

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 8.05</b>
		Issue Date: March 21, 2005
		Revision Date:
<b>CHAPTER:</b> Investigations		Related Policy: G.O. 8.03 (Death Investigations), G.O. 11.04 (Property/Evidence)
<b>SUBJECT:</b> Major Crime Scene Log		Related Laws:

**POLICY:** In service to the people of Lane County, the Police Services Division of the Lane County Sheriff's Office exists to provide emergency response, policing, and mandated government functions to our jurisdiction commensurate with the level of resource provided.

**RULE:** None

**PROCEDURE:**

I. Supervisory Responsibility

- A. Maintain a supply of the Crime Scene Log Forms in the field supervisor's vehicle.
- B. Immediately upon learning of a major scene where Police Services will be initially responsible for security, the field supervisor will designate a Deputy as Scene Custodian, who shall be responsible for maintaining a scene log.
- C. The Scene Custodian will be provided with the Crime Scene Log Form for maintaining the log.

II. Scene Custodian Responsibility

- A. Upon arrival at the scene, begin a log, noting:
  - 1. The case number.
  - 2. Date and time.
  - 3. The names of all persons either:
    - a. In the crime scene.
    - b. Entering the crime scene.
    - c. Leaving the crime scene.
    - d. Engaging in scene security.

4. Location of the scene.
  - B. Anyone entering the crime scene will complete a written report as to their need for entry, actions, and activity within the crime scene.
  - C. Video of the crime scene will be made available to on-site personnel not actively involved in the investigation, but having a need to review the setting.
  - D. 
  - E. If the scene is released to another police agency, the Deputy will log the release and submit the crime scene log with a Supplemental Report.
  - F. When the crime scene is released, the crime scene custodian will return the crime scene log to the CIS supervisor or case agent.