

**AUSTIN POLICE DEPARTMENT
CRIME SCENE SECTION
TRAINING CERTIFICATION REPORT**

Employee Name and Emp #: _____

Title: _____

	Description of Training	Date of Training Received	Date of Training Practical	Date of Written Exam	Acceptable Performance Y/N	Trainee Initials and EMP #	Trainer Initials and EMP #
1	Departmental Procedures						
	Operational Chart						
	City of Austin Personnel Policies						
	APD General Orders						
	Forensic Division Ops Manual						
	Forensic Division Safety Manual						
	Crime Scene Unit SOP						
	Identification Laboratory SOP						
2	Laboratory and Field Safety						
	HAZ-COM Training						
	Bloodborne Pathogen Training						
	Facility Safety Equipment Training						
	Firearms Training						
	Bad Weather Policy						
	Defensive Driving						
3	Section Procedures						
	Office Equipment Use						
	Departmental Vehicles						
	Supplies and Forms						
	Criminal History Access						

CS Training Manual Appendix A-01
Effective Date: January 1, 2014

Approved by Laboratory Director
Printed Copies are not Controlled
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4	Section Forms and Templates						
	Daily Worksheet						
	Time Sheet						
	Tardy Notification Form						
	Wrecker Impound Sheet						
	Narcotics Submission Form						
	Additional Loss Report Form						
	Vehicle Processing Form						
	Evidence Log Worksheet						
	Vehicle Processing Check In Log						
	Analysis Request Form						
	DPS Submission Form						
	Testimony Evaluation Form						
5	Computer Systems						
	RMS						
	MRE						
	CAD						
	TCIC/NCIC Access						
	MDC						
	Microsoft Outlook						
6	Report Writing						
	Casework Notes/Worksheet Documentation						
	Computer Entry						
	Formats						
	Lab Case Files						

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7	Equipment Operations						
	Crime Scene Vehicles						
	Radios						
	Laptops						
	Cell phones						
	Repair Procedures						
8	City Locations						
	Main (Who is on each floor and what they do)						
	Patrol Building						
	Fuel/Maintenance Facilities						
	Substations and Neighborhood Centers						
	Radio Shop						
	Twin Towers						
	District Attorney's Office						
	County Attorney's Office						
	Gardner-Betts Juvenile Facility						
	Area Hospitals						
	TCMEO Morgue/Toxicology Lab						
	Towing Yards						
	Vehicle Processing Facilities						
	DPS Lab						
	Federal Courthouse						
	US Attorneys Office						

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9	Sector Orientation						
	Location of Sectors						
	Location of Sub-Sectors						
	City Direction Orientation						
	Mapsco Use						
10	Radio Procedures						
	Ten Codes						
	Channel Orientation						
	41 and 42 Codes						
	Code 4 Procedures						
	Performing 28 Checks						
	Radio Competency						
11	Introduction to Criminalistics						
	History of Criminalistics and Forensic Science						
	Criminalistics Theory and Methods						
	Physical Evidence Capabilities						
	Class vs. Individual Characteristics						
	Identification vs. Individualization						
	Professionalism						
	Professional Organizations						
	Certification Programs						

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12	Fingerprinting						
	Fingerprinting Live Subjects						
	Fingerprinting Deceased Subjects						
	Major Case Prints						
	Miscellaneous Printing						
	Pattern Recognition						
	Points of Identity						
13	Friction Ridge Evidence						
	History of Latent Prints						
	Latent Print Development Terms						
	Cause of a Latent Print						
	Factors Affecting Latent Prints						
	Determining Value of Latent Lifts						
	Factors to be Considered at the Crime Scene						
	Processing Procedures						
	Collection and Preservation						
	Marking/Documentation						
	Disposition of Evidence/Submission						
14	Physical Evidence Processing						
	Introduction to Physical Evidence Processing						
	Safety						
	Proper Sequences and Types of Processes for Porous, Nonporous, and some Unique and/or Difficult Surfaces						
	Selection of Processes						
	Amido Black - Methanol Base						
	Amido Black - Water Base – Fischer 98						

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	CA (Cyanoacrylate) Fuming – Fuming Wand						
	CA (Cyanoacrylate) Fuming – Gel Pack						
	CA (Cyanoacrylate) Fuming – Heat Acceleration						
	CA Fluorescent Dye – ARDROX						
	CA Fluorescent Dye – MBD						
	CA Fluorescent Dye – RAM						
	CA Fluorescent DYE – Rhodamine 6G						
	DFO (1.8-Diazafluoren-9-One)						
	Fingerprint Powder - Black						
	Fingerprint Powder - Magnetic						
	Flame or Black Soot Technique						
	Gentian Violet						
	Iodine Fuming						
	LCV						
	Ninhydrin- Acetone Base						
	Ninhydrin - Petroleum Ether Base						
	Physical Developer						
	Silver Nitrate						
	Sodium Hypochlorite						
	Small Particle Reagent						
	Sticky Side Powder						
	Sudan Black						
	Latent Development						
	Weights, Measures and Temperature						
	Chemical Information/MSDS						
	Vent Hood Operation						
	Superglue Cabinets						

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	Backdraft Tables						
	OmniChrome FLS						
	SPEX FLS						
15	Preserving Friction Ridge Detail						
	Photography Techniques						
	Tape Lifts						
	Hinge Lifters						
	Rubber Lifters						
	Casting Techniques						
16	Crime Scene Photography						
	Basic Photography						
	Crime Scene Photography						
	Oblique Lighting						
	Bounce Lighting						
	Painting with Light						
	Photographing Persons						
	Photographing Vehicles						
	Photographing Collision Scenes						
	Photographing Friction Ridge						
	Photographing Shoeprint and Tire Impressions						
	Photographing Shoeprint Exemplars						
	Photographing Luminol						
	Photographing with the Forensic Light Source						
	Aerial Photography						
	Photographing Autopsies						
	Photographing Bitemarks						

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	Photographing Bloodstain Patterns						
	Laboratory Photography - Digital						
17	Crime Scene Videography						
	Video Equipment Orientation						
	Videotaping Crime Scenes						
	Video Re-enactments						
18	Crime Scene Sketches						
	Surveying Methods						
	Rough Sketches						
	Finished Diagram						
19	Crime Scene Search Procedures						
	Initial Survey of Scene						
	Systematic Search Methods						
	Identifying Evidence						
	Metal Detector						
	UV Lights						
20	Biological Evidence						
	General Handling Considerations						
	Collection						
	Packaging of Biological Evidence						
	Storage						

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21	Presumptive Testing						
	Hemastix						
	Luminol						
	LCV						
	AP Spot Test						
22	Trace Evidence						
	Hair						
	Fiber						
	Glass						
	Paint						
	Soil						
	Hinge Lifters						
	Evidence Vacuum						
	Exemplars - Buccal Swabs						
	Exemplars - Hair Samples						
	Exemplars - Penile Swabs						
23	Impression Evidence						
	Residue Impressions						
	Indented Impressions						
	Known Standards						
	Electrostatic Dust Lifter						
	Dental Stone						
	Mikrosil						
	Kinderprint						

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24	Firearms Evidence						
	Documentation of Firearms Evidence						
	Collection of Firearms Evidence						
	Preservation of Firearms Evidence						
	Gunshot Residue Kits						
	Submission Procedures						
25	Entomological Evidence						
	Documentation of Entomological Evidence						
	Collection of Entomological Evidence						
	Preserving of Entomological Evidence						
	Shipping of Entomological Evidence						
26	Narcotics Evidence						
	Documentation of Narcotics Evidence						
	Collection of Narcotics Evidence						
	Processing Narcotic Paraphernalia Evidence						
27	Toolmark Evidence						
	Examination						
	Documentation and Collection						
	Mikrosil						

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28	Evidence Control						
	Evidence Receiving						
	Evidence Packaging/Preservation						
	Evidence Security						
	Evidence Storage						
	Evidence Release and Disposal						
	Digital Evidence						
29	Forensic Vehicle Processing Facilities						
	Utilization of Vehicle Inspections Facilities						
	Removal/Release of Vehicles inside Facility						
30	Crime Scene Duties and Responsibilities						
	Crime Scene Protocol/Notifications						
	Crime Scene Supervisor						
	Photographer						
	Videographer						
	Sketch Preparer						
	Evidence Recovery Personnel						
31	Major Crime Scene Investigations						
	Death Investigations						
	Robbery and Aggravated Assaults						
	Traffic Investigations						
	Sexual Assault Investigations						
	Child Abuse Investigations						
	Arson Investigations						
	Autopsy Processing						

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	Internal Affairs Investigations						
	Officer Involved Shootings						
	In Custody Deaths						
32	Morgue Processing						
	Photography						
	Trace Collection						
	Fingerprints/Palm prints						
33	Property Crime Scene Investigation						
	Burglary of Residence/Business						
	Burglary of Vehicle						
	Auto Theft Recoveries						
	Criminal Mischief						
	Found Property						
	Theft						
	Forgery and Counterfeit						
34	Courtroom Testimony						
	Procedures						
	Appearance						
	Demeanor						
	Evaluations						
	Mock Court						