

The background of the slide is composed of several overlapping, semi-transparent green geometric shapes, primarily triangles and quadrilaterals, creating a modern, abstract design. The colors range from a light, pale green to a darker, forest green.

Chapter 18 - IFPO - CPO

Crime and Incident Procedures

Purpose

- ▶ Preservation of evidence is crucial for the successful preservation and prosecution of criminals or during civil trials. It is the duty and responsibility of the protection officer to handle any scene with due diligence, professionalism and proper scene security.

Incidents

- ▶ An “*incident*” is a loss-event occurrence of some type that in some way impacts an organization. (Criminal and non-criminal)
- ▶ Organizations track the number of incidents to:
 - ▶ Track the cost of a loss event.
 - ▶ Analyze trends of loss costs (Statistical tracking).
 - ▶ Provide tracking data of reported lost event *causes*. (Why did this occur?)

Incident Tracking

To track loss-event information, the organization needs to know:

- ▶ What was lost?
- ▶ Who lost the property?
- ▶ Who own the property?
- ▶ Where was it lost?
- ▶ When was it lost?
- ▶ Why was it lost?
- ▶ How did it happen?

The Incident Scene

- ▶ An incident scene can be found in a variety of locations, large or small.
- ▶ When a protection officer arrives on the scene, he/she must determine what the boundaries are, what exactly needs to be protected and why protection is necessary.
- ▶ Protect the scene until someone with more expertise arrives to conduct an investigation.

Hazards to an Incident Scene

- ▶ What is the scene being protected from?
- ▶ Incident scenes need protection from contamination, either deliberate or from accidental external influences. Examples:
 - ▶ Weather conditions
 - ▶ Witnesses or bystanders
 - ▶ Suspects tampering with evidence
 - ▶ Hazards associated with the incident (fire, electricity, chemical leaks, water, debris, etc.)
 - ▶ Assisting responders who are not the investigators

Protection Officer's Objectives

The protection officer's objectives when responding to a crime or incident scene is to:

1. Establish the boundary (perimeter)
2. Protect the scene
3. Preserve evidence and scene integrity
4. Maintain detailed and accurate notes of everything that occurs

Establishing the Boundary

- ▶ When establishing boundaries, consider how spread out the evidence seems to be around the scene.
- ▶ Some boundaries may already be established by existing barriers, natural or man-made.
- ▶ If required, obtain assistance from other security personnel by posting at strategic locations and deploying temporary barricades.

Protecting and Preserving the Scene

- ▶ As soon as possible, establish the boundaries and use whatever resources available to protect the area.
 1. Call supervisor for assistance.
 2. Request assistance from other security personnel to protect the scene.
 3. Keep bystanders away from the protected area. Consider that some bystanders could be witnesses. Do not immediately dismiss them from the area but keep them waiting a safe distance from the perimeter.

Witnesses:

- ▶ Ask bystanders if anyone saw what happened.
- ▶ Ask potential witnesses to remain in the area to be interviewed by investigators.
- ▶ Make notes of contact details including Name, date of birth, address and phone numbers of potential witness before allowing them to leave the scene.
- ▶ The protection officer has no authority to forcibly detain a potential witness.
- ▶ Use discretion and be very polite when attempting to convince a potential witness to remain until investigators arrive.

Protecting and Preserving the Scene

- ▶ *Protecting the scene* means the area must be preserved exactly as it was at the time of the incident.
- ▶ NOTHING should be introduced into the scene
 - ▶ Cigarette butts, garbage, footprints, fingerprints, people, etc.

Time when the protection officer might need to alter the scene:

- ▶ Remove a live victim from danger at the scene.
- ▶ Introduce a foreign substance to extinguish a fire, contain a spill, etc.
- ▶ Allow temporary access to evacuate people.
- ▶ If this happens, detailed notes must be made of what was changed and how contaminated.

Evidence

- ▶ For the purpose of protecting the scene, the type of evidence most relevant is known as “*real evidence*.”
- ▶ Real evidence is evidence that is directly involved in the incident.
- ▶ It is the physical evidence present that connects a person or helps explain what exactly happened.

Examples of physical evidence include:

- ▶ Blood
- ▶ DNA samples
- ▶ Fibers (clothing, carpet, rope, etc.)
- ▶ Footprints or fingerprints
- ▶ A person (a body or evidence of assault on a live person)
- ▶ Documents
- ▶ Anything that is associated to an incident that may be necessary for the investigation.

Evidence

- ▶ Collection should only be conducted by a qualified person.
- ▶ If a protection officer is required to take custody of evidence, it must be done with extreme care.
- ▶ Do not contaminate the evidence.
- ▶ Think of all evidence as *fragile*.
- ▶ A *chain of custody* is required.

Chain of Custody

The chain of custody details the continuity of possession of the evidence.

- ▶ A detailed log of what happened to each piece of evidence must be maintained.
- ▶ If possession of the evidence changes, that change of possession must be documented in the log.
 - ▶ Time and date of change
 - ▶ Who took possession of the evidence
 - ▶ The purpose for the change of custody of the evidence

Accurate and Detailed Notes

- ▶ Good notes mean a good report.
 - ▶ Who, what when where and how
- ▶ All notes should be written in a professional manner:
 - ▶ Factual data only
 - ▶ Do not write anything derogatory
 - ▶ Write notes neatly. If any error, stroke a single line through the error and write collection clearly
 - ▶ Do not tear pages out of your notebook

Roles of the Protection Officer

- ▶ It is likely that the protection officer will be the first responder who arrives or discovers the scene. The responsibilities of the officer are:
 - ▶ Preserve life
 - ▶ Protect property
- ▶ This means providing first aid, calling for assistance, looking for hazards, protecting the scene and handling witnesses and bystanders.