



Newsletter

February 2004

www.cpto-online.org

Vol. 11 No. 01

IN THIS ISSUE

- ✍ Financial Report
- ✍ Membership
- ✍ Dues Information
- ✍ Quote of the Quarter
- ✍ State Board Meeting Minutes 01/16/04
- ✍ Regional Reports
- ✍ Upcoming Training
- ✍ Article: Effective Crime Scene Documentation
- ✍ State and Regional Officers

FINANCIAL REPORT



Central Coast

Approximately \$15,000 in accounts

Central Valley

\$1,099.90 checking

\$22,519.00 savings

North

Approximately \$8,100.00 in accounts

South

Approximately \$2,450.00 in accounts

State Account Balance

\$2,794.55

MEMBERSHIP

<u>Region</u>	<u>Members</u>
Central Coast	32
Central Valley	28
North	68
South	44
Total:	172

DUES INFORMATION

Applications are currently being updated. Watch for the new ones soon!

QUOTE FOR THE QUARTER

A ship in the harbor is safe...but that's not what ships were made for.

CAPTO STATE BOARD MEETING MINUTES FROM 01/16/04

Present: Dave Althausen (Executive Director), Rosanna McKinney (Editor), Charles Fox, Craig Hendricks and Jalaine Hogue (Central Coast), Tom McMains (CPOA), Rudy Polak (Central Valley), Darrell Stump and Linda Chamberlain (North), Greg Block and Kurt Wampole (South). Meeting was called to order by Rudy Polak.

CAPTO received a \$1,000 check from Walmart as a donation. South region will send a letter of appreciation to Walmart.

Regional Reports

Valley: Rudy presented the Central Valley report saying they met on January 6. Everyone seems to be recruiting and training. Fresno PD has been selected for the PTO program. They are up to training 20 hours every 7 weeks. CAPTO will be using some of the funds for training. POST representative reported the certification process has at least a 60 day back log. A POST reminder was made that as of January 1st all 832 presenters had to get new certs and FTO programs are due in July. There appears to be a "simulator sickness" problem and officers are bringing doctor's notes saying they cannot participate. POST is not sure how the issues will be handled. (Greg Block said three high quality plasma screens are used. The problem may be with how the simulator is run. It needs to start slow to acclimate. There is the same issue with arrest and control techniques.) POST will be cutting back on contracts and publications but it does not appear they will take a budget hit since funding comes from fines.

North: Darrell provided the North report stating compliance reviews are slow and done by local POST representatives. The North board remains at two people and they continue to look for members to fill positions. Due to a lack of active membership, there have not been any meetings.

South: Kurt related they are trying to work out a meeting date. They almost have a full board and only need to fill the sergeant-at-arms position.

Coast: Central Coast met on Jan 13. September meeting was at Hearst Castle and while attendance was good, it was not as good as it has been in the past.

2004 CAPTO Conference: Darrell reported the Public Safety Training Center in Sacramento has offered the use of their facilities and equipment to CAPTO at no charge. The Lions Gate Hotel is 2 blocks away and will offer rooms at \$79/night. Help will be needed with the conference. It was suggested CAPTO assist POST with the TNA process during this time. It was also suggested the conference be prepared to provide guidance to training managers such as previewing available training. Suggested date was the week of October 18-23 (after COPSWest and before IACP. Darrell will check with the hotel and have a report by the next meeting.

CPOA Training Services - No Report

POST Advisory Committee: Mike Reid relayed Andy Crider was interested in being his replacement on this committee. CAPTO agreed they did not want to lose this position and it needed to be filled. Rudy will confirm Andy's interest and get back to the regions.

CPOA Contract: Tom McMains reported the CPOA contract has expired but due to previous issues they will continue services until June 2004 and CAPTO will make a decision at that time. Membership lists and database issues were discussed. CPOA will update the CAPTO application. Letters will be sent out reconfirming addresses and emails along with a dues notice. Dave requested he be cc'd on anything sent to CPOA. Rich Gregson is now the CPOA director. CPOA will be sending the by-laws to Dave to review and then out to Board members for review.

Newsletter and Website: Rosanna related the website was recently updated and membership information needs to be updated based on the information provided by CPOA. It was decided that training information on the website be from members only and not outside sources. It was also agreed that the newsletter should go out quarterly at a minimum. Rosanna would rather send out a newsletter with content quarterly than two or three pages of fluff every other month.

New Business: Dave stressed the importance of the timeliness of taxes. Format and exactly what was needed was questioned and will be clarified. He also reminded everyone that CAPTO was open to anyone with law enforcement powers or working for a related agency. Board meetings are open to any member wishing to attend. Dave stated anyone wishing materials from the printer needed to give him sufficient time to process the requests.

To come back to the next Board meeting:

- ✍ Conference update
- ✍ By-law recommendations
- ✍ Recommendations for 'welcome' responsibility
- ✍ CPOA member services update
- ✍ Changes to membership lists/database.

REGIONAL REPORTS

Central Coast Chapter Meeting Minutes Tuesday, November 4, 2003

Present: Craig Hendricks, Larry Cooper, Charles Fox, Jalaine Hogue, Bill Stearns, Robert Burton, Manny Silva (Morro Bay PD, new member), Tom Portz and Anita Diaz.

Treasurer's Report: Larry Cooper (Cuesta College PD) reported the checking account balances as of 9/9/03 - \$973.15; Certificate of Deposit as of 9/9/03 - \$6,197.09; Money Market Account as of 9/9/03 - \$7,574.83.

New Business

Charles Fox (SLO Sheriff's Dept.) reminded everyone that elections for officer positions would be held at the December meeting. Anyone interested in getting involved or nominating someone, please get a hold of him via email or phone, cfox@co.slo.ca.us, (805) 781-4562.

Charles Fox inquired as to the interest in increasing the current Instructor Development class taught by Ted Prell from 8 to 16 hrs. Members present discussed and felt that the current 8 hr. requirement was sufficient for this class. The group also discussed the need to bring the basic 40 hr. Instructor Development course to the northern part of the county. It is currently offered in Ventura County. Al Avila with Alan Hancock College said this should be easy enough to do, but will need a minimum of 18-20 students.

Charles Fox, Craig Hendricks (Arroyo Grande PD), Larry Cooper (Cuesta PD), and Jalaine Hogue (Santa Barbara DA's Office) filled the group in on the information learned /discussed at the recent State Board meeting held on 9/26/03. Discussion involved interest in having the monies collected for new and renewal memberships be done at the chapter level, rather than at the State level via our membership services contract with CPOA. This would provide a better flow of monies and information for the membership roster. This proposal will be made at the next State Board meeting to be held on 1/16/04.

Charles Fox reminded everyone of the upcoming Alan Hancock Academy graduation on 12/19/03 at 11:00 a.m. A representative from our group will present the Top Academic award to two students (one in each graduating class). These two students will have their names added to the plaque, in addition to receiving a \$75.00 gift certificate to McClintock's restaurant.

P.O.S.T. Report: Steve Chaney was not at the meeting, but the following update was provided:

- ✍️ Cutbacks at their agency will mean that he is now responsible for conducting the compliance reviews this year, so obviously, he is very, very busy!
- ✍️ A reminder the deadline for being up to speed with your Perishable Skills Program training is 01/01/04.
- ✍️ Although not required, it is a good idea to use and keep evaluation forms for courses held at your agency.

Roundtable:

Craig Hendricks (Arroyo Grande PD) reports that they are looking to present another 5 hr. Racial Profiling course sometime within the next couple months. If anyone is in need of sending someone to this course, let him know. Contact number – (805) 473-5123. He is getting certifications for and will be presenting in the future; 4 hr. Less Lethal Shotgun course; 4 hr. Taser course; 4 hr. Complete Car Stops course. He also presented information from Monterey Peninsula College, Public Safety Training Center, regarding a POST certified Basic Law Enforcement Intensive Academy that begins 1/23/04. Contact info is: (831) 646-4287; (831) 646-4099; www.mpc.edu

Charles Fox (SLO Sheriff's Dept.) reports that his agency is presenting the following course: 24 hr. Supervisory Development course instructed by Ron Cristando on 11/17 through 11/19, in San Luis Obispo.

Bill Stearns (Alan Hancock College) reports that if anyone is in need of the driving and/or use of force Simulator training, please contact him to see about available dates. Please contact Bill Stearns at (805) 922-6966. They also have a schedule of various AOT courses at various sites. Please contact Genevieve Sweet at (805) 925-6874, or gsweet@hancock.cc.ca.us for a copy of their Training Calendar.

Manny Silva (Morro Bay PD) reports that his agency is currently down 3 positions. Their Chief is expected to retire in April 2004.

Anita Diaz (Santa Barbara Sheriff's Dept.) reported that their agency will be incorporating patrol and custody staff together in their quarterly training whenever possible. They are hoping this will facilitate better understanding and cooperation between them.

They will be hosting a 24 hr. American Jail Association, Developing and Implementing Policies and Procedures course that is STC certified on 2/2/04 through 2/4/04. There is a tuition charge for this course. They would like to hold a 40 hr. PC 832 course in early to mid year, 2004, but need an instructor. Anita's contact info is: agd1507@sbsheriff.org; (805) 692-5753.

Next Meeting: The next meeting will be held on Tuesday, January 13th, 2004, 10:00 a.m., at the Alan Hancock College Administration of Justice Conference Room.

**Central Coast Chapter
Meeting Minutes
Tuesday, January 13, 2004**

Present: Craig Hendricks, Robert Eckrote, Charles Fox, Jalaine Hogue, Larry Cooper, Steffani Jarrett, Bill Stearns, Cindy Dunn, Harry Heidt, Robert Burton, Terese Zilke (new member from California State Parks), Tracy Martinez, Dwayne Heath, Steve Chaney, Bob Carrasco.

New Business:

Lieutenant Charles Stringham and Sergeant Chris Cale of the Los Angeles Sheriff's Department gave a presentation about the Regional Community Policing Institute - Los Angeles which is connected with the Community Oriented Policing Services U. S. Department of Justice. This is a comprehensive program which approaches community policing from the officer, supervisor and managers perspectives and incorporates "Practical Skills", "Criminal Abatement", "Crime Prevention Through Environmental Design", "Reducing Domestic Violence", "Ethics and Integrity", "Crime Mapping", "Terrorism Awareness", "Racial Profiling", "Use of Force Issues", "Early Identification and Intervention Systems" and "Citizen Complaint" issues.

The training is provided **free** to any agency within Orange, Los Angeles, Ventura, Santa Barbara, San Luis Obispo or Kern Counties. The only requirements are: a suitable location to train a minimum of 25 students. Lt. Stringham will bring the classes and instructors to your area and is also willing to use local area experts. The courses can be offered separately or in combination. Agencies are encouraged to partner up with other agencies to reach the minimum number of students.

To make reservations, please call at least one month in advance. The course is P.O.S.T. Plan IV. The San Luis Obispo Sheriff's Office is planning to put together many of the classes and Cal Poly P.D. will be offering the Introduction Class on March 24th and 25th. Lieutenant Charles Stringham can be reached at (562)946-7822 or cbstring@lasd.org for more information.

Treasurer's Report: Larry Cooper (Cuesta College PD) reported account balances as of 1/4/04: Checking Account \$828.15; Certificate of Deposit \$6,259.39; Money Market Account \$7,580.46. Total Assets: \$14,668.00

P.O.S.T. Report:

Steve Chaney of the P.O.S.T. Commission provided a lot of information about P.O.S.T.'s status and priorities. Due to budget constraints, P.O.S.T. is undergoing a restructuring. They will possibly have a \$55 million training budget, which is good, but they are down 7-8 staff positions. One result of the staff cuts is there is no more

Compliance Bureau and Steve Chaney will be handling all compliance in our region. He is encouraging all agencies to utilize the Computer Tracking Systems before their compliance appointment.

Assembly Bill 991 - S.W.A.T. Legislation was mentioned and there will be three stand alone trainings and the FBI is becoming involved in State-wide training. Locally, San Luis Obispo Police Chief Deb Linden is on the board.

Reminder that FTO submittals have been extended and need to be re-submitted. See P.O.S.T. Bulletin 3-14 for training courses and requirements.

Assembly Bill 1198 - Police Officers Records - Confidentiality. This bill is attempting to clarify the protection of and keep current and former Police Officer records confidential. This is potentially a big deal because P.O.S.T. maintains these records indefinitely. Steve will keep us posted.

Steve would encourage C.A.P.T.O. to ink up with Santa Barbara County Sheriff's and Santa Barbara PD once or twice a year, possibly meeting in Santa Barbara County, to efficiently coordinate and present training.

The Continuous Professional Training Program has had some problems effectively charting training for Police Officers and Dispatchers. This has been due to mismatched starting dates and confusing regulations relating to promotions, dual-roles. Solution...your officers and dispatchers "tracking window" begins 12 months from the **appointment date** as an officer or dispatcher. This solution will help both the agencies and the consultants during an audit. Verifications through P.O.S.T. EDI can be completed before the audit appointment. This is likely to be finalized at the P.O.S.T. Commission Meeting in March 2004, but more likely will be implemented in August 2004.

Much effort and many hours have been put into finalizing the P.O.S.T. Electronic Course Certification System. "Volunteers" have classified 820 of the 900 courses according to most closely categorize course titles with skills and knowledge modules. Agencies will be receiving a letter near the end of February 2004, asking them to go through and identify course descriptions for the course catalog. Target date of July 2004, for completion. The ultimate goal is for P.O.S.T. to have a "paperless" system. Following the completion of the catalog, a course administration class will be taught. Steve Chaney has requested 25 computers for this training.

Roundtable:

Charles Fox (SLO Sheriff's Dept.) asked for a volunteer to represent C.A.P.T.O. at the Strategic Planning Symposium in Ontario, Ca. on February 26th and 27th. Craig Hendricks (Arroyo Grande PD) is checking his schedule.

Terese Zilke (State Parks) reported that she has replaced Juvi Ortiz as the training coordinator at Hearst Castle. She is very interested in maintaining current training and reminded us that there are 3 K-9's available through State Parks for outside agency use. Terese can be reached at (805)927-2027 or tzilke@hearstcastle.com

Tracy Martinez (Ventura County Sheriff's Dept) provided a six month, comprehensive training calendar of courses offered by the Ventura County Sheriff's Department. Tracy can be contacted at (805) 388-4419 or tracy.martinez@mail.co.ventura.ca.us to get a copy of their training calendar.

Craig Hendricks (Arroyo Grande PD) is looking to certify and host a short barrel rifle HK53 course in the Spring. This training is also compatible with any MP5 users. There will be two more Racial Profiling certification dates coming soon. Craig can be reached at (805)473-5123 or chendricks@arroyogrande.org

Next Meeting: The next C.A.P.T.O. meeting will be on Tuesday, March 9th, 2004 at 10:00 am, at the Alan Hancock College Administration of Justice Conference Room.

GSPZ@AOL.COM

<http://members.aol.com/gspz/policehumor.html>



How come it takes you so long to find my car?
Kojak used to solve murders in an hour!
...ahhhh...public perceptions

2004 UPCOMING TRAINING

<u>CLASS</u>	<u>DATE(S)</u>	<u>HRS</u>	<u>PRESENTER</u>	<u>LOCATION</u>	<u>CONTACT INFO</u>
832 PC Arrest	Feb 17-27		Alan Hancock College	Atascadero State Hospital	
Academy Instructor	Mar 03-09		Alan Hancock College	Ventura SO	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Active Shooter-TRSCV	Apr 20, Apr 21, or April 22	9	Sacramento SO		Merrienne at (916) 874-1098
Advanced Bike	Sep 13-17	40	Sacramento SO		Merrienne at (916) 874-1098
AOT-Perishable Skills	Feb 16-19 or Feb 23-26	36	Sacramento SO		Merrienne at (916) 874-1098
Basic Accident Investigation	Apr 19-23		Alan Hancock College	Santa Maria Inn	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Basic Bike	Apr 26-30 or Aug 02-06	40	Sacramento SO		Merrienne at (916) 874-1098
Bike Instructor	Jun 12-16	40	Sacramento SO		Merrienne at (916) 874-1098
Community Policing Introductory Course	Mar 24-25		Alan Hancock College	Cal Poly	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Crime Scene Investigation, Adv.	May 10-14 or Sep 13-17	50	Sacramento SO		Merrienne at (916) 874-1098
Crime Scene Investigation, Basic	Mar 22-27, Apr 26-May 1, Aug 16-21, Oct 18-23 or Nov 08-13	60	Sacramento SO		Merrienne at (916) 874-1098
Crime Scene Investigator	Apr 26-30		Alan Hancock College	Santa Maria Inn	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Developing the Expert Witness in DV	Mar 03-04 or May 13-14	16	San Diego RTC	Los Angeles San Francisco	858-550-0040 or www.sdrtc.com
Driving and Force Options Simulator	Feb 24-25	8	Alan Hancock College	Alan Hancock College	Bill at (805)922-6966
Driving Training Update	All year	20	Sacramento SO		Merrienne at (916) 874-1098
Driving Under the influence SFST	Mar 08-09, Jun 28-29, Sep 13-14 or Oct 06-07	16	Sacramento SO		Merrienne at (916) 874-1098
Drug Recognition	Mar 10-12, Jun 30-Jul 02, Jul 30-Aug 02, Sep 15-17 or Dec 08-10	24	Sacramento SO		Merrienne at (916) 874-1098
DV for Crisis Negotiators	Feb 24-26, March 08-10, April 13-15 or May 05-07	24	San Diego RTC	Modesto Burlingame Redding Fullerton	858-550-0040 or www.sdrtc.com
DV for Dispatchers	Feb 18, Mar 24 or April 07	8	San Diego RTC	San Diego Bakersfield Anaheim	858-550-0040 or www.sdrtc.com
Emotional Survival, Integrity, Inoculation	March 11		Dr. Gil Martin	PGE Center in SLO	Charles Fox at 805-781-4562 or cfox@co.slo.ca.us
Field Training Administrators	Apr 13-15		Alan Hancock College	Santa Maria Inn	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Field Training Officer	Mar 08-12/04, Apr 05-09, May 10-14, Jun 07-11, Aug 09-13, Sep 06-10, Oct 04-08, or Nov 01-05	40	Sacramento SO		Merrienne at (916) 874-1098

CLASS	DATE(S)	HRS	PRESENTER	LOCATION	CONTACT INFO
Firearms-Tactical Rifle Course	Mar 22-24, Apr 12-14, May 17-19, Jun 14-16, Jul 12-14, Aug 23-24, Sep 20-22, Oct 18-20, Nov 15-17 or Dec 13-15	24	Sacramento SO		Merrienne at (916) 874-1098
Flood and River Rescue	May 10-14	40	Sacramento SO		Merrienne at (916) 874-1098
FTO Basic Course	May 03-07		Alan Hancock College	Santa Maria Inn	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
ICI DV Investigations	Feb 23-27, Mar 08-12, Apr 19-23, May 17-21, or Jun 14-18	40	San Diego RTC	San Diego San Diego San Francisco San Diego San Diego	858-550-0040 or www.sdrtc.com
Instructional Technology	Mar 01-05, Jul 12-16	40	Sacramento SO		Merrienne at (916) 874-1098
Interview and Interrogation Techniques	Apr 05-07	24	Sheriff's Advisory Council	San Luis Obispo	Charles Fox at 805-781-4562 or cfox@co.slo.ca.us
Law Enforcement Mutual Aid Course	Feb 19	8		SLO County Carl Lowgren Auditorium	Charles Fox at 805-781-4562 or cfox@co.slo.ca.us
Officer Involved DV	Mar 01-02 or May 03-04	16	San Diego RTC	Los Angeles Sacramento	858-550-0040 or www.sdrtc.com
Public Safety Dispatcher	Mar 15-Apr 02	120	Alan Hancock College	Santa Maria Inn	Genevive Sweet at (805) 925-6874 or gsweet@hancock.cc.ca.us
Public Safety Instructor Symposium	Apr 05-08	24	POST, SBPSTC, Cal Fire, BOC	Long Beach	South Bay PSTC at 408-270-6458 or http://theacademy.gov
Report Writing Update	Feb 13, Apr 09, Aug 13 or Dec 10	7	Sacramento SO		Merrienne at (916) 874-1098
SA for Dispatchers	Mar 25	8	San Diego RTC	Bakersfield	858-550-0040 or www.sdrtc.com
SA for First Responders	Apr 29 or May 25	8	San Diego RTC	Modesto Fresno	858-550-0040 or www.sdrtc.com
Sexual Assault for Campus Police	Apr 01-02	16	San Diego RTC	Los Angeles	858-550-0040 or www.sdrtc.com
Sexual Assault for Dispatchers	Feb 19 or Apr 08	8	San Diego RTC	San Diego Anaheim	858-550-0040 or www.sdrtc.com
Sexual Assault for First Responders	Mar 18 or Apr 29	8	San Diego RTC	Anaheim Modesto	858-550-0040 or www.sdrtc.com
Sexual Assault Response Team	Jun 21-25 or Oct 11-15	40	Sacramento SO		Merrienne at (916) 874-1098
What You Need To Know About Being A Police Officer	Mar 12	8	Dr. Gil Martin		Charles Fox at 805-781-4562 or cfox@co.slo.ca.us

Training information is added to the table as received. Actual course announcements and registration forms if provided can be found on the CAPTO website at www.cpto-online.org.

BENELLI ARMORER'S COURSE

The Folsom Police Department will be hosting a two-day Benelli Armorer's Course February 24-25, 2004. The class covers the M1, S90, and Nova shotguns, and is taught by representatives from Benelli U.S.A. Corporation.

WHERE: California I.S.O. located at 151 Blue Ravine Road #101 Folsom, Ca. 95630

WHEN: **February 24-25, 2004 (8:00 a.m. – 5:00 p.m.)**

TUITION: Prepayment of \$250.00 (Visa/MC, check, or purchase order) made payable to Benelli U.S.A. Corporation 17603 Indian Head Highway Accokeek, Md. 20607. Phone: (301) 283-6981. Fax: (301) 283-6988.

REGISTRATION FORM: May be mailed or faxed to Benelli USA: Attention Armorer's Training.

LODGING: Lake Natoma Inn 702 Gold Lake Drive Folsom, Ca. 95630 (916) 351-1500.

WHAT YOU GET: Armorer's course manual, hat, coffee mug, lapel pin, certificate of armorer training, and special purchase opportunity.

DIRECTIONS: Training will take place at California I.S.O. headquarters located at 151 Blue Ravine Road #101. Take Highway 50 to Folsom Boulevard exit. North on Folsom Boulevard to Blue Ravine Road. West on Blue Ravine Road. California I.S.O. is located on your right at the corner of Blue Ravine Road and Lake Forrest Way.

QUESTIONS: Contact Sgt. Perry Albers at (916) 355-7246.

ARMORERS SCHOOL REGISTRATION

COURSE LOCATION: _____

COURSE DATES: _____

NAME: _____

AGENCY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMERGENCY CONTACT NAME: _____

PHONE: _____

- ✍ You may fax or mail the registration form to Benelli USA: Attention Armorer's Training.
- ✍ Tuition is payable prior to the start of the class. Cost per individual is \$250.00. A departmental purchase order may be used for the tuition and should be sent in with the written application.
- ✍ Since there is a great demand for our training courses, we ask you notify our office immediately, should it become necessary to cancel your reservation. Tuition is fully refundable prior to the start of any training program.
- ✍ In the coming weeks you will be receiving further information regarding classroom location and accommodations.

We look forward to seeing you at your scheduled class.

Janice Hanson
Benelli USA

Benelli U.S.A. Corporation
17603 Indian Head Highway, Accokeek, MD 20607-2501
(301) 283-6981 Fax (301) 283-6988

EFFECTIVE CRIME SCENE DOCUMENTATION:

Six easy hints for turning your investigation into words

By: Kimberle Swobodzinski, Gardena Police Department

What is the purpose of Crime Scene Documentation?

Crime Scene Documentation takes your readers on a journey, through your observations transformed into words, into a "vivid" and a "live" description of the sites and events of the crime and the crime scene location. Your document will paint a mental image in the mind of the reader of exactly what you are seeing, what you are hearing and maybe the smells that may be present at your scene. The crime scene document will illustrate a lucid description of the setting, of the activities of the victim and the scene prior to the incident you are investigating.

When writing your scene report, consider who your readers may be and ultimately where this investigative report may end up. Your readers will range from your Supervisor, your Investigator and it may include the Prosecuting Attorney and the Defense Attorney who will present *their* "interpretation" of *your* investigative report to the judge and the jury. You may find that your investigative report may remain at a State court level or it may find its way to a Federal court level. You may find yourself authoring a document that may gain media attention and carried in your local newspaper. In any event, a good rule of thumb might be to write your report as if it may find its way before the Supreme Court one day!

In the end, remember the value of your investigative report, it may be the one pivotal piece of documentation that may make a difference in prosecuting a murder or a serial rapist or it can be the weakest link in the investigation and provide a gap for *dangerous* criminals to get away with their crime.

Another important factor for effective documentation will be for the writer of the report to have a fresh recollection of the details of the scene at a later and to effectively articulate those details as if the investigation was yesterday. The crime scene document may be used by an Investigator to conduct a *cognitive interview or custodial interrogation*. It may assist the Investigator if he or she knows the key details of the evidence and the intimate details of the scene and may assist in the outcome of the interview. The suspect knows the details, do you?

Effective documentation will assist in recreating the events that took place at the scene for a jury presentation. Precise crime scene documentation is essential to the accurate recreation of the scene and the details of the scene. This is based on the facts documented at the time of the initial investigation. The more detail oriented the

Investigator is in the documentation of the scene and investigation of the scene, the better the Investigator's recall of the events.

Once an Investigator, Officer, or Technician arrives at a scene, the following examples of the types of detail oriented documentation, when used in the report, will give the reader of the Investigative Report a clear and precise visualization of what the scene looked like, to corroborate the photographic, schematic or video depictions of the crime scene.

Scene Synopsis

The scene overview should minimally include the date, time of investigation, type of investigation, time of arrival at the scene, who is at the scene; Fire or Paramedic Personnel, Coroner Personnel, Officers, etc. You may even want to document Fire or Paramedic vehicle locations and their direction of departure or travel through your scene, if your scene happens to be outdoors in a street or a parking lot and may explain why evidence items may appear "out of place" for witness statements. Always ask your responding Officers, Fire Personnel, Scene Supervisors - Has anything been moved or removed prior to your arrival? This may help to eliminate any questionable areas down the road or during courtroom re-creation.

Weather Conditions

We all have a protocol or methodology to our crime scene investigation. What happens when we are taken out of our norm by inclement weather? What happens to our evidence? Documenting the weather conditions as they are upon your arrival will again, save your recall, years after the incident. This may account for any lack of evidence, (blood evidence, skid marks, sexual assault evidence and trace evidence), at your scene. Document "clear skies", "windy conditions", "rainy conditions" or even "foggy conditions." They will all have an effect on your crime scene. These conditions may also play a factor in witness observations and evidence discrepancies and explain why some things "may not" have been completed during the investigation.

Lighting Conditions

What were the lighting conditions at the time of your investigation and what resources did you need. The use of available sunlight to illuminate or even dusk and dawn light, which may affect the vision of a witness or a victim. What lighting was available at the scene, overhead

streetlights, security lights, porch lights, interior lighting, etc? List any assisted lighting that you may provide such as hand held flashlights, portable floodlights or even vehicle headlights. Too many times, we illuminate a scene in our efforts to locate and recover critical evidence, forgetting that this may not be the lighting that the victim or witness making it difficult for a juror to understand "Why couldn't the victim identify the subject, he/she should have seen all the way down the alley? Simple documentation, along with some other photographic techniques can make a big difference in the photographic documentation, along with a vivid description of the "darkness" of an area.

Scene Preservation

This segment may seem trivial but is often overlooked and can be instrumental when you are trying to preserve the integrity of your scene. How was your scene secured - the most widely recognized "Yellow Police Line Tape", fluorescent flare patterns, cone patterns, barricades, Uniformed Police Officers, Marked Police vehicle, preserving the crime scene. Documenting the method used to preserve the scene will enhance the integrity of your scene and the preservation of your physical evidence and may help eliminate the question of "Has this scene been contaminated or compromised?"

Location

This element is critical in linking crime scenes together by M.O. pattern or target location. For example, noting a single-family residence as opposed to a multi-unit apartment complex. Noting a single residence, adjacent to an alley; a ravine, or a cul-de-sac, all of which could indicate that the subject entered the area undetected, through the rear or may have had a vehicle parked away from the scene. The same methodology can be applied when describing the victim location when the scene becomes a part of a serial robbery series where the serial crime is a take-over market robbery with Managers and employees present or a mom and pop market robbery with a single lone employee present.

You will want to document what is the immediate surrounding area like- Is the location adjacent to a heavily traveled roadway where there may be potential witnesses driving by and may have seen unusual activity around the time of your crime or is your scene location in a cul-de-sac area where the victim may have been targeted for their vulnerability.

You can even be descriptive in your descriptions such as a small fast food restaurant in a large industrial

complex. Again, this paints a mental picture of what the area looked like in the mind of the reader. Another notable feature may be large glass windows providing a clear view of the interior/exterior of a location. This may be extremely helpful in your notation especially when you are corroborating the ability of a witness to clearly see events that may have taken place during the crime. When making these observations and notations, walk to the location where the witness/victim may have been and give a description of what may have helped their observations. The same can be true of impeaching statements made by suspects/witnesses by simple notation and documentation of their view of the crime. Rarely do suspects remember addresses of their criminal actions; however, they will remember the location colors and intersection areas.

Document the description of the scene, interior and exterior, in its entirety. Although you may be called to work the scene in its beginning stages and view the scene as "fresh", with many details vivid in your mind, without the documentation, many details may be lost or forgotten, key details that may come into question later in the investigation.

Observations

Simply stated, what did you observe? This would include a written narrative of the visual images that you are seeing, in descriptive detail. This would also include any offensive or chemical odors, sounds or unusual sights present at the time you are noting your observations. Other factors to note: What is the setting, prior to the crime? Are there signs of a struggle? What items of evidence are readily visible?

These simple steps will help to another Investigator to recreate your case years down the road and be able to recall the scene without difficulty and with confidence when presenting the facts to a Jury. This article was drafted to assist you and serve, as a guide to one of the most critical components used in crime scene recreation to help you when you are asked that infamous question by a defense attorney- you were at the scene weren't you?

About the author: Kimberle Swobodzinski is currently an Identification Technician with the Gardena Police Department. She has been working crime scene investigations for the past sixteen and a half years. She has testified as expert witness in crime scene investigations and homicide investigations. She assists in teaching a crime scene management-training block for the L.A.P.D. ICII Core Course and is currently enrolled in the POST Master Instructor Development Program.

STATE AND REGIONAL OFFICERS

STATE BOARD

	<u>Central Coast</u>	<u>Central Valley</u>	<u>North</u>	<u>South</u>
President	Charles Fox SLO County SO 805-781-4562 W 805-781-4634 F cfox@co.slo.ca.us	Rudy Polak Tulare County SO 559-733-6246 W 559-737-4602 F rpolak@co.tulare.ca.us	Darrell Stump Sac Dept. Human Asst 916-875-8923 W 916-875-8907 F stumpd@saccounty.net	Paul Gamache Corona PD 909-736-2346 W 909-279-3579 F paul.gamache@ci.corona.ca.us
1st Vice President	Jalaine Hogue Santa Barbara Co. DAO 805-568-2354 W 805-560-1049 F jhogue@co.santa-barbara.ca.us	NA	vacant	Greg Block Self-Defense Firearms Training 714-893-8676 W 714-894-7656 F greg@firearmstraining.com
2nd Vice President	NA	Darrell Hibbens Madera County SO 559-675-7770 W 559-675-8413 F dhibbens@madera-county.com	vacant	Missy O'Linn Manning, Marder & Wolfe 213-624-6900 W 213-624-6999 F mko@mmw.com
Secretary	Cindy Dunn San Luis Obispo County DAO 805-781-4269 W 805-781-1293 F cdunn@co.slo.ca.us	Sherree Flores Fresno Police Department 559-498-5410 W sherree.flores@ci.fresno.ca.us	Linda Chamberlain Dept. of Toxic Substances 916-322-2817 W 916-324-3091 F Lchamber1@dtsc.ca.gov	Kurt Wampole UC Riverside PD 909-787-5292 W 909-683-1639 F kurt.wampole@ucr.edu
Treasurer	Larry Cooper Cuesta Police Department 805-546-3205 W 805-546-3954 F lcooper@cuesta.org	Andy Crider Fresno Police Academy 559-442-8277 W 559-441-8551 F andrew.crider@scccd.com	Linda Chamberlain Dept. of Toxic Substances 916-322-2817 W 916-324-3091 F Lchamber1@dtsc.ca.gov	Kurt Wampole UC Riverside PD 909-787-5292 W 909-683-1639 F kurt.wampole@ucr.edu
Sgt. at Arms	Craig Hendricks Arroyo Grande PD 805-473-5123 W 805-473-2198 F chendricks@arroyogrande.org	Ramiro Alvarez Jr Selma Police Department 559-896-2525 W 559-896-8839 F ramloa@cityofselma.com	vacant	Tom Hood POST 916-227-4874 W tom.hood@post.ca.gov

Executive Director
Dave Althausen
Woodland PD (Retired)
530-662-6497 H
630-668-9300
althd@ardennet.com

Fiscal Officer
Tom McMains
916-263-6091 W
916-263-6090 F
tmcmains@cpoa.org

Editor/Webmaster
Rosanna McKinney
SCCECC
831-471-1006 W
831-471-1010 F
rosannamckinney@sbcglobal.net

P.O.S.T Advisory Member
Mike Reid
Fresno Police Dept
559-498-4969 W
559-488-1135 F
mikesr@fresno.gov

P.O.S.T. Liaison
Dick Reed
POST
916-227-2809 W
916-227-4823 F
dreed@post.ca.gov

CPOA Representative
Jalaine Hogue
Santa Barbara Co. DAO
805-568-2354 W
805-560-1049 H
jhogue@co.santa-barbara.ca.us