



<b>WRITTEN DIRECTIVE</b>	No. <b>IN14-0909</b>	Page: 1 of 3
Subject:  <b>CRIME SCENE UNIT TRAINING STANDARDS AND REQUIREMENTS.</b>	Effective Date:	01-07-14
	Supersedes/ Amends:	N/A
	Reference:	



**I. Purpose**

The purpose of this directive is to establish minimum training standards and skill requirements for those officers assigned to the Crime Scene Unit.

**II. Policy**

It shall be the policy of the Lynchburg Police Department to train personnel assigned as both full and part time Crime Scene Unit members in critical skills needed to effectively accomplish the mission of the unit.

**III. Procedure**

**A. MONTHLY TRAINING OPPORTUNITIES**

1. Crime Scene Unit personnel will participate in regular training at minimum using the following schedule:

- January           1 training day
- February        1 training day
- March            1 training day
- April             1 training day
- May              1 training day
- June             1 training day
- July              1 training day
- August          1 training day
- September      1 training day
- October         1 training day
- November      0 training day
- December      0 training day

2. Training days will typically be the last Thursday of each month, but may change depending on the needs of the department.

3. Training topics may be modified during the year at the discretion of the Crime Scene Unit supervisor.
4. Unit members will be expected to instruct during training days on various predetermined topics
  - a. Crime Scene Unit supervisors will assign topics to team members
  - b. Team members with assigned topics will be responsible for developing lesson plans and coordinating related instruction.
5. Training days will be scheduled for 10 hours of training including rest and meal breaks.
6. Every member will be required to declare a specialty area within the arena of Crime Scene and attend 40 hours of additional training for this specialty or continuing education every two years.

#### B. TRAINING ATTENDANCE

1. Each member is expected to attend all training days throughout the year.
2. Each member will be allowed two excused absences per calendar year.
  - a. Personnel needing to be excused from training will notify the Crime Scene Unit Lieutenant or Sergeant as soon as practical prior to the training date.
    - 1) Determination as to whether an absence is excused or unexcused is the sole responsibility of the Crime Scene Unit Lieutenant.
  - b. Personnel who fail to notify a Crime Scene Unit supervisor about an absence and who miss a training day will submit a written explanation for the absence.
    - 1) The written explanation will be submitted to the Crime Scene Unit Lieutenant in either memorandum or email form.
      - a) Determination as to whether an absence is excused or unexcused is the sole responsibility of the Crime Scene Unit Lieutenant.
      - b) Failure to submit written explanation within seven days of the absence will cause such absence to be considered unexcused.

- c) Personnel who have two or more unexcused absences will have their status reviewed by Crime Scene Unit supervisors. This review may result in removal from the Unit with the inability to reapply for a vacant position for two years.
- d) Absences due to injury or extended medical leave will be handled on a case-by-case basis at the discretion of the Crime Scene Unit Lieutenant.

### C. ON CALL STATUS

1. Every member of the Crime Scene Unit will be required to sign up for and complete 45 days on call per calendar year.
  - a. When not on call, unit members will be subject to call when additional assistance is needed.
  - b. Unit members are required to notify a Crime Scene Unit supervisor regarding scheduled events when the member will not be available to provide assistance, e.g. when on vacation or during training.
  - c. Personnel who fail to meet the minimum on-call standard will have their status reviewed by Crime Scene Unit supervisors. This review may result in removal from the Unit with the inability to reapply for a vacant position for two years.
  - d. The inability to complete the required number of annual on-call days due to injury or extended medical leave will be handled on a case-by-case basis at the discretion of the Crime Scene Unit Lieutenant..

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Captain Ryan M. Zuidema  
Criminal Investigation Bureau

January 7, 2014

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Date