

PALM BEACH GARDENS POLICE DEPARTMENT		
ACCIDENT/CRIME SCENE REPORTING PROCESS		
POLICY AND PROCEDURE 4.3.9.4		
Effective Date : 11/04/11	Accreditation Standards: CALEA 61.2.1 CFA	Review Date: 07/01/2014

CONTENT

- 1. Procedures for Crime Scene Reporting**
- 2. Traffic Accident Investigation and Reporting**
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PURPOSE: To establish requirements and guidelines for the preparation of a report by the person(s) who investigate/process a crime or accident scene.

SCOPE:

REVIEW RESPONSIBILITY: Investigations and Patrol Operations Bureau Majors

POLICY: This Department shall ensure that an accurate record of events that occur at a crime or crash scene in connection with the investigation is completed.

1. PROCEDURES FOR CRIME SCENE REPORTING

- a. A case report shall be prepared by the assigned investigating officer concurrent with the investigation of a crime scene.
- b. The case report by the investigating officer or detective shall include such elements as:
 - i. Date and time notified of the event and time of arrival at the scene.
 - ii. Location of the crime.
 - iii. Name of victims, if known.
 - iv. Name of suspect(s), if known.
 - v. Action taken at the scene (photographs, measurements, etc.)
- c. If a crime scene investigator is involved, a crime scene report shall be completed. The crime scene investigator shall further include the following:
 - i. Date and time the request for service was received, and arrival time to the scene.
 - ii. Name of the investigating officer or detective.
 - iii. The disposition of physical evidence collected.
 - iv. Disposition of images from photographing.
 - v. Crime scene measurement information.

2. TRAFFIC ACCIDENT INVESTIGATION AND REPORTING:

- a. A uniform traffic crash report shall be completed by the investigating officer or crash investigations unit consistent with the investigation of a traffic crash.
- b. In all cases of fatal traffic crashes, or extremely serious injury crashes, a trained officer of the crash investigations unit shall be assigned to investigate.

- c. Palm Beach Gardens Police Department traffic accident investigators are sufficiently trained and knowledgeable to pursue an investigation to its conclusion, however, on occasions the investigations may require the services of the crime scene investigations unit.
 - i. The crime scene investigator will act at the direction of the accident investigator.
 - ii. The crime scene investigator shall report his/her participation on the appropriate report form (supplementary to the accident report). The report shall address all areas of participation, but specifically:
 - 1. Photographs taken.
 - 2. Evidence collected.
 - 3. Measurements taken.

3. GLOSSARY

Accident Report -The Florida Uniform Traffic Accident Report and standard supplementary forms.

Crime Investigations Report -The Palm Beach Gardens Police Department incident report, and accompanying supplementary/continuation forms.

INDEX AS:

- ACCIDENT/CRIME SCENE REPORTING PROCESS

RESPONSIBILITY INDEX

- OFFICERS
- DETECTIVES
- CRIME SCENE INVESTIGATORS

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APPROVED:



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