

Chief Investigator: Chase - Your Duties -----

You are in charge of organizing the team(s) to process the crime scene.

It is your job to oversee the entire team and make sure things go smoothly and efficiently and that the processing of the crime scene follows certain guidelines (I will work with you on these guidelines as the process takes place).

You will need to form the following 3 teams:

Reporting squad: _____ & _____

They will work closely with you and vice versa.

They will be responsible for logging all events and the time in which each event occurs. This information will be transferred to a typed report that they create (perhaps one might hand write the log of events while the other generates a typed report [with legal header]. They should record their entries as information funnels in from the others.

Physical Detail squad: _____ (lead), _____, and _____

They will sketch the crime scene and measure main physical features, coordinates, and conditions (e.g., temp, weather).

Evidence Collection squad: _____ (lead) and _____.

They are responsible for labeling artifacts (exhibit A, exhibit B, etc., in the court room) and packaging them for transfer. One should keep track of the letter system, labeling, and assisting the photographer in collecting pictures of each item.

At the end of the processed crime scene the following things should be accomplished.

1. A hand written events log (including times and people involved).
2. A formal report (softcopy) should be completed.
3. Pictures including assigned letters and descriptions of each piece of evidence taken and uploaded to file (softcopy) and transcribed on lab report.
4. All evidence collected, packaged and ready to send out to appropriate authorities.
5. A sketch showing all measurements of physical features of crime scene.

The team will gather for a briefing events after the crime scene has been processed.

Reporting squad:

One squad member is responsible for logging all events and time of events that will be transferred to a report, produced by another squad member (one individual hand writes the **crime scene log** of events and works as a “go-between” while the other types up a soft copy crime scene report as information funnels in from the logger of events.

All members report to the chief investigator when done.

Physical Detail squad:

One squad member is responsible for sketching the crime scene and logging the measurements given by squad members that measure the main physical features, find the coordinates, and conditions (e.g., temp, weather).

Two other squad members are responsible for measuring the main physical outline of the crime scene, finding the coordinates and the environmental conditions at this time.

All members report to the chief investigator when done.

Evidence Collection squad:

One of you are responsible for labeling artifacts (exhibit A, exhibit B, etc., in the court room). Another squad member will keep track of the letter system, labeling, and assisting the photographer in collecting pictures of each artifact.

Another Investigator should be responsible for taking pictures of each piece of evidence at various angles and details.

Someone should also collect and package the evidence according to forensic protocol.

All members report to the chief investigator when done.