



## Course Announcement

**To:** All Law Enforcement Agencies

**From:** John C. Moses  
Director of Criminal Justice

**Date:** February 3, 2023

**Re:** **Basic Crime Scene Investigations**  
CJA120-5175  
MPTC Approval #: Pending (40 hours)

**April 17 to 21, 2023**

**NEW  
CLASS**

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**Location:** Eastern Shore Criminal Justice Academy  
**Hazel Center, Room 302**  
32000 Campus Drive  
Salisbury, MD 21804

**Dates & Times:** Monday, April 17 to Friday, April 21 0745 to 1700

**Fee:** \$65 All counties

**Reservations:** Email requests to [escjaregistration@worwic.edu](mailto:escjaregistration@worwic.edu)

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This 40-hour class is designed to educate the new officer/investigator or to serve as a refresher class with basic techniques and protocols in crime scene processing. This class is for the crime scene officer with little or no experience.

Course topics will include:

- Overall equipment necessary to conduct a crime scene investigation
- Crime scene safety and biohazards
- Duties of the first responder
- Crime scene processing steps
- Proper search methods
- Methods of documentation (notes, written reports, check lists, logs, crime scene photography, sketching, photography)
- Types of physical evidence and processing methods (known and latent prints, biological evidence, firearm and impression evidence)
- Recovery and packaging procedures
- Practical to include mock scene and presentation

**Upon completion of this course, the student should be able to:**

1. Understand what is Forensics and the role it plays in criminal justice system.
2. Understand the different disciplines in Forensics.
3. Identify hazards in a crime scene and the safety measures used.
4. Identify potential evidence and its value to the investigation.
5. Learn the difference between class versus individual characteristics of evidence.
6. Demonstrate latent processing methods.
7. Demonstrate the ability to recover impression evidence such as: shoe, tire and tool marks.
8. Demonstrate the ability to identify and recover biological evidence.
9. Identify different tools and procedures used in crime scene processing.
10. Demonstrate methods of documentation; notetaking, photography and sketching.
11. Demonstrate the use of accepted protocols for packaging and collection of evidence.
12. Demonstrate the ability to process a crime scene.
13. Know the guidelines for submission of evidence analysis.

This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

**Class Size:** Restricted size, seating is limited.

**Attendance:** You must attend the entire class to receive in-service credit.

#### **Dress Code:**

To maintain a professional appearance, all in-service officers/staff must follow the prescribed dress code to be admitted to any training held at the Academy.

- Uniform of the day recommended
- Shirt with a collar—**No** t-shirts or tank tops
- Dockers style pants, BDU's or suit—**No** shorts or jeans
- Full shoe with socks—**No** sandals

**Firearms**—All officers wearing a handgun on campus in plain view **MUST** also wear his/her badge in plain view.

#### **Failure to Adhere to the Dress Code**

Academy attendees will be denied admittance to the classroom or range and a report will be sent to the Chief/Sheriff/Warden/Director, stating the reasons the officer/staff was not allowed to attend the training session.

# RESERVE YOUR SEAT!

## How to reserve a seat:

- Complete the ESCJA Reservation Form (pdf file attached to this email)
- Type, do not handwrite, required information onto form
- “Save” and email saved file to [escjaregistration@worwic.edu](mailto:escjaregistration@worwic.edu)

You will be notified if your seat is confirmed or if you have been placed on standby.