FEMA

R214

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Forensic Evidence Collection* (FEC) course. Your assistance is requested in preparation for this educational opportunity.

If possible, **you should bring a copy of any official evidence collection forms, or related forms, used in your daily routine of evidence collection and processing.** These may include consent to search/seize; photography log; evidence log; laboratory request/test request forms with specifics of type of materials being sought through laboratory analysis, and other forms that can be complied and used in class and reviewed by other investigators/analysts who are participating in the course.

One part of this course is devoted to an outside activity, regardless of weather conditions. Therefore, you are required to bring:

1)   A raincoat or rain suit.
2)   An appropriate jacket or coat (for cold/winter weather) or attire suitable for seasonal climate.

In order to cover the amount of material required for this course, completion of work assignments and studying after classroom hours will be necessary. Also, evening classes may be conducted to complete all course requirements.
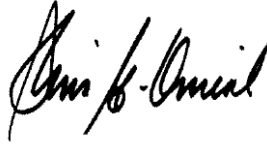
You should have already completed the following CFI Trainer modules: Introduction to Evidence; Digital Photography and the Fire Investigator; Evidence Examination: What Happens at the Lab; DNA; and Physical Evidence at the Fire Scene.   Access to CFI Trainer is via Web site at www.CFITrainer.net There are no costs or membership requirements to access these modules.

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There are a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2007 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Michael L. Donahue, Fire/Arson and Explosion Investigation Curriculum Training Specialist, at (301) 447-1158 or email at Michael.Donahue1@fema.dhs.gov

Sincerely,

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration