

## 7 S's of Crime Scene Investigation

1. Secure the scene
2. Separate witnesses
3. Scan the scene - where is the evidence, where should you take photos
4. See the scene - take photos - long range (whole scene), midrange, close ups (w & w/o rulers)
5. Sketch the scene
6. Secure & collect evidence - must include description of evidence, names of suspect(s) & victim(s), date & time of recovery, signature of person collecting evidence, signatures of

## Crime Scene Investigation and Report

### 1. Note Takers

- a. Notes typed and printed out or neatly written in blue or black ink

### 2. Photographer

- a. Email crime scene photos to Mrs. Harris at [kara.harris@cobbk12.org](mailto:kara.harris@cobbk12.org)
- b. Photo log – a typed, or neatly written in blue or black ink, chronological list of all the photos taken with descriptions.
- c. Starting with overview pictures, the midrange, then close ups with and without markers

### 3. Lead Investigator

- a. Takes their own notes and directs who can enter and leave the scene to complete their job. Notes are either typed or handwritten in blue or black ink.
- b. Receives all packaged evidence, signs the chain of custody log and turns in all evidence to Mrs. Harris

### 4. Evidence Collectors

- a. Place evidence markers by evidence for photographers.
- b. When directed, collects and packages evidence. Making sure to seal all packages with tape and fill out evidence tags.
- c. Hands all evidence to the lead investigator

### 5. Sketch Artist

- a. Creates a rough sketch of the scene today with accurate measurements.
- b. Create a finished sketch at home.



## At Crime Scene

1. Team Lead - directs team members on what to do & when, gathers all packaged evidence in gallon-sized bag to turn in, & is last person to sign the chain of custody forms. Fills out notes on who, & when you gave directions & what the directions are. Give gallon baggie to me.
2. Evidence Tech - locate evidence & place evidence markers next to it.
3. Note-Takers - take notes on everything that happens, include descriptions of evidence, time of collect and who collected it. Describe the scene and all personnel there.
4. Photographer - take 4 types of pictures & list all pictures taken w/ a description. Give to team lead
  - (1) whole scene
  - (2) mid-shots to show evidence in scene
  - (3) close ups of evidence
  - (4) close ups of evidence w/ rulers to show scale
5. Sketch Artist - create a rough sketch of the scene, use accurate measurements. Remember to triangulate the evidence from 2 fixed points
6. Evidence tech - collect & package evidence. Seal bags with tape & your name written across tape. Fill out evidence tags & attach it to each piece of evidence. Give all evidence to lead.
7. Clean up but leave tape in position!

After crime scene Due: Fri., 1/24

1. Note-takers - type up notes & print them. Give to Team lead
2. Photographer - e-mail pics to [kara.harris@cobbk12.org](mailto:kara.harris@cobbk12.org)
3. Sketch Artist - use graph paper to draw a finished sketch. Give rough & finished sketches to team lead.
4. Team Lead - type up your notes, gather paperwork from your team, staple it all together, make sure everyone's name is on it & turn it in to me by Fri., 1/24.