
TECHNICAL INFORMATION

Crime Scene Template

Catalog No. CST1

INTRODUCTION

When most criminal cases go to court either the prosecution or the defense or both generally demand a diagram of the crime scene. It is about the only way a scene can be recreated so the jury can get the overall picture.

The responsibility for making crime scene sketches and diagrams usually falls on the investigating officer. Although diagramming crime scenes can be one of the most difficult and time consuming tasks, the officer who diagrams each scene as soon as possible has a better chance of solving the case because it is much easier for a witness to explain what they know and how it relates to an offense when they have a diagram to look at.

Diagramming each scene can also save an officer embarrassment months later when asked testify in court about where and how certain objects were found at the scene of a crime. It will also help a jury to arrive at a just verdict based on all the facts.

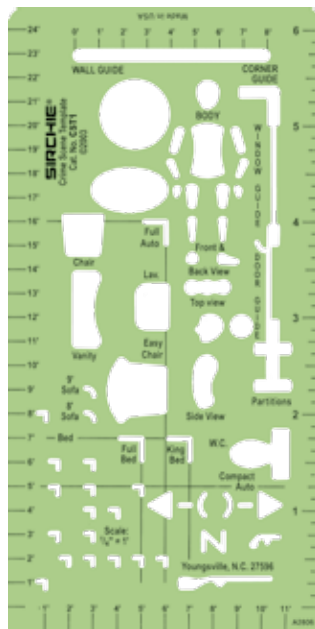
The No. CST1 is the only template ever developed to simplify and professionalize crime scene diagramming. It is designed to simplify the drawing of difficult objects in crime scenes. Take some time to

become familiar with your template. Practice with it. Diagram your office, home or car. Better still, redraw some old crime scene diagrams. You will be surprised how much easier and faster scenes can be drawn and how much more professional they appear when you use the CST1 Crime Scene Template.

PROCEDURE

The following instructions will help you utilize your template more fully. The Crime Scene Template is on a quarter inch scale—each quarter inch equals one foot ($1/4" = 1'$). The bottom and left side are marked at $1/4"$ increments. There is a convenient 6" ruler along the right side. Use the right or left side or bottom for a measured straight edge. Use the two upper corners as rounded street or highway corners. Use the wall guide slot at the top to draw uninterrupted double walls.

- THE WINDOW, DOOR, and CORNER GUIDE can be turned over and/or moved about to allow you to draw these portions of any double walled building. The spacing is the same as the wall guide.
- THE DISJOINTED BODY can be moved about and/or turned over to draw the human body in almost any position. Draw the head first. Then the torso. If a limb is over some other portion of the body, always draw the top member first. When all the joints are drawn touching, the body will be about 5'9". For persons shorter than 5'9", overlap the joints. To draw an infant, use the right foot as the head. Use a thigh as the torso and the right hand as arms and legs.



- THE COMPACT AUTO LINE from the 1.25" mark on the right, across to the 5' mark on the left with both sides and the bottom of your template, makes one side and both ends of a compact car.
- THE FULL AUTO LINES extending to the left and down from the 1/4" x 1/4" slot and the left side and bottom of your template, makes one side and both ends of a compact car.
- THE BED LINES extending to the left and down from the two 1/4" x 1/4" slots and the bottom and left side of your template are outlines for regular and king size beds.
- THE 1/8" x 1/8" SLOTS are outline markers for square or rectangular shaped furnishings and fixtures such as tubs, tables, sofas, desks, counters, etc.
In all cases, use the slots as an inside mark and the bottom and left side of your template as one side and an end of the object you are drawing. After you have drawn those portions, simply turn your template around (180°) and place on your outline and corner mark and draw the other side and end.
- THE CUT OUTS are for common but hard to draw furnishings and fixtures. Many of these may be used with other cut outs to form some other object. For example, use the front of the make-up table and 3/4 of the lavatory to make the round faced front of an old styled ice box. About 1/3 of the oval table can be used as the contoured end of a bath tub. There are many variations such as the round table for a vehicle wheel or tree. With a little imagination and practice, you can diagram practically anything.

Although the Crime Scene Template will accommodate a ball point pen, we recommend a well-sharpened lead pencil and a good eraser. Even the best draftsmen make mistakes. If your department requires inked drawings, you can trace over your finished penciled drawing with a ballpoint pen. We also suggest you use quarter inch (4 squares per inch) graph paper. The lines make excellent reference points and it is much easier to draw straight and correct line lengths. Finally, when asked on the witness stand if a diagram is to scale, a proper answer would be, "As nearly as I could make it, Sir."

CRIME SCENE DIAGRAMMING TIPS

A. Plan your diagram.

1. Be sure there is space on the paper to draw all you plan to show. Don't crowd your diagram. It is better to divide a scene into numbered sections and draw each section on separate sheets of paper.
2. Allow space for margins—at least 1/2" at the top and on either side for measurements, and a minimum 1 1/2" to 2" margins at the bottom for symbols and explanations.
3. When possible, north should be toward the top of the diagram. An "N" with arrow can be used to describe directions.
4. Plan so all writing (numbers & letters) is horizontal with the top of the drawing sheet. This is so words, measurements, and symbols can be read without turning the paper.

B. Outside walls of double walled buildings should be drawn first.

C. Locate corners and partitions that intersect with the outside walls. Use the template corner guide to draw in corners and partitions and to establish wall width.

D. Draw inside walls making sure your lines follow the established width established by your template corner and wall guide.

1. When drawing rooms inside buildings, draw a room's outside walls first. Next locate corners and partitions and draw them in before drawing the inside walls of the room.

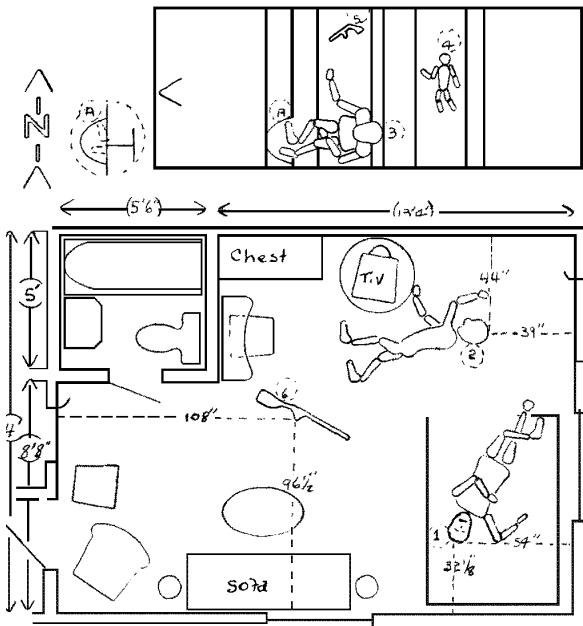
E. Locate windows and doors

1. If you haven't previously made allowance for windows and doors, erase wall lines where they belong.
2. Use your template window and door guides and draw windows first and then doors to scale.
3. Always draw doors of a crime scene in the position you find them. If a door is closed, use the tiny hook on your template door guide to show the direction the door swings open to.

F. Draw furniture and fixtures to scale.

G. Make copies.

1. If you have access to a copier, make at least one copy of your work up to this point.
2. After you have drawn in evidence (Step H) and before symbols and distances are shown, make at least two other copies.
 - (a) Save one copy or the original as is.
 - (b) Show symbols and explanations of symbols on one copy.
 - (c) Show distance, direction, symbols, and explanations of symbols on final copy.



NOTE: Making extra copies saves you from having to start over when a mistake has been made that couldn't be corrected. Also, there may be occasions when the court will not allow some portions of your diagram into evidence.

- H. Draw in evidence to scale and as near the same location and position as it was found as possible.
- I. Show dimensions of crime scenes.
 - 1. Always show inside dimensions of rooms and buildings where an offense has occurred, but draw these measurements outside the building.
 - 2. Show outside dimensions of rooms and buildings when these measurements might prove or disprove any elements of a crime.
 - 3. Show distance to other things such as buildings, streets, or known points when these measurements are needed to locate the scene or are of a relevant or evidential nature.
- J. All evidence should be located by a minimum of two (2) measurements that are at right angles of each other. Each measurement should be from a stationary point. Example: If one measurement is from a north wall to a coin, the other measurement should be from an east or west wall to the coin. This creates the right angle and makes the exact location of that coin certain as long as those two walls stand.
 - 1. If there is not space within a diagram to show a measurement to evidence from stationary points, or if lines or figures will distort the appearance of the diagram, show these measurements on separate notes or in the diagram margin.
 - 2. Use broken lines for measurement inside the scene proper. This lessens the possibility of mistaking measurement lines for a part of the scene.
 - 3. Be consistent in measuring from the same point on like pieces of evidence. Try measuring from the trigger of firearms, the point of sharp objects and the top of a homicide victim's head.
- K. Identify objects within a crime scene.

- Items of evidence should be identified by single letters or numbers.
 - Placing a letter or number on evidence may distort its appearance. In this case, place the symbol near the evidence. Circle the symbol with broken lines.
 - Furnishings and fixtures that are identifiable by outline need not be further identified.
 - Explain symbols in the bottom margin.
- L. The bottom margin should contain:
- Location: Address or distance and direction from nearest known point.
 - Scale of drawing.
 - Explanation of symbols.
 - Date and time observations and measurements were made (not necessarily the date the diagram was drawn).
 - Initials of officer making the diagram.
- M. When locating evidence and using roads or streets as reference points, measure from the middle of the roadway and the distance from the nearest known stationary point.
- In a field or park when using a tree as a reference point, all measurements should be from the center of the tree trunk.
 - Use the small circle on your template as the tree trunk and rotate the large circle to illustrate foliage.

