

Checklist for Securing the Crime Scene

Details of the Organization	
Organization Name:	
Contact Number:	
Website:	
Address:	
<i>Additional Contact Information:</i>	

Details of the First Responder			
Date of the Incident:		Date Report Processing Began:	
Name:		Report Number:	
Job Title:		Department:	
Email Address:			
Phone Number and, If Applicable, Extension:			
<i>Small Description of the Attack:</i>			
<i>Additional Details (If Any):</i>			

Take the measures given below to secure the crime scene	
Actions	Completed
Follow standard procedures and policies of the legal authority while securing the scene	<input type="checkbox"/>
Make sure that the scene is safe for the responders	<input type="checkbox"/>
Verify the type of the incident	<input type="checkbox"/>
Secure all electronic devices, including personal or portable devices	<input type="checkbox"/>
Verify any data that is related to the offense	<input type="checkbox"/>
Isolate all the individuals from the crime scene or the area containing evidence	<input type="checkbox"/>
Do not allow any individual to access the scene or electronic devices	<input type="checkbox"/>
Deny any offer of help or technical assistance	<input type="checkbox"/>
Isolate other persons who are present at the scene	<input type="checkbox"/>
Locate and help the victim	<input type="checkbox"/>
Transmit additional flash messages to other responding units	<input type="checkbox"/>
Request additional help at the scene if needed	<input type="checkbox"/>
Establish a security perimeter to see if the offenders are still present at the crime scene area	<input type="checkbox"/>
Protect and preserve the evidence that is at risk of being easily lost	<input type="checkbox"/>
Protect perishable data (e.g., caller ID boxes) physically, and electronically	<input type="checkbox"/>
Make sure that the devices that contain perishable data are secured, documented, and photographed	<input type="checkbox"/>
Find telephone lines that are connected to devices such as modems, and caller ID boxes	<input type="checkbox"/>
Document, disconnect, and label telephone lines and network cables	<input type="checkbox"/>
Observe the current situation at the scene, and record observations	<input type="checkbox"/>
Protect physical evidence or hidden fingerprints that may be found on keyboards, mice, and DVDs	<input type="checkbox"/>