


AURORA POLICE DEPARTMENT DIRECTIVES MANUAL

06.17	Title: OFFICER-CSI PROGRAM	
	Approved By: Nick Metz, Chief of Police	
	Effective: 03/12/2010	Revised: 07/17/2019
	Associated Policy: DM 15.15	
	Replaces previous 06.17 Latent Print Processing by Officers	
Review: CSU Supervisor		Duty Honor Integrity
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6.17 OFFICER-CSI PROGRAM

6.17.1 Purpose

The purpose of this directive is to create and define the Officer-CSI Program within the Aurora Police Department. This directive outlines the processes for selection, training, certification and expectations of officers and agents who are chosen for the program.

6.17.2 Selection

As needed, the APD Crime Scene Unit (CSU) will solicit volunteers from the ranks of officer and agent for inclusion in the Officer-CSI Program. Those officers and agents who wish to volunteer must seek the approval of their supervisor before they will be accepted into the program as candidates. Prior to submitting a volunteer for approval, a supervisor should ensure the member possesses a strong attention to detail and a willingness to assist others in the processing of crime scenes. Final approval for acceptance into the program will be made by the CSU lieutenant or his/her designee.

6.17.3 Training

Once selected, Officer-CSI candidates will attend a two-day training course. This training will include classroom and hands-on training in the areas of collecting latent fingerprints, DNA (including blood) collection, photographic evidence, and the collection of video surveillance evidence. Additionally, candidates will be given advanced training in general evidence collection, report writing, and Versadex entry. Officer-CSI candidates must complete the course of study and pass both a written test and practical exam before they are permitted to process scenes. Crime Scene Unit staff will closely monitor the first ten (10) crime scenes processed by the candidate, one of which must be a simple burglary, as a part of the practical exam. After successfully processing ten (10) crime scenes (as determined and documented by CSU personnel) the candidate will receive his/her certification by the CSU. After certification, the Officer-CSI will be authorized to wear a "CSI" uniform pin issued by CSU for as long as he/she maintains his/her certification status.

The training program will be developed and maintained by CSU. Training will be conducted by certified Crime Scene Investigators of the APD CSU. The curriculum will be evaluated annually by the CSU to ensure it complies with industry standards and best practices.

There will be refresher training for the certified officers as needed and will be scheduled by the CSU.

For those officers already certified to collect latent prints under the previous program, they may apply to attend only that portion necessary to complete full certification as an Officer-CSI. This will entitle the member to be issued the updated CSI kit as well as the option to wear the "CSI" uniform pin.

Priority for training will be given to officers and agents working in a patrol capacity. Officers and agents assigned to investigations will be allowed to attend the training based on openings not filled by members of patrol. Supervisors may also be allowed to attend the training only after all officers and agents have been accommodated and seats are still available.

Once a volunteer candidate completes the training, he/she will be expected to make themselves available to assist patrol when CSU is not available, when the crime is of a minor nature, or the skills needed to process a particular scene does not exceed those of the Officer-CSI.

6.17.4 Report Writing

The Officer-CSI will indicate in his/her report whether or not latent fingerprints and/or possible DNA were located in the crime scene and if located, where they were located. If no search for latent fingerprints was made, the reason will be documented. The officer will note what photographs were taken and whether or not video surveillance was collected from the scene. Notation will be made in the officer's report on the disposition of the latent lifts, DNA swabs, video surveillance, and/or photographs.

6.17.5 Restrictions

An Officer-CSI may not use any process for which he/she is not specifically certified to use by CSU personnel. Officer-CSIs will be allowed to process any of the following scenes granted that the skills required do not exceed those of the Officer-CSI:

- Any misdemeanor or felony property crime
- Any misdemeanor crime against an adult

Officer-CSIs may only process or assist the CSU in processing felony crimes against persons when approved by a CSU Crime Scene Investigator or CSU Supervisor. Under NO circumstances will Officer-CSIs be involved in processing any of the following crimes:

- Sex assault cases
- Any felony crime against a child
- Homicides or any other death investigation

6.17.6 Quality Control/Retention

Once the Officer-CSI has successfully processed ten (10) crime scenes, which will include at least one burglary, his/her certification will be complete. Officer-CSIs will be required to process a minimum of ten (10) crime scenes annually to maintain their certification.

The work product from Officer-CSIs will be checked by CSU personnel for quality. If the quality diminishes, CSU personnel will consult the Officer-CSI and seek to determine the reason. The same will be true for Officer-CSIs who fail to meet the minimum of ten (10) crime scenes processed for the year. CSU personnel will consult with a CSU Supervisor and the CSU lieutenant to determine the proper course of action. Options may include, but are not limited to, remedial training or removal from the program.

Documentation of training and proficiency by Officer-CSIs will be maintained in the CSU and in the electronic training software program used by the Department.

6.17.7 Equipment Used

At the conclusion of the training program, the individual will be provided with a CSI kit for which he/she will be responsible. The kit will include the proper materials to process scenes based on the Officer-CSI's training and newly learned skills. It will be the responsibility of the Officer-CSI to properly maintain the kit and materials. Materials will be replenished by CSU as needed.

Cameras will be provided based on need and number available. Should a camera not be assigned, the Officer-CSI will be required to check one out through his/her assigned district. Department cellphones, should they be available, may be used. Under NO circumstance will an Officer-CSI utilize his/her personal cellphones for photographic or video evidence collection.

An officer may only use the equipment issued by the Department or specifically approved by the Crime Scene Unit.

6.17.8 Procedures Used

Recovery of Latent fingerprints:

- Only one lift will be placed on a card unless consecutive fingerprints can be made in one lift.

- Latent prints that are next to each other need not be lifted separately but can be lifted with one piece of tape and placed on one card.
- In the “Location Print Lifted From” block, describe where the print was obtained.
- A rough drawing will be sketched of the article or object indicating the exact point on the article from which the print was lifted (especially whether on the inside or outside surface of the article).
- Officer-CSIs will initial the print.
- Latent prints will be packaged in a small manila fingerprint envelope and entered into Versadex.
- All latent prints will be submitted to the Aurora Police Department Property and Evidence Section.

Collection of DNA (deoxyribonucleic acid)

DNA can be a major factor in solving cases where the identity of the offender is unknown. The Officer-CSIs must be careful to avoid contamination and preserve fragile DNA evidence. To avoid possible contamination, clean latex gloves must be donned before any collection attempt. The Officer-CSI must also avoid breathing on or talking over the site from which the collection will be made.

DNA evidence is fragile and may deteriorate or be destroyed if left or stored in a high heat environment (e.g., vehicle in hot summer months). The Officer-CSI is responsible for preserving any DNA evidence collected.

6.17.9 Chain of Custody

Chain of custody will be maintained at all times on the evidence. The fingerprint envelope will be completely and properly filled out by the Officer-CSI. The Officer-CSI will seal the latent lifts in the fingerprint envelopes. The Officer-CSI will then place the fingerprint envelope into a larger manila property envelope, which will also be properly filled out and sealed, entered into Versadex, and placed in the secured drop box in the property area of the closest district station. The property section will transport the envelopes to the CSU at regular intervals.

After collection, DNA swabs should be returned to the original swab package. The package should be properly labeled by the Officer-CSI, and then sealed in a properly labeled evidence envelope. The evidence envelope should be entered into Versadex and then placed in the secured drop box in the property area of the closet district station.

Photographs and video surveillance will be loaded into the Digital Media Management System or submitted to the property section in the cases of thumb drives or discs as outlined in Directive 15.15 Digital Evidence.