

which can be dealt with by way of a Citizen's Report Form, P.R.P. #275; and,

- (b) any incidents which, as so delineated by directives of this Service, require a specialist response, including:
 - (i) fraud Occurrences which are the exclusive responsibility of the Fraud Bureau, except where the offence is in progress;
 - (ii) investigations which are the primary responsibility of the Morality, Homicide and Missing Persons, Auto Theft, and Criminal Investigations Bureaux as they pertain to young persons;
 - (iii) fatal motor vehicle collisions, serious personal injury collisions, and pursuits ending in a reportable collision, all of which are the exclusive responsibility of the Major Collision Bureau;
 - (iv) Occurrences which fall within the expertise and capability of the Marine Unit;
 - (v) bomb threats; and,
 - (vi) labour disputes.

- 2. Where preliminary investigation reveals that the incident is non-reportable or unfounded, the responding Officer shall record the particulars in the Officers notebook and advise communications to record the incident accordingly.

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N. Conducting Preliminary Investigations

- 1. One of the most important elements of any investigation is the actions taken by the initial investigating Officer. The first Officer at the scene of an Occurrence shall:
 - (a) observe and note all conditions, events or remarks;
 - (b) be cognizant of, and identify any potential danger;
 - (c) safeguard against loss of life or destruction of property;
 - (d) where grounds exist, arrest the suspect, if still present or escaping;
 - (e) notify Communications Centre personnel of any pertinent information, (e.g. hazards, wanted persons, wanted vehicles);
 - (f) request the attendance of a Supervisor, where warranted or mandatory;
 - (g) locate and identify all witnesses, conduct interviews where possible and commit all statements to writing;
 - (h) protect the integrity of the crime scene and safeguard any potential evidence;
 - (i) request specialized units, where required;
 - (j) arrange for the collection of evidence; and,