

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
General Order: 13.02	Effective: 06/22/2020	Supersedes: 01/30/2019	Number of Pages: 3
CRIME SCENE PROCESSING: CRIME SCENE INVESTIGATORS/CRIME SCENE SPECIALISTS			

Crime Scene Investigators (CSIs) are sworn members of the Forensic Services Section with specific duties in crime scene search/processing, laboratory recovery of latent fingerprints, and scientific examination of evidence.

Crime Scene Specialists (CSSs) are non-sworn members of the Forensic Services Section with specific duties in crime scene search/processing, laboratory recovery of latent fingerprints, and scientific examination of evidence.

A. Crime Scene Investigator/Specialist Duties.

1. A Crime Scene Investigator/Specialist will routinely be dispatched as a support unit to the following types of incidents:
 - a. All police-involved shootings.
 - b. All homicides.
 - c. Suspicious deaths.
 - d. Deaths when a physician will not sign a death certificate.
 - e. All shootings or life-threatening physical assaults.
 - f. Robberies where the CST is unable to perform the crime scene search or processing.
 - g. Serial crimes.
 - h. Civil disturbances.
 - i. Crime scenes where the trajectory of a projectile needs to be determined.
 - j. Any major crime scene that requires advanced training for the required processing.
 - k. Unusual events/incidents upon request.

2. When requested, Crime Scene Investigators/Specialists shall respond to scenes without unnecessary delay.
 - a. Should a Crime Scene Investigator/Specialist not be on duty, one may be called in at the request of the CID Commander or designee.
 - b. When possible, all responses by a Crime Scene Investigator/Specialist shall be made within one (1) hour of the reporting of the incident. When necessary, specific instructions concerning scene security and procedures will be provided to the responding Investigator/Specialist.
 - c. The Forensic Services Section supervisor will be contacted when questions arise as to the need for a response by a Crime Scene Investigator/Specialist.

3. CSIs/CSSs will provide technical assistance to any member upon request.
4. CSIs/CSSs shall follow the accepted procedures for scene documentation and evidence collection as found in General Orders, the *Crime Scene Investigation and Evidence Collection SOP*, and other directives.
5. CSIs/CSSs 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 the Criminal Evidence Section, etc. Copies of completed reports will be submitted to the Forensic Services Section supervisor for review.
6. CSIs/CSSs will be responsible for ensuring that an adequate supply of collection materials is maintained.
7. CSIs/CSSs will be responsible for ensuring that all issued equipment is maintained in good working order.

B. Requirements and Selection Process for Crime Scene Investigators.

1. The applicant must apply for the position and have at least three (3) years experience as a police officer and be a certified CST at the time of selection. An advanced degree in forensics or other natural science may be substituted for experience.
2. The Chief of Police will solicit requests from interested members through a position vacancy announcement.
3. Eligible members will submit their request in writing to the Chief of Police, listing any specialized training or course(s) of study they have completed in the field of forensic science or photography.
4. All requests for consideration will be routed through the eligible member's chain of command.
5. Eligible applicants will be interviewed by a panel consisting of and formed by the Forensic Services Section supervisor.
6. The Forensic Services Section supervisor will provide a recommendation and forward the request to the Chief of Police through the chain of command.
7. Approval by the Chief of Police.

C. Training.

1. Crime Scene Investigators/Specialists shall be given priority on attendance at schools available to the Department that relate to photography or forensic science.

2. Individual training programs will be established for Crime Scene Investigators/Specialists to develop skills and expertise.
3. Crime Scene Investigators/Specialists will have priority on attendance at the Virginia Forensic Science Academy.