

Responding to Scene of a Crime

If Park District staff are witness to a crime in progress, employees are encouraged to remain calm and if possible, without endangering themselves, remove any patrons or co-workers from the scene. Safety of staff and patrons is the primary concern. As soon as it is safe to do so, silent alarms should be activated or 911 should be called to report the nature of the crime. Keep anyone else present at the crime scene until law enforcement arrives and can interview potential witnesses. Staff should administer any First Aid if necessary and contact the facility manager, Risk Management, and the Executive Director.

Handling of Evidence

Park District staff who witness an incident or crime, or come upon the scene of an incident or crime, are responsible for preserving the scene and/or any evidence until law enforcement arrives and authority is turned over to them. Park District staff should safely secure the scene (ensuring no unauthorized Park District staff or any members of the public), so that no potential evidence is moved or disturbed.

In instances where the scene absolutely cannot be secured, evidentiary items may need to be collected by staff for safekeeping. If a camera is available to staff, photos should be taken of the scene before anything is moved or cleaned up. Photos should document the location of evidentiary items as well as any damage, such as broken windows.

Evidentiary items must be secured until law enforcement arrives to process the items in a locked safe, drawer, or office area. At no time shall items be kept with a staff person.

Drugs or Narcotics

If drugs or narcotics are located and absolutely must be handled by staff, personal protective equipment shall be used.

Weapons

If weapons are located, staff shall close that area of the park or facility. Weapons can be part of a crime scene and must be evaluated by law enforcement. Staff members are not to handle guns in any way. Staff should tape off the area and remain inside the area or have additional staff respond to keep the area closed until cleared by local law enforcement.