Initial Complaint

1 .Obtain tombstone data from Complainant's: Full Name, DOB, Address, Phone number

2 .Who is the victim?

ADDITIONAL QUESTIONS

1. Name, DOB, Address, Phone number

2. Marital status

3. Employment status

4. Criminal Record

5. Ethnicity

6. Did victim live alone or with someone?

3 .Location of body?

4 .Position of body?

5 .Condition of body? Clothed, injuries, consistent with cause of death, etc...

6 .Cause of death

7 .How did complainant find the victim? e.g. Found victim themselves, another witness showed COM, telephone call from other witness, telephone call from victim, etc...

8 .Are there any witnesses?

9 .Are there any suspects?

10 .Does the COM know the medical history of the victim?

11 .Does the COM feel the death is accidental, natural, suspicious or susicide?

12 .Next of KIN?

13 .Who will be on scene when police arrive?

14 .Have Emergency Medical Services attend?

Please select the type of Death

Secure Scene

1 .Record exact time of arrival

2 .Secure possible witnesses and suspects, keep them separated

3 .Nobody gets into the scene

4 .Secure scene

5 .Nobody gets into the scene

6 .Skirt wall, walk along, not possible pathway of suspect/victim/witness

7 .Same way in is the same way out

8 .Examine area to determine if body location is consistent with possible cause of death.

9 .Is the location of the body logical or true place of death?

10 .Are the injuries consistent with position of body?

11 .Is age a causal factor?

12 .Is there evidence of intrusion versus secure premises?

13 .Document scene: Doors locked or open, lights on or off, furniture moved

14 .Is there evidence of violence or disarray? Blood trail, splatter, human tissue or fluid, weapons, obvious injury, disturbed clothing.

15 .Examine body to ensure no evidence of foul play.

16 .What is the ambient temperature Compare body temperature to the environment

17 .Is there insect or vermin alive

18 .Photos of scene and body

19 .Preserve evidence

20 .Who found body?

21 .Who last saw the victim alive?

22 .Next of KIN?

23 .Medical history of victim

ADDITIONAL QUESTIONS

1. Medications Secure for pathologist, send with body

2. Past Health issues Physical and/or mental

3. Family Doctor

4. Last seen by doctor Who, where, when, why

5. When is next doctors appointment

24 .Escort EMS, if they need to be in the scene

25 .Discuss EMS findings

26 .Time of death

27 .Contact Coroner to advise of death

ADDITIONAL QUESTIONS

1. Advise of findings

2. Determine if coroner is attending or not

3. If attending, keep body secured

4. If not attending contact Body Removal Services

5. Determine if autopsy is to be conducted

6. Determine if police are to attend autopsy

28 .Tag body

29 .Seize valuables on victim or turn over to family present

30 .Query deceased on CPIC, if has criminal record, fingerprint

Statements

1 .From person who located body

2 .Person who last saw the victim alive

3 .Anyone that can further your investigation

ADDITIONAL QUESTIONS

1. Family that can provide medical history recent activities or behaviour of the victim

2. Friends who know history or recent activities or behaviour of victim

3. Any names that arise during investigation or statements that can further the investigation.

4. Determine time between death and discovery

5. Did the deceased complain of anything prior to death.

6. Activities prior to death.

4 .Any alcohol or drugs used at time of Death?

5 .Update supervisor

6 .Obtain names of persons on scene

ADDITIONAL QUESTIONS

1. EMS attendants

2. Witnesses and family

3. Firefighters

4. Coroner

5. Body Removal Team

6. Other police officers

7 .Follow up with family

ADDITIONAL QUESTIONS

1. Answer any questions

2. Provide contact info for police and other services e.g. Where body will be located

3. Offer any applicable services Victim services

4. Location of body

8 .Conduct NOK's if needed

9 .If autopsy to be conducted secure body and submit required documentation and forward required messages

10 .If no autopsy to be conducted write up file and conclude

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First responder and Scene examination

1 .If death took place at a workplace, contact workplace health and safety

2 .All scene's must be assessed for potentially biohazardous material. Including the presence of a dangerous suspect

3 .Do not enter a scene that you suspect has been exposed to chemical, biological, radiological, nuclear (CBRN) agents

4 .If cause of death was electrical, stay back and ensure local power company cuts power prior to approaching scene

5 .Protect yourself and the public from further danger or exposure

6 .Secure the scene and request assistance

7 .If there is no indication of CBRN contamination or electrical hazards secure the scene for investigation

8 .Do not allow unauthorized personnel to attend the scene and document all names and actions of persons entering and exiting the scene

9 .Document who entered the scene prior to your arrival and their activities

10 .Is there evidence of medications or drugs? Special places to look are medicine cabinet, purses, refrigerator and waste baskets

11 .What may appear to be accidental or explainable death may be a homicide. The coroner/medical examiner is the only authority who may determine cause of death and may want to attend the scene. Advise supervisor and coroner of findings.

12 .Symptoms of hypothermia can resemble death Death can only be confirmed after the body has been warmed to normal temperature and resuscitation efforts have failed.

13 .The death of a child caused by shaken baby syndrome is not readily detected during an external examination. The cause of such a death may be determined through pathological examination.

14 .Most Shaken baby cases result in retinal hemorrhages. Ensure an ophthalmologist is consulted. Other injuries consistent with shaken baby syndrome are grab sites (bruises around shoulders or chest) or fractures of skull, ribs, or legs. Neck injuries are rarely observed.

15 .Sudden Infant Death Syndrome (SIDS) is defined as natural death which sudden and unexpected but remains unexplained. Possible cause of death have been ruled out by an examination of the scene, a thorough investigation, an autopsy, and a medical review.

16 .Consider support services such as General Investigation section (GIS), Major Crimes Unit (MCU), Forensic Identification section (FIS)

Arrival at scene

1 .Enter scene by route least likely to disturb evidence, noting route of travel

2 .Check victim for signs of life. Breathing, neck area for pulse

3 .Note time of arrival

4 .Lining victim

ADDITIONAL QUESTIONS

1. Summons medical assistance

2. Dying Declarations

5 .Conscious Victim: If victim is conscious, attempt to obtain the following information

ADDITIONAL QUESTIONS

1. Who did this to you?

2. If name of assailant not known to victim, commence identification by description man, woman, race, height, weight, color of hair, eyes, type of clothing, etc.

3. Establish the fact that the victim knows that he/she is dying

6 .Unconscious Victim: If victim is unconscious on arrival at scene Make sure that a police officer remains with victim at all times, including trip to hospital so that any dying declarations made during conscious periods can be noted

7 .Upon arrival at hospital alert medical personnel of a possibility of dying declarations Request them to note same if made during operative period

8 .Request to be notified if victim regains consciousness so that you will be present when any dying declarations made

Removal of victim from scene

1 .Before removal

2 .Officer accompanying victim to hospital should collect victim's clothing and personal effects as they become available.

3 .Officer receiving items should carefully note time received and the identity of person from whom items were received.

4 .If Necessary for identification items handled by physicians, nurses should be marked by those persons and the chain of custody noted. This is particularly important with items such as bullets, etc. Medical personnel should not attempt to identify caliber or types of firearms used.

5 .NOTE: - A failure to follow up on collecting items that left the crime scene with the victim may cause their loss or render them useless as evidence.

Notify command of situation

1 .Notify command of your agency. Request Assistance

2 .Notify command of your agency. Request Assistance

3 .Notify or request notification of DA representative. Only for legal questions, do not allow a lawyer to get involved in the actual investigation. Their training limits them to the providing advice on legal issues only.

4 .Notify or request notification of medical examiner.

Secure Scene

1 .Block or rope off scene (A Bigger is better)

2 .Persons at scene

ADDITIONAL QUESTIONS

1. a) Clear unauthorized person from the scene. NOTE: You cannot worry about hurting someone’s feelings. If they do not belong tell them to leave. This must include any unauthorized police command.

2. Prevent anyone from touching the body or disturbing anything pending the arrival of the medical examiner, identification personnel,and investigative officers.

3 .Witnesses

ADDITIONAL QUESTIONS

1. Note name and address of persons present

2. Obtain brief statement from each person present

3. Hold witnesses until arrival of investigators.

4. Keep witnesses separate to prevent conversation

5. Prevent destruction of fragile evidence such footprints, tire, tracks, etc...

4 .Process Scene

ADDITIONAL QUESTIONS

1. CAUTION - Be aware that there are search and seizure problems in this area. If in doubt you may wish to contact your DA regarding a warrant or other advice.

2. NOTE: - At night - Obtain adequate lighting before scene processing commences. Artificial lighting used must be adequate for photography and for minute detail search for items such as hair, cartridge cases, etc...

3. WHEN LIGHTING NOT AVAILABLE secure scene under guard and wait for daylight before processing is commenced.

Identification Personnel (Technical Investigators)

1 .Note Time of arrival

2 .Note weather conditions, especially at outdoor crime scenes.

3 .Check perimeter of scene to insure that all of scene is secured.

4 .Obtain summary of situation from officer in charge.

5 .Photograph scene Take color photographs of the scene from all angles. Work from the perimeter to center (Include photographs of entrance, exit routes to scene.)

6 .REMEMBER - There is no such thing as too many photographs of a crime scene.

7 .Make sure that all possible locations relevant to scene are photographed. Particularly important that all rooms a scene are photographed.

8 .REMEMBER - Something may have happened in an adjoining room that will be critical importance as the investigation develops.

9 .Photograph specific items of evidence such as footprints, cartridge cases, weapons, etc. as observed in place at scene. Where scale is important (footprints, tire tracks use ruler scale to show size).

10 .Overhead photographs

ADDITIONAL QUESTIONS

1. Should be taken of outdoor scenes, including streets, intersection. These can be invaluable in constructing scale representation of scene.

2. Extension ladders, power company and fire trucks should be utilized for this purpose.

11 .Video Tap

ADDITIONAL QUESTIONS

1. Video tape recordings should be made of scene where possible.

2. Include videotape shots of collecting evidence, examining victim at scene.

3. Also video tape defendant, witnesses.

12 .Photograph victim at scene

ADDITIONAL QUESTIONS

1. Color photographs should be taken of deceased from all angles.

2. Photograph deceased as items are removed from body identification, clothing, etc.

3. Photograph substances on body and clothing of deceased such as blood, seminal fluid, powder residue, etc. These should include full length and close-ups.

4. Photograph wounds, injuries - include close-ups. This should be done step by step as body examined, disrobed by medical examiner at scene.

13 .Make careful note of following

ADDITIONAL QUESTIONS

1. Position of body

2. Position, condition of clothing

3. Location of substances on deceased and his clothing

4. Any alteration of deceased’s position before your arrival as determined from witnesses or officers.

14 .Survey Scene

ADDITIONAL QUESTIONS

1. Take careful measurements of the scene. Measure each room in a house NOTE: it is very hard to return later to a scene if you do not have a warrant.

2. Use a referance point is permanent.

Search of Scene

1 .Deceased

ADDITIONAL QUESTIONS

1. Before removing examine deceased for physical evidence Example: loose hairs, fibers, etc.

2. Place deceased on a cloth sheet, move body shortest possible distance

3. Examine the ground underneath the victim

4. Examine deceased for additional physical evidence that may become visible after movement.

5. Collect physical evidence from deceased to include personal effects, clothing, shoes, weapons, etc.

2 .Scene area

ADDITIONAL QUESTIONS

1. Organize scene search by adopting specific plan. Assign tasks, areas of search to individual officers.

2. Assign ONE officer to collect, mark and transport items found.

3. Execute search by carefully following plan of assigned tasks.

4. Note, mark and photograph location of objects found such as latent: Fingerprints, footprints, tire tracks, tool marks, hair, fragments of cloth, buttons, cigarette butts, cartridge cases, bullet holes, bullets, bloodstains, etc.

5. Collect, mark evidence. REMEMBER - When collecting evidence DO NOT overlook such items as room furniture, doors, etc. That can be used to reconstruct crime scene in court.

6. Preserve items of evidence individually. i. Do not place separate items of evidence in same container. (Example: mixing items of clothing in one bag can compromise evidence such as head or pubic hair when the location of such items on a particular garment is critical.

ii. Use correct container - molded plastic container for blood. Paper bindle for hair or fiber. Paper bag for bloody items. Never put evidence that may decompose or deteriorate into a plastic bag.

iii. Provide information to lab personnel concerning source of item, what test you desire performed. Make contact with the lab personnel and give a brief account of what your investigation shows.

Process Defendant

1 .Photograph Defendant

ADDITIONAL QUESTIONS

1. Show any injuries or lack of injuries

2. Show his clothing and general appearance

3. Show hands(Both sides)

4. Show any tattoos or scars

2 .Take any evidence that you are entitled to

ADDITIONAL QUESTIONS

1. Public combing if rape case

2. Any item that is on the clothing and could be lost

3. Obtain warrant for blood and hair samples

3 .Autopsy Processing

ADDITIONAL QUESTIONS

1. Arrange through the medical examiner the transportation of the victim to morgue

2. Medical Examiner investigator or police officer should be present during the autopsy

3. If possible before autopsy take finger and palm prints of deceased. If not then once the autopsy is completed get the prints.

4. Pick up any evidence that was obtained during the autopsy, blood samples, hair samples, fingernail scrapings, bullets

5. NOTE: Place each item in a separate container. Paper bags are best. Each container should be marked, dated and initialed

4 .Investigative Personnel

ADDITIONAL QUESTIONS

1. Obtain summary of situation from officer at scene.

2. Check scene security and take steps necessary to correct and errors or omissions, if any.

3. Review all actions of officers on the scene

4. Initiate Investigation from the beginning

5 .Determine identity of deceased

ADDITIONAL QUESTIONS

1. Identification on person of deceased

2. Relatives

3. Witnesses

4. Fingerprints

6 .Attempt to reconstruct events at crime scene by use of the following:

ADDITIONAL QUESTIONS

1. Position of body

2. Number, location of wounds

3. Trajectory of bullets

4. Bloodstains, substances

5. Other signs of violence

6. Other physical evidence at scene

Organize Investigation

1 .Assign specific tasks to individual officers

2 .Supervise execution of assigned officers

3 .Receive, Record and Index information received from investigators Establish case book to include the following:

ADDITIONAL QUESTIONS

1. i. Index of contents

2. ii. Initial reports

3. iii. Follow up reports

4. iv. Evidence reports

5. v. Medical reports

6. vi. Witness statements

7. vii. Defendants statements

8. viii. Background on defendant

9. ix. Background on deceased

10. x. Evidence Log Book

11. xi. Books of photographs

4 .Provide Copies of case book for principal Investigators

DA's office

5 .Keep casebook current by distributing new reports, etc, as available

6 .Communicate information To your investigators

to other agencies

to PIO

Obtained Detailed Statements

1 .Defendant

ADDITIONAL QUESTIONS

1. Advise of MIRANDA RIGHTS using card

2. Have defendant initial or sign rights card or get a verbal acknowledgment that defendant understands right

3. Video tape or record that defendant's statement

i. Your choice if you tell defendant he/she is being recorded.

ii. Turn tape from the start.

iii. Questions should be designed to answer the unanswered questions that you have about the case.

iv. If lawyer is present you must control the interview.

2 .Witnesses

ADDITIONAL QUESTIONS

1. Use your discretion as to video a witness or not

i. Do tape if witness is reluctant

ii. Not necessary if witness is cooperative

iii. Unfortunately cost of tapes must be considered.

3 .Establish movements of deceased prior to death to determine:

ADDITIONAL QUESTIONS

1. Time last seen alive

2. Who with

3. Doing what

4. Location

4 .Examine deceased’s background, including the following:

ADDITIONAL QUESTIONS

1. Relatives

2. Friends

3. Employment

4. Possible criminal record or activities

5. Finances

6. Possible romantic involvements

7. Possible use of narcotics

8. Gang involvement

5 .

6 .

Arrival at scene

1 .Identify deceased

2 .Address of death

3 .Community of death

4 .Address of residence

5 .Community of residence

6 .Date of death

7 .Date of birth

8 .Age

9 .Employed at time of death

10 .Location of death

11 .Was deceased alone at time of suicide

12 .Time between death and discovery

13 .Attempt to resuscitate?

14 .Autopsy

15 .Toxicology

16 .Alcohol use suspected at time of death?

17 .Drug use suspected at time of death?

18 .Method of suicide

19 .Ethnicity

20 .Level of education

21 .Did deceased live alone?

ADDITIONAL QUESTIONS

1. Spouse?

2. Children?

3. Single parent?

4. Extended family

5. Foster home?

6. Roommate(s)?

7. Other?

22 .Position in family Parent, child other

23 .Employment of deceased?

24 .Welfare/social assistance

Investigate scene

1 .Photograph scene

2 .Is body position consistent with location of death and cause of death

3 .Any signs of a struggle?

4 .Any signs of foul play?

5 .Any signs of break in?

6 .Were any weapons used in suicide

7 .Seize weapons

8 .Seize all evidence ie: rope, medication, firearms, knives, etc...

9 .Contact coroner

10 .Have supervisor attend

11 .Family doctor? Last seen?

12 .Activities prior to suicide

13 .Clothing on body?

14 .Next to KIN?

15 .Statements: have as much information answered in your statements as you can with regards to the information on this checklist

16 .Last seen victim

17 .Anyone else that can add to the investigation

18 .Call body removal services

Report behaviours prior to suicide

1 .Alcohol or drug use

2 .Withdrawn

3 .Statement of suicide intent

4 .Aggression

5 .Depressed

6 .Emotionally distressed

7 .School/Job truancy

8 .Saying goodbye

9 .Selling/giving possessions

10 .Suicide attempts

11 .Talked with friends/family about problems in past 24hrs

12 .Anyone help to stop suicide last 24hrs

13 .Did deceased leave a suicide note or message

14 .Suicide committed by family or person known to the deceased? Who, relationship, when?

Reasons given for suicide

1 .Family break up/separation

2 .Relationship breakup

3 .Pending criminal proceedings

4 .Physical or sexual abuse

5 .Job/Income/Status loss

6 .Social exclusion by peers

7 .Death of friend/relative

8 .Change in living situation

9 .School or work failure

10 .Change in child welfare status

11 .Birthday/anniversary etc...

12 .Other: Specify

Mental health history

1 .Chronic Health problems

2 .Was person seen by a formal caregiver during the week prior to suicide

3 .Past involvement with Child welfare family services

4 .History of criminal conviction involving harm to another

5 .History of criminal conviction other?

6 .History of drug abuse?

7 .Alcohol abuse?

8 .History of family violence or abuse?

9 .History of homosexuality?

10 .History of extended separation from family due to school, medical, other?

11 .History of abusing others?

12 .Psychiatric history on chart

13 .Family doctor

14 .Mental health doctor?

15 .Last seen any doctor?

16 .Did deceased utilize any mental health/social services?

17 .Extended treatment?

18 .Hospitalizations?

19 .Other help seeking behavior?