

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division

**Violent Crime Response Team Standard Operating Procedures
Paperwork and Narrative**



8.0 Crime Scene/Law Enforcement Use of Force Report and Distribution of Work Product

8.1 Crime Scene or Law Enforcement Use of Force Report

The Crime Scene or Law Enforcement Use of Force report is used to provide the requesting agency with a record of evidence that is located, documented, and collected at the scene and may also be used for court presentations at a later date.

8.1.1 The Crime Scene or Law Enforcement Use of Force report shall be the responsibility of the VCRT Leader.

8.1.2 Every effort will be made to complete this report as quickly as practicable.

8.1.2.1 All Crime Scene reports shall be completed within 120 calendar days after the scene has been processed.

8.1.2.2 Law Enforcement Use of Force reports shall be completed within 30 calendar days after the scene has been processed.

8.1.3 If the Crime Scene or Law Enforcement Use of Force report cannot be completed within the time frames specified above, then the VCRT Leader shall contact the investigating TBI Criminal Investigator or other submitting agency to inform of the delay. This shall be documented in the case file and reason given for this delay.

8.1.4 The Crime Scene Narrative or Technical Assist Narrative request in LIMS shall use the report heading "Official Crime Scene Report" and refer to the individuals involved as "Subject(s)" and "Victim(s)". This report format shall be used for all crime scenes/technical assists.

8.1.5 The Law Enforcement Use of Force request in LIMS shall use the report heading "Official Law Enforcement Use of Force Report" and refer to the individuals involved as "Law Enforcement Official(s)" and "Other(s)". This report format shall be used for all law enforcement use of force and/or in custody death investigations.

8.1.6 Each report shall contain, but is not limited to, the following information:

- Date and time the request for assistance was received
- Name and title of the person making the request
- Nature of the crime being investigated
- Date and time of arrival at and departure from the scene
- Address and/or location of the scene

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- Names of all the responding VCRT members
- Who conducted the briefing (if applicable)
- A physical description of the crime scene
- Items of evidence collected from the scene (if applicable)
- Presumptive tests performed at the crime scene and the results (if applicable)
- General statement as to what other documentation is available (photographs, videos, ScanStation data, etc.)

8.1.7 It shall be the responsibility of the VCRT Leader (or designee) to ensure that all digital media in the case file and given to the lead investigator has been properly transferred from the original source.

8.1.8 Opinions are reserved for reports of examinations conducted by qualified examiners competent in that discipline and are not included in a Crime Scene or Law Enforcement Use of Force report. However, some conclusions that are the product of crime scene observations may be considered for inclusion.

8.2 Crime Scene Documentation Checklist

The VCRT Leader shall use a Crime Scene Documentation Checklist (Appendix T) to assemble the final packet of information to be placed in the laboratory case folder. This final packet shall be assembled in the order listed on the Crime Scene Documentation Checklist (when applicable).

8.3 Content Check

8.3.1 Once the final packet is compiled and affixed and the Crime Scene or Law Enforcement Use of Force report is complete, the VCRT Leader shall have the final packet and report content checked.

8.3.2 The case status shall be marked as “draft complete” prior to any content check.

8.3.3 At a minimum, content checks shall include a review of all examination records and the associated report to: systematically check manual calculations and manual data transfers for accuracy, ensure conformance with proper technical procedures and applicable laboratory policy and procedures, check for spelling and grammatical accuracy, and ensure records are uniquely identified and all key information is included.

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8.3.4 Content checks shall be performed by another member of the responding VCRT (when applicable) and this VCRT member will sign and date the Crime Scene Documentation Checklist.

8.3.5 Content checks shall be done before any technical or administrative review.

8.3.6 If any observation, data, or calculation is rejected during the content check review process, the changes, date, and identity of the individual making the changes shall be recorded.

8.4 Technical and Administrative Reviews

8.4.1 Technical Review

8.4.1.1 A technical review of all crime scene documentation and the associated report shall be conducted prior to its final release and be done according to the TBI Laboratory Quality Assurance Manual.

8.4.1.2 At a minimum, the technical review shall include a review of all crime scene documentation and the associated report to systematically check manual calculations and manual data transfers for accuracy and ensure conformance with proper technical procedures and applicable laboratory policies and procedures.

8.4.2 Administrative Review

8.4.2.1 An administrative review of all crime scene documentation and the associated report will be conducted prior to its final release and be done according to the TBI Laboratory Quality Assurance Manual.

8.4.2.2 At a minimum, the administrative review shall include a review of all crime scene documentation and associated report for spelling and grammatical accuracy and a review of all pages to ensure that the records are uniquely identified and contain required key information.

8.4.3 If any observation, data, or calculation is rejected during the technical/administrative review process, the changes, date, and identity of the individual making the changes shall be recorded.



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8.5 Distribution of Paperwork or Work Product

Upon completion of the crime scene and all related paperwork, the VCRT Leader shall distribute the work product in the following manner, if applicable.

8.5.1 Laboratory Case File

- Crime Scene or Law Enforcement Use of Force report
- Crime Scene Documentation Checklist
- Request for Examination form(s)
- Property Release(s)
- Evidence log
- Finished diagrams (completed at customer's request)
- Documentation photographs (contact sheets)
- All team member original notes (including all worksheets, sketches, etc.)
- Digital media containing crime scene photographs, video, & ScanStation data (if available)

8.5.2 Lead Investigator

- Crime Scene/Technical Assistance or Law Enforcement Use of Force report
- Request for Examination form(s) (copy)
- Evidence log (copy)
- Finished diagrams (copy, completed at customer's request)
- Crime scene documentation photographs (contact sheets)
- Digital media containing crime scene photographs, video, & ScanStation data (if available)
 - If the digital media is transferred in person, encryption will not be necessary.
 - If the digital media must be transferred via a parcel service, encryption will be necessary and will be done through a 7zip download (<https://www.7zip.org/download.html>) and be accompanied by a letter detailing how to view the data.

8.5.3 Digital Media

8.5.3.1 The original crime scene video, documentation photographs, comparison photographs, and ScanStation data (if available) secure digital (SD) cards shall be stored on-site at the respective laboratory.

8.5.3.2 A backup of the above original items shall be stored either at secure on-site digital storage or offsite storage location.

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8.5.3.3 Crime scene comparison photographs disc (copy) shall be entered as evidence through the TBI Evidence Receiving Unit (when applicable).