

1936

Police Duties at Crime Scenes

Don J. Finney

Follow this and additional works at: <https://scholarlycommons.law.northwestern.edu/jclc>

 Part of the [Criminal Law Commons](#), [Criminology Commons](#), and the [Criminology and Criminal Justice Commons](#)

Recommended Citation

Don J. Finney, Police Duties at Crime Scenes, 27 Am. Inst. Crim. L. & Criminology 231 (1936-1937)

This Criminology is brought to you for free and open access by Northwestern University School of Law Scholarly Commons. It has been accepted for inclusion in Journal of Criminal Law and Criminology by an authorized editor of Northwestern University School of Law Scholarly Commons.

POLICE SCIENCE



Editor: FRED E. INBAU

POLICE DUTIES AT CRIME SCENES

DON J. FINNEY†

[*Editor's Note:* Although this contribution deals specifically with the police department of Wichita, Kansas, its valuable outline of proper police procedure is equally applicable to other departments, and particularly to those in cities of similar size.]

In order to completely understand the assignment of specific duties to certain officers on the Wichita Police Department it is necessary to understand something of the organization of the department, the relationship which exists between these various officers, and something of the function of the department as a whole and of an individual platoon or detail as a unit.

The entire city is divided into beats, each beat being covered by a single officer in an automobile, equipped with two-way radio and a riot gun. The size of the beats vary from a few square blocks to several square miles, according to the need for police service as determined by such factors as complaints, arrests, property loss, residence of felons, and time spent in performing routine police duties. The number of beats varies according to the time of the day, the entire patrol force being distributed according to need as measured by the number of complaints, the number of

† Laboratory Technician, Police Department, Wichita, Kansas.

arrests and the value of property loss on each of the three shifts.

Each patrolman on his shift is required to restrict his activity to his own beat unless he is dispatched from headquarters or is in actual pursuit of an offender. Covering the city at large are two cars, one driven by the patrol sergeant, the other by a uniformed investigator. The patrol sergeant has supervision of each beat officer as well as of the investigator. So far as he is able, he answers the more important calls to determine that the officers are handling properly their assignments.

The uniformed investigator is a patrolman carefully selected and thoroughly trained in the art of investigating crimes and accident scenes, *not for the purpose of determining facts from people but from things*. This point differentiates the duties of the uniformed investigator from the duties of the beat officer. It is the duty of the latter to investigate persons: to interview, question and cross-examine principals, witnesses, and all other people who might have some knowledge of the crime. He reconstructs the crime and attempts to identify the criminal by getting information *from people*.

The uniformed investigator is not concerned with people; *his attention is limited to things*. He searches the crime scene, not only the interior of the building in which the crime was committed, but the space surrounding it as well, for some trace of the criminal, some physical clue which may establish his identity, some mark which may be identified as having been made by him or by some tool, instrument, or device in his possession. It is the duty of the uniformed investigator to reconstruct the crime solely from the physical evidence he finds at the scene; he must take photographs and measurements which will enable him to re-enact the crime in the imagination of the court.

When a call is received that a criminal is in operation, the desk sergeant immediately dispatches the beat officer, the uniformed investigator, and such number of other officers as he deems necessary. These officers proceed to the scene following the procedure outlined in the department's "Tactics" with a view of capturing the criminal rather than frightening him away. If the criminal has left the crime scene, additional officers are assigned to definite quadrants radiating from the scene of the crime. Because of the small size of the beats and the relatively large number of motorized officers, it is always possible to properly surround a building or an area within a minute's time.

The beat officer, usually being nearest to the scene, is almost always the first officer there; if not, he arrives at so nearly the same time that the first officer usually has no time to accomplish the duties outlined for him. Since the beat officer may be detained, however, it is necessary that the first officer shall know exactly what he is to do. As soon as the uselessness of immediate pursuit of the criminal becomes apparent, the beat officer and the uniformed investigator proceed with the duties outlined herein.

The investigator is required to investigate every crime scene where there is any likelihood of physical evidence being found. He is dispatched on all accident cases, all cases involving dead bodies, all felonies except cases of fraud, and any larceny where it is believed that physical clues may exist.

The uniformed investigator drives a car which, like the patrol sergeant's, is equipped with a bullet proof shield, a sub-machine gun, gas supplies and a mask. In addition, this car carries all of the paraphernalia necessary for use in searching for, recording, collecting and preserving physical evidence, as well as a rope and a broom. It is also equipped with a metal case containing fingerprint powders, spray gun and brushes for applying powder, lifting tape, material for making comparison prints, film holders for a fingerprint camera, and stickers for labeling all evidence. In another compartment of the same case are tools such as pliers, scissors, tweezers, files, screw drivers, chisel, tape measure, and other articles necessary for collecting practically any kind of evidence. Another metal case contains a Graphic Speed Camera with flash synchronizer, reflector, film holders and flash bulbs. These are for photographing evidence, crime scenes and any other photographs necessary in the investigation. A third case contains extension cord, reflectors, flash gun, flood bulbs, flash bulbs and other equipment necessary in taking night photographs. Still another contains material for making casts of plaster, moulage, and modeling clay, with containers for mixing and heating the casting material. The fifth case contains a set focus fingerprint camera, and a Graflex camera for emergency work or in the event it is more practical for use under certain conditions.

INVESTIGATION AT THE SCENE OF A CRIME

General Duties

There are some rules of investigation at the scene of a crime which every officer should know. If he observes the following gen-

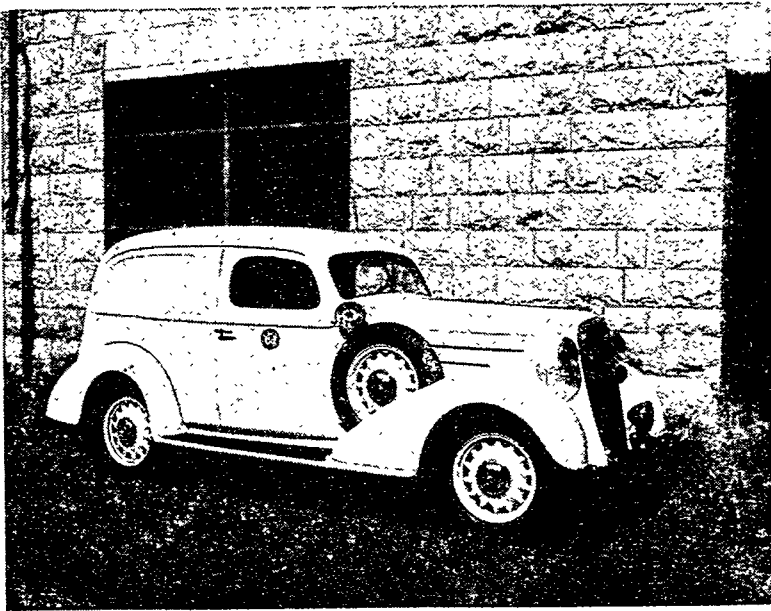


FIGURE 1.

Investigator's car, equipped with radio receiver and transmitter. At front may be seen spot light with red lens, for use in clearing traffic on emergency runs. At side is "Police Stop" light, and also the seal of the city of Wichita.

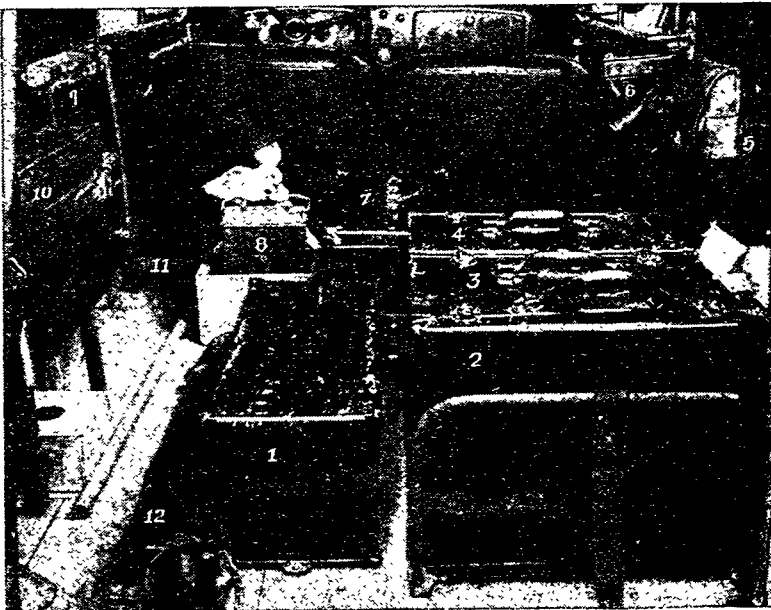


FIGURE 2.

Investigator's car, interior view. (1) Case containing fingerprint and Graflex cameras; (2) Fingerprint kit; (3) Lighting equipment kit; (4) Casting material kit; (5) Tear gas and smoke grenades; (6) Thompson sub-machine gun; (7) Speed graphic camera; (8) Decelerometer, for testing brakes; (9) Bullet-proof shield; (10) Two-way radio transmitter; (11) Brush broom, for clearing glass from streets; (12) Tripod for cameras.

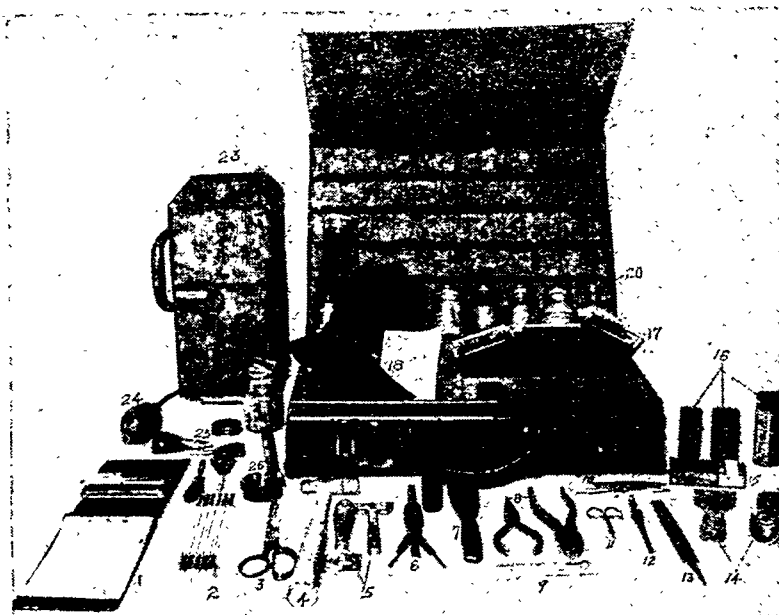


FIGURE 3.

Fingerprint kit. (1) Stainless fingerprint pad; (2) Ruler; (3) Scissors; (4) Hammer; (5) Scrapers; (6) Screw driver set; (7) Putty knife; (8) Pliers; (9) Scratch awls; (10) Tweezers; (11) Cuticle scissors; (12) Glass cutter; (13) File; (14) "Stiff" printers; (15) Gummed labels; (16) Vials for collecting evidence; (17) Holders for fingerprint camera; (18) Lifting tape; (19) Fingerprint powders; (20) Glue; (21) Black cloth for masking camera; (22) Flashlight; (23) Fingerprint camera; (24) Powder atomizer; (25) Camel's hair brushes; (26) Steel tape.

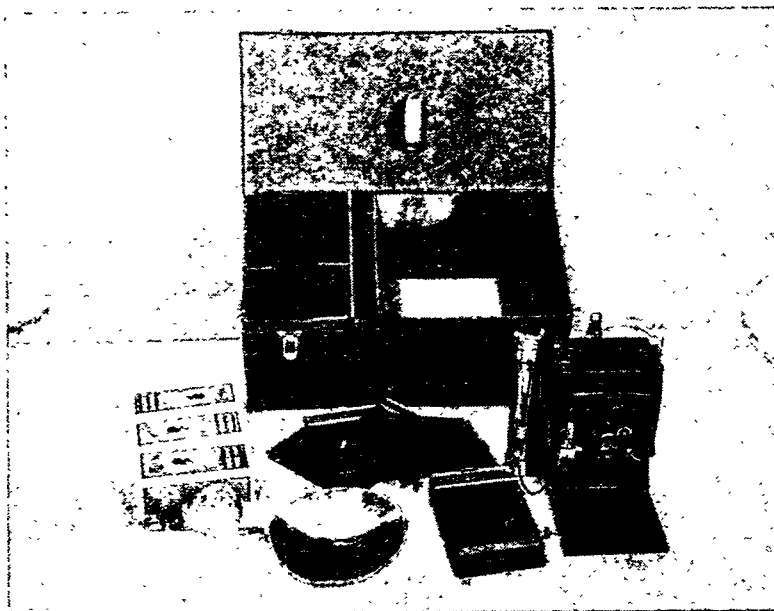


FIGURE 4.

Camera case containing a speed graphic camera, equipped with speed gun and synchronizer, and f.4.5 lens of 5 1/4 inch focal length; cut film holders for camera; reflector for speed gun; and extra space for four spare photoflash bulbs. Note

eral rules, as well as those specifically assigned to him, his investigation will be thorough and efficient:

(1) *Cooperate.* Close cooperation of all officers is absolutely essential to successful investigations. Regardless of whether you are the first at the scene, the beat officer, the uniformed investigator, or the detective or other officer who just happened along, it is your duty to cooperate with the others to the best of your ability.

(2) *Consult Superior Officer.* If in doubt in any phase of the investigation, consult your superior officer, and in his absence confer with your co-workers. Talk things over between yourselves and decide what is best to be done.

(3) *Preserve Evidence.* If you discover anything that might be physical evidence, do not touch or disturb it, but note its character, position and relative location to the crime, and see that it is preserved in its original state for the uniformed investigator.

(4) *Note Conditions.* Upon your arrival at the scene of a serious crime, note the weather condition, position of sun or moon, direction of wind, as well as the exact time.

(5) *Notify Coroner.* In the case of murder or suicide remember that it is not permissible to remove a body without the permission of the coroner. If a physician was in attendance at the time of death, he may authorize the removal.

(6) *Notify Policewoman.* If the crime involves rape, or the murder or attack of a female person, the policewoman should be notified.

(7) *Bar Relatives.* Never allow members of the family involved to assist in the investigation, or to search for clues, especially in case of homicide. Should the search uncover a clue or lead that might implicate or point toward a member of the family, there is always the tendency to conceal the clue or otherwise protect the suspected member.

(8) *Listen.* Be alert for unguarded remarks made by witnesses or others having a knowledge of the case. Some unintentional hint may furnish a clue that will result in the solution of the case.

(9) *Assist.* If you are an officer off duty, or an officer who happens to be at the scene and not one of those sent on the call, it is your duty to assist in every way possible. Never leave the scene, whether you were sent on call or not, until you are certain there are sufficient officers there to handle any situation that might arise.

In no case should you intrude upon the scene, especially in civilian clothes, any more than any other person.

(10) *Do Not Talk.* Do not disclose valuable clues to any one. If you come into possession of a clue preserve it and give it to your superior officer at the earliest possible moment.

(11) *Crime Must Be Proved.* Bear carefully in mind the elements of the crime you are investigating and undertake to find proof for each.

(12) *Write Report.* It is of great importance that each officer shall take careful notes during the investigation. His investigation report must contain a full and complete account of all that he did and of all that he observed and learned during the course of the investigation.

Duties of the Superior Officer

(1) *Determine the Facts.* Ascertain from the first officer at the scene the nature and status of the case.

(2) *Apprehend the Criminal.* Determine if immediate pursuit of the perpetrator is advisable; if so detail officers to this task. If necessary to dispatch officers from the scene on this mission, see that the crime scene is properly protected, posting a civilian guard if necessary. In searching for the criminal, remember that he may hide on the premises or in the immediate vicinity. A thorough search is necessary.

(3) *Protect the Crime Scene.* See that the officers are properly performing their duties in protecting the crime scene. Rope off the area if advisable.

(4) *Obtain Reenforcements.* Determine if there are sufficient officers present to handle the situation, and if not, ask for further assistance from headquarters.

(5) *Assign Officers.* If there are officers present who have no specific duties outlined, assign them to given tasks, either at the scene or elsewhere. If there is nothing for them to do on the case, detail them to cover the districts of the officers who are detained on the case. Do not permit officers not actually engaged in the investigation to loiter at the scene. There is always something which they can do, such as checking information at other locations and questioning possible witnesses with a view to determining if they saw or heard anything. This applies to officers off duty as well as to those on duty. As soon as an officer completes his work at the crime scene, assign him to other tasks or have him report to the

desk sergeant and return to his beat. Do not permit officers to leave the scene until you are sure they have done everything possible on the case.

(6) *Advise* the beat officer and the uniformed investigator as to the proper action to be taken in case of doubt.

(7) *Assist* the uniformed investigator in his search for physical evidence in the more serious cases. Assist the beat officer in questioning witnesses when necessary. See that all possible information is obtained.

(8) *Notify* the detective to be assigned and the captain of your division, if the seriousness of the case warrants such action.

(9) *Report to Headquarters.* Report to the desk sergeant when you leave the crime scene, advising him as to the status of the case, and informing him as nearly as possible of the length of time that will be required to complete the investigation, so that he may arrange to have the districts that are open covered by other officers.

Duties of the First Officer at the Scene of the Crime

(1) *Arrest the Perpetrator.* Ascertain the identity of the criminal and arrest immediately if possible.

(2) *Pursue if Apprehension Likely.* If flight of criminal was sufficiently recent, notify desk sergeant so that officers may be assigned to quadrants, or, if definite information is available, as to his course, in actual pursuit. If advisable, join the search.

(3) *Give Description to Headquarters.* If the perpetrator has escaped, obtain, if possible, his identity together with a detailed personal description. Establish means of escape, whether by car, taxi, bus, on foot, etc., with a description of the vehicle used. Contact headquarters, either by phone or by two-way radio, as soon as sufficient information has been obtained, giving the desk sergeant the necessary details for a broadcast.

(4) *Preserve Evidence.* Protect the crime scene against any intrusion or molestation. Give definite instructions that nothing is to be touched until the uniformed investigator arrives and takes charge.

(5) *Inform Other Officers.* Perform the duties of the beat officer until his arrival. Upon his arrival and the arrival of the uniformed investigator give them a brief outline of the nature of the case, the central point of attack, and the progress of the investigation.

(6) *Report to Headquarters.* Do not leave the scene until you

are sure there are sufficient officers present to cope with any situation that might arise. Report to your superior officer for further instructions. In his absence inform the desk sergeant that you have finished.

(7) *Specific Duties of the First Officer* at the scene are listed under specific crimes.

INVESTIGATION AT THE SCENE OF A CRIME OF VIOLENCE AGAINST THE PERSON

Duties of the First Officer at the Scene

(1) *Care of Victim.* Determine the condition of the victim and arrange for immediate medical attention if it be needed.

(2) *Observe Carefully.* If the victim is to be moved immediately note carefully the location and position of the body and the condition of the clothing. Outline the position of the body with chalk or other contrasting material before moving.

(3) *Protect the Scene.* Protect the crime scene from any intrusion or change. Prevent the touching of the body. Give definite instructions that nothing is to be disturbed until the uniformed investigator arrives and takes charge. Prevent unauthorized persons from entering upon the crime scene. Post a civilian guard if necessary. Clear the room, or the immediate area, of all persons except those on official business or detained on the case.

(4) *Guard Witnesses.* Hold everyone who was at the scene at the time of your arrival. Allow no one to enter or leave until questioned. Be tactful and courteous. If it becomes necessary to permit any one to leave the scene obtain name, address, and telephone number.

Duties of the Beat Officer

(1) *Determine the Facts at Once.* If the first officer at the scene, perform all of the duties outlined above. If not, contact the first officer at the scene and obtain from him a brief outline of the nature and status of the case. Eliminate repetition and backtracking as much as possible.

(2) *Separate the Witnesses* to prevent their conversing with one another. This should be done at the earliest possible moment. In the event it is not possible to separate all witnesses, then the more important ones should be separated and the others left in one room, in charge of an officer.

(3) *Identify Those Present.* Obtain the name, address, and telephone number of every one present at the time the crime was committed, or those who discovered the crime, and those who came in immediately after its discovery.

(4) *Notify Headquarters.* When sufficient information has been obtained on which to make a case card (complaint card) telephone this to the desk sergeant.

(5) *Question Principal Witnesses First:*

(a) Eye witnesses. (b) Persons present at the time of the commission of the crime. (c) Those who discovered the crime, or came in shortly thereafter. (d) Witnesses who saw the perpetrator leaving the scene. (e) Witnesses having knowledge of events leading up to the crime. (f) Hearsay witnesses. (Hearsay witnesses cannot testify in court, but their statements may be of value in the investigation.)

(6) *Question Witnesses Separately.* Interrogate witnesses one at a time, and separately. Be tactful and courteous. Be very careful in talking to witnesses, keeping in mind that the person you are questioning may prove to be a principal. Make notes on the statements of each individual questioned. Any statement made by a witness relative to the guilt of another party should be made in the presence of that party in order to be admissible in court.

(7) *Be Suspicious.* It should be remembered that a great many crimes are fabricated for one reason or another; i. e., to create sympathy, to defraud insurance companies, to cover losses sustained in other ways, etc. This fact can often be established in questioning witnesses by their contradiction of statements as to the sequence of events, amount of losses, and others. Remember, however, that the memory is fickle, and although the story of the victim does not ring true, the fact of the commission of a crime should be accepted as true until sufficient evidence has been obtained to substantiate a theory of falsification. Be suspicious of the victim who has a ready answer to every question. It has been definitely proved that no person sees all there is to see, hears all there is to hear, nor remembers all he sees or hears. This will apply to the witness as well.

(8) *Get the Story Immediately.* Obtain definite statements as soon after the commission of the crime as possible. Get the story from the victim and from the principal witnesses before they have had time to think over what they are going to say. Then, at some later time, get their story again. They may have remembered some

important detail, or may tell the same story in a very different way, so as to throw an entirely different light on the facts.

(9) *Question Witnesses Thoroughly*, obtaining detailed information as to: (a) The number of criminals involved. (b) The identity and description of each; whether he was wounded or his clothing torn; who are his associates, relatives, friends, enemies, sweetheart; what places he frequents; his hangouts; what are his habits, etc. (c) The route taken in escape; vehicle used and description. (d) Any inquiries made by the perpetrator prior to the crime; words spoken and statements made at the time of the crime. These should be recorded verbatim. (e) The general conduct of criminal; demeanor; attempt to commit suicide; false statements, etc. (f) Any suspicious person or thing noted in the vicinity of the crime immediately prior to its commission. (g) The movements of both the victim and the perpetrator prior to the crime.

(10) *Identify the Victim* (if deceased or unconscious). Obtain: (a) Complete and correct name. (b) Complete and correct names of witnesses who make the identification. Witnesses who make the identification must be produced at the inquest. (c) Record the means of identification for future reference. (d) Description of clothing, letters, photographs, moles, birthmarks, scars, teeth, etc.

(11) *Obtain a Dying Declaration*, if the victim is seriously wounded. Proceed as follows: (a) What is your name? (b) Where do you live? (c) Do you believe that you are about to die? (d) Have you no hope of recovery from the injuries you have received? (e) Are you willing to make a true statement as to how you received the injuries from which you are now suffering? (f) Record statement. (Dying declarations are admissible as evidence.)

(12) *If Property Stolen*, obtain a complete list and detailed description.

(13) *Make Inquiries* of neighbors and bystanders.

(14) *Assist the Investigator* in his work when needed.

(15) *Notify Headquarters*. Remain at the scene until you are sure there is nothing more to be done. Notify the desk sergeant when you leave.

Duties of the Uniformed Investigator

The *primary function* of the uniformed investigator is to *search for physical evidence*. Having found such evidence it is his duty to take any steps necessary to preserve it, reproducing it by photographic and casting methods, labeling and preserving it in its proper

sequence, and also to interpret its relation to the crime. It is his duty to note the general facts of the case. In order to do this properly it is necessary that he has the cooperation of the other officers as outlined in the preceding sections. The questioning of persons and obtaining facts *from people* is the duty of the beat officer. The uniformed investigator is only concerned with what he *finds* at the crime scene in the form of physical evidence. The beat officer investigates persons; the uniformed investigator investigates *things*.

Internal Examination

(1) *Determine Facts.* Upon arrival at the scene obtain a brief outline of the nature and status of the case from the officers who were first there.

(2) *Conduct a Preliminary Survey* of the entire crime scene in order to: (a) Choose a point from which to start the search for evidence. (b) Determine the equipment that will be needed in the search and in the photographic work to be done, but do not leave the scene unless there is some other officer there to protect it.

(3) *Examine Area Around the Body.* Make an examination of the area immediately surrounding the body before the coroner makes his examination. There may be evidence that otherwise would be destroyed by being trampled upon.

(4) *Examine the Victim.* This examination should consist of the following: (a) Photograph the body. Note carefully the location and position. Outline the body with chalk, or some other contrasting material, so that if it should have to be moved before the photographs are taken the position will not be lost. The exact location and position of the body should be shown in the photographs. Should the coroner arrive before you have finished this task, ask him to wait until you are through. (b) Examine body. Assist the coroner in making his examination, searching the body for marks that may assist in identifying the instrument used, noting carefully the type and location of wounds, their dimensions in all directions, blood stains and seminal stains, and the general condition of the body. Examine carefully fingernails, hands, hair, and arms. Obtain fingernail scrapings. Samples of hair from the head should be obtained in all cases. Ask the coroner for an opinion as to the time of death, probable cause of death, etc. Closeup photographs should be taken at this time. (c) Examine clothing. Before the body is removed make a thorough examination of the clothing.

If there is danger of any evidence being lost or destroyed the clothing of the victim should be thoroughly examined before being moved. In some instances it may be necessary to remove an article of clothing before the body is moved. Search carefully for hair, fibers, tissue, stains, and foreign matter. (d) Procedure in sex cases. Have victim examined thoroughly by a physician, to determine whether penetration was effected, to search for evidences of semen, and for signs of blows, choking, scratching, or other evidences of force. Have the physician examine the body for hairs that might be from the perpetrator. Samples of the victim's hair should also be obtained from head and body, including the genital region.

(5) *Examine Area Under the Body.* Examine the area which was directly under the body for blood stains, vomited matter, semen, bullets, and marks of any weapons. The presence or absence of certain things may establish or disprove a murder theory. Certain conditions found under the body may even influence the degree of the offense committed.

(6) *Start from the Body.* In most cases the body of the victim will be the starting point for the search. From this point work outward in ever widening circles, making careful examination of the floor, walls, ceiling, furniture, and all exposed surfaces. This examination should be very thorough and critical. The smallest piece of foreign matter may prove the clue to the crime.

(7) *Search for What:* (a) Lethal weapon. If found, examine it for traces of hair, tissue, and fibers, as well as for fingerprints, dirt, rust, blood and any foreign substance that might serve to identify it as having come from a certain location or belonging to a certain person. It is important that the lethal weapon be handled by no one except the investigator. This is especially true in a case of a gun. (b) Bullets, cartridges, etc. Search carefully for fired bullets or shells at the scene, and if found observe all the precautions outlined subsequently in section on "Care and Preservation of Evidence." (c) Poison. In poison cases search for the poison container, preserve contents and search for latent prints; if evidence of poisoning, obtain samples of vomit, samples of food, and examine carefully contents of all containers. (d) Marks. Search carefully for a mark of any description left at any place by the criminal. Such possible marks include fingerprints or any other prints made by contact of the criminal's body; knee, foot, or heel prints, or other marks left by his clothing; excreta, sputum, etc.;

tool marks, whether made by a jimmy or other tool in forcing a door or container, a bullet, a weapon, etc. (e) Articles left by criminal. Search for matches, toothpicks, etc., which criminal may have dropped, or a tool, weapon, or other device used by him in committing the crime, or a hat or other article which he may have lost in his flight. The scene of struggle should be examined carefully for articles which might have been dropped. (f) Hair, fibers, dirt from shoes, dirt from clothes or hands, etc. Especially should points of entry and exit be examined for fibers from snagged clothes. (g) Blood and other stains. (h) Disorder. Signs of struggle. (i) Procedure in sex cases. Examine all garments, bedding and other material, such as towels, rags and handkerchiefs, for signs of seminal stains, blood stains, hair and other material. Search carefully for cloth, handkerchief or paper on which there might be stains.

(8) *Search Where:* (a) Openings to room. Search all openings to the room for evidence of tool marks, footprints, fingermarks and evidences of forcible entry. If there was forcible entry examine the point of entrance for signs of fibers from clothing, blood stains, fingerprints, tool marks, dust and heel prints. (b) Unexposed places. After all exposed surfaces have been thoroughly gone over, search the unexposed places diligently. Inside books, behind pictures on the wall, behind furniture, in waste baskets, under rugs, in vases, in fact, everything in the scene should be searched with care. The most valuable evidence may have been purposely hidden. (c) Ascertain condition of scene. Determine from the person who discovered the crime if there has been any change in the crime scene prior to your arrival. Some one may have pulled down a window shade, closed the door to a book case, shut a drawer, or have done most any little thing, unthinkingly hiding valuable evidence. If you are unable to determine definitely whether any of these things have been done, then it is best to proceed as though they had, raising and lowering windows and window shades, opening doors, etc., carefully examining the portions that would be hidden by any change. (d) The hiding place. In the search for evidence, do not overlook clothes closets, attics, vacant rooms, etc., where the perpetrator might have lain in wait for his victim.

(9) *Reconstruct Crime:* (a) Location of victim. Determine as nearly as possible the location and position of the victim at the time of the commission of the crime. If the course of the bullet

can be traced it will assist in locating the point from which the death missile came. If possible, to show the course of the bullet fairly accurately, a white string may be used in a photograph.

(b) *The struggle.* Carefully examine all blood stains to ascertain the amount of struggle, distance covered, whether the victim crawled or walked after being slugged, etc. Reconstruct the scene as nearly as possible.

(10) *Record Evidence* in the order found, and where it was found. Be able to state definitely its relation to a fixed point, giving at least two measurements. If the evidence was not originally found by the investigator, it is important to record by whom it was found, and to trace possession up to the time it came into the hands of the investigator.

(11) *Search for Latent Prints.* Determine if any article on the premises was handled by the perpetrator, and search it especially. If latent prints are found take elimination prints of anyone who might have made the print.

(12) *Photographs to Be Taken:* (a) General photographs of the scene, including the location and position of the body, location of weapons and other important points. It may be necessary to take these from several angles. Pictures should be taken from the point where the scene first came into your view. It is important that these be taken as early as possible, as some of the articles will of necessity be moved during the investigation. If this be done, the moving or disturbance of some of the evidence will not diminish its value. (b) Close up photographs of the body, showing the location and character of wounds, condition of clothing, etc. (c) Photograph showing relative position of weapons and body. (d) Entrance and exit to crime scene. (e) Evidence in its original position and condition. (f) Close up photographs of weapons, showing serial or other numbers if present. (g) Photographs of blood stains after body is removed. (h) If firearms used photograph all bullet holes and marks. (i) In taking photographs where distances are of importance some measuring instrument should be placed where it will show in the photograph. This measure should be on the same plane, or at the same distance from the camera, as the object you are photographing. Every photograph should contain some identifying mark. If there is nothing on which a mark may be placed one should obtain some object upon which his initials and the date may be placed and place the object where it will show clearly in the photograph. Do not leave yourself open to the possibility of having your pictures thrown out as evidence.

(13) *Measurements to Be Taken:* (a) Exact measurements of the room or building in which the crime was committed. (b) Location of the more important articles of furniture. (c) Distance of perpetrator from the victim, if possible to ascertain. (d) Height of openings, doors, windows, etc. (e) If doors or windows are open, measure the degree of the opening. (f) Measure the location of the wounds from some fixed point of the body. (g) Height of blood spots on the walls. (h) If instruments are found, their exact size should be measured. (i) Take all necessary measurements for making diagrams and accurately locating the more important objects in them. In taking measurements it is advisable that a graduated instrument be used. However, if this is impractical and one distance is measured by steps, or by hand spans, then all measurements should be taken in the same manner. If a measurement is taken by stepping, it should be recorded as so many steps, and never in feet and inches. Usually it will be necessary to show at least two measurements in relation to any one object, or point of evidence. Remember, it is much better to show too many measurements than too few.

(14) *Leave Nothing to the Imagination.* Do not depend upon word pictures where photographs can be obtained. Photographs in conjunction with scale drawings will explain more in a few minutes than a person can relate in hours. If photographs and scale drawings are used, you will find the jurors more nearly of the same opinion than if they must depend upon the interpretation of a spoken sentence.

(15) *Search the Suspect.* Any suspects should be searched in the light of what has been found at the crime scene. *Thoroughness* should be the watchword. Fingernail scrapings should be obtained and body should be examined carefully for scratches, bruises, and wounds. A suspect's clothing, including the cuffs of his trousers, should be examined carefully for dirt, fibers, stains, etc., which may have come from the victim or the crime scene. In sex cases his body and his clothing should be examined for seminal stains, fibers from the clothing and hair from the body of the victim. In unnatural sex crimes, if an animal be involved, the suspect should be searched for hair from the animal, and any blood stains should be examined to determine if they be human or animal. In such cases, hair from the animal should also be preserved.

(16) *"Trademarks."* Be particularly watchful for peculiar characteristics and evidence of deeds, or acts, of an unusual nature performed by the criminal. Most criminals are of a superstitious

temperament, and, because of this superstition, will do things which will mark their jobs as definitely as though they left their card. These deeds, or acts, are known as "trademarks," and, when considered in conjunction with the other phases of the job, go to make up the "Modus Operandi" (method of operation), which is often valuable in identifying the criminal, or in connecting up his several jobs.

External Examination

(1) *Select a Starting Point*, preferably the point of entry or exit. From this point work outward in the same manner as in the interior examination.

(2) *Determine the Manner of Approach* and the means of reaching the point of entry, whether by ladder, fire escape, adjoining roof, trellis, crawling, concealing behind hedge or tree, etc.

(3) *Crime in the Open*. If the crime occurred in the open, a careful search should be made of the area for several hundred feet around for signs of footprints, tire-tracks, objects being dragged, or other signs of struggle.

(4) *Search the Immediate Grounds*. Examine the grounds thoroughly as you go, searching for any matter foreign to the premises, such as tools, weapons, articles, dropped in flight or purposely thrown away. Search all places where a weapon might have been thrown or concealed either before or after the crime.

(5) *Search the Surrounding Grounds*. Cover the surrounding grounds for some distance. One should not stop the investigation at the border of the premises on which the crime was committed, but should continue to farther points, in some cases covering blocks. Note the vegetation, texture of soil and substances common to the vicinity.

(6) *Search for Fibers*. If fences, hedges, or underbrush are crossed, search them carefully at the point crossed for fibers, tissue or hair that might have been caught on them in flight. Search for unusual substances with which the criminal may have come in contact, which might have adhered to his clothes. Take samples.

(7) *Concealment*. Search all outbuildings, shrubbery, hedges or other places where the perpetrator might have concealed himself while waiting for the victim. Search for footprints, fingerprints, cigarette stubs, matches and other substances or marks that might lead to identification of the criminal. If there is a large quantity of dust in a place where the criminal concealed himself, a sample of this should be taken for comparison.

(8) *Means of Escape.* Determine means of escape from the crime scene and search for tire tracks and footprints. If a vehicle was used the intervening space between where this vehicle was parked and the point where the actual crime was committed should be searched carefully for articles dropped in flight, such as part of the loot, weapons, hat, or some article from the pocket. Examine driveways and roadways for signs of tires or other vehicle marks. Protect these with boxes or other objects until they can be photographed or be preserved by means of casts.

(9) *Evidence.* Do not confine your collection of evidence to that which may be admissible in court. Evidence which would not be admitted to court may furnish a good clue, and may also serve to break down the perpetrator and cause him to confess.

(10) *Photographs to Be Taken:* (a) General photograph of premises, showing entrance and exit used in the perpetration, together with surrounding grounds. (b) Close up photograph of exit or entrance. (c) Roadways and driveways used in gaining access to premises. (d) Photographs showing any building, shrubbery or other objects used for concealment. (e) Photograph evidence as found.

(11) *Measurements to Be Taken* (The taking of measurements will vary somewhat according to the nature of the case and the evidence found): (a) Height and size of opening used as entrance or exit. (b) Distance from outbuilding or other place of concealment to the point of entry. (c) Distance traveled on foot after leaving vehicle used. (d) Accurate location of all evidence, with reference to some fixed point or object.

(12) *Casts to Be Made* (All casts should be marked in such a manner that they can be definitely identified and connected with the particular case at any future date. They should be marked so that others will be able to identify them if you are not present): (a) Make casts of all tire-tracks which cannot be accurately recorded by photograph. (b) Moulage casts of unidentified persons. (c) Moulage or plaster casts of all tool marks. (d) Casts of footprints. (e) Any other evidence where a definite imprint is shown should be recorded by the casting method, especially if it cannot be shown to the best advantage by photograph.

(13) *Report to Headquarters.* Stay on the job until you are sure that all has been done that can be done. Notify the desk sergeant when you leave.

(To be continued in next issue)