**Incident Investigator’s Kit**

**Sample list of items to use to conduct an incident investigation:**

* Camera
* Charged Batteries (for phones, cameras, equipment, etc.)
* Video / Audio recorder
* Measuring devices in various sizes
* Leveling rod
* Clipboard and writing pad
* Pens, pencils, markers
* Graph paper
* Straight‐edge ruler (Can be used as a scale reference in photos)
* Incident investigation forms
* Flashlight
* Strings, stakes, warning tape
* Photo marking cones
* Personal protective equipment: Gloves, hat, eyewear, ear plugs, face mask, etc.
* Magnifying glass
* High visibility plastic tapes to mark off area
* First aid kit
* Latex gloves
* Sampling [holding] containers with seals (Various types: bags, jars, containers, etc.)
* Identification tags
* Variety of tape: Scotch, masking, duct
* Compass
* Carpenters ruler
* Hammer
* Paint stick (yellow/black)
* Chalk (yellow/white)
* Protractor
* Clinometer (to measure angles and elevation slopes)

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**Tips for Video/Photo Documentation**

*Note: Interviewees must be aware that they are being video recorded and/or photographed. It is recommended that investigators obtain permission from the interviewee before the interview.*

**Tips for video documentation:**

Video the scene as soon as possible; doing this early on will pick up details that may later add valuable information to the investigation

Scan slowly 360 degrees left and right to establish location

Narrate what is being taped, and describe objects, size, direction, location, etc. If vehicles were involved, record direction of travel, going and coming

**Tips for photograph documentation:**

Always make notes about the photos taken

Start by taking distance shots first then move in to take closer photos of the scene

Take photos at different angles (from above, 360 degrees of scene, left, right, rear) to show the relationship of objects and minute and/or transient details such as ends of broken rope, defective tools, drugs, wet areas, or containers

Take panoramic photos to help present the entire scene, top to bottom—side to side

Take notes on each photo; these should be included in the incident investigation file with

the photos

Identify and document the photo type, date/time/location taken, subject, weather conditions, measurements, etc.

Place an item of known dimensions in the photo to add a frame of reference and scale (e.g., a penny, a pack of cards)

Identify the person taking the photo

Indicate the locations where photos were taken on sketches