

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 13.01	Effective: 05/12/2020	Supersedes: 11/27/2019	Number of Pages: 3
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CRIME SCENE PROCESSING: CRIME SCENE TECHNICIANS

Crimes Scene Technicians (CSTs) are sworn members assigned to the Operations Division who are responsible for the crime scene search/processing of serious incidents.

A. Crime Scene Technician Duties.

1. Crime Scene Technicians will be assigned to the Operations Division and shall function as patrol officers until such time as they are needed for crime scene processing.
2. CSTs will be responsible for conducting crime scene investigations for those incidents described in subsection 4. The CST will remain at the scene until the crime scene investigation has been completed.
3. At the onset of an incident requiring services, the Crime Scene Technician shall be relieved of all patrol responsibilities until the crime scene investigation is completed and all resulting evidence has been properly packaged and secured.
4. A Crime Scene Technician will routinely be dispatched as a support unit to the following incidents:
 - a. All deaths except traffic fatalities.
 - b. All rapes.
 - c. Serious physical injury assaults.
 - d. All robberies, with the exception of robbery from person that does not involve serious physical injury.
 - e. Burglaries involving major property loss.
 - f. Any scene where there is evidence that requires specialized training or equipment for documentation or collection, i.e., biological fluids, footwear impressions, tire tracks, tool marks, etc.
 - g. Serial property crimes.
5. CSTs will provide assistance to Crime Scene Investigators (CSIs) and Crime Scene Specialists (CSS) at major crime scenes.
6. CSTs will provide technical assistance to any member upon request.
7. CSTs shall follow the accepted procedures for scene documentation and evidence collection, as found in these General Orders, the *Crime Scene Investigation and Evidence Collection SOP*, and other directives.

8. CSTs shall compile a supplemental report containing a detailed description of the scene, the evidence found therein, and what was done at the scene. The report shall also include the initial disposition of the evidence collected, i.e., submitted to the lab, submitted to Forensic Services, turned in to Criminal Evidence, etc.
9. CSTs will be responsible for ensuring they have an adequate supply of the collection materials they are required to maintain.
10. CSTs will be responsible for ensuring that all issued equipment is maintained in good working order.
11. CSTs will be responsible for tracking their CST workload. This will be reported monthly to the Forensic Services Section supervisor, through a form designed for this purpose.

B. CST Staffing.

CSTs should be considered a countywide resource, with CST-related calls receiving priority. This will require cooperation and coordination between districts.

C. Requirements to be a CST.

1. Minimum two (2) years beyond release to solo duty and not currently on probationary status.
2. No more than one (1) written reprimand within the last twelve (12) months.
3. No more than two (2) preventable crashes within the last two (2) years.
4. Supervisor recommendation addressing the following sub-categories:
 - Report Writing
 - Technical Writing
 - Case Preparation
 - Evidence Evaluation
 - Note-taking Ability
 - Observation
 - Scene Processing
 - Technical Equipment
 - Fingerprinting
5. Favorable endorsement by Forensic Services Section supervisor.

D. Selection Process for CSTs.

1. The Academy will announce course dates through a training announcement.

2. Eligible members will submit their request in writing to the Forensic Services Section Director, listing any specialized training or course(s) of study they have completed in the field of forensic science or photography.
3. All requests for consideration will be routed through the eligible member's chain of command.
4. The District Commander, or designee, will provide a recommendation and forward the request to the Forensic Services Section Director.
5. The Forensic Services Section Director, or designee, will provide a final recommendation and forward it through their chain of command to the Administrative Services Bureau Commander.
6. Approval by the Administrative Services Bureau Commander, or designee, with any necessary discussion occurring with the District Commanders.

E. Training for CSTs.

1. Newly appointed CSTs must successfully complete the prescribed course of instruction upon selection.
2. Refresher training will be offered annually. Attendance will be mandatory.
3. CSTs will be given preference for attendance at forensic science training courses offered by local criminal justice academies, the Virginia Department of Forensic Science, and the FBI Academy.