

TN.DOE.CJ2 13) Compare and contrast interrogation techniques used by law enforcement personnel. Demonstrate in a role-play scenario interrogation techniques such as rapport building, questioning, and documenting the interviews and interrogations while maintaining the constitutional rights of suspects and victims.

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Standard 13

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C J II Investigations

- 1. Documentation is vital throughout an investigation.
- 2. Most people who go into law enforcement are amazed at the amount of paperwork and writing that is required, as much as 70% of investigators job is consumed by these functions.

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C J II Investigations

- 3. Investigate notes are a permanent written record of the facts of a case to be used in further investigation, in writing reports, and in prosecuting cases.
- 4. Note taking and report writing are often regarded as unpleasant, boring tasks. Yet no duty is more important. Detailed notes can make or break a case.

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C J II Investigations

- 5. Start taking notes as soon as possible after receiving a call to respond and continue recording information as it is received throughout the investigation.
- 6. If possible, have people who give you information take time to write a statement in their own handwriting. This avoids the possibility that they made later claim that they did not make a statement or were misunderstood or misquoted.

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C J II Investigations

- 7. Enter general information first:
 - a) the time and date of the call,
 - b) location, officers assigned and
 - c) arrival time at the scene.

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C J II Investigations

- 8. Record all information that helps to answer the questions who, what, where, when, how, and why.
- 9. Make notes that describe the physical scene, including general weather and lighting conditions.

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C J II Investigations

- 10. Record everything you observe in the overall scene.
- 11. Record complete and accurate information regarding all photographs taken at the scene.

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C J II Investigations

- 12. As the search is conducted, record the location and description of evidence and its preservation.
- 13. Record information to identify the type of crime and what was said and by whom. Include the name, address and phone number of every person present at the scene and all witnesses.

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C J II Investigations

- 14. The amount of notes taken depends on:
 - a) the type of offense,
 - b the conditions of the case,
 - c) your attitude and ability and
 - d) the number of other officers assigned to the case.

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C J II Investigations

- 15. If in doubt about whether to include a specific detail, record it. As noted in the Federal Bureau of Investigation "Handbook Of Forensic Services", "Nothing is to insignificant to record if it catches one's attention."
- 16. Use a notebook to record all facts observed and learned during an investigation.

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C J II Investigations

- 17. In addition to the notebook, always carry pens and pencils. Use a pen for most notes because ink is permanent. You may want to use pencil for rough sketches that require minor corrections as you sketch.

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How To Take Notes

- 18. Note taking is an acquired skill. Time does not permit a verbatim transcript. Learn to select key facts and record them in abbreviated form.
- 19. Write brief, legible abbreviated notes that others can understand.

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C J II Investigations

- 20. Whenever possible, use standard abbreviations such as mph, DWI, Ave. Do not, however, devise your own shorthand.
- 21. Effective notes describe the scene and the events well enough to enable a prosecutor, a judge or jury to visualize.

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C J II Investigations

- 22. Effective notes are complete, accurate, specific, factual, clear, well organized and legible.
- 22a. The basic purpose of notes is to record the facts of a case.

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C J II Investigations

- 23. The use of notes in court is probably their most important legal application. Notes give you an advantage because others rarely make a written notes and therefore must testify from memory.

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Investigative Photography: An Overview

- 24. The picture is, indeed, worth a thousand words, and investigative photographs and videotapes are essential to proper crime scene documentation.
- 25. Photos and video taken immediately, using proper techniques to reproduce the entire crime scene, provide a factual record of high evidentiary value.

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Investigative Photography: An Overview

- 26. Do not touch or move any evidence until pictures and video have been taken of the general area and all evidence.
- 27. Videotape is now well established as an investigative tool.

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Investigative Photography: An Overview

- 28. One advantage of photographs is that they can be taken immediately, an important factor in bad weather or when many people present.
- 29. Another obvious advantage of a crime scene photographs is that they accurately represent the crime scene in court. The effect of pictures on a jury cannot be overstated.
- 30. Photographs are highly effective visual aids that corroborate the facts presented.

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Investigative Photography: An Overview

- 31. The advantages of photographs:
 - a) they can be taken immediately,
 - b) accurately represent the crime scene and evidence,
 - c) create interest and increase attention to testimony

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Investigative Photography: An Overview

- 32. The disadvantages of photographs:
 - a) they are not selective,
 - b) do not show actual distances and
 - c) may be distorted and damaged by mechanical errors in shooting or processing

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Investigative Photography: An Overview

- 33. Advantages of videos:
 - a) they can be viewed immediately,
 - b) accurately represent the crime scene and evidence,
 - c) are able to show distance more clearly than photographs,
 - d) have sound capability to more fully document what is being seen
 - e) Are cost effective

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Investigative Photography: An Overview

- 34. Disadvantages of videos:
 - a) many people mistakenly believe that no training in videotaping is necessary,
 - b) which leads to poor video quality and
 - c) a diminished value in the videos documentation of the crime scene

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Investigative Photography: An Overview

- 35. Crime scene photographer uses both common and special function cameras and equipment, depending on the crime investigated and the investigators preferences.
- 36. First and foremost in the photographers arsenal of equipment must be a good camera bag or case. Also, a high quality, sturdy tripod is essential equipment

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Investigative Photography: An Overview

- 37. Versatile 35 MM SLR film cameras provide negatives for enlargements.
- 38. Single use cameras are another option for the first officer on a crime scene. Instant print cameras such as those made by a Polaroid and Impulse provide pictures at low cost per image.

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Investigative Photography: An Overview

- 39. Digital cameras also provide instant verification of a photos quality.

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Investigative Photography: An Overview

- 40. The benefits of digital photography are:
 - a) clear, high quality images;
 - b) instant feedback and access to photos;
 - c) the ability to keep imaging services in house
 - d) lower ongoing costs.

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Investigative Photography: An Overview

- 41. Press cameras provide excellent photographs of a general scene as well as of smaller areas or small pieces of evidence.
- 42. Fingerprint cameras are specially constructed to take pictures of fingerprints without distortion. This camera can also photographed trace evidence such as blood stains and tool marks.

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Investigative Photography: An Overview

- 43. Video cameras are used to record alleged bribery, payoffs, and narcotics buys.
- 44. A major advance is the ability of computer software to stitch together digital photos of 180 degrees or more to create one 360 degree photo, a panoramic view of a crime scene that is interactive, allowing viewers, including the jury members, to walk through it as though they were there. This type of 360 photographic view is called immersive imaging.

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Training In And Using Investigative Photography

- 45. As with other types of crime scene processing techniques, proper training in the use of digital equipment is essential. Digital technology brings with it a new language and application skill set for investigators to learn.
- 46. One of the most basic terms used when discussing digital photography is resolution, which refers to the fineness of image detail captured with a camera, displayed on a monitor or printed on paper.

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Training In And Using Investigative Photography

- 47. High resolution produces a sharper image; low resolution a blurrier image.
- 48. Resolution is commonly quantified by pixels. A pixel is the smallest unit of a digital image, generally a dot within the image.

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Training In And Using Investigative Photography

- 49. One megapixel is about one million dots. The more dots, the larger the image can be made without losing resolution quality.
- 50. However, resolution of computer monitors and printers, referred to as output devices, are given in pixels per inch, or PPI.

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Training In And Using Investigative Photography

- 51. Both types of resolution must be factored in when taking digital photographs because both affect the final size and quality of the image.
- 52. An understanding of resolution is critical for investigators who use digital cameras to document a crime scene because resolution affects every aspect of digital imaging.

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Training In And Using Investigative Photography

- 53. The Handbook of Forensic Services recommends photographing the crime scene as soon as possible and photographing the most fragile areas of the crime scene first.
- 54. Take sufficient photographs or videotape to reconstruct the entire scene. This usually requires a series of shots, notably of the entrance point, the crime commission area and the exit point.

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Training In And Using Investigative Photography

- 55. The initial photographs showing the entire crime scene should use a technique called overlapping. Photograph the scene clockwise and take the first picture with a specific object on the right.
- 56. For the second photo, make sure the same object is on the left side of the photograph. Continue in this way until you have a covered the entire scene.

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Training In And Using Investigative Photography

- 57. First, photograph of the general area, then specific areas and finally specific objects of evidence.

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Training In And Using Investigative Photography

- 58. The following progression of shots or video will reconstruct the commission of a crime:
 - a) take long range shots of the locality, points of ingress and egress, normal entry to the property and buildings and grounds and street signs or other identifiable structures that will establish location.
 - b) take medium range shots of the immediate crime scene and the location of objects of evidence within the area or room.
 - c) take close range shots of specific evidence such as hairs, fibers, foot prints in blood stains.

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Training In And Using Investigative Photography

- 59. Such close range shots usually include a marker, sometimes called a scale. A marker is anything used in a picture to show accurate or relative size. It is usually a ruler, but it can be some of the object of a known size.
- 60. As noted in the description of digital cameras, photographs of injuries can increase convictions.

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Training In And Using Investigative Photography

- 61. Generally, it's best to start with overall photographs and then take closer, more detailed pictures.
- 62. One photo should be taken without a marker, and a second taken with a marker.

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Training In And Using Investigative Photography

- 63. Take photographs and videos before anything is disturbed. Avoid inaccuracies and distortions.
- 64. Checklists are a critical aspect of the law enforcement function, especially when it comes to crime scene photography.

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Types Of Investigative Photography

- 65. Surveillance photography establishes the identity of a subject or records criminal behavior without the photographers' presence being known to the subject.
- 66. Surveillance photography is often called trap photography because the photos prove that an incident occurred and can help identify suspects and weapons.

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Training In And Using Investigative Photography

- 67. These photos corroborate witness testimony and identification. The fact that the photos exist often induces guilty pleas without court appearances, thus saving investigators' time.
- 68. Surveillance photography can also be a crime prevention and detection tool.

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Training In And Using Investigative Photography

- 69. Investigators often use aerial photography to cover extensive areas.
- 70. Geographical information systems (GIS) technology is now enhancing the aerial views of crime scenes by providing background information about specific crime scenes.

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Training In And Using Investigative Photography

- 71. Taking pictures at night presents special problems, particularly that of illuminating the scene. Adequate light can be obtained by increasing exposure time, using a photo flash for small areas and a flash series for larger areas or using floodlights.
- 72. Sometimes objects are photographed in a laboratory with special equipment that is too large, delicate or expensive to use in the field.

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Training In And Using Investigative Photography

- 73. Microphotography takes pictures through a microscope and can help identify minute particles of evidence such as hairs or fibers.
- 74. In contrast, macro photography enlarges a subject. For example, a fingerprint or tool mark can be greatly enlarged to show the details of ridges or striations.

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Training In And Using Investigative Photography

- 75. Laser beam photography can reveal evidence indiscernible to the naked eye. For example, it can reveal the outline of a footprint in a carpet, even though the fibers have returned to normal position.
- 76. Ultraviolet light photography uses the low end of the color spectrum, which is invisible to human sight, to make visible impressions of bruises and injuries long after their actual occurrence.

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Training In And Using Investigative Photography

- 77. Although investigators seldom take mug shots themselves, these photographs are often significant in criminal investigations.
- 78. Mug shots originate in 19th century France when Alphonse Bertillon develop a method of identification that used an extensive system of measurements to describe people.

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Training In And Using Investigative Photography

- 79. The pictures of people in police custody were kept in department files for identification became known as mug shots. Gathered in files and displayed in groups, they were called a rogues' gallery.

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Identifying, Filing And Maintaining the Security Of Evidence

- 80. In field notes, the photographs taken should be dated and numbered in sequence.
- 81. The photo should also be marked like any other evidence relating to the crime scene using a procedure called backing. This includes writing on the back of a photo your initials, the date photo was taken, and what the photo depicts and the direction of north.

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Training In And Using Investigative Photography

- 82. Record the chain of custody of the film and photographs in the field notes or in a special file.
- 83. Mark and identify the film as it is removed from the camera. Each time the film changes possession, record the name of the person accepting it.

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Training In And Using Investigative Photography

- 84. Photographs must be taken under certain conditions and must meet specific criteria to be admissible in court..Photographs must be:
 - a) material
 - b) relevant
 - c) competent
 - d) accurate
 - e) free from distortion
 - f) non inflammatory

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Training In And Using Investigative Photography

- 85. A material photograph relates to a specific case and subject.
- 86. A relevant photograph helps explain testimony.
- 87. A competent photograph accurately represents what it purports to represent, is properly identified and is properly placed in the chain of evidence and secured until court presentation.

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Training In And Using Investigative Photography

- 88. To overcome defense challenges that a digital image was altered or otherwise tampered with, investigators must rigorously maintain a chain of custody and use techniques that safeguard the authenticity of their photographs.
- 89. Image authentication is providing proof that the image introduced into evidence is the same image taken at the crime scene. This can be done through the testimony of a photographer, other persons present when the photo was taken, and/or the use of authentication software.

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Crime Scene Sketches: An Overview

- 90. Investigators scene sketch can be more descriptive than hundreds of words and is often a supremely important investigative aid.

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Crime Scene Sketches: An Overview

- 91. Crime scene sketch:
 - a) accurately portrays the physical facts
 - b) relates to the sequence of events at the scene
 - c) establishes the precise location and relationship of objects and evidence at the scene

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Crime Scene Sketches: An Overview

- d) helps create a mental picture of the scene for those not present
- e) is a permanent record of the scene
- f) is usually admissible in court

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Crime Scene Sketches: An Overview

- 92. The crime scene sketch assists in:
 - a) interviewing and interrogating people
 - b) preparing the investigative report
 - c) presenting the case in court

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Crime Scene Sketches: An Overview

- 93. The sketch supplements photographs, notes, plaster casts and other investigative techniques.
- 94. The most common types of sketches of those drawn at the crime scene, are called rough sketches, and those completed later by an investigator or draft are called scale (or finished) drawings.

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Crime Scene Sketches: An Overview

- 95. A rough sketch is the pencil drawn outline of the scene and the location of objects and evidence within this outline. It is not usually drawn to scale, although distances are measured and entered in the appropriate locations.
- 96. Sketch all serious crime and crash scenes after photographs are taken and before anything is moved. Sketch the entire scene, the objects and the evidence.

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Crime Scene Sketches: An Overview

- 97. Materials need for rough sketches should be assembled and placed in their own kit or in the crime scene investigation kit.
- 98. Paper of any type will do, but plain white or graph paper is best.

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Steps In Sketching Crime Scene

- 99. Once photographs have been taken and other priority steps in the preliminary investigation performed, you can begin sketching the crime scene.

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Steps In Sketching Crime Scene

- 100. To sketch a crime scene:
 - 1) observe and plan
 - 2) measure distances and outline the area
 - 3) plot objects and evidence within the outline
 - 4) take notes and record details
 - 5) identify the sketch with a legend and a scale
 - 6) reassess the sketch

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Steps In Sketching Crime Scene

- 101. Before starting the sketch, observe the scene as many times as you need to feel comfortable with it. Plan in advance how to precede in an organized way to avoid destruction of evidence.
- 102. The size of the area determines how many sketches you make.

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Steps In Sketching Crime Scene

- 103. The overview also helps you determine where to start sketching and measuring. If the scene is a room, stand in the doorway and start the sketch there. Then continue clockwise or counterclockwise. The photographs, sketch and search are all made in the same direction.

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Steps In Sketching Crime Scene

- 104. All measurements must be accurate. Do not estimate distances or use paces or shoe length measurements. Do not move any objects while measuring.
- 105. Do not measure from movable objects. Used fixed locations such as walls, trees, telephone poles, building corners, curbs and so on.
- 106. Measure wall to wall and not baseboard to baseboard.

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Steps In Sketching Crime Scene

- 107. Once the outside measurements have been made, sketch the outline, maintaining some distance ratio.
- 108. Use the longest measurement first and orient the sketch paper to this distance, positioning the sketch so that north is toward the top of the paper.

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Steps In Sketching Crime Scene

- 109. Determine the scale by taking the longest measurement at the scene and dividing it by the longest measurement of the paper used for sketching.
- 110. Graph paper makes it easier to draw to scale.

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Steps In Sketching Crime Scene

- 111. Next measure and sketch the doors and windows. Record their measurements and indicate whether the doors open in or out.
- 112 Sketch the location of the physical objects within the perimeter.

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Steps In Sketching Crime Scene

- 113. Use numbers to designate objects and letters to designate evidence.
- 114. Use exact measurements to show the location of evidence within the room and in relation to all other objects.

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Steps In Sketching Crime Scene

- 115. Plotting methods are used to locate objects and evidence on the sketch. These methods include the use of:
 - a) rectangular coordinates,
 - b) a baseline,
 - c) triangulation and compass points.

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Steps In Sketching Crime Scene

- 116. To plot objects and evidence accurately, determine fixed points from which to measure.
- 117. The rectangular coordinate method is a common way to locate objects and evidence in a room. The rectangular coordinate method uses two adjacent walls as fixed points from which distances are measured at right angles.

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Steps In Sketching Crime Scene

- 118. Another way to measure by coordinates is to run a baseline from one fixed point to another. The baseline method establishes a straight line from one fixed point to another, from which measurements are taken at right angles.
- 119. Triangulation is commonly used in outdoor scenes, but can also be used indoors. Triangulation uses straight lines measures from two fixed objects to the evidence to create a triangle with the evidence in the angle formed by the two straight lines.

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Steps In Sketching Crime Scene

- 120. The degree of the angle formed at the location of the object or evidence can be in be measured with a protractor.
- 121. Always select the best fixed points possible, with emphasis on their permanence.

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Steps In Sketching Crime Scene

- 122. The compass point methods uses a protractor to measure the angle formed by two lines.
- 123. For some interior crime scenes, it is useful to show the relationship between evidence on the floors and walls. A cross projection sketch presents the floor and walls as though they were one surface.

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Steps In Sketching Crime Scene

- 124. Objects of evidence on both the floor and the walls can be measured to show their relationship on a single plane.
- 125. Prepare a legend containing the case number, type of crime, name of the victim or complainant, location, date, time, investigator, any one assisting, scale of the sketch, direction of north and the name of the person making the sketch.

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Steps In Sketching Crime Scene

- 126. Before leaving the scene, make sure you have recorded everything you need on the sketch. Make sure nothing has been overlooked or incorrectly diagramed.
- 127. Place the rough sketch in a secure file. It is a permanent record for all future investigations of the crime.
- Keep the rough sketch in its original form even after the scale drawing is completed because it may be needed for testifying.

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Steps In Sketching Crime Scene

- 128. The finished scale drawing is done in ink on a good grade a paper and is drawn to scale, using exact measurements.
- 129. The artistic refinements of the scale drawing do not permit it to be made at the crime scene. Instead, the scale drawing is made at the police station by the investigator or by a drafter.

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Steps In Sketching Crime Scene

- 130. The finished drawing can be simple or complex, but it must represent the actual distances, objects and evidence contained in the rough sketch.
- 131. Benefits of computer aided design (CAD) programs, alternately called computer assisted drafting programs, include their accuracy, repeatability, and simplicity.

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Steps In Sketching Crime Scene

- 132. As with all other evidence, the investigator must be prepared to testify about the information contained in the sketch, the conditions under which it was made and the process used to construct it.
- 133. An admissible sketch is drawn and personally witnessed by an investigator and accurately portrays a crime scene.

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Steps In Sketching Crime Scene

- 134. A scale drawing also is admissible if the investigating officer drew it or approved it after it was drawn and if it accurately represents the rough sketch. The rough sketch must remain available as evidence.

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