

# Crime Scene Documentation

## Details of the Organization

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

## Details of the First Responder

Date Report Received:		Date Report Processing Began:	
Name:		Report Number:	
Job Title:		Department:	
Email Address:			
Phone Number and, If Applicable, Extension:			
<i>Additional Details (If any):</i>			

## 1. Preliminary Survey:

*[\*Record the condition of the scene when the incident was detected.*

*\*Understand and determine coverage of the crime and personnel and equipment needed for investigation.*

*\*Determine the software or hardware needed to collect the evidence.*

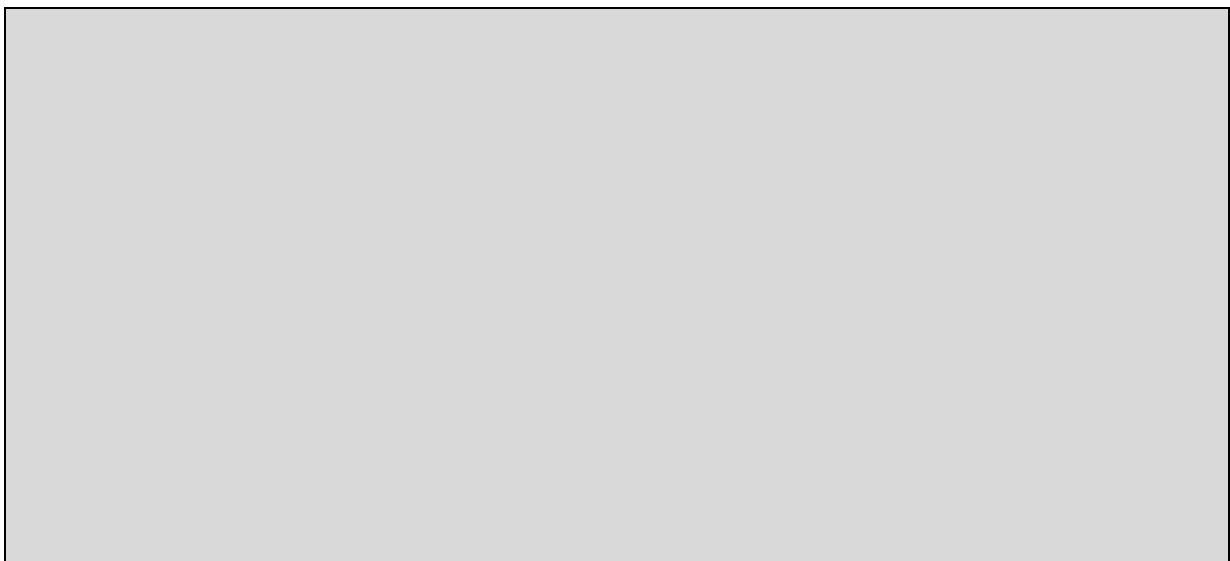
*\*Determine the measures needed to maintain the integrity of the scene and evidence.*

*\*Determine preventive measures for random physical activity through the scene.]*



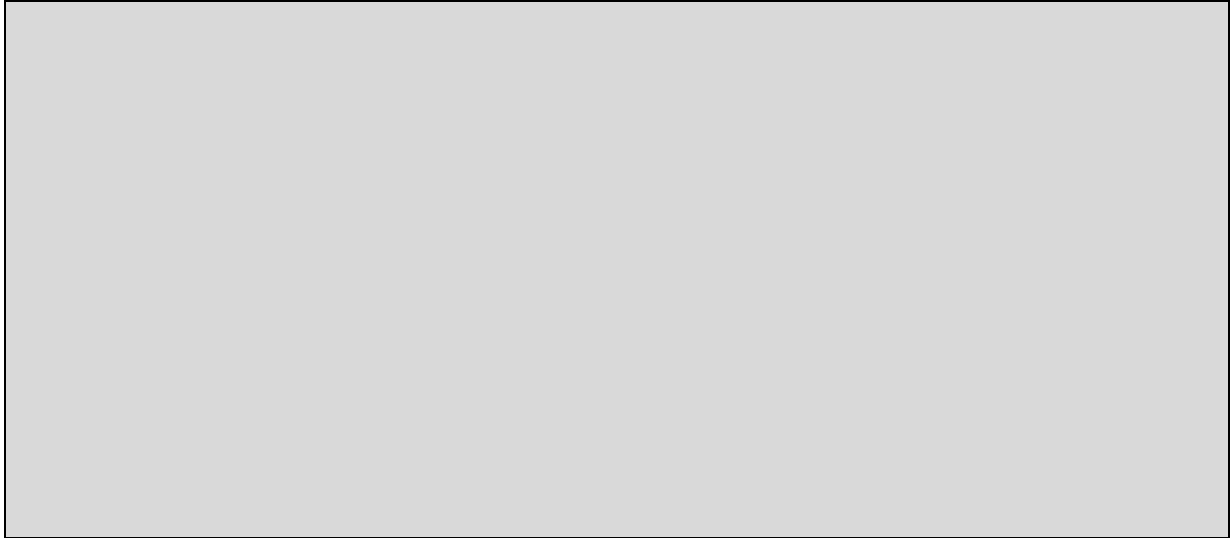
## 2. Narrative Description:

*[This includes the documentation of the crime scene by the first responder. Include detailed description of the scene along with video recording, photography, etc., if necessary.]*



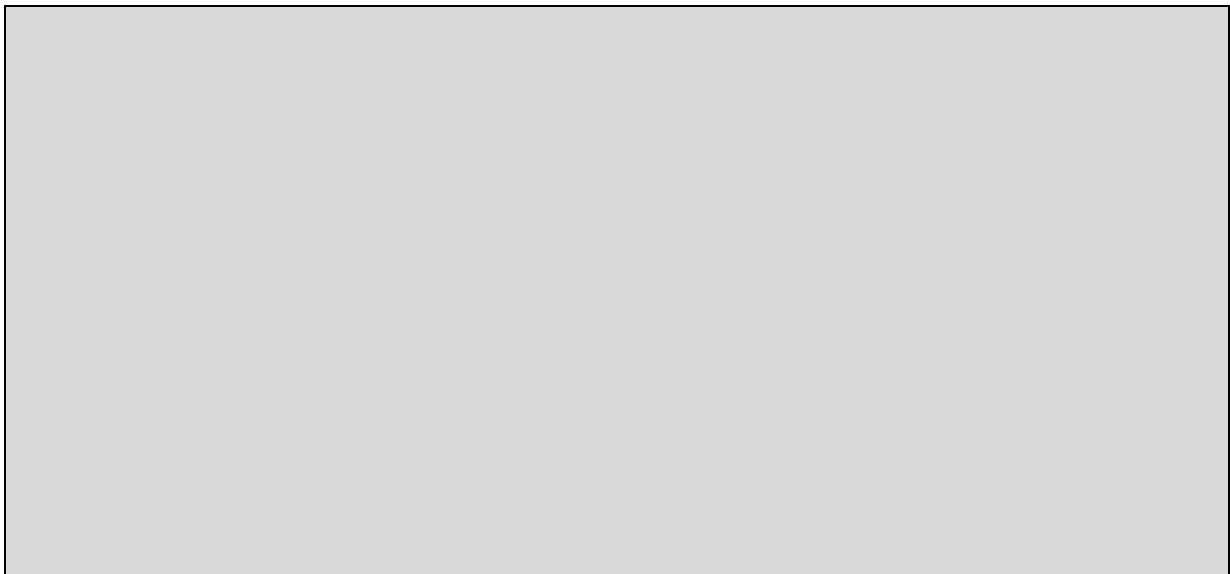
### 3. Administrative Notes:

*[Include basic questions such as who did what, why they did, how they did, when they did, and where they did. It is important to keep track of all the activities of the persons present at the crime scene.]*

A large, empty rectangular box with a thin black border, intended for taking administrative notes during a crime scene investigation.

### 4. Photography:

*[Photography helps first responders to accurately record the crime scene. It must include and indicate the location of incident, nature of the crime, the results, and evidence created by the crime.]*

A large, empty rectangular box with a thin black border, intended for documenting photography details during a crime scene investigation.

## 5. Evidence Recovery Logs:

*[Evidence and its custody must be recorded in a separate evidence recovery log. This must include information case number, date, time, type of crime, list of evidences, item numbers, and type of investigation/analysis to be performed along with first responder's signature.]*

