

- | Complete | N/A | <u>First responder responsibilities:</u> |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Determine if a possible crime scene exists. |
| <input type="checkbox"/> | <input type="checkbox"/> | Notify, isolate, contain, and control. |
| <input type="checkbox"/> | <input type="checkbox"/> | Call for assistance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Evacuate and secure the crime scene. |
| <input type="checkbox"/> | <input type="checkbox"/> | • Depending on circumstances, incarcerated individuals that are present may need to be ordered to lie down or placed against the wall. All ID cards will be secured before removal from the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | • If evacuation of incarcerated individuals from the area is required, secure ID cards as individuals are escorted from the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | If a weapon(s) is present and incarcerated individuals are in the area, secure the weapon immediately. |
| <input type="checkbox"/> | <input type="checkbox"/> | If a weapon(s) is present and incarcerated individuals are not in the area, leave the weapon where it lies. |
| <input type="checkbox"/> | <input type="checkbox"/> | If medical assistance is needed, ensure the area is secure and it is safe to render medical assistance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Make every attempt to avoid contamination of the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Establish the perimeter of the suspected crime scene. Always identify a larger area than it may initially be. The crime scene perimeter can always be made smaller. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure facility Investigators and law enforcement are notified and respond to the scene. |
| <input type="checkbox"/> | <input type="checkbox"/> | If facility Investigators/law enforcement cannot respond immediately, the crime scene will be secured or monitored by employees/contract staff until facility Investigators/law enforcement arrive on scene. |
| <input type="checkbox"/> | <input type="checkbox"/> | Incarcerated individuals suspected of being directly involved in the incident will be secured and placed in a holding cell until facility Investigators/law enforcement establish what his/her involvement in the incident is. The clothing s/he is wearing should be collected and each piece secured in paper bags separately. |
| <input type="checkbox"/> | <input type="checkbox"/> | If a victim(s) exists, the clothing they are wearing should be collected and each piece secured in paper bags separately at the earliest opportunity. |

- | Complete | N/A | <u>Facility Investigator crime scene preservation/coordination responsibilities:</u> |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Respond to crime scene with "Go Bag". |
| <input type="checkbox"/> | <input type="checkbox"/> | When facility Investigators/law enforcement arrive at the crime scene, they take control of the area. |
| <input type="checkbox"/> | <input type="checkbox"/> | When facility Investigators/law enforcement respond to a crime scene together, a processing strategy will be discussed and implemented. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the crime scene is outside and may be affected by the weather, every attempt must be made to protect suspected evidence. |
| <input type="checkbox"/> | <input type="checkbox"/> | A recorder will be established so that all individuals that enter/leave the area and any significant events that occur at the crime scene are documented on DOC 16-358 Crime Scene Security Log. |
| <input type="checkbox"/> | <input type="checkbox"/> | No one will enter the crime scene without approval of a facility Investigator or law enforcement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs and video should be taken of the area immediately. Ensure photo backers are placed on photographs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure protective equipment (e.g., gloves and foot covers at a minimum) are used at all times. |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect all surveillance video that exists. |
| <input type="checkbox"/> | <input type="checkbox"/> | All employees/contract staff that have information regarding the incident must submit an IMRS report before completing their shift. |

- | Complete | N/A | <u>Facility Investigator crime scene processing responsibilities:</u> |
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| <input type="checkbox"/> | <input type="checkbox"/> | Ensure processing strategy is followed. Every attempt should be made for one individual to collect all evidence. |
| <input type="checkbox"/> | <input type="checkbox"/> | Start from outside of the crime scene and work inward. |
| <input type="checkbox"/> | <input type="checkbox"/> | If weapons are still in the area, ensure they are collected and packaged prior to collection of any other evidence that is present. |
| <input type="checkbox"/> | <input type="checkbox"/> | Items that may be considered as possible evidence should be collected and packaged separately using appropriate containers. Wet items should be dried in a secured area and packaged in paper bags. Weapons and needles should be stored in a sharps container/tube. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure a chain of evidence card is attached to each piece of evidence collected. |
| <input type="checkbox"/> | <input type="checkbox"/> | If evidence is not maintained by law enforcement, it will be handled per DOC 420.375 Contraband and Evidence Handling, DOC 420.365 Evidence Management for Work Release, or DOC 420.395 Evidence/Property Procedures for Field, as applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | A crime scene can only be released by the facility Investigator or law enforcement. |

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.