



Crime Scene Certification Program Policies

**Certification Overview**

A crime scene investigator is a person who takes an active role in processing crime scenes as required by their official duties of employment. These duties require an individual to thoroughly process a crime scene for 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 Patter Analysis or Shooting Incident Reconstruction). This individual shall have experience in courtroom testimony pertaining specifically to crime scene analysis and evidence processing.

TABLE OF CONTENTS

<b>Prerequisite Requirements</b> .....	<b>Page 2</b>
<b>Training Requirements</b> .....	<b>Page 2</b>
<b>Experience</b> .....	<b>Page 3</b>
<b>Examination</b> .....	<b>Page 3</b>
<b>Endorsements</b> .....	<b>Page 3</b>
<b>Recertification</b> .....	<b>Page 4</b>
<b>Other</b> .....	<b>Page 4</b>



## Prerequisite Requirements

An individual applying for certification shall be employed part time or full time in an occupation that involves processing of crime scenes.

As defined by the IRS: 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.<sup>[1]</sup>

As defined by the IRS: 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)<sup>[2]</sup>

The minimum educational requirement to apply for certification is a high school diploma or GED.

<sup>[1]</sup> <https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees>

<sup>[2]</sup> <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title5/pdf/USCODE-2011-title5-partIII-subpartB-chap34-sec3401.pdf>

## Training Requirements

### Certified Crime Scene Investigator (CCSI)

Must have acquired a minimum of 40 hours of UT LEIC Forensic Board approved instruction in courses related to the field of forensic science and crime scene investigation within five (5) years from the date of application.

### Certified Senior Crime Scene Investigator (CSCSI)

Must have acquired a minimum of 120 hours of UT LEIC Forensic Board approved training in forensic related courses within the last five (5) years.

### Internal Agency Training:

Upon approval by the UT LEIC Forensic Board, an agency's internal training hours may be applied towards the required hours of training for certification.

### Continuing Education/Training Hours:

Any course of instruction relating to the field of forensic science and crime scene investigation, in which the training can obtain POST approval, or otherwise through approval by the UT LEIC forensic board.



## Experience

### Certified Crime Scene Investigator (CCSI)

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.

### Certified Senior Crime Scene Investigator (CSCSI)

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

Lectured or instructed on a topic area with subject matter related to forensic investigations to an audience of professionals or,  
Instruct as a subject matter expert (SME) in the field of forensic science and investigations, at a minimum of 40 hours per calendar year.

## Examination

### Certified Crime Scene Investigator (CCSI)

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

### Certified Senior Crime Scene Investigator (CSCSI)

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

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 non-refundable fee.

## Endorsements

One (1) letter of endorsement is to be uploaded as part of the application process. This letter of endorsement should include confirmation of your employment with the agency, and that at least 25% of your duties are in forensic or crime scene related activities. Acceptable file formats are PDF, JPEG, DOC, DOCX, BMP or TIFF. Education and training certificates are to be uploaded in the same manner.



## Recertification

An individual applying to renew their certification shall obtain a culmination of 80 training hours during their 5 year period of holding an active certification. All current training certificates and other proof of acquired training hours must be uploaded with your renewal application.

An individual applying to renew their certification must complete an application and pay fees as listed on the UT LEIC website. This must be completed before the applicants current certification expires. It is the responsibility of the applicant to renew certification prior to the date of expiration on their current certification.

-An individual applying for renewal of certification may apply for Certified Senior Crime Scene Investigator or any level higher any time. If the individual fails an examination for any level of certification beyond their current level, their lower level certification will remain active until date of expiration.

An individual applying to renew their certification must successfully pass the examination for which they applied.

If an individual applying for renewal of certification fails their exam, they may reapply immediately and take the test 30 days from original test date. The applicant must reapply and pay all necessary fees.

If an individual applying to renew their certification fails to complete the minimum requirements (*as described in 4.1*) for renewal of certification, or fails the examination twice, the applicant will no longer hold an active certification.

## Other

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).