



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: JUNE 14, 2022	CHAPTER: 5 - Field Investigations	PAGE: 1 of 2	NUMBER: 5.10.02
SUBJECT: CRIME SCENE ENTRY LOG			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To establish procedures for use of the Crime Scene Entry Log.

**POLICY:** **It is the policy of the Cleveland Division of Police** that members shall use the Crime Scene Entry Log to ensure crime scene integrity and to prevent entry of unauthorized personnel.

**DEFINITIONS:**

**Crime Scene** - any area which may contain physical and/or trace evidence.

**Major Crimes** - include use of deadly force investigations, homicides, and other serious crimes as determined at the discretion of a supervisor.

**PROCEDURES:**

I. Crime Scene Log Responsibilities

A. Supervisors shall:

1. At the scene of a major crime, assign an officer to start a Crime Scene Entry Log form (Attachment).
2. Maintain a supply of Crime Scene Entry Log forms in their vehicles.

B. Officers assigned Crime Scene Entry Log duties shall:

1. Log every person’s arrival time, departure time, and purpose at the crime scene into the Crime Scene Entry Log.
2. *Turn over the original Crime Scene Entry Log to the investigating unit on scene; if an officer is unable to turn over the Crime Scene Entry Log on scene, the officer shall convey it to the investigating unit before the end of their tour of duty.*

II. *Investigative Unit Responsibilities*

A. The supervisor *of the investigative unit on scene*, or their designee, shall:

1. Take over the *supervision of the* Crime Scene Entry Log duties when arriving on scene.

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2. Note in the log any personnel not already listed.
3. Cause the log to be included in the investigative packet.

### III. Incident Reports

- A. Officers shall note in the incident report that a Crime Scene Entry Log was completed.
- B. *Officers shall indicate the name of the member to whom the Crime Scene Entry Log was transferred in the incident report.*

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**

DAD/jom/lms  
Policy Unit  
Attachment

Revised 06/14/22; replaces 07/08/20