

Brookings County  
**Travel / Education Request Form**

Name(s): Jeff Conrad

Department: Sheriffs Office Position(s): Deputy Sheriff

Date(s)	Beginning Odometer	Ending Odometer	Destination
06/24/19-06/28/19			Brookings, SD

Reason for Travel:  
Crime Scene Operations Course


Passengers:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ Miles @ \$ \_\_\_\_\_ /per mile = \$ \_\_\_\_\_
- Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0  
0 Lunch(s) @ \$ 11.00 = \$ 0  
0 Dinner(s) @ \$ 15.00 = \$ 0
- Additional Expenses (taxi, parking, etc.):  
 Please list: \_\_\_\_\_ = \$ 0
- Lodging (Estimated number of nights): \_\_\_\_\_ = \$ 0
- Registration (Estimated cost): \$25.00 = \$ 25.00

**Total Cost Estimate:** = \$ \_\_\_\_\_

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
 Department Head Signature

5-14-19  
 Date

Greetings,

The Brookings Police Department will be Hosting instructors from The University of Tennessee, Law enforcement Innovation Center, Institute for Public Service for a Crime Scene Operations Course **June 24<sup>th</sup> – 28, 2019** here at the Brookings Police Department.

**The following is the course description**

**Crime Scene Operations (40 Hour)**

This course is designed to teach crime scene investigation techniques. This hands-on training program offers both sworn and non-sworn crime scene investigators and technicians access to forensic evidence identification, documentation, collection, and preservation procedures. During this 40-hour block of instruction, participants receive hands-on training in the areas of DNA evidence, fingerprinting, field presumptive testing, photography, evidence collection and packaging, fundamentals of shooting scene, documentation, crime scene sketching, and more. This introductory level course blends facilitated learning and lecture periods with mock crime scenes and provides a safe and effective training environment for crime scene personnel. This training is facilitated by current instructors at the National Forensic Academy.

**\*\*Participants must be employed by a law enforcement or forensic organization.\*\***

**\*\* The total cost of the training is \$25.00 per student paid directly to the Brookings Police Department\*\***

If you have any further questions please feel free to contact me, Drew Garry 605-696-5310.



## Law Enforcement Innovation Center INSTITUTE FOR PUBLIC SERVICE

Below are the host requirements for the *Crime Scene Operations* course. It is imperative that each requirement be met in order to maintain the high standards that have been established by the Law Enforcement Innovation Center. However, we understand that each facility is unique and we are flexible in meeting these requirements.

### Training Requirements:

- A training facility that will hold up to 28 students, including up to four facilitators, for the lecture part of the training (i.e. a classroom). The same room should be reserved for the **entire week**.
- One additional room of equal or larger size with tables for practical exercises, and supplies, also for **the entire week**. A hallway or common area (vehicle bay) is also sufficient provided we will not be in anyone's way. This course is very hands-on and there are many practical exercises that this area will be used for. We also use real human blood throughout the week in our scenes and one hands-on exercise. We are careful not to contaminate anything, but need to make the host aware. If there are any special "biohazard" procedures we need to know about for clean up, please let us know.
- We also ask for smaller rooms that can be used as "mock" crime scenes. We need space to set up 6-7 mock scenes for the entire week. We can use open, empty rooms, offices, cubicle space, etc. We can make a large room into 2-3 scenes if needed, so long as participants have room to work. We are flexible. We can make just about any room work for our scenes – we just need the space.
- Audio visual equipment (i.e. LCD projector, screen, computer to run PowerPoint, whiteboard or flipchart & markers) for the lecture portion of the training.
- Each participant is encouraged to bring a D-SLR camera to gain the most from this training. If a D-SLR camera is not available then they should bring whatever camera they would use in the field. It is strongly encouraged that participants have a D-SLR camera for any crime scene photography work, given the limitations of point-and-shoot cameras.


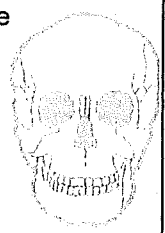
### The LEIC will provide:

- Instructor Fees
- On-site Coordinator
- Lodging, per diem and mileage or airfare for instructors and coordinator
- All training supplies
- All course materials

If you feel as though your agency is willing to meet the requirements, and you are still interested in hosting the training, please contact us so we can begin scheduling. We look forward to working with you in the future. Please let us know if you have any questions.



**University of Tennessee Law enforcement innovation Center**  
**Crime Scene Operations Course**  
**Training Schedule**  
**2019 Schedule Outline**

DATE DAY	Monday June 24	Tuesday June 25	Wednesday June 26	Thursday June 27	Friday
<b>TIME</b>					
0800---	<b>Module 1 – Course</b> Introduction & overview, administrative matters, pretest Anselment  <b>Module 2 –</b> Approaching the Scene Anselment  <b>Module 3 –</b> Securing and Protecting the Scene Anselment /Schade	Review Narratives  <b>Module 6 –</b> Photography Anselment  <b>Breakout Activity:</b> Photography practical Schade  	<b>Module 6 –</b> Photography Anselment  <b>Breakout Activity:</b> Photography Stations - Macro Schade  	<b>Module 9 –</b> Latent Print Development  <b>Breakout Activity:</b> Practice dusting and lifting latent prints All	<b>Module 11 –</b> Evidence Packaging, Final Survey and Release of the Crime Scene Schade  <b>Breakout Activity:</b> The Stain Game and DNA collection Anselment  <b>Release to Crime            Scene</b>
0830--					
0900---					
0930--					
1000---					
1030--					
1100---					
1130--					
1200---	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
1300---	<b>Module 4 –</b> Preliminary Survey Anselment /Schade  <b>Module 5 – Crime</b> Scene Documentation Anselment /Schade  <b>Breakout Activity:</b> Preparing a Narrative Anselment	<b>Module 6 –</b> Photography Anselment  <b>Breakout Activity:</b> Photography Stations – Impression Evidence Schade	<b>Module 7 -</b> Diagramming & Sketching Schade  <b>Demonstration of</b> various diagramming techniques  <b>Module 8 –</b> Fingerprint Identification Anselment /Schade  <b>Breakout Activity:</b> Find the Matching Prints	<b>Module 10 –</b> Bloodstain Pattern Analysis  <b>Breakout</b> <b>Activities &amp;</b> <b>Demonstrations</b> Bluestar, Bloodstain Patterns, searching of the crime scene Anselment /Schade	<b>Begin Group</b> <b>presentations</b>  <b>Course summary,</b> <b>evaluations</b>
1330--					
1400---					
1430--					
1500---					
1530--					
1600---					
1630--					
1700---					