

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

616

Subject

24 Hour Crime Scene Processing

Date of Issue

February 17, 2020

Effective Date

February 17, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by;

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

3.5.1

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this general order is to provide members with guidelines on 24-hour crime scene processing.

II. POLICY

It is the policy of the Lower Providence Township Police Department to have a detective available 24 hours a day for crime scene processing.

III. PROCEDURE

A. 24-hour Crime Scene Processing.

1. The Detective Division of the Lower Providence Township Police Department is responsible for crime scene processing. Detective Division members shall be utilized for all types of crime scenes inclusive of vehicle accident scenes, if requested by the ranking on duty Patrol Supervisor.
2. Detective Division members are on duty from 0800 through 2000hrs Monday through Friday. In the event that an incident requires crime scene processing when a detective is not on duty the Patrol Supervisor will authorize notification to the Detective Sergeant.
3. The responding detective will determine whether additional detectives may be required to respond. The responding detective shall contact the Detective Sergeant who will authorize any additional detectives to respond.
4. In general the following schedule will be used:
 - a. For calls between 2300 and 0500hrs the detective working 1200-2000hrs will be on-call
 - b. For calls between 0500 and 0800hrs, the detective working 0800-1600 hours will be on call.
 - c. If the Detective Sergeant is not available then the Lieutenant will be contacted.

- d. Notifications will be made primarily by calling the detective(s) on his/her assigned cell phone. Secondly by calling his/her home telephone number.
1. Detectives are required to have with them, at all times, their department issued cell phone while on call.
- e. Compensation for any off-duty hours call outs will be in conformance with the Police Collective Bargaining Agreement.
5. Notification Guideline: A member of the Detective Division shall be called and consulted on the following incidents:
1. Major incidents:
 - Homicide
 - Aggravated Assault (shooting, stabbing, or other weapon used which resulted in serious bodily injury to the victim)
 - Robbery
 - Rape or any other sex offense
 - Bomb Threats
 - School Threats (mass casualty types)
 - Fatal Accident (Vehicle and otherwise)
 - Officer Involved Shooting
 2. Other:
 - Suicide
 - Suspicious Death
 - Burglary (Residential and Commercial)
 - Whenever a scene needs to be processed (Detective Sergeant will determine response)
 - Any incident requiring many interviews or prolonged investigations that Patrol is not able to handle.
 - Questions relating to evidence handling or investigations
 - When in doubt, make the phone call.
 3. Notification:
 - Detective Sergeant when on duty and after hours
 - Detective Sergeant will recommend a course of action, respond, or assign a Detective to respond.
 - If the Detective Sergeant is unavailable, contact the Lieutenant.
 4. Detective Response:
 - A Detective shall respond to the scene under the following circumstances unless directed otherwise by a Corporal, Sergeant or Command Staff:
 - Those listed under “Major Incidents”
 - Suicides
 - Suspicious Deaths including those attributed to an overdose
 - Burglary where a significant amount of processing is required
 - Any incident where they are summoned to assist Patrol

Michael Jackson

Michael Jackson
Chief of Police