

## Program Overview

The *Evidence Technician's School* is designed to provide your Evidence Technician or Crime Scene Investigator with a sound foundation of the basic principles and skills used in conducting a forensic examination of a crime scene. The program is well balanced between both classroom lecture and hands-on practical exercises. The processes and techniques used are presented at a level that is appropriate for an entry-level crime scene investigator.

Where appropriate, the instructional material presented has been aligned with guidelines set forth by the International Association for Identification.

With the exception of photography equipment, all materials are supplied. While not necessary, students can bring equipment that they work with at their own agency to class. This allows the student to become comfortable with his or her gear and class instructors can answer any questions they may have.

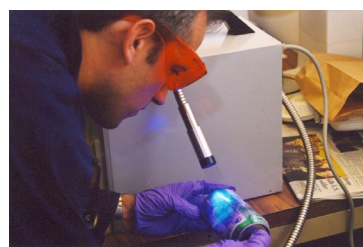
The material presented during the course is wide-ranging yet represents only a small portion of the knowledge base that exists in this field. The student is encouraged to continue their training with additional specialized coursework.

## Program Benefits

This program utilizes a hands-on/cooperative learning group method of instruction that has been proven to help students retain a much higher percentage of the information presented.

The student's learning experience is further enhanced by -

- Instructors with extensive experience in investigating day-to-day street level crime scenes
- Exposure to the latest techniques and forensic practices
- An extensive array of tools and equipment brought to the classroom for the student's use
- Focus on photography – Students work through a number of photo exercises having their photos printed and returned to them for immediate review



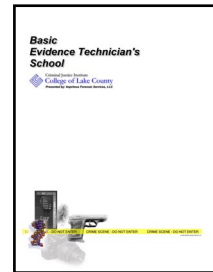
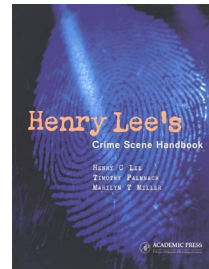
- Critique and review – Small class sizes allow the instructors time to go over the student’s work and suggest methods of improvement

## Program Recognition

This school is recognized by police administrators and their officers as being the best program of its type available in the Midwest. For Illinois police agencies, this course is approved by the Illinois Law Enforcement Training Standards Board.

## Student Guide

Students are provided with a comprehensive student guide as a supplemental information source for the *Evidence Technician’s School*. This guide is used in conjunction with the textbook for this course, Henry Lee’s Crime Scene Handbook to provide the student with detailed educational material.



## About Imprimus Forensic Services, LLC

Imprimus Forensic Services, LLC is dedicated to providing high quality training and support services for the investigative community. We believe that the best method for developing the techniques and skills necessary to perform tasks related to this field is through hands-on training with appropriate equipment.

You can learn more about our company by visiting our web site at [www.imprimus.net](http://www.imprimus.net) or by calling us at 847-804-8420.

Course Outline & Student Task Objectives  
**Evidence Technician – 2 Week School**

**Week 1**

**Monday**

0800 – 0830            Administrative

0830 – 1130            Nature of Evidence

Historical Overview

Students will be able to explain the evolution of the role of physical evidence in criminal trials, and the significant milestones in criminalistics.

Role of The Evidence Technician & Crime Lab

Students will be able to explain the role of both the ET and the crime lab in the application of physical evidence to a criminal investigation.

Collection & Preservation

Students will be able to properly collect and package various types of evidence located at a crime scene.

Scientific & Legal Issues

Students will be able to explain the issues and law regarding legal seizure of evidence, requirements for proper lab submission, maintaining chain of custody and introduction of evidence into a criminal proceeding.

1130 – 1230            Lunch

1230 – 1700            Scene Processing

Notes

Students will be able to take appropriate notes allowing a detailed evidence report to be completed.

Crime Scene Search

Students will be able to properly search a crime scene to effectively locate evidence; they will be able to explain the appropriate application of various search techniques.

Diagrams & Sketches

Students will be able to obtain appropriate measurements and details from a crime scene, and apply standard drawing techniques to allow them to complete both field sketches and finished diagrams.

**Tuesday**

0800 – 1130

Scene Processing

Photography

Students will be able to explain the legal requirements for forensic photos and take photographs at a crime scene that will be accepted in court at trial.

Students will complete a series of practical exercises.

1130 – 1230

Lunch

1230 – 1700

Scene Processing – continued

Photography - continued

Digital Imaging

Students will be able to explain the issues surrounding digital imaging and its use in criminal investigations.

**Wednesday**

0800 – 1130

Fingerprint Evidence

Historical Overview

Students will be able to explain the historical development of personal identification and fingerprint science in the criminal justice system.

Locating, Documenting & Recovery

Students will be able to use the appropriate techniques to locate, develop, recover and document the recovery of latent friction ridge detail from a variety of items commonly encountered at crime scenes.

1130 – 1230

Lunch

1230 – 1700

Fingerprint Evidence – continued

Locating, Documenting & Recovery – continued

I.D. & Classification

Students will be able to explain the technical requirements needed for classifying and identifying latent print evidence.

## Thursday

0800 – 1130

Fingerprint Evidence – Exemplar Impressions

### AFIS / IAFIS

Students will be able to explain the capabilities, use and technical requirements for latent print submissions to an automated fingerprint identification system.

### Live Fingerprinting

Students will be able to properly obtain exemplar finger and palm impressions from living and deceased persons. Students participate in finger and palm printing exercises to develop proper technique.

1130 – 1230

Lunch

1230 – 1700

Photography - Additional Techniques

### Using Flash

Students will be able to properly use their photo-flash units to provide auxiliary light when needed.

### Macro & Close-Up Techniques

The students will be able to document fine items of evidence such as fingerprints, bite marks and tool marks through the use of photography.

## Friday

0800 – 1130

Biological Evidence

### Hazards & Safety

The student will be able to employ proper safety precautions when collecting, handling, packaging and storing biological evidence.

### Identification / Documentation / Collection / Preservation

The student will be able to properly employ presumptive identification tests, appropriately document in reports, collect and preserve biological evidence so it is available for scientific analysis.

1130 – 1230

Lunch

1230 - 1430

Biological Evidence - continued

### CODIS

The students will be able to explain the value of biological evidence in a criminal investigation and the usefulness of an automated DNA database such as CODIS; including requirements for CODIS submissions.

1430 – 1530

Review – Week 1 Materials

1530 – 1700

Exam – Week 1 Materials

Course Outline & Student Task Objectives  
**Evidence Technician – 2 Week School**

**Week 2**

**Monday**

0800 – 0900                      Photography

Review Week 1 Exercises

0900 – 1130                      Impression Evidence

Tool Mark / Bite Mark / Footwear / Tire Track / Firearms

The student will be able to explain the scientific principles involved in analyzing impression evidence; properly identify and document this evidence at a crime scene and preserve this evidence through the use of various casting techniques.

1130 – 1230                      Lunch

1230 - 1700

Footwear & Tire Track Photography

The students will be able to employ specialized photographic technique to take forensic quality examination photographs of footwear and tire impressions.

## Tuesday

0800 – 0930

Trace & Transfer Evidence

### Hair / Fiber / Paint / Other Materials

The students will be able to explain the role trace evidence plays in a criminal investigation; they will be able to properly locate, collect and preserve trace evidence for lab analysis.

0930 – 1130

Bloodstain Pattern Evidence

### Pattern Recognition

The students will be able to identify simple bloodstain patterns located at a crime scene.

### Incident Reconstruction

The students will be able to explain the significant role bloodstain pattern examination can play in a reconstruction of events; they will be able to employ basic bloodstain examination techniques.

1130 – 1230

Lunch

1230 - 1700

Specific Crimes

### Burglary

The students will be able to establish a plan of action, prioritized evidence recovery, employ logical search techniques, identify elements of the offense, and document offender M.O. in processing a burglary scene.

### Sexual Assault

The students will be able to identify evidence, explain the role of the medical system and explain what specialized resources are available in gathering evidence in a sexual assault investigation.



**Wednesday**

0800 – 0900

Photography

Review Footwear & Tire Track Photos

0900 – 1130

Crime Scene Management

Controlling the Crime Scene

Students will be able to explain the proper steps to be taken in securing and controlling a crime scene. By reviewing and critiquing an actual high-profile case, students will learn how an investigation can fail or succeed depending on how well a scene is controlled.

1130 – 1230

Lunch

1230 – 1700

Specific Crimes - continued

Accident Investigation

The student will be able to properly photograph, obtain measurements, complete field sketches and collect critical evidence from an accident scene.

**Thursday**

0800 – 1130

Evidence Report Writing

Basic Grammar & Spelling

The student will be able to identify common spelling and grammar pitfalls associated with writing a technical report.

Formatting the Report

The student will be able to effectively format the narrative section of an evidence report to allow for concise chronological reporting of the crime scene exam.

1130 – 1230

Lunch

1230 – 1400

Photography

Review Week 2 Exercises

1400 – 1700

Specific Crimes - continued

Fire Scenes

Students will be able to properly collect and preserve fire evidence and document the scene through photography.

Death Investigations

Students will be able to explain the role of the Medical Examiner's office; identify the role of the Evidence Technician in investigating homicides, suicides, natural and accidental deaths; and identify, document and preserve evidence in death investigations.

**Friday**

0800 – 0900

Specific Crimes - continued

Forgery / Theft

The student will be able to identify important evidence and preservation techniques for evidence located in these types of crimes.

Battery & Domestic Battery

The student will be able to identify and document specific types of injury patterns commonly associated with battery, domestic violence and child abuse.

0900 – 1000

Outside Agencies

Other Forensic Resources

The student will be able to identify other law enforcement and non-law enforcement agencies that can provide specialized assistance in criminal investigations.

1000- 1130

Specialized Equipment

Field & Laboratory Equipment

The students will be able to identify other specialized equipment that may be applied in either the field or the lab, which has not been previously discussed.

1130 – 1230

Lunch

1230 – 1530

Review

Material covered in both Week 1 and Week 2 will be reviewed. The students will be challenged to provide answers to specific evidence scenarios. Student portfolios will be reviewed and discussed with the students at this time.

1530 – 1700

Exam 2

Final exam covering material from both weeks.

## **Evidence Technician's School**

Imprimus Forensic Services, LLC

### **Requirements for Certificate of Completion**

Students participating in this two week school must complete all 80 hours of instruction unless excused for a bon-a-fide reason. No certificate will be awarded to a student missing more than 8 hours of instruction.

In addition to the above attendance requirement, students must also finish the class with a minimum passing grade of 75%. This grade will be a composite of the following:

Review Exam – Week 1	40%
Review Exam – Week 2	50%
Student Portfolio	10%

The Review Exam – Week 2 is cumulative and will cover some material from Week 1.

The Student Portfolio will consist of the following:

- All completed photography exercises
- All completed latent fingerprint exercises
- 2 dental stone casts of footwear impressions
- 1 developed & lifted latent footwear impression – wet origin
- 1 lifted footwear impression – dry origin
- 1 completed report writing exercise
- 1 completed field sketch
- 1 set of exemplar finger & palm impressions (tenprint & palmprint cards)

**Study Guide - Evidence Technician's School**  
Imprimus Forensic Services, LLC

Questions on review exams at the end of Week 1 and Week 2 will be drawn from material presented in class and in the student binder (handout materials). Additionally, the student should read the following from the text, Henry Lee's Crime Scene Handbook (1<sup>st</sup> Edition):

**Chapter One**

Entire chapter.

**Chapter Two**

Pages 23 - 37

**Chapter Three**

Entire chapter.

**Chapter Four**

Entire Chapter

**Chapter Five**

Entire Chapter

**Chapter Six**

Entire Chapter

**Chapter Seven**

Not Covered

**Chapter Eight**

Entire Chapter: (students should be familiar with various enhancement techniques but will not be tested on specific chemical formulations)

**Chapter Nine**

Pages 249 – 270

**Chapter Ten**

Pages 271 – 309

**Appendix II**

Case Study 3