Northwest Illinois Criminal Justice Commission

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Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

Basic Evidence Technician

DATE: January 4-8, 2027 **Registration Ends**: December 15, 2026

TIME: 8:00 AM—4:00 PM 40 Hours **(1/6/27, 11:00am-7:00pm for night photography)**

LOCATION: Dixon Police Department, 220 S. Hennepin Ave., Dixon, IL

INSTRUCTOR: Michael Kirby

***** THERE WILL BE INDOOR AND OUTDOOR PRACTICAL EXCERCISES SO PLEASE DRESS FOR THE WEATHER. *****

PLEASE SEE SECOND PAGE FOR NEEDED EQUIPMENT.

PURPOSE OF COURSE: This hands on, 40-hour program has been designed with an expert practitioner from the field of evidence collection, to introduce newly assigned crime scene technicians to various evidence identification, documentation, and collection techniques needed to properly process a crime scene

COURSE OVERVIEW: This program will provide attendees with an overview of the most up-to-date, scientifically sound methods for identifying, documenting, and collecting evidence encountered by law enforcement crime scene service units. Topics to be addressed in this program include the following:

- Crime scene management
- Physical Evidence Recognition, Collection, Preservation, and Packaging
- Crime Scene Photography
- Crime Scene Safety
- Footwear and Tire Impression Evidence
- Latent Print Impression Evidence
- Firearms and Tool Mark Evidence
- DNA Evidence
- Report Writing Techniques
- Death Scene Investigation
- Crime Scene Sketching
- Trace Evidence
- Court Room Preparation
- Crime Lab Capabilities
- Legal Issues involving Crime Cene Processing and Evidence Collection

COURSE GOALS: The goal of this course is to give attendees a firm understanding of how evidence relates to a crime scene investigation. Officers will be shown the basic functions of a standard SLR digital camera and how to properly document a crime scene photographically. Officers will learn how to recover latent fingerprints from varies surfaces. Officers will also

demonstrate the proper methods for documenting, photographing and collecting both 3D and 2D footwear/ tire impression evidence. Each officer will have a working knowledge of how to correctly process a death scene. Officers will have an understanding of DNA, Trace and Firearms evidence as it relates to crime scene processing. Officers will be expected to understand and demonstrate, through a variety of practical exercises, how to process a crime scene, write a reports, package a variety of types of evidence, and explain what the lab capabilities are in relation to the types of evidence collected Officers will discuss current case law as it pertains to crime scene processing along with how to present the collected evidence in court. Officers will understand each crime lab division and what services they can provide.

Attendees must provide the following equipment for the class.

- SLR digital camera
- Tri-pod for camera
- Detachable flash unit for camera
- Macro lens for camera
- Laptop computer
- Latent print kit
- Flashlight
- 100 foot tape measure
- Proper clothing for the weather (inside and outside practicals)
- Clipboard

DAY ONE: Monday, January 4th, 2027, 0800-1600 Hrs.

0800-0815 Administrative Block
- Welcome
- Pledge
- Instructor Intro
- Student Introductions
- House Rules
- Power Point - Class Goals and Objectives
- Quiz #1

0815-0945 Power Point Lecture– Crime Scene Management / Intro to Physical Evidence
- Power Point Lecture

0945-1000 Break

1000-1200 Power Point Lecture– Basic Camera Operation
Practical Exercise – Camera setting review
- White Balance settings
- Metering
- Camera Shake
- DOF Exercise
- Flash direction exercise
- Basic outdoor photos

1200-1300 Lunch Break

1300-1445 Power Point Lecture Crime Scene Photos
Practical Exercise – Indoor and Outdoor crime scenes

1445-1500 Break

1500-1530 Crime Scene Safety Power Point - Lecture

1530-1600 4th Amendment and Crime Scene Searches - Lecture

DAY TWO Tuesday, January 5th , 2027, -0800-1600 Hrs.

0800-0815 Administrative Block
- Pledge
- Review
- Quiz #2

0815-0845 Testifying in Court- Lecture

0845-0915 Report Writing

0915-0945 Power Point - Crime Lab Capabilities

0945-1000 Break

1000-1100 Macro Photography
- Power Point
- Practical Exercise

1100-1200 Tool Marks and Trace Evidence
- Power Point
- Practical Exercise
- Clothing Exercise
- Ship Fire Power Point

1200-1300 Lunch Break

1300-1345 Evidence Packaging Block
- Power Point
- Practical Exercise

1345-1400 Break

1400-1600 Latent Print – Part 1
- Power Point – Classroom Lecture
- Practical Exercise

DAY THREE Wednesday, January 6th , 2027 – 1100-1900 Hrs.

1100-1115 Administrative Block
- Pledge
- Review

1115-1130 Entomology

1130-1200 Vehicle Photo Exercise

1200-1330 Footwear and Tire Impression Evidence
- Power Point
- 3-D Practical
- 2-D Practical

1330-1345 Break

1345-1515 Bloodstains
- Power Point
- Practical

1515 - 1615 Dinner Break

1615-1630 Normal Darkroom Techniques

1630-1730 Death Scene Investigation – Classroom

1730-1900 Night-Time Photography
- Power Point
- Practical Exercise

DAY FOUR Thursday, January 7th, 2027 - 0800-1600 Hrs.

0800-0815 Administrative Block
- Pledge
- Review

0815-0915 Latent Print #2 – Fuming
- Lecture
- Practical

0915 - 0945 DNA – Lecture

0945 – 1000 Break

1000 - 1130 Crime Scene Note taking Exercise and Photo documentation of a crime scene – Practical
(Photos Re viewed by Instructor)

1130 – 1230 Lunch

1230- 1330 Crime Scene Sketching Block
- Power Point Lecture
- Practical Exercise

1330-1400 Finger Printing Deceased Bodies for Identification and
Interesting Latent Print ID's- Lecture

1400-1445 Latent Print Processing and Photography Practical

1445 – 1500 Break

1500 - 1530 Round Table Discussion – Crime Scene Processing

1530-1600 Set Up for Friday's Practical's- Initial Briefing – Team Selection

DAY FIVE - Friday, January 8th , 2027 - 0800-1600 Hrs.

0800-0830 Administrative Block
- Pledge
- Final Briefing for practical exercises

0830-0945 Round One 5 Practical Exercises
0830-0845 #1-Macro Photography
0845-0900 #2-Trace Evidence Collection & Packaging
0900-0915 #3-Latent Print #1- Basic Powder
0915-0930 #4-Photography 2D Footwear

	0930-0945 #5-Latent Print #2- C/A Fuming
0945-1015	Break
1015-1130	Round Two 5 Practical Exercises 1015-1030 #6-Photography -Indoor Crime Scene 1030-1045 #7-Photography- 3D Footwear 1045-1100 #8-Photography-Tire Impressions 1100-1115 #9-Photography-Vehicle Scene 1115-1130 #10-Photography – Outdoor Crime Scene
1130-1200	Presentation Preparation
1200-1300	Lunch Break
1300-1315	Final Set Up for Presentations
1315-1445	Class Presentations
1445-1500	Break
1500-1530	Written Test
1530-	Evaluations & Closing Remarks

This course has been certified by the ILETSB and approved to meet the following mandates:

- **Lead Homicide Investigator - 30.0 hours / 15.50 hours scenario based**
- Civil Rights - .50 hours
- Const. Use of LE Authority - .50 hours
- Legal Updates - .50 hours
- Officer Wellness/Mental Health - .50 hours
- Procedural Justice - .50 hours

REGISTRATION:

All registrations are received on the MTU#1 website. Find Registration instructions here

Partial funding provided by the Illinois Law Enforcement Training and Standards Board.

THIS IS NOT A PUBLIC MEETING