



Essentials of Crime Scene Investigation Announcement

NIJ Cooperative Agreement Award #2008-DN-BX-K201

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Essentials of Crime Scene Investigation Training Program

Additional Training Sessions Offered to Selected Applicants

In partnership with the [National Institute of Justice](#) (NIJ), the [National Forensic Science Technology Center](#) (NFSTC) is pleased to announce that Essentials of Crime Scene Investigation training will be provided at no-cost to eligible applicants under Cooperative Agreement Award (#2008-DN-BX-K201).

This training program is designed to introduce law enforcement personnel to the fundamental principles of crime scene investigation, including techniques used to recover a variety of high value items of evidence. The 40 hour course includes 16 hours of prerequisite online theoretical course work and 24 hours of hands-on instructor led practical activities conducted at the NFSTC, which is located in Largo, FL. Participants will be required to complete online course work, assignments, and assessments prior to attending the onsite practical instruction.

Who should attend?

- Newly-assigned crime scene investigators
- CSI examiners with less than 3 years of crime scene investigation experience who have not attended a formal crime scene training course
- Law enforcement first responders

Applications are being accepted for the following training sessions:

Session	Off-site Online Prerequisite Course Work and Assessment Completion		On-site Practical Instruction (Largo, FL)
1	Opens: 4/7/10	Closes: 4/16/10	April 21-23, 2010 (W, Th, F)
2	Opens: 4/7/10	Closes: 4/16/10	April 26-28, 2010 (M, T, W)
3	Opens: 5/5/10	Closes: 5/14/10	May 19-21, 2010 (W, Th, F)
4	Opens: 5/5/10	Closes: 5/14/10	May 24-26, 2010 (M, T, W)

Curriculum

The curriculum focuses on the knowledge, skills and techniques required to recognize, document, collect, preserve and transmit a variety of physical evidence for analysis according to guidelines recommended by the Technical Working Group on Crime Scene Investigation (TWGCSI).

Essentials of Crime Scene Investigation Training	
Introduction to Crime Scene Investigation	
1	Course Overview
2	Physical Evidence
3	Crime Scenes
4	Biological Evidence Collection
5	Trace Evidence Collection
6	Latent Print Evidence Collection
7	Footwear/Tire Track Evidence Collection
8	Tool and Toolmark Evidence Collection
9	Firearm Evidence Collection
Introduction to Crime Scene Photography	
1	Course Overview
2	Camera Equipment Overview
3	Camera Settings and Lighting
4	Crime Scene Photography – Photo Types and Pattern Impression Photos
5	Legal Considerations

Eligibility Requirements

To be eligible for participation in this training program, applicants must:

- Work for a U.S. publicly funded State, local or tribal agency as a professional practitioner in law enforcement
(*Note: Federal employees and contractors are not eligible to receive training under this grant*)
- Be actively involved in crime scene investigation
- Possess a reasonable level of skill in English, arithmetic, and computer keyboarding
- Have access to the following resources at home or agency for the duration of the Essentials of Crime Scene Investigation Training Program:
 - Computer with Internet access and Flash player (Version 9.0 or higher) and Adobe Acrobat Reader
 - Printer (optional)

A limited number of digital cameras will be available for use during on-site participation.

(Note: Trainees are strongly encouraged to bring an agency camera and tripod to onsite training sessions.) If an agency camera is not available, personal cameras are acceptable.

Applicant selection will be made based upon meeting eligibility requirements, seat availability for training, and supervisory approval. Upon arrival for the onsite training at the NFSTC, trainees must submit the Pre-work Verification Document (signed by the trainee's supervisor) verifying that the trainee has completed the prerequisite online theoretical course work. ***Trainees who do not submit this signed verification document may not receive a Certificate of Completion for the Essentials of Crime Scene Investigation course.***

Application Process

Applications will be accepted through Sunday, March 7, 2010, 11:59 PM EST.

Complete and submit application online by following the steps listed below:

1. Navigate to the NFSTC Event Portal (<http://www.nfstc.org/meetings>)
2. If this is the first time using the NFSTC Event Portal, click on the **Create New Account** link and complete requested information to establish a user account.
 - Existing users login to the NFSTC Event Portal using assigned Username and Password
3. Locate the Essentials of Crime Scene Investigation Training Application event listed under Event Name and click on the **Register** button.
4. Enter "ECSI" (case sensitive) in the **Enter Your Invitation Code** field.
5. Complete the Application for Essentials of Crime Scene Investigation Training Program in its entirety.
 - Only fully completed applications will be eligible for selection consideration
6. Click on the **Submit** button to complete the application process.
 - Application information may be edited at any time up to **March 7, 2010, 11:59 PM EST** by logging into the NFSTC Event Portal and clicking on the **Edit My Details** link displayed next to the Essentials of Crime Scene Investigation Training Application event.

Questions related to the application process should be directed to:

Jennifer Claiborne
National Forensic Science Technology Center
Training Program Support Associate
Jennifer.Claiborne@nfstc.org
727-549-6067, Ext: 155

Expenses

Training program participants will be provided travel, lodging, per diem and transportation to/from hotel and NFSTC training facility with the following requirements/restrictions:

- Training participants who live within 50 miles of the NFSTC training facility are not eligible for lodging accommodation reimbursement; roundtrip daily mileage from home to the NFSTC will be reimbursed.
- Travel mileage reimbursement for **driving a personal vehicle in lieu of flying must be preapproved by the NFSTC program manager** (via email). Reimbursement will be based upon actual mileage and will not exceed the cost of a corresponding round trip flight itinerary obtained through the Carlson-Wagonlit travel agency. *Meal per diem is also based on the flight itinerary relative to the applicable travel days.*
 - Travel related costs (gas, tolls, in town travel, etc.) are factored into the mileage reimbursement rate and are not reimbursable as separate items. MapQuest documentation in place of actual odometer readings must be submitted with the TRC.
 - Travel costs for state, local, and federal agency vehicles are not reimbursable.

- Driving a personal vehicle in lieu of flying – the following must accompany the Travel Reimbursement form:
 - Copies of email approval confirmation from NFSTC Program Manager
 - MapQuest printout from starting point to hotel
 - Start and end odometer readings
 - Copy of flight itinerary provided by Susan Cessna at Carlson Wagonlit Travel
- Only one roundtrip (home to airport/airport to home) will be reimbursed per training session; original receipts required.
- Super Shuttle reservations for travel from/to the airport and the hotel will be made by and direct billed to the NFSTC. There is no out of pocket expense, except tip up to a maximum of 10 %, (receipt required). Only one roundtrip airport to hotel shuttle service will be reimbursed per training session; original receipts required.
 - *The NFSTC reserves the right to limit the reimbursement for local transportation outside of prearranged services.*
- Hotel accommodations are reserved by and direct billed to the NFSTC.
 - *Attendees are responsible for any incidentals at the hotel and must provide a credit card to the hotel upon arrival.*
- Transportation to/from training sessions is provided by the NFSTC. The hotel transport will bring trainees to the training location and back to the hotel after class.
 - *Transportation costs incurred during the training event and after-hours are not reimbursable.*
- Parking – original receipts required.
- For checked luggage fees, including excess luggage fees, the maximum reimbursement is \$60 per one-way trip (receipts required).
- For excess luggage weight fees, the maximum reimbursement is \$25, regardless of number of luggage items, per one-way trip (receipts required).
- Travel-related tipping maximum is 10% of the bill/receipt; original receipts required.
- Luggage handling and housekeeping/hotel gratuities are not reimbursable.
- Breakfast will be served at the hotel and lunch will be provided by the NFSTC; dinner per diem is \$20.00.
- Meal per diem on travel days will be based on the trainee’s flight itinerary.
- Travel Reimbursement (TRC) forms and instructions for proper completion will be provided by the NFSTC. The TRC must be accompanied by a copy of the flight itinerary and all ORIGINAL travel-related receipts. All forms and required documentation must be received by the NFSTC **no later than 60 days** following the last class day.
- Reimbursement for those who do not attend the entire training session will be adjusted accordingly.

Notification of selection status is planned to take place no later than March 12, 2010.