

Crime Scene Certification Program Policies

Scope of Certification

Certified Crime Scene Investigator and Certified Senior Crime Scene Investigator are individuals who take an active role in processing crime scenes as required by their job duties in order to identify, document, collect and preserve physical evidence.

The **Certified Crime Scene Investigator (CCSI)** is designed for the crime scene technician, officer or investigator who has demonstrated and verified their knowledge in general methods and techniques for processing a crime scene.

The **Certified Senior Crime Scene Investigator (CSCSI)** is aimed at the crime scene investigator that has advanced knowledge, practical skills and processing techniques in specialized disciplines (i.e. Bloodstain Pattern Analysis or Shooting Incident Reconstruction). This individual shall have experience in courtroom testimony pertaining specifically to crime scene analysis and evidence processing.

1. Prerequisite Requirements

- 1.1 An applicant must be employed full time or part time in an occupation that includes crime scene related activities.
 - 1.1.1 "Crime scene related activities" is understood to mean responding to crime scenes and having a role in locating, documenting, recovering and processing physical evidence during the initial crime scene investigation.
 - 1.1.2 A full-time employee is, for a calendar month, an employee employed on average at least 30 hours of service per week, or 130 hours of service per month. (As defined by the IRS)
 - 1.1.3 Part time employment is regularly scheduled work from 16 to 32 hours per week performed by an employee as defined in 5 USC § 3401(a) through (f) with an appointment in Tenure Group I or II and who was employed on a part-time basis on or after April 8, 1979. (As defined by IRS)
 - 1.1.4 Formal Education: Applicants must have a high school diploma, GED or equivalent.

1.2 Training Requirements

- 1.2.1 Certified Crime Scene Investigator (CCSI)
 - 1.2.1.1 Must have completed a minimum of 40 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.
- 1.2.2 Certified Senior Crime Scene Investigator (CSCSI)
 - 1.2.2.1 Must have completed a minimum of 120 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.
- 1.2.3 Agency In-house Training:
Upon approval by the Crime Scene Certification Board, an agency's structured training program hours may be reciprocated for portions of or for the number of required hours of instruction for the applied Level.
- 1.2.4 Continuing Education/Professional Development Hours:
The topics that qualify in the area of crime scene approved training are as listed below. The Crime Scene Certification Board, on request, will consider other topics:



- Forensic Light Sources Training
- Arson Investigations
- Bloodstain Pattern Analysis
- Clandestine Lab Training
- Collection & Preservation of Evidence
- Courtroom Testimony
- Crime Scene Documentation
- Crime Scene Investigations
- Crime Scene Photography
- Crime Scene Reconstruction
- DNA Evidence
- Death Investigations Evidence
- Photography
- Shooting Incident Reconstruction
- Footwear and Tire Tread Detection/Recovery
- Forensic Anthropology
- Forensic Archeology
- Forensic Entomology
- Forensic Odontology
- Latent Print Detection/Processing
- Post Blast Investigations
- Report Writing Rules of Evidence
- Sex Crime Investigations
- Trace Evidence identification & Collection
- Traffic Accident Investigations
- Underwater/Subsurface search & recovery
- Wound Dynamics
- Any course(s) not listed with a relationship to crime scene related subject matter.

1.3 Experience

1.3.1 Certified Crime Scene Investigator (CCSI)

1.3.1.1 Must have a minimum of (6) months full-time employment with at least 25% of their duties in crime scene related activities; or (12) months part-time employment with at least 25% of their duties in crime scene related activities. (See section 1.1.4 for definition of part-time employee)

1.3.2 Certified Senior Crime Scene Investigator (CSCSI)

1.3.2.1 Must have a minimum of five (5) years full time employment with at least 25% of their duties in crime scene related activities.

1.3.2.2 Must have authored or co-authored an article on some phase of crime scene investigation published in a professional journal



or,

- 1.3.2.3 Made a presentation on a topic area with subject matter related to crime scene investigation to a professional organization **or**,
- 1.3.2.4 Be an active instructor or subject matter expert (SME) in the field of crime scene investigation, who is currently teaching at least once a year.

2 Examination

2.1 Certified Crime Scene Investigator (CCSI)

- 2.1.1 Must successfully pass a computerized test with a minimum score of 75%. The test will be taken from publications selected by the UT LEIC Certification Board. The titles will be published and a minimum of one year notice will be given prior to changes made to reference materials.

2.2 Certified Senior Crime Scene Investigator (CSCSI)

- 2.2.1 Must successfully pass a computerized test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and a minimum of one year notice will be given prior to changes made to reference materials.

3 Endorsements

Two (2) letters of endorsement are to be uploaded as part of the application process. One letter of endorsement being from the applicant's supervisor, and a second letter from a person certified at an equal or higher level from a recognized certifying body (IAI or UT LEIC). If one or neither of those are available to the applicant, letters from professional peers are acceptable. Acceptable file formats are PDF, JPEG, DOC, DOCX, BMP or TIFF. Education and training certificates are to be uploaded in the same manner.

4 Recertification

- 3.1 All applicants due for recertification must accumulate 80 continuing education/professional development credits during the previous 5-year period.
- 3.2 Applicants for recertification will be required to take a recertification examination.
- 3.3 Applicants for recertification must complete a recertification application and pay the required fee as listed on the UT LEIC website prior to the expiration date of their current certification. It is the responsibility of the applicant to apply for recertification



prior to the date of expiration on their current certification.

3.4 If an applicant for recertification does not meet the requirements for recertification or fails the recertification test twice, the applicant is deemed no longer certified.

3.5 If an applicant for certification fails the examination, they may reapply immediately and take the test 30 days from original test date. The applicant must re-submit the current application and fee.

4 Other

4.1 Application for a higher certification may be made by an individual at any time. The prior certification at the lower level is deemed to have expired at the time the new certification is granted. If the applicant fails the higher certification test, the lower certification will remain in effect until the original expiration date.

4.2 If an applicant for certification fails the examination, they may reapply immediately and take the test 30 days from original test date. The applicant must re-submit the current application and fee.

4.3 Any graduate of the University of Tennessee's (400 hour) National Forensic Academy will qualify to test for the Certified Crime Scene Investigator or Certified Senior Crime Scene Investigator (if qualified under years of experience).