



OKLAHOMA STATE BUREAU OF INVESTIGATION

LATENT EVIDENCE UNIT

CRIME SCENE REQUEST

TRAINING MANUAL

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## **I. SCOPE**

Criminalists in the Latent Evidence Unit may be requested to perform processing, collection, and preservation of impression evidence outside the scope of laboratory accreditation at a crime scene.

Criminalists in the Latent Evidence Unit will be properly trained and qualified prior to performing independent or unsupervised testing, evidence collection or handling, or testing support activities.

This training manual will ensure that the trainee has the appropriate training and skills to competently perform their assigned tasks.

The progress of the trainee will be documented in each section of this training manual and in the form of a monthly training memo stating the training completed during the previous month. The person assigned to the training function will provide the monthly memo per QP 19.

## **II. NEW EMPLOYEE GENERAL TRAINING MANUAL (NETM)**

- A. If applicable, the trainee will complete the OSBI CSD New Employee General Training Manual. This manual covers the following sections of training:

1.0 Introduction

2.0 Orientation

3.0 Laboratory Safety, Security, and Administrative Procedures

4.0 Overview of Forensic Science

5.0 Quality Assurance

6.0 Ethics in Forensic Science

7.0 Forensics in the Courtroom

- B. In addition to Section 3.0, the trainee will be issued a respirator for use at crime scenes.

<b>Tasks</b>	<b>Date</b>	<b>Trainee Initials</b>	<b>Supervisor Initials</b>
Respirator Issued			
Respirator Training			
Respirator Physical			
Respirator Fit Test			

## **III. ADMINISTRATIVE TRAINING**

- A. Crime Scene Requests Orientation

1. Explanation of Call-Outs:

- a. The trainee will be notified of call-outs by their supervisor, trainer, NCIC, or the responding Criminalist.

- b. The trainee will be informed of the different types of crime scenes that the LEU responds to.
- 2. Trainee Expectations:
  - a. The LEU does not have a call rotation and the trainee will not be expected to be on call during the training period.
  - b. In order for the trainee to receive the maximum amount of practical training in crime scene, the trainee will be expected to attend all scenes when on duty. The trainee will not be expected to attend when scheduled time off has been approved by the Supervisor.
  - c. The trainee will be expected to respond within 30 minutes of receiving notification of a call-out, unless other arrangements have been made.
  - d. The trainee will be instructed how to notify NCIC of a crime scene response.
  - e. The responding Criminalist will instruct the trainee of their responsibilities at the crime scene.

Date \_\_\_\_\_ Trainee's Initials \_\_\_\_\_ Trainer's Initials \_\_\_\_\_

#### IV. TECHNICAL TRAINING

##### A. Documentation

The trainee will be instructed in the proper procedure for filling out common forms relevant to crime scene processing. Some examples of these forms are: Crime Scene Checklist, Crime Scene Memo, Photologs, etc.

Required Reading	Date	Trainee Initials
OSBI LEU Crime Scene and Morgue Requests Standard Operating Procedures		
OSBI CSD Quality Manual, QP27 – Crime Scene Response		
OSBI LEU QPA2 – Crime Scene Checklist		

##### B. Photography

1. Accurate and thorough photography of all crime scenes is very important. The trainee will be instructed on how to properly photograph a crime scene and impression evidence.

Required Reading	Date	Trainee Initials
OSBI LEU Procedure LP-22: Crime Scene Photography		
OSBI LEU QPA2 – Crime Scene Checklist		
Techniques of Crime Scene Investigation, by Barry Fisher		
The Practical Methodology of Forensic Photography, by David Redsicker		
Practical Homicide Investigation, by Vernon Geberth, Chapter 6		

Footwear Impression Evidence, by William Bodziak, Chapter 2		
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- LEU Camera and accessory function and operation will be covered by the trainer. The trainee will perform practical crime scene photography exercises under the direction of the trainer.

Task	Date	Trainee Initials	Trainer Initials
Overall Crime Scene Photographs			
Midrange Crime Scene Photographs			
Close-Up Crime Scene Photographs			
Examination Quality Photographs of Latent Prints			
Examination Quality Photographs of 2-Dimensional Footwear Impressions			
Examination Quality Photographs of 3-Dimensional Footwear Impressions			

### C. Evidence Collection

- One of the most challenging aspects about evidence collection at crime scenes is the variety of evidence that may be available at each scene. The objective is to locate, identify, collect, and preserve the evidence. Generally, not all items within a crime scene are of pertinent evidentiary value. The trainee will be instructed in how to identify pertinent physical evidence, and collect it for further analysis.

Required Reading	Date	Trainee Initials
Techniques of Crime Scene Investigation by Barry Fisher, Chapter 1		
Criminalistics by Richard Saferstein, Chapter 2		
Forensic Science by Stuart James and Jon Nordby, Chapter 10		
Crime Scene Investigation, Criminalistics, and the Law by Thomas Buckles, Chapter 4		

- Physical evidence is any tangible article, small or large, which tends to prove or disprove a point in question. Some of the physical evidence that a Latent Evidence Unit Criminalist will be expected to identify and collect are listed below. As the types of physical evidence vary greatly from crime scene to crime scene, this list only highlights some of the most common evidence collected from crime scenes:

a. Friction Ridge Impression Evidence:

Establishing the identity of the suspect(s), victim(s), or both is one of the most important tasks in the investigation of a crime scene. Through the development of friction ridge impressions on pertinent items of evidence, these identities may be established. The trainee will be instructed in the proper methods for processing and collecting friction ridge impression evidence at a crime scene.

Required Reading	Date	Trainee Initials
OSBI LEU Latent Print Processing Standard Operating Procedures		
Techniques of Crime Scene Investigation by Barry Fisher, Chapter 9		
Practical Homicide Investigation by Vernon Geberth, Chapter 17		

Task	Date	Trainee Initials	Trainer Initials
Processing a scene with Powders			
Processing a scene with Leuco Crystal Violet			
Processing a scene with Amido Black			
Preservation by Photography			
Preservation by Lifting			

b. Footwear/Tire Evidence:

Like friction ridge impression evidence, footwear/tire evidence may be useful in establishing the identity of suspect(s), victim(s), or both. The trainee will be instructed in the proper methods for locating and collecting footwear/tire impression evidence.

Required Reading	Date	Trainee Initials
OSBI LEU Footwear Collection and Examination Standard Operating Procedures		
Footwear Impression Evidence by William Bodziak, Chapters 1-5		
Footwear Identification by Michael Cassidy, Chapters 1-3		
Footwear Evidence by John Abbott, Chapter 2		
Practical Homicide Investigation by Vernon Geberth, pages 528-532		
Tire Imprint Evidence by Peter McDonald, Chapter 6		

<b>Task</b>	<b>Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>
Processing a scene with Powders			
Processing a scene with Leuco Crystal Violet			
Processing a scene with Amido Black			
Preservation by Photography			
Preservation by Lifting			
Preservation by Casting			

### 3. Evidence Packaging:

Evidence must be packaged in such a way to prevent loss, cross transfer, or other deleterious change. The particular type of packaging will depend on the nature of the item of evidence. Evidence packaging materials may include, but are not limited to: evidence envelopes, manila envelopes, boxes, buckets, sharps containers, brown paper sacks/wrapping, etc. The trainee will be instructed in the proper methods for packaging evidence.

<b>Required Reading</b>	<b>Date</b>	<b>Trainee Initials</b>
OSBI CSD Quality Manual, QMA3 – Evidence Packaging and Sealing Requirements		
Footwear Impression Evidence by William Bodziak, Chapters 1-5		

### D. Crime Scene Exit Procedures

The following steps should be taken upon completion of crime scene processing:

1. Collect all crime scene equipment, waste, etc.
2. Release the scene to the local officer or family.
3. Post the warrant or consent to search, if applicable.
4. Document the time that the Criminalist(s) left the scene.

### E. Evidence Chain of Custody and Submittal

The trainee will be instructed in the proper methods for submitting evidence to the OSBI laboratory.

<b>Required Reading</b>	<b>Date</b>	<b>Trainee Initials</b>
OSBI PE QP 1– Evidence Intake		

### F. Crime Scene Narrative

1. The trainee will be instructed in how to report activities conducted at a crime scene.

Required Reading	Date	Trainee Initials
OSBI CSD Quality Manual, QP27 – Crime Scene Response		
OSBI CSD Quality Manual, QP28 – Report Writing		
OSBI LEU Crime Scene and Morgue Requests Standard Operating Procedures		

2. The trainee will review a minimum of five previously approved Crime Scene Narratives available in LIMS.

Case #	Date	Trainee Initials

G. Applicable Criminal and Civil Law and Procedures

Required Reading	Date	Trainee Initials
Forensic Evidence: Science and the Criminal Law by Terrence Kiely, Chapters 1-2 & 8		
Forensic Science: From the Crime Scene to the Crime Lab by Richard Saferstein, Chapters 2-5		
Techniques of Crime Scene Investigation by Barry A.J. Fisher, Chapters 1-5		

H. Testimony

Required Reading	Date	Trainee Initials
Effective Expert Witnessing by Jack V. Matson, Chapters 2, 3, 5, 6		

I. Mock Crime Scenes

The trainee will complete mock crime scenes which include evidence collection and development techniques likely to be encountered at a crime scene by a LEU Criminalist.

Task	Mock Case #	Date	Trainee Initials	Trainer Initials
Overall, Midrange, Close-Up Crime Scene Photographs				
Processing a scene with Powders				
Processing a scene with Leuco Crystal Violet				



Processing a scene with Amido Black				
Examination Quality Photographs of Latent Prints				
Examination Quality Photographs of 2-Dimensional Impressions				
Examination Quality Photographs of 3-Dimensional Impressions				
Preservation by Lifting				
Preservation by Casting				

#### J. Competency

The trainee will demonstrate competency in LEU crime scene processing by completing the Mock Cases following all OSBI CSD and LEU procedures with no technical issues noted.

If technical issues are observed then re-training will occur following OSBI CSD Quality Manual QP19.

A final mock crime scene will be completed and the trainee's competency will be evaluated and documented utilizing the OSBI LEU Observation Based Competency Form for Crime Scene Processing.

Date Competency Demonstrated \_\_\_\_\_ Trainee's Initials \_\_\_\_\_ Trainer's Initials \_\_\_\_\_

#### V. MAINTENANCE OF SKILLS AND EXPERTISE

The Criminalists of the LEU will maintain their skills and expertise by conducting processing and preservation methods in the laboratory while conducting casework. The Criminalists of the LEU will also participate in continuing education as described in Policy QP19 of the OSBI Quality Manual.

## VI. APPROVAL

OSBI LEU Technical Manager: Stacy Hirschman 12/16/2025  
Stacy Hirschman DATE

OSBI Criminalistics Quality Manager: Danielle Ross-Carr 12/16/25  
Danielle Ross-Carr DATE

OSBI CSD Director: Janice Joslin 12/16/2025  
Janice Joslin DATE

## VII. HISTORY

Rev #	Effective Date	History
00	12-31-2023	Reorganized Manual to include only Crime Scene Training. Friction Ridge Examinations Training and Footwear Examinations Training were moved to separate training documents. Updated the reading requirements with the renumbered OSBI LEU Procedures. Added Crime Scene Narrative section. Added documentation of section completions within the document and thus removed the separate trainee checklist. Reformatted to match formatting of LEU Quality Manual and Procedures.
01	10-30-2024	Under Scope added "per QP 19". Added section VIII. Attachments. Added third sentence under section J. Competency.
02	12-31-2025	Added "If applicable," to NETM section. Added ", unless other arrangements have been made" for morgue request. Updated QP for evidence intake. Added QM to approval line.

## VIII. Attachments

- A. OSBI LEU Observation Based Competency for Crime Scene Processing