



MICHIGAN STATE POLICE GRAYLING FORENSIC LABORATORY AND GAYLORD POLICE DEPARTMENT EVIDENCE TECHNICIAN COURSE



October 1st thru 5th 2018

TO: Evidence Technician Participants:

You will need all of the below listed items to participate in class. Please order the Forensics Source catalog, even though you will not have it for class. It is a good resource for supplies and information. Once you are on their mailing list, you will receive information related to Evidence Technician information and updates. If you have any questions, please feel free to contact F/S Sarah Forman at the Grayling Forensic Laboratory (989) 348-5449 or formans1@michigan.gov or Sgt Douglas Hempenstall at the Gaylord Police Department (989) 732-1777 or hempenstalld@cityofgaylord.org. Location is at Gaylord Police Department, 305 East Main Street, Gaylord, Michigan, with class on October 5th at the Grayling Forensic Laboratory. Start Time will be 10:00 A.M. on Monday 1, 2018, and will be ending each day around 5:00 P.M.

Items you will need to bring:

- 1. Digital Single Lens Reflex Camera:** Digital Single Lens Reflex Camera (with a manual focus lens) that can be used in a Manual Mode so you can change the f-stop, speed, and focus. Digital Cameras should be 10 Megapixels or higher for evidence photography. **If you have an automatic camera, please learn how to operate your camera in manual mode prior to coming to class.** Please read your manual for the camera so you know how to put the camera in manual mode; know where the f-stop dial is located, and how to change the shutter speed. If you need help, please ask for assistance from an Evidence Technician at your department, or go to a camera shop and get assistance from a sales person before coming to class. It is essential that you know how to operate your camera in manual mode prior to class.
- 2. Audio/Visual Cables:** Most digital cameras come with multimedia cables so you can look at your photographs on the camera through a multimedia device such as a computer or television.
- 3. Shutter Release Cable:** A shutter release cable for your camera. This cable allows you to take a picture several inches away from your camera. The shutter release cable needs to be fitted to the camera you are using in class and you must know how to put it on the camera and operate the shutter before coming to class.
- 4. Synchronization Cable:** The synchronization cable is a six to nine foot cable that connects the flash to your camera. You will be taking pictures with the flash several feet away from the camera, so this cable needs to be at least 4 feet in length. Be sure you have the correct cable for your camera and flash and you know how to connect these devices to each other before you come to class.
- 5. Electronic Flash:** An electronic flash unit that is compatible with your camera and synchronization cable.
- 6. Tripod:** You will need a tripod for your camera while taking pictures. This tripod should be large enough and have the ability to be adjusted so a picture can be taken without the legs of the tripod in your viewfinder.
- 7. Evidence Packaging:** Brown paper bags (grocery bags and small bags), envelopes, etc.
- 8. Forensics Source:** Go to www.forensicsource.com and order a catalog or download the electronic version. This catalog is a resource of processing information and a source to replenish your supplies. Also your name will be placed on their mailing list so you will begin to receive articles and information about new products, crime scene processing tips, and how to stuff. **Please order even though it will not be available for the class.**

Casual attire or fatigues: Casual dress for this class is appropriate. You will be processing and practicing what you learn in demonstrations every day. You will be exposed to powders, dirt, and biological substances.

Personal protective equipment will be supplied to you during class. You will be outside during this class, so please bring appropriate outside weather attire.