



Samuel Ceballos, Jr.
Chief of Police
police@pinecrest-fl.gov

MEMORANDUM

Department of Police

DATE: 2018-JUL-24
TO: All Crime Scene Unit (CSU) Personnel
FROM: Sgt. Phil Martin
RE: Crime Scene Investigator's Duties and Responsibilities

Crime Scene Duties and Responsibilities [General Order 35.2.1(D)]

1. Discover and collect substances; e.g., fibers, blood, and other trace evidence.
2. Develop and lift latent foot, palm, and fingerprint evidence; Develop, and identify patent prints; Maintain and operate the Alternate Light Source in examinations for latent prints.
3. Perform latent process on items of physical evidence using various chemicals.
4. Assist in the fingerprint identification of victims of man-made or natural disasters.
5. Prepare castings for shoe and tire impressions.
6. Take photographs of crime scenes including aerial exposures (refer to Miami-Dade Police Department) and special close-ups.
7. Produce crime scene sketches and plats, and record location of evidence.
8. Prepare concise written reports of crime scene investigations and submit findings to the appropriate supervisor. (CALEA 83.2.6)
9. Testify in court on evidence gathered at crime scenes, maintain continuity of evidence, and produce necessary records; render expert testimony in courts of law; prepare court exhibits.
10. Perform delegated auxiliary functions, training, inventory, maintenance, and various other functions as directed.
11. Complete all evidentiary impound related tasks.
12. Responsible for care, maintenance, and proper utilization of assigned equipment.
13. Ensure that the Locard Log ("Crime Scene Admission Log") is maintained on major scenes by responding officer(s).

