

## SCRANTON POLICE DEPARTMENT POLICY

*Effective Date:*

**February 19, 2020**

*Policy Number:*

**16-012**

*Policy Subject:*

**24 Hour Availability of Specialized Personnel**

*Reevaluation Date:*

**February 19, 2021**

*No. Pages:*

**2**

*PLEAC Standard(s):*

**3.5.1**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the notification of personnel necessary for the collection of evidence, the investigation of crime scenes, the investigation of fatal or serious injury vehicle crashes, and any other incident requiring specially trained personnel.

### **II. POLICY**

The Scranton Police Department provides police services on a 24 hour basis; therefore, it is necessary to establish a procedure for contacting appropriate off-duty personnel to respond to special situations requiring their expertise. It is the policy of the Department that specialized officers shall be subject to call to duty at any time for incidents which require their expertise.

### **III. DETECTIVES**

Detectives shall respond to investigate crime scenes of major incidents such as, but not limited to, homicides, robberies, burglaries, sexual assaults, arsons, rapes and assaults. During hours when a Detective is not on-duty, the following procedure shall be followed:

- A. The patrol supervisor shall assess the situation and determine whether a detective should be contacted. The determination regarding who should be contacted will be based on scheduling, the on-call detectives, departmental needs, and any specialized investigation skills. Multiple personnel may be contacted if needed.
- B. The Captain or his/her designee shall ensure that all commanders and supervisors are notified as to which detectives are on-call for days when no detectives are scheduled. Front desk personnel shall also be notified.

- C. The patrol supervisor or senior officer at the scene shall ensure that the crime scene is secure.

#### **IV. ACCIDENT RECONSTRUCTION**

In cases of fatal or serious injury crashes, an accident reconstruction officer shall be contacted to respond to the scene. During times when such an officer is not on-duty, the following procedure shall be followed to call an officer to duty:

- A. The patrol supervisor shall assess the situation and determine whether an accident reconstruction officer should be contacted. The determination regarding who should be contacted will be based on scheduling and departmental needs. Multiple personnel may be contacted if needed.
- B. The patrol supervisor or senior officer shall ensure that the crash scene is secure.

#### **V. EVIDENCE COLLECTION**

Officers who are trained in the collection, preservation, and processing of evidence shall be contacted to respond to the scene of major incidents. During times when the Crime Scene Unit officer is not on-duty, the following procedure shall be followed to call an officer to duty.

- A. The patrol supervisor shall assess the situation and determine whether a specialized evidence collection officer should be contacted. The determination regarding who should be contacted will be based on scheduling and departmental needs. Multiple personnel may be contacted if needed.
- B. The patrol supervisor or senior officer shall ensure that the scene is secure and that evidence preserved until the arrival of the officer who shall assume responsibility for the evidence.

#### **VI. OTHER SPECIALIZED OFFICERS**

Officers shall consult with their Division or Duty Commander when there is a question as to the need for specialized personnel outside of those listed above.

By Order Of:

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Chief Carl R. Graziano  
Superintendent of Police  
Scranton Police Department