

Basic Training Module Specifications

<u>Functional Area:</u>	I. Investigation
<u>Subject Area:</u>	F. Crime Scene Process
<u>Module Title:</u>	2. RECORDING THE CRIME SCENE
<u>Hours:</u>	Not less than 4 hours

Notes to Instructor:

Point out importance of familiarization with the recruits' departmental photographic equipment upon returning to agency.

Refer to evidence section regarding admissibility of photographs/sketches.

Emphasize the usefulness of photographing the crime scene as an investigative tool, not the mechanics of taking photographs.

Photographs should be taken in a sequenced manner starting from general overall orientation, to midrange, then close.

Module Objectives:

I.F.2.1. Diagram Location of Physical Evidence at Crime Scene.

- a. Prepares rough sketch of crime scene which includes:
  - (1) dimensions of room/crime scene;
  - (2) locations of evidence and objects;
  - (3) measurements from reference points.
- b. Identifies evidence, objects, and locations in the crime scene sketch with legend, code, or index.
- c. Prepares finished diagram of crime scene (scale or non-scale) which includes measurements and identifies evidence, objects, and locations with a legend, code, or index.
- d. Identifies sketch and finished diagram for evidentiary purposes, noting:
  - (1) time and date of sketch;
  - (2) complaint number;
  - (3) name of preparer and measurer.

I.F.2.2. Process a Diagram of a Crime Scene as Evidence.

- a. Handles crime scene sketch as evidence:
  - (1) notes the date, time and location;
  - (2) identifies the person making the sketch;
  - (3) marks the sketch with a personal identifier (e.g., initials); and
  - (4) tags it as evidence.
- b. Records in the police report location of physical evidence at crime scene by means of notes, measurements, and/or photographs.

I.F.2.3. Photograph Crime Scenes.

- a. Selects proper equipment and materials to photograph crime scene (e.g., flash equipment, type of film, digital).
- b. Take a photograph of exact location of crime scene (e.g., house number, street signs at intersection).
- c. Photographs general exterior (perimeter) and general interior (inner perimeter) of crime scene.
- d. Photographs specifics of crime (e.g., evidence, victims, etc.).
- e. Logs the sequence of pictures taken at crime scene.
- f. Handles film of photographs taken at crime scene as evidence:
  - (1) notes the date, time and location;
  - (2) identifies the person taking the photograph;
  - (3) tags film as evidence; and
  - (4) maintains chain of custody.
- g. Records in police report that photographs were taken.

**Module History**

Revised	09/21
Reviewed	11/23