


Northampton Police Department Administration & Operations Manual		
Policy: Crime Scene Services Mobile Unit		AOM:O-404
Massachusetts Police Accreditation Standards Referenced: [41.1.3], [83.2.4.a-d], [46.1.6]		Issuing Authority <hr/> Jody Kasper Chief of Police
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I. Introductory Discussion

The Crime Scene Services Mobile Unit (CSSMU) was obtained to provide patrol officers, as well as investigators, with an on-scene vehicle that contains the necessary equipment to properly process a crime scene or serious motor vehicle accident.

II. Establishment and Objectives

- A. The Crime Scene Services Mobile Unit is a component of the patrol and investigative functions and is under the general supervision of the Detective Bureau Commander.
- B. The objective of the Crime Scene Services Mobile Unit is to provide the necessary equipment to properly process any crime scene and the more serious traffic accidents. [41.1.3] [83.2.4, a-d]
 - 1. The Crime Scene Services Mobile Unit shall be available primarily to the Crime Scene Technicians, Detectives, and Accident Reconstruction Investigators. [41.1.3]

III. Guidelines for the Utilization of the Investigative Services Unit

A. Use of CSSMV [41.1.3]

1. The Crime Scene Services Mobile Unit shall generally be limited to the processing of crime scenes and accidents, but supervisor discretion is allowed.

B. Responsibilities of Patrol Officers and Investigators:

1. Officer or Investigator in control of the unit shall:
 - a. Properly care for and maintain all specialized equipment and properly secure equipment when unattended.
 - b. Ensure that the vehicle is re-fueled and re-stocked to replace equipment used during its time on the scene.

IV. Equipment Inventory and Maintenance [41.1.3]

- A. The Supervisor in charge of the Crime Scene Technicians, or their designee, shall be responsible for inspecting the CSSMU on a monthly basis and submitting a complete inventory. (Refer to *CSSMU Inventory Sheet*). [41.1.3] [46.1.6]
- B. The Supervisor shall also be responsible for the submission of requests for new equipment.
- C. The Supervisor shall be responsible for conducting training to all new personnel assigned to the unit and who will be operating the CSSMU. This training shall include an overview of the vehicle, proper operation, and safety features. Once completing the training, the Supervisor shall complete a memo documenting the training and shall submit it to the Training Coordinator. [41.1.3]
- D. The Supervisor shall ensure that all needed repairs to the CSSMU equipment are taken care of in a timely manner. All safety related discrepancies shall be corrected prior to use of the unit.
 1. Minor Repairs: Any repairs that can be taken care of internally, without the services of a repair shop or the purchase of equipment, shall be completed by the Vehicle Maintenance Officer prior to use.
 2. Major Repairs: All repairs to the Crime Scene Services Mobile Unit that require the services of a repair shop or the purchase of equipment must be conducted through the Detective Bureau Commander. Receipts from such repairs or purchases shall be forwarded to the Administration Division Commander.
 3. Regular Maintenance: Normal servicing of the CSSMU shall be scheduled by the Detective Bureau Commander.