



Course Announcement

To: All Police Agencies

From: John C. Moses
Director of Criminal Justice

A handwritten signature in blue ink that reads "John C. Moses".

Date: January 23, 2026

Re: **Basic Crime Scene Investigation**
CJA120-5146
MPTC Approval #: Pending (40 hours)

April 6 to 10, 2026

Location:

- Wor-Wic Community College
Eastern Shore Criminal Justice Academy
Brunkhorst Hall, Room 306
32000 Campus Drive
Salisbury, MD 21804
410-572-8750

Dates & Times:

- Monday, April 6 to Friday, April 10
- 7:45 AM – 5:00 PM

Training Registration:

- To register, email your request to: escjaregistration@worwic.edu

Fees:

- \$70 All counties

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 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 Training Commission and to meet the annual in-service requirements.

Dress Code Policy for Training Sessions at the Academy

To ensure a professional appearance, all in-service officers and staff must adhere to the following dress code to gain admission to any training session at the Academy:

- **Uniform of the Day:** Recommended.
- **Shirt:** Must have a collar; no t-shirts or tank tops.
- **Pants:** Docker-style pants, BDUs, or suits; no shorts or jeans.
- **Footwear:** Closed-toe shoes with socks; no sandals.

Firearms Policy: Officers carrying a handgun on campus must also display their badge in plain view.

Non-Compliance: Attendees who do not follow the dress code will be denied entry to the classroom or range. A report will be submitted to the Chief/Sheriff/Warden/Director outlining the reasons for the denial.

Thank you for your cooperation in maintaining a professional environment.

ESCJA Training Reservation Instructions

1. **Complete the ESCJA Reservation Form:** The fillable form is attached to the announcement email.
2. **Enter Information:** Please type, rather than handwrite, all required information onto the form.
3. **Save and Submit:** Save the completed form and email the saved file to escjaregistration@worwic.edu.

You will receive a notification confirming your seat or informing you if you have been placed on standby.

This document is available in alternative formats to individuals with disabilities by contacting disability services at disabilityservices@worwic.edu, 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit www.worwic.edu/Services-Support/Disability-Services to learn more.