



# Training Information



**O'Fallon Police Department**  
1019 Bryan Rd, O'Fallon, MO 63366  
**September 2, 2022 8:00am-4:00pm**

**EFFECTIVE CRIME SCENE REPORTING**  
**MISSOURI POST CONTROL # 21906**

**Register at: [Effective Crime Scene Reporting](#)**  
**or at [www.on-targetsolutionsgroup.com](http://www.on-targetsolutionsgroup.com)**

**Who should attend:** This one-day fundamental seminar is designed for any sworn/civilian personnel involved in evidence recovery and preservation efforts. Presented materials and practical exercises are designed to strengthen your everyday and forensic reporting skills.

Crime scene documentation demands an elevated and often technical level of detail that goes beyond standard field reporting needs of statutory and Uniform Crime Reporting requirements. Forensic/Scientific focused documentation can counter memory recall challenges experienced by even the most seasoned crime scene investigators. Accurate reporting offsets media-fueled CSI effects which adversely impacts ensuing and often time-delayed trials.

The presented methodologies employed during your investigative efforts will allow for any crime lab analytical, reconstruction, case clearance, and ultimately courtroom needs. Simultaneously, your personal and your agency's professional reputation will be enhanced.

### **Topics Include:**

- Compiling Actionable Field Notes
- Intelligible Report Formatting
- Terminology Usage
- Creation of Analysis-Level Documentation
- Aspects of Hearing vs Visual Impacts
- Courtroom Demonstratives
- Visual Methodologies Review:
  - Sketching
  - General Photography Methods
- Considerations of Technology Usage
  - Pitfall Awareness
  - 3D Scanning
  - Drone Usage
  - GIS/Internet Maps

### **Forensic Technician Certification**

**Evidence Processing: Crime Scene to Courtroom Basics**  
**Crime Scene Photography: The Essentials**  
**Effective Crime Scene Reporting**

Completion of the above three seminars and examination will result in the issuance of a Forensic Crime Scene Technician certification. These seminars do not need to be completed in the same week and anyone who has completed these seminars previously will be issued the certification. Likewise, these seminars may be taken individually and do not require all be taken and any of the seminars taken previously count towards the certification.

Discounted fee for the Entire Week: **\$800.00**  
(register for each seminar individually and discount will be applied)

**On-Target Solutions Group, Inc.**  
P.O. Box 491 Yorkville, IL 60560  
**815-545-1609**

**Fee for Crime Scene Reporting: \$175.00**  
(\$150.00 if 3 or more from same agency)