taker
- First responder / Patrol officer
- Forensic expert
- Other expert (medical examiner, psychologist, profiler, etc)
- Consultant
- Interpreter

## **Conducting an Investigation**

**In the course of investigation, the Prosecutor may undertake all investigative actions, including the questioning of the suspect and hearing of the injured party and witnesses, crime scene investigation and reconstruction of events, undertaking special measures to protect witnesses and information and may order the necessary expert evaluation.** (Article 217 Criminal Procedure Code of Bosnia and Herzegovina)

## **Investigation of the Crime Scene and Expert Evaluation**

**An authorized official, upon notifying the Prosecutor, shall proceed with the investigation of the crime scene and order the necessary expert evaluations, with the exception of medical examination, an autopsy and the exhumation of a corpse. If the Prosecutor is present at the crime scene while it is being investigated by authorized officials, he may direct authorized officials to perform certain actions that the Prosecutor considers necessary. All actions undertaken at the crime scene must be documented in detail by way of both a record and a separate official report. (Article 221 Criminal Procedure Code of Bosnia and Herzegovina)**

### **Rights of the Crime scene investigator**

- Specify the staff and give permission for admittance or departure of the crime scene
- Decide to initiate or release the crime scene investigation
- Ask first responder or patrol officer to report
- Get information from victim, witness or anyone else having relevant information about the incident

### **Responsibilities of the crime scene investigator**

- **Verify the checklist of the crime scene kit at the start of his service.** It must be refilled in case of lack of material
- **Keep on the safety rules** and require them from the whole crime scene staff
- **Decide the boundaries of the crime scene investigation.**

The number of crime scenes and their boundaries are determined by their location(s) and the type of crime

- **Decide the order of the entry-exit system on crime scene**
- **Use the personal and group protective clothing** (e.g. gloves and/or shoe covers)
- **Deploy to the crime scene without delay by command**
- **Get all information about the incident** before, during and after arriving at the crime scene
- **Treat the location as a crime scene until assessed and determined to be otherwise**
- **Determine the method of the crime scene investigation**
- **Give order to execute the tasks cannot be delayed**
- **Provide the legal and professional execution of the crime scene investigation**
- **Coordinate the work of the crime scene investigation team**
- **Decide the order in which evidence is collected**
- **Call forensic specialist to the scene** to perform specialized tasks
- **Grant the drafting of the minutes of the crime scene investigation**
- **Cooperate with investigators** in charge of the case and other services
- **Take additional measures** to give aid persons, initiate the accommodation of animals if necessary
- **Direct any ancillary services**, such as coroner's office, fire-

fighters and other rescue services if necessary to be presented at the crime scene

- **Reconstruct the events from the scene of the crime**, using logical deduction and filling the gaps wherever evidence has been found
- **Control the search of evidences, traces workflow**

### **Crime scene technician**

A person possessing the adequate education employed directly by police force to collect evidence, analyze data at scene and in laboratories. He/she works with police forces in the crime scene investigation team under the direction of the crime scene investigation.

There are often multiple technicians assigned to a case under the leadership and direct supervision of a chief technician.

### **Aid of an Expert Witness or a Specialist**

**A crime scene investigation or reconstruction shall be conducted with an aid of a specialist in criminalistics or some other discipline who shall assist in finding, protecting and describing traces, take certain measurements or photographs, or make sketches or photo-records or gather other data.** (Article 94 (1) Criminal Procedure Code of Bosnia and Herzegovina)

**An expert witness may also be invited to the crime scene investigation or reconstruction if his presence would be useful for opinions and findings.** (Article 94 (2) Criminal Procedure Code of Bosnia and Herzegovina)

## Rights of the technician

- Ask first responder or patrol officer, witness, victim and other person having relevant information about the incident
- Using materials for searching, developing and fixing

## Obligation of the technician:

### *Main Tasks*

- **Verify the checklist of the crime scene kit at the start of his service.** If correction needed he/she has to report to the crime scene investigator
- **Use the personal and group protective clothing** (e.g. gloves and/or shoe covers) and follow the instruction of labour safety
- **Follow the instructions of the crime scene investigator**
- **Walk through a crime scene to determine what evidence has been left and how it should be collected.**
- **Start the gathering of information right after arriving at crime scene**
- **Take photographs, video and audio recording besides sketches, diagrams and drawings**
- **Search for evidences, traces, fragments and marks and prepare them to collect, develop, fix and pack**
- **Collect all physical evidences**
- **Concentrate on the the short term evidences**
- **Analyzing details at the scene and evaluating data**

- **He is in charge of the preparation of sealing and transporting to laboratories**
- **Assist the moving and clothing of deceased people**
- **Assist the preparation of the minutes and the annexes**
- **Not to cough, sneeze, or talk over any sample being collected or dried**, to prevent contaminating the documents with additional DNA
- **Fixing fingerprint, palm print, DNA samples for the aim of inserting into the biometrical databases**
- **Searching, developing and fixing earlier collected evidences in the forensic laboratory. Running tests and analyzing material samples**
- **Drafting the documentation about the searching and fixing of evidences**
  - Technician has right to choose the method and tools of using the technique of the searching and fixes evidences for lack of the decision of the crime scene investigator. He is in charge legally and professionally of his decision in this case
  - If the decision of the crime scene investigator is opposite to the technician he/she must follow the command of the crime scene investigator but it can be figured in a separate report annexed to the minute of the crime scene investigation
  - Should the case go to trial, the crime scene technician may be called to testify about the information in the report

# Important phone numbers

Police ..... 122

ER ..... 124

Fire-fighters ..... 123

Agency for Forensics of  
Bosnia and Herzegovina ..... 057/320-300

Agency for Forensics of RS ..... 051/334-350

Agency for Forensics of FBiH ..... 033/284-035

Federal Administration of Police ..... 033/280-020

SIPA ..... 057/326-100

State Regulatory Agency  
for Radiation and Nuclear  
Safety in BiH ..... 033/726-300 ili 033/726-316

Directorate for Coordination  
of Police Bodies of BiH ..... 033/779-000