

LAS VEGAS METROPOLITAN POLICE DEPARTMENT



CRIME SCENE ANALYST STUDY GUIDE BOOKLET

Revised 1/13/16

NOTICE!

The material contained in this Study Guide Booklet is valid for the Crime Scene Analyst Test for which we are currently recruiting.

PLEASE READ CAREFULLY

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I. INTRODUCTION

The material in this booklet is designed to provide you with information about the Las Vegas Metropolitan Police Department, the Crime Scene Analyst program and testing process, and crime scene investigations and other job-related matters. **Questions on the written exam will be taken from Sections III through VIII of this booklet.** Therefore, you must study the information contained herein to be successful in the selection process.

II. STUDY GUIDE

This portion of the study guide booklet is designed to give you information that will help you to better prepare for the written exam. There will not be any questions on the exam from this section of the booklet.

There are three things that you can do to ensure that you get the best score you possibly can. First, be sure you are ready to take the test; second, study correctly; and third, be a wise test taker. Also, remember that your preparation for the written exam is good practice for the type of studying which will be required in the Crime Scene Analyst Academy.

In terms of personal preparation, you should be sure that your study and reading skills are at a level that will allow you to be successful on the test, in the Academy, and on the job. In terms of studying correctly, you should study daily. Learning theory teaches that frequent short study sessions are better than a few long ones. You will spend less time in the long run and learn the material better if you spend a little time studying each day rather than trying to cram at the last minute.

Studying may actually be a misleading term in that all you really need to do is read the material in the booklet. Reading the booklet once a day from the time you pick it up until the day of the test should be plenty of “studying.” However, an even more thorough job of studying may be done by outlining and highlighting what you consider to be important points.

Outlining is done by picking out the major points in a section and listing them, using Roman numerals. Under each major point, an important point is listed using a capital letter. Finally, any sub-points are listed using Arabic numbers. In practice, this style of outlining would look like this:

- I. LVMPD General Information
 - A. Academy Information
 - 1. Photography

Outlining forces one to identify the important points made in the written material and when finished, provides a map to these important points. This process of finding the important points, writing them down, and reviewing them is a very strong learning technique. It will help you prepare for the test and the Academy.

Highlighting is simpler than outlining, yet is based on the same principles. Instead of writing out important points on a separate sheet of paper, you simply mark them (or “highlight”) in a variety of ways. Highlighting pens come in various bright colors and allow a reader to mark relevant points so they stand out. It is virtually the same as underlining, but is simpler and quicker. Again, the goal is to create a map of the most relevant ideas and remove excess wording that is not necessary to understand the point being made.

Reading is the key to being a wise test taker. It is very important to read and understand the instructions to the test. Then read each item carefully since before you can answer a question, you must know what the question asks. Once you understand the question, you are ready to read the possible answers. Read each answer carefully before choosing the one you feel is most correct. If one answer “jumps out” at you or you have a first impression that one answer is most correct, that is the one you should choose. Most of the time, your first choice will be correct. You should only change answers if you are sure your first answer is incorrect.

If, after reading the choices, you are not able to select one, narrow your choices by eliminating those you know are incorrect. Usually on four-choice multiple choice tests, there are two answers which can be eliminated. If you can narrow your answers to two, your selection is easier.

It is a good idea to go through the test several times. The first time through you should answer only the questions you are sure of. If you have any doubt about an item, skip it and go on. The second time through, read the items you skipped and answer those that you feel fairly confident you know. The third time through you should answer all questions left, even if you have to guess. You should not leave any items blank and you must be very careful with matching the number of the question to the corresponding number on the answer sheet. It is also important that you use your time wisely during this process so that you do not spend too much time on any one area. In terms of budgeting your time, you may want to work on those portions of the test that you feel will take you the longest so that you may complete them and have them out of the way before moving through the other portions of the test.

To be ready to do your best on the test, you should get a good night's sleep the night before. Avoiding alcohol, caffeine, and nicotine is also helpful. Before the test you should be sure that you know exactly how to get to the test site. Practice the drive if necessary to be sure you will be able to arrive in plenty of time.

Arriving early is important because it gives you time to relax before taking the test and helps you avoid the possibility of getting anxious over traffic problems. Your mental attitude will also benefit from arriving early and making sure you have your test materials with you. You will need to bring your study guide booklet and picture I.D. to the written exam. Proper studying, good test taking skills, and avoiding anxiety should help you do the best you can.

III. CRIME SCENE ANALYST PROGRAM

A. Organizational Structure

The Criminalistics Bureau, to which Crime Scene Analysts (CSAs) are assigned, is primarily responsible for major crime scene investigations, forensic examination of evidence, photographic service, and storage of evidence. The CSAs are assigned to the Crime Scene Investigations (CSI) Section of the Criminalistics Bureau which is a seven day per week, 24 hour per day operation with three separate shifts (day, swing, and graveyard).

The CSI Section is responsible for crime scene investigations. This Section documents crime scenes through reports, photography and diagrams. Additionally, the Section develops and lifts latent print evidence, and collects and preserves evidence to maintain its chain of custody.

B. CSA Training

The Crime Scene Analyst I will participate in an initial training period which consists of an Academy and a twelve-week Field Training Evaluation Program (FTEP). The Academy consists of classroom instruction in crime scene investigation, photography, powder and chemical fingerprint processing, physical evidence recovery, Department policies and procedures, criminal and civil law, diagramming, use of force/firearms training, courtroom testimony, radio communications, and other related classes. There are a minimum of three written tests, practical exercises, and a comprehensive final practical. A score of 70% or better is required to pass these exams. In addition to the tests, each CSA must complete various projects in photography and fingerprint processing, to name a few.

Upon successfully completing the Academy, the CSA will participate in FTEP. This is a structured program in which the CSA is assigned to a Senior CSA for on-the-job training. Each CSA is evaluated on a daily basis by the Senior CSA and on a weekly basis by a CSA Supervisor.

C. The Position

Once out in the field, CSAs handle simple property crime calls, including burglaries, larcenies, recoveries of stolen vehicles, simple robberies and accidents without fatalities. They may assist more experienced CSAs with homicides and the more complex crime scenes. They are required to use Department vehicles to travel to and from crime scenes as well as Department radios and computers to maintain communication. Although not required, most CSAs carry a firearm for which they are trained.

Upon arriving at a crime scene, the CSA obtains information from the detectives, police officers, witnesses, and victims, and walks through the scene. The CSA takes notes needed to write reports and draws diagrams of the scene. Photographs are also taken once the CSA decides what needs to be photographed and has prepared the camera. The CSA prepares for and processes for latent fingerprints, including selecting the proper powder, locating prints, processing the location, and lifting them. The CSA also retrieves evidence which involves determining which evidence to collect, handling it appropriately, and packaging it. As a result of this work, the CSA may be required to testify in court.

CSAs are exposed to a multitude of conditions. They may be called to the desert in the heat of the summer or to Mt. Charleston in the middle of winter. They may be exposed to people, either living or dead, who are victims of gunshot or stab wounds or burns. The dead bodies may be in varying stages of decomposition. CSAs may also be required to bend or crawl in small spaces or climb to reach high spots in a crime scene, as well.

Once at a crime scene, CSAs will have to interact with individuals from many different ethnic and socioeconomic backgrounds. Some will be victims and others will be witnesses to an incident. CSAs also come in contact with representatives from such agencies as the Coroner's Office, the District Attorney's Office, the Public Defender's Office, etc.

CSAs are generally assigned to a ten-hour shift with three consecutive days off every week; however, it is not unusual to work much longer hours (for which overtime is given). Once a CSA is called to a crime scene, s/he must remain until all of the necessary work is completed, despite the fact that his/her shift may have ended hours earlier. It is also not unusual to be required to appear in court while on-duty and off-duty as well as attend training and respond

to scenes in outlying areas that may take the CSA throughout the state of Nevada and out of state.

The Crime Scene Analyst I position is an entry-level and training position designed to teach individuals all about the investigation of crime scenes. CSA Is will be required to advance to the Crime Scene Analyst II level (which is responsible for more complex crime scenes and functions more independently than the CSA I level). Upon two years of responsible experience in crime scene investigations as a Crime Scene Analyst II with the Las Vegas Metropolitan Police Department, the CSA II will be eligible to promote to the Senior Crime Scene Analyst level (which is responsible for any type of crime scene and functions completely independently).

Upon successful completion of (1) the Academy, (2) FTEP, (3) and a one-year probationary period and an additional year of on-the-job training (two years in total), CSA Is may become eligible for the II level.

IV. BASIC CRIME SCENE INVESTIGATION

A. Introduction

Crime scene investigations are performed to protect, gather, and preserve all facts and evidence that tend to prove or disprove that a criminal offense has been committed, and to identify those responsible. Investigations must include protecting the scene, and recovering sufficient and relevant evidence to prove what happened, how and when it occurred, and who did it. Physical evidence (any physical thing that may be found at the crime scene or found at another location which has a direct connection with the scene, suspect, or victim) must be identified, collected, preserved, and analyzed properly in order to maintain the chain of custody from the time of its collection until it is presented in court. Oftentimes, such physical evidence will be the determining factor in establishing the guilt or innocence of an accused.

B. Crime Scenes

The crime scene can be a place, vehicle, person, or anywhere in which a crime was committed. It may contain much of the evidence and information that is essential to a successful investigation.

There are eight (8) general guidelines for determining how large a crime scene is. An ideal crime scene will show:

- The suspect's path to the scene;
- The point of entry;
- The suspect's path through the crime scene, including items touched or left behind;
- The object of the attack;
- The point of exit (often different from the point of entry);
- The suspect's path away from the scene;
- Items used to commit the crime; and
- The victim's activities subsequent to the incident.

There are two basic types of crime scenes - dynamic and static. A dynamic crime scene is one where fairly rapid changes are still occurring to the scene or are likely to occur. One example of a dynamic crime scene is a shooting where a wounded victim and witnesses are

present when officers arrive. The immediate goal at a dynamic crime scene is to stabilize the situation. This is necessary to prevent loss of life, as well as loss of evidence.

A static crime scene is one with most of the action is over and the condition of the scene relatively stable. The “standard” house burglary where a victim returns home and discovers the crime is one example of a static crime scene. Many homicides are static crime scenes because there is no immediate change happening or threat of change. The immediate goal at a static crime scene is to protect the evidence.

It is important NOT to touch or move anything that may be evidence. This includes opening windows, doors, or doing anything that alters the scene. A good rule of thumb is to keep hands in pockets. The key to evidence protection at a dynamic crime scene is to move the people and not the evidence. The key to evidence protection at a static crime scene is to go slow and be methodical. The most common alteration to a static crime scene is not removal of evidence, but adding something from outside the original scene, such as footprints, cigarette butts, etc. The foremost concern with any crime scene, however, is safety.

C. Crime Scene Investigation Components

(1) Walk-through: CSAs are required to evaluate the crime scene and perimeter control which may have been established by the first officer on the scene. When possible, CSAs contact the officer responsible for the crime scene and evaluate the scene as to the crime that has been committed, whether the location is indoors, outdoors, or a combination of both. The type of residence or building, open yard or street, desert area and possible routes of entry and escape used by the suspect(s) must also be considered to establish the perimeter of the scene to be investigated.

When possible, after a briefing from the investigating officer, the CSA should walk through the scene and determine the nature and extent of the crime scene. Notes should be made as to the points of entry and exit, disturbed areas for later processing, and location of evidence to be collected. If additional scene protection is required, the CSA will request that this take place and, if practical, secure the area himself/herself. Based on evaluating the crime scene, additional personnel may be requested to respond.

(2) Note-taking: It is generally accepted that most persons would find it difficult, if not impossible, to commit to memory all details that are necessary for a complete report. CSAs, upon receiving a call, begin taking written chronological notes of all information received, actions taken, and observations made. It is imperative to maintain this written record of all phases of an investigation, including the preliminary and follow-up procedures. These notes will be the basis for all other reports. Notes should include the date, time, and location of the incident; name and personnel numbers of police personnel on the scene; and the event number of the incident. The who, what, when, where, why, and how should be noted. **Good note-taking is essential for precise report writing and courtroom testimony.**

(3) Crime Scene Diagram: A crime scene diagram is completed in all homicide and officer-involved shooting investigations resulting in death or serious injury, and at any other crime scene deemed appropriate. The CSA responsible for a crime scene diagram will make rough sketches and measurements of the scene which include enough additional information so that a final computer generated diagram can be made at a later time. Basic elements of a crime scene diagram which must be included in the sketch are:

- Name and personnel number of the CSA completing the diagram, including any other names who assisted in preparing the diagram;

- Date, time, event number, and type of crime;
- Location of crime;
- Location of significant features of the scene, including the victim, furnishings, and items of evidence;
- Accurate distances and relationships between the essential evidential components;
- Location of items of physical evidence recovered;
- The entrances and exits to the crime scene;
- The direction of North; and
- Legend of significant features and measurements to include items of evidence recovered using the same numbers as were used in the evidence impound report.

(4) Written Report: After the completion of the investigation, the CSA uses the notes to prepare a written report. Since the report needs to be understood by anyone who reads it, it is advisable to use clear, simple English when writing it. It is also recommended that words are included with which the CSA is completely familiar.

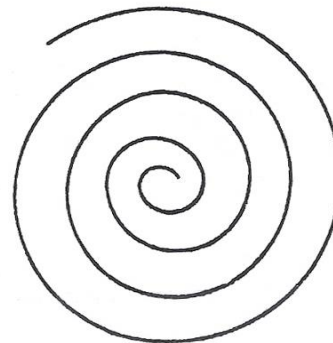
The report should establish the elements of the crime being investigated and therefore, specific details should be included. Failure to properly document the elements of the crime could lead to the case being rejected by the District Attorney's Office or being filed as a lesser offense. Once the written report is prepared and approved, the original crime scene notes should be retained since all documents may be subpoenaed into court.

D. Crime Scene Search

In order to properly investigate a crime scene, a crime scene search will have to be conducted. The CSA's search should be thorough and based on observations and information obtained while conducting the walk-through earlier in the investigation and any updated information that may become available as the investigation progresses. The search should be methodical so as not to overlook physical evidence essential to the investigation. A search pattern should be selected that best facilitates the needs of the crime scene and the manpower available. There are five different crime scene search patterns. They are as follows:

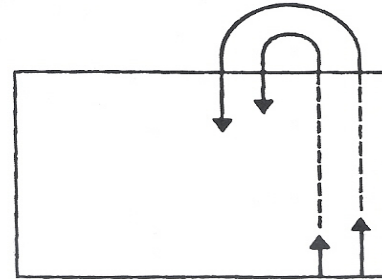
(1) Spiral Search: The spiral search starts from the center of the crime scene and spirals out to the outer-most perimeter of the scene. On the other hand, the spiral search can be reversed and moved from the outer-most perimeter in to the center of the scene.

Spiral search method



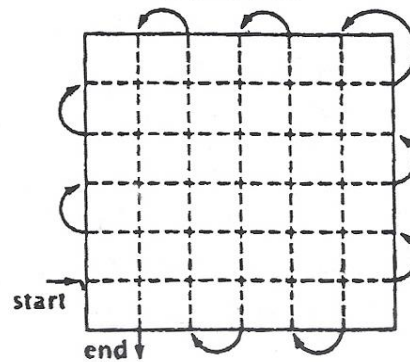
(2) Line or Strip Search: The strip search is initiated by walking in a straight line to a designated point and turning and walking back towards the direction of origin.

Strip or line search



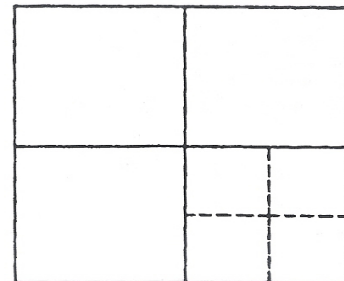
(3) Grid Search: The grid search is an extension of the strip method and provides double coverage of the area; thus, possibly increasing the potential of finding evidence.

Grid method

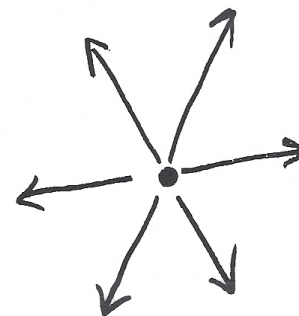


(4) Zone Search Method: The zone method is generally used when a large area is involved in the search and several investigators are participating. In this method, the crime scene is divided into zones and each investigator is assigned a zone which will be searched via the most practical method (one of the other methods - spiral, etc.).

Quadrant or zone search



(5) Wheel Search Method: This is a variation of the zone search method. This method has many disadvantages and is not generally used by investigators.



V. FINGERPRINTS

Introduction: Fingerprints are one of the most common types of physical evidence found at crime scenes and often prove to be the most valuable in terms of identifying the suspect and placing them at the scene of the crime. The search for fingerprints is generally the final step in the crime scene investigation. It is performed last to avoid contaminating other evidence by the powders used in the search. This is not to say that they are least important; on the contrary, fingerprints are one of the most positive means of human identification known. Individuality is established by the ridge characteristics formed by the friction skin on the fingers, palms, toes and soles of the feet. These ridges are formed before birth and remain the same until the body decomposes after death.

Latent Fingerprints: Fingerprint impressions located at a crime scene which are generally not visible without developing are called “latent” fingerprints. They can be found on smooth, non-porous surfaces such as glass, metal and plastic. Smooth, porous items that have been handled by a suspect, such as paper or cardboard, may retain fingerprints and can be processed by powders or chemicals. When the fingerprints are clearly visible, they are known as “patent” fingerprints. Fingerprints which are depressed into soft material, such as wax or window putty, leave a three-dimensional impression known as a “plastic” fingerprint impression. These are formal definitions that describe the types of fingerprint impressions located at a crime scene. However, it is common to refer to any fingerprint located at a crime scene as a latent. To locate these prints, one is required to make discriminations with his/her eyes that are not otherwise made. A search for latents at a crime scene should begin at the point of entry. The search continues by following the suspect’s path through the scene, if the route can be determined, or by following any systematic search technique.

Fingerprint Composition: The presence of a specific chemical in a fingerprint depends on the constituents of the original fingerprint, the nature of the surface, the time elapsed since deposition and the environmental conditions. Factors such as temperature, exposure to light and water and the relative humidity affect the chemical and physical nature of a fingerprint. Water is the first component to be lost from most fingerprints. Due to this, when dealing with prints which are more than a few days old, latent print examination processes which primarily detect water are less effective than those processes which detect primarily the fatty component.

Fingerprint Patterns: The ridges on the first joint of the fingers form patterns which are divided into three general types: (a) loops, (b) arches, and (c) whorls. These patterns are further divided into smaller sub-groups and are used to classify fingerprints.

Inked Fingerprint Cards: CSAs may be called upon to roll inked fingerprint impressions of arrestees, victims, or subjects of a crime during the normal course of duties. The fingers are numbered from one to ten. The right thumb is finger number one, the right index is number two, etc. Each finger is rolled on the ink plate covering each finger from the tip to just below the first joint with an even coat of ink. Each finger is next placed on the fingerprint card, rolled from one side to the other, and then lifted off the card. It may be easier to roll the thumbs toward the body and the other fingers away from the subject’s body.

Fingerprint Processing: CSAs are trained in both powder and chemical methods of processing for latent prints and will choose the appropriate method, given the conditions and type of surface. Developed latent prints will be preserved either by photography or taped lifts, and information will be recorded on the latent print card or photograph. The information on the latent card or photo should include name, personnel number, event number, and location of recovery. For clarification

of the location of recovery, it is recommended that a small diagram of the location of the latent prints be placed on the back of the latent print card. Fingerprint eliminations should be conducted before submitting prints to the Latent Print Detail. All other latent prints recovered by a CSA are then placed in a latent print envelope, the information is filled out, and the latents are attached to the field report to be reviewed by shift supervisors.

VI. DEFINITIONS

<u>Accelerant:</u>	A substance that increases the speed of a reaction.
<u>Accessory:</u>	A person who has knowledge of a violation of law (felony) which has been committed and assists the perpetrator to avoid arrest, trial or punishment.
<u>Accomplice:</u>	An individual who is equally responsible for an offense considered to be a violation of law.
<u>Bore:</u>	The interior of a firearm barrel.
<u>Bracketing:</u>	Taking a series of pictures of the same subject that vary only in exposure.
<u>Breech:</u>	The rear part of a firearm barrel where the cartridge enters.
<u>Caliber:</u>	The diameter of a bullet at its base or of the diameter of the barrel.
<u>Cartridge:</u>	A complete round of firearm ammunition, including bullet, cartridge, case, powder, and primer.
<u>Chain of Custody:</u>	A record of all individuals who have handled or stored the item to guarantee the integrity of the item.
<u>Circumstantial Evidence:</u>	A logical inference from one or more facts which has been established directly.
<u>Class Characteristics:</u>	Characteristics common to a large group of objects.
<u>Corpus Delicti:</u>	Substance of a crime; the essential elements of a violation of law; <u>not</u> a dead human body.
<u>Corroborating Evidence:</u>	Confirmation of further evidence; confirming initial evidence.
<u>Crime Scene:</u>	The location where the crime occurred or where the indication of the crime exists.
<u>Direct Evidence:</u>	That which can be testified to from personal experience and, standing alone, is usually sufficient to establish a fact or major case at issue.

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<u>Evidence:</u>	All the means by which any alleged matter of fact, the truthfulness of which is submitted for investigation, is established or disproved.
<u>Groove:</u>	In firearms, the cut or low-lying portions of a rifle barrel.
<u>Physical Evidence:</u>	A generic term for things and traces found at crime scenes. Weapons, drugs, poisons, impressions, imprints, tool marks, blood, dust, dirt, and other identifying traces not only are amenable to scientific examinations, but also produce in court a dual item of evidence - the testimony of the expert who made the examination and the exhibit itself.
<u>Reagent:</u>	A substance which, because of its characteristic chemical reaction, can be used to examine or identify other substances.
<u>Rifling:</u>	The spiral grooves cut or formed in the bore of a firearm barrel to impart spin to the bullet when it is fired.
<u>Trajectory:</u>	The path of a projectile through space from the time it leaves the muzzle of a gun.

VII. DEPARTMENT RULES

The following are Department procedures, or pertinent portions thereof, which directly relate to the position of Crime Scene Analyst.

A. Section 4/102.05 of the Department Manual, entitled “Protection of Crime Scenes”

This Section of the Department Manual states:

“Members assigned to, or assuming control at, a crime scene shall immediately take steps to apprehend the violator, care for any injured person, detain witnesses, and keep the area or premises secure from intrusion by unauthorized persons. They shall take all necessary steps to maintain the scene without change in appearance or character, and to prevent the destruction, mutilation, concealment, or contamination of any physical evidence.”

B. Section 5/108.14 of the Department Manual, entitled “Firearms Training”

This Section of the Department Manual states, in part:

“All department members required or authorized to carry a firearm are required to participate in the department’s mandatory Firearms/Qualification training program and must demonstrate proficiency with all firearms carried by the department member....”

C. Section 5/206.12 of the Department Manual, entitled “Crime Scene Investigations”

This Section of the Department Manual states, in part:

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“The reasons for conducting crime scene investigations are: to identify, preserve, and collect evidence that tends to prove or disprove that a criminal offense has been committed, and to identify the party or parties responsible...”

PROTECTING THE CRIME SCENE AND RENDERING AID: It is imperative that the first officers to arrive on any crime scene prevent the possibility of contamination or alteration of the crime scene and/or the physical evidence present.

This responsibility includes the removal of all unauthorized persons, including officers, from within the perimeters of the crime scene area. A considerable degree of tact and good judgment must be exercised to avoid alienating or driving away potential witnesses or other persons who may possess information of value to the investigation.

First arriving officers will protect the inner and out perimeter of the crime scene with YELLOW crime scene tape.

At all crime scenes that are a result of a Homicide, Officer Involved Shooting, In-Custody Death, Suspicious Death or the victim has sustained substantial injury which may be the result of a Homicide, RED crime scene tape will also be used to protect the inner perimeter. Responding detectives from Homicide and/or Violent/Major Crimes or Gang Crimes Bureau will be responsible for the placement of the RED crime scene tape. All personnel, regardless of rank, must obtain authorization from the ranking detective to enter the RED crime scene taped area.

Each officer, regardless of rank, at the crime scene must have an investigative need to enter a crime scene or the perimeter of a crime scene prior to its being processed by Crime Scene Analysts. Mere curiosity or “for training purposes” will not suffice as a legitimate reason. Any person, including police personnel, who enters a crime scene or who handles physical evidence is subject to the collection of any variety of exemplars for elimination purposes (DNA buccal swabs, fingerprints, footwear, etc.). A walk-through of a crime scene can be done, only after the scene has been processed by a Crime Scene Analyst and with the approval from the ranking detective.

It is the prime responsibility of the officer first arriving at any crime scene to protect it. It is also of prime importance in crimes against the person involving bodily injury that the first officer on the scene render first aid and/or summon medical assistance.

Crime Scene Analysts are available twenty-four hours a day, and when their immediate services are required, the request should be made through Communications, and the scene protected until the Crime Scene Analyst arrives, ideally within one hour. Response to rural areas will generally be within two hours...

CRIME SCENE EVIDENCE RESPONSIBILITIES: At all crime scenes which Crime Scene Investigations personnel are required to process, the Crime Scene Analyst(s) responding to the scene will properly book and seal all of the evidence at the actual crime scene. Except for Homicide investigations, evidence found at secondary locations will be the responsibility of the finding officer unless it is determined by the Crime Scene Analyst(s) that it would be in the best interest of the case for the Crime Scene Analyst to recover the evidence, or there is a need for special handling. If any of the evidence at the crime scene is physically handled by any officer(s) other than the Crime Scene Analyst(s), those officers will properly book and seal all of the evidence to maintain the chain of custody unless it is determined by the Crime

Scene Analyst(s) that it would be in the best interest of the case for the Crime Scene Analyst to recover the evidence, or there is a need for special handling.

An exception occurs when there are large amounts of evidence. Then it is permissible for any of the investigating officers to assist the Crime Scene Analyst(s) in properly booking and sealing the evidence.

If a Crime Scene Analyst is requested to photograph or process a crime scene of a misdemeanor offense, the investigating officer requesting the service will properly book and seal any evidence.

At crime scenes in which Crime Scene Investigations personnel are not requested, the officer locating the evidence will properly book and seal the evidence. In the event that several officers locate evidence in proximity of one to another, it is acceptable for one officer to book all such items..."

D. Section 5/206.14 of the Department Manual, entitled "Crime Scene Diagramming"

This Section of the Department Manual states:

"Diagrams prepared at the scenes of crimes will include date and time of preparation, name and Personnel number of preparer, direction of North, Event Number, location by address or description, location of evidentiary items, and general features of the scene, including the relationship of geographical landmarks. Precise measurements will be taken and the dimensions listed on the sketch. Sufficient additional information will be recorded so that a scale diagram may be constructed at a future date.

Homicides and Officer Involved Shootings will be diagrammed by Crime Scene Investigations Section personnel and scaled computerized diagrams prepared for the Detective Bureau and/or court presentation, if needed.

At any crime scene where no death has occurred, but is imminent and the probable result of a crime, a diagram may be requested as in the instance of an actual homicide. The Crime Scene Investigations Section will be responsible for providing the diagram.

Generally, all other misdemeanors and felonies, including traffic fatalities, will be diagrammed by the investigating officer(s) assigned."

E. Section 5/209.02 of the Department Manual, entitled "Requests for Crime Scene Processing"

This section of the Department Manual states in part:

RESPONSES IN THE METROPOLITAN AREA

"Crime Scene Investigations Section Crime Scene Analysts respond to felonies, incidents involving death or injury, and certain other incidents for evidence gathering, scene processing, and photography. Those covered herein are the most common and a Crime Scene Analyst may be requested to respond to a scene when the listed criteria are met, and an Incident Report relating to the request is being taken or is on file. Response will not be made just to take insurance photographs.

Abuse/Neglect of Child or Elderly Person

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1. Injuries resulting from physical abuse are to be photographed.
2. Hazardous or inhumane living conditions are to be photographed.

Battery With Substantial Bodily Harm

1. The responding officer may request a Crime Scene Analyst or advise the victim go to the Crime Scene Investigations Section to be photographed (furnishes location and hours of operation) considering the victim's condition, availability of Crime Scene Analyst, time of day, etc.
2. The responding officer may request the Crime Scene Analyst to respond to a medical facility for photographs.

Burglary - Auto (Must meet #1 through #4 AND #5 or #6)

1. Forced entry;
2. Surfaces handled by suspect are conducive to latent prints or DNA recovery;
3. Property taken is identifiable and has the potential for being used in other crimes, such as guns, checks, or credit cards;
4. Request is within 24 hours of report being taken; and
5. Two or more auto burglaries have occurred about the same time and in the same or general area; OR
6. Requestor has direct knowledge of an auto burglary series likely committed by the same suspect(s).

Burglary (Business or Residential)

1. The owner or a responsible person is present; and
2. Areas handled by the suspect are conducive to latent prints or DNA recovery.
3. Areas handled by the suspect not accessed by the public (business).

Grand Larceny

1. Areas handled by the suspect are conducive to latent prints or DNA recovery.
2. Suspect, if known, has not had legal access to the area previously.

Homicide

1. A Crime Scene Analyst Supervisor will be requested to analyze the incident, determine staffing, and supervise and assist the assigned Crime Scene Analysts as necessary.
2. The Crime Scene Investigations Section Director will be notified on multiple homicides, multiple victims not expected to survive, use of force incidents by officers causing death or imminent death, and officer-involved shootings occurring while detaining/arresting suspects.

Recovered Stolen Auto

1. Suspect is in custody and was not taken out of the vehicle by officers; or
2. Vehicle is to be released to the owner at the scene and there is suspect information;
or
3. Vehicle was used in a felony.

Robbery

1. Areas handled by the suspect are conducive to latent prints or DNA recovery.

Shooting into Occupied Structure

1. Bullets lodged in structures needed for evidence can be removed by a Crime Scene Analyst depending upon the severity of the crime.

2. Evidentiary value must be verified as the removal often causes significantly more monetary damage than the bullet holes.

Vandalism

1. Firearm was used; or
2. Damage exceeds \$2,500.

Vehicle Accident

1. Involves fatalities or serious injuries; or
2. LVMPD/government property..."

VIII. NEVADA REVISED STATUTES (NRS)

The following are Nevada State laws or pertinent portions thereof which directly apply to the position of Crime Scene Analyst.

NRS 62H.010, entitled "Fingerprinting or photographing of a child who is in custody; conditions and limitations on use and retention of fingerprints and photographs; penalty."

This statute states, in part:

"(1) The fingerprints of a child must be taken if the child is in custody for an unlawful act that, if committed by an adult, would have been:

(a) A felony, gross misdemeanor or a sexual offense; or

(b) A misdemeanor, and the unlawful act involved:

(1) The use or threatened use of force or violence against the victim; or

(2) The possession, use or threatened use of a firearm or a deadly weapon.

(2) The fingerprints of a child who is in custody but who is not subject to the provisions of subsection 1 may be taken if a law enforcement officer finds latent fingerprints during the investigation of an offense and the officer has reason to believe that the latent fingerprints are those of the child. The officer shall use the fingerprints taken from the child to make an immediate comparison with the latent fingerprints. If the comparison is:

(a) Negative, the fingerprint card and other copies of the fingerprints taken may be immediately destroyed or may be retained for future use.

(b) Positive, the fingerprint card and other copies of the fingerprints:

(1) Must be delivered to the juvenile court for disposition if the child is referred to the juvenile court.

(2) May be immediately destroyed or may be retained for future use if the child is not referred to the juvenile court....

(4) A child who is in custody must be photographed for the purpose of identification. Except as otherwise provided in this subsection, the photographs of the child must be kept in the file pertaining to the child under special security measures which provide that the photographs may be inspected only to conduct criminal investigations and photographic lineups. If the juvenile court subsequently determines that the child is not delinquent, the juvenile court shall order the photographs to be destroyed.

(5) Any person who willfully violates any provision of this section is guilty of a misdemeanor...”

NRS 193.120, entitled “Classification of crimes”

This statute states:

“(1) A crime is an act or omission forbidden by law and punishable upon conviction by death, imprisonment, fine or other penal discipline.

(2) Every crime which may be punished by death or by imprisonment in the state prison is a felony.

(3) Every crime punishable by a fine of not more than \$1,000, or by imprisonment in a county jail for not more than 6 months, is a misdemeanor.

(4) Every other crime is a gross misdemeanor.”