**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group #:\_\_\_ Period: \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Responder’s Responsibilities – Library only**

Place a check mark by each of the following responsibilities as completed:

* I approached the scene cautiously (look, listen, smell) and determined if the site posed any danger.
* I checked to see if medical attention was needed by anyone injured at the scene. I called in backup to help the injured.
* I secured and separated any witnesses present if available.
* I completed an initial walk-through of the area (scan the scene) to provide an overview of the crime scene.
* I secured the integrity of the scene by establishing the boundaries of the crime scene by setting up a physical barrier (tape) to keep unauthorized personnel (and animals, if present) out of the area.
* I collected and recorded information, including my name and badge number, case number, address/location of crime scene, time, date, type of call, names of all involved and present parties, as well as the names of everyone present.
* I protected the crime scene by remaining alert and attentive.
* I documented the entry and exit of all authorized personnel (check library log for who entered the library this morning).

**What to submit in final report:** This checklist with notes. Please share all notes you took in the Library with your group when you return to class. You may take notes in the rectangle box below.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Responder’s notes:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group #:\_\_\_ Period: \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sketch Artist’s Checklist – tree area**

Place a check mark by each of the following responsibilities as completed:

* I will prepare a sketch of the crime scene—a rough sketch — which includes:
  + All directions of the compass correctly labeled.
  + All objects and landmarks within the crime scene labeled in correct position and to scale (each sketch should contain two immovable objects at a measured distance)
  + A few carefully measured distances to add to the accuracy of my sketches

**What to submit in final report:** This checklist with drawing of the crime scene in the box below.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group #:\_\_\_ Period: \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Photographer’s Checklist**

Place a check mark by each of the following responsibilities as completed:

* I worked with the sketch artist, recorder, and evidence collectors to document the crime scene.
* I took photos of the crime scene, noting the four points of the compass, the entrance and departure points into the area, any disturbances (damage) at the scene, etc.
* I took close-up photographs of the victim and/or immediate location of the crime.
* I took a series of distance photos to give perspective to the crime scene.
* I noted and photographed any evidence encountered, both with and without a ruler, and had sketch artist also record the location of the evidence.
* I took a series of at least eight to ten photographs pertinent to the crime scene. These are of sufficient quality that they could be used in a courtroom reconstruction.
* For photographing blood, I made sure I used 90° angle to not skew the blood drop pattern.

**What to submit in final report:** Along with this checklist. Submit one overview and one close up photo from each location. If possible place all six photos on a sheet of paper. Use the color printer.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group #:\_\_\_ Period: \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evidence Collector’s Checklist**

Place a check mark by each of the following responsibilities as completed:

* I worked within the crime scene, wearing gloves to collect evidence.
* I walked an appropriate search pattern in the crime-scene area. The pattern walked was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I properly handled and packaged all materials considered evidence into a bindle.
* I properly bindled and packaged all materials considered evidence into a bag or plastic bag and completed the Evidence Inventory Sheet for each evidence bag.
* I used brown bag for non-dry items like blood.
* I properly sealed and labeled all evidence containers.
* I wrote my signature across the seals on all evidence I collected.
* I completed the chain-of-custody information for each evidence bag.

**What to submit in final report:** Evidence from each location with proper documentation in green evidence box.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_