

Approved by Director: Dr. Guy Vallaro

Forensic Biology Training Manual

Trainee: _____

Training Plan Approvals: _____

Start Date: _____

Completion Date: _____

Completion Approval: _____

Forensic Biology Lead: _____

Assistant Director: _____

Deputy Director: _____

PURPOSE

To provide a comprehensive training program for Forensic Biology Examiners (however titled) new to DSS or the FB Unit. Upon successful completion, this program will allow employees to conduct casework independently.

OVERVIEW

1. The Forensic Biology Lead will determine the appropriate training plan. The Assistant Director, Deputy Director and/or Director will approve the training plan.
2. Training may be conducted in stages. Trainees may complete competencies and work on casework for specific procedures prior to completing training in its entirety. Training for additional procedures may subsequently be conducted.
3. The amount of time necessary to achieve competency in a given procedure may be dependent on the trainee's previous experience. With proper approval, training may be modified to account for prior training and experience. Independent procedure practice(s) may be utilized, with Lead approval.
4. Supervised and independent practices will be conducted using mock evidence samples.
5. GL-14.3 will be completed prior to competency approval. Competencies will comprise of a practical and a written and/or oral component. Competencies may also include a mock court assessment. Written/oral assessments should cover court-type questions when no mock court is utilized.
 - a. Practical: Trainees must obtain intended results. If a report component is included, the report will include appropriate result conveyance.
 - b. Written/Oral: Achieve a grade of 80% or higher.
 - c. Mock Court: Give acceptable, clear testimony. A single formal mock court may be conducted, encompassing multiple modules.
 - d. Upon successful completion, the Lead will notify the Quality Manager, Assistant Director and Deputy Directory via memo of recommended authorization.
 - e. See GL 14.5 for additional information.
6. Literature readings, supplemental references (Appendix 4) and validation summaries are available for trainee review.
7. In the event that an examiner requires retraining, the area of retraining will be identified. The retraining will be provided and a competency / evaluation period will be initiated as determined by the Deputy Director, along with the Unit Lead, Quality Section and Director. Refer to GL-14 (General Training) and GL-1 (Quality Manual) for further guidance.

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8. Since not all case scenarios are captured in training modules, examiners will observe various types of casework evidence upon availability. Examples include, but are not limited to, sexual assault secondary evidence and fingernail samples. Observations of more complex evidence should be formally documented within the training binder. Examiners will be assigned increasingly complex casework based on experience and Unit Lead evaluation.

9. Module Completion Expectations:

- a. Modules 1-5: ~4-5 weeks
- b. Modules 6-9: ~6-8 weeks

RESPONSIBILITY

Section Lead and/or designee of the Forensic Biology Unit (however titled) will provide training.

SAFETY

Use appropriate measures for the proper handling of physical evidence, biological materials and chemicals according to GL-2 (Safety Manual) Safety Data Sheets.

Module 1: General Introduction

Trainee:

Module Completion Date:

Goal(s): The trainee will become familiar with the general DSS operations, general Forensic Biology Unit operations and individual responsibilities.

*No assessment is required for this module.

Task	Trainee Initials/Date	Trainer Initials/Date
☐ Complete Laboratory Tour		
☐ Orientation to FB Unit		
☐ Read all General Laboratory Standard Operating Procedures (GL/SOP)		
☐ Complete GL 2.2		
☐ Complete GL 14.1		

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Module 2: General Evidence Handling

Trainee:

Module Completion Date:

Goal(s): The trainee will learn to properly handle physical evidence, preserve evidence for future testing, operate the LIMS system, and demonstrate the basic tasks necessary to complete evidence documentation and handling.

Reference(s): GL-4 (LIMS), GL-12 (Evidence Receiving), GL-13 (General Evidence Handling), FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-19 (Trace/HLF Examination) pages 1-2 through section 19.5.E.

Task	Trainee Initials/Date	Trainer Initials/Date
☐ Orientation to Evidence Receiving (ER) Unit		
☐ Learn laboratory case acceptance policies by reading relevant ER SOPs ER SOP -01, -1.1, -02, -04, -09, -17		
☐ Successfully complete aseptic training administered by DNA personnel		
☐ Orientation to physical storage locations and associated LIMS designations for FB casework		
☐ Orientation to personal protective equipment (PPE) storage locations and proper usage		
☐ Learn to demonstrate the procedures for receipt, transfer, storage and return of evidence using LIMS, while maintaining proper chain of custody		
☐ Learn to demonstrate how and when to create sub-items for evidence using LIMS		
☐ FB specific use of LIMS demonstrated and practiced		
☐ Learn to recognize proper evidence packaging and documentation		
☐ Learn to recognize physical evidence that requires other examination methods (i.e. trace, latent prints, footwear impression, etc.) Trainer to review LIMS and QR documentation		
Competency –		
☐ Practical – LIMS focused exercise		
☐ Written / Oral (circle applicable)		

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*Approved by Director: Dr. Guy Vallaro***Module 3: Legal Training**

Trainee:

Module Completion Date:

Goal(s): The trainee will become familiar with the legal requirements of testimony in Connecticut and receive an overview of expert witness testimony responsibilities.

References(s): GL 1.4 (ANAB Guiding Principles), GL 5 (Ethics), GL 15 (Professional Development), GL 17 (Court Monitoring)

***Module 3 assessment will occur during mock court(s) completed within other modules.**

Task	Trainee Initials/Date	Trainer Initials/Date
☐ Receive guidance on examiner qualifications (voir dire), courtroom appearance, court structure and pertinent rules of courtroom		
☐ Prepare a curriculum vitae Upon review, load to Qualtrax		
☐ Read DOJ Code of Professional Responsibility for the Practice of Forensic Science		
☐ Read transcripts of previous FB testimony		
☐ Review discovery and admissibility rules - <i>Daubert v Merrell Dow Pharmaceuticals</i> - <i>Frye v US</i> - <i>State v Porter</i>		

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*Approved by Director: Dr. Guy Vallaro***Module 4: Swab and Small Evidence Case Examinations**

Trainee:

Module Completion Date:

Goal(s): Trainee will learn to examine swabs and small items requiring touch and/or wearer DNA collection. Trainee will demonstrate appropriate sample collection methods and be able to recognize appropriate collection areas.

Reference(s): FB SOP-01 (Evidence Examination and Sample Collection Guidelines)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Review (2) completed swab only cases 1. DSS- 2. DSS-		
☐ Review (3) completed small item cases 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (2) swab exams		
☐ Supervised practice of a minimum of (2) swabs		
☐ Observe trainer conduct a minimum of (3) small evidence exams		
☐ Supervised practice of a minimum of (3) small evidence		
☐ Trainer will review and/or demonstrate how to identify potential damage, or other areas of interest for sample collection		
☐ Read literature: - "Touch DNA Analysis: Using the Literature to Help Answer Some Common Questions" – Suzanne Ryan - "DNA Transfer in Forensic Science: A Review" – Roland A.H. van Oosscht et al		
Competency – circle appropriate Swab Examination / Small Evidence / Both		
☐ Practical		
☐ Written / Oral (circle applicable)		
☐ Mock Court		

Post-Competency: New examiners must have a minimum of first (5) case jackets reviewed by a unit supervisor.

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*Approved by Director: Dr. Guy Vallaro***Module 5: Blood Testing**

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on blood testing.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-05 (Reports and Records), FB SOP-08 (Screening Tests for Blood), SOP-11 (RIAs for Blood), FB SOP-28 (ML2-IR Crime-Lite)**5A - Blood Screening: Kastle-Meyer (KM) and o-Tolidine (oTol)** – oTol training should be completed in conjunction to, or after KM training.

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS (or photo documentation for ML2-IR) and on relevant FB QRs		
☐ Read validation summaries for ML2-IR		
☐ Review (3) completed cases with KM testing 1. DSS- 2. DSS- 3. DSS-		
☐ Review (2) completed cases with oTol testing 1. DSS- 2. DSS-		
☐ Observe trainer conduct a minimum of (3) KM tests		
☐ Supervised practice of a minimum of (3) KM tests		
☐ Observe trainer demonstrate proper use of ML2-IR		
☐ Supervised practice of proper use of ML2-IR		
☐ Observe trainer conduct a minimum of (1) oTol test		
☐ Supervised practice of a minimum of (1) oTol test		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency – KM / oTol / Both		
☐ Practical: Part A - KM/OT (with report / no report)		
☐ Part B - ML2-IR (no report)		
☐ Written / Oral (circle applicable): Part A - KM/OT		
☐ Written / Oral (circle applicable): Part B - ML2-IR		
☐ Mock Court		

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5B - Blood Rapid Immunoassays: RSID-Blood (RSID) and ABACard Hematrace (HT)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read validation summaries for each RSID and HT		
☐ Review (3) completed cases with RSID testing 1. DSS- 2. DSS- 3. DSS-		
☐ Review (3) completed cases with HT testing 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (2) RSID tests. Trainee must observe a minimum of (1) sample extraction		
☐ Supervised practice of a minimum of (2) RSID tests, including sample extraction		
☐ Observe trainer conduct a minimum of (2) HT tests. Trainee must observe a minimum of (1) sample extraction.		
☐ Supervised practice of a minimum of (2) HT tests, including sample extraction		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency – RSID-Blood / HT / Both		
☐ Practical with report writing		
☐ Written / Oral (circle applicable)		
☐ Mock Court		

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*Approved by Director: Dr. Guy Vallaro***Module 6: Body Fluid Testing**

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on body fluid testing.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-05 (Reports and Records), FB SOP-12 (Screening Test for Semen), SOP-13 (Extraction of Samples for Semen), SOP-14 (Identification of Spermatozoa), Axio Scope.A1 Operating Manual, SOP-15 (RIA for Semen), SOP-16 (Test for Amylase), SOP-17 (RIA for Urine), SOP-28 (ML2-IR Crime-Lite)**6A – Acid Phosphatase and Extraction**

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read validation summaries for AP and Extraction		
☐ Review (3) completed cases with AP and Extraction 1. DSS- 2. DSS- 3. DSS-		
☐ Observe Brentamine Test Reagent preparation		
☐ Observe trainer demonstrate proper use of ALS		
☐ Observe trainer conduct a minimum of (3) AP tests including direct and indirect methods		
☐ Observe trainer conduct a minimum of (1) sample extraction		
☐ Supervised practice of a minimum of (3) AP tests, including direct and indirect methods		
☐ Supervised practice of a minimum of (1) sample extraction		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency – AP / Extraction / Both		
☐ Practical (with report / no report) to include ALS		
☐ Written / Oral (circle applicable) to include ALS		
☐ Mock Court		

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6B: Spermatozoa Identification – Sperm Hy-Liter (SH) and Christmas Tree Staining (CT)

Task	Trainee Initials/Date	Trainer Initials/Date
☐ Read validation summaries		
☐ Review (2) completed cases with SH testing 1. DSS- 2. DSS-		
☐ Review (2) completed cases with CT testing 1. DSS- 2. DSS-		
☐ Trainer will demonstrate unstained smear searching for red blood cells and sperm identification (SH)		
☐ Trainer will demonstrate SH staining procedure to include border preparation, QR-14, direct pellet and resuspended pellet methods; minimum (2) smears		
☐ Observe a minimum of (2) SH smear searches. Trainer will demonstrate appropriate use of fluorescent microscope and photo-documentation.		
☐ Supervised practice of SH staining procedure from <u>extract</u> ; minimum of (2) smears (1 each direct/indirect)		
☐ Supervised practice of SH smear searches		
☐ Trainer will demonstrate CT staining procedure to include smear prep and sperm search; minimum (2) smears		
☐ Supervised practice of CT staining procedure and sperm search; minimum of (2) smears		
☐ Complete independent sperm search practice set		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency – SH / CT / Both		
☐ Practical (with report / no report)		
☐ Written / Oral (circle applicable)		
☐ Mock Court		

Post-Competency: New analysts must have a minimum of three (3) negative smears verified.

1.

2.

3.

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6C – p30

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read validation summaries for p30		
☐ Review (3) completed cases with p30 testing 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (3) p30 tests.		
☐ Supervised practice of a minimum of (3) p30 tests		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency –		
☐ Practical (with report / no report)		
☐ Written / Oral (circle applicable).		
☐ Mock Court		

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6D – Amylase

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read validation summaries		
☐ Review (3) completed cases 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (3) amylase tests. Trainee must observe a minimum of (1) test directly from an extract		
☐ Observe trainer demonstrate proper use of ALS		
☐ Supervised practice of a minimum of (2) amylase tests		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency –		
☐ Practical (with report / no report) to include ALS		
☐ Written / Oral (circle applicable) to include ALS		
☐ Mock Court		

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6E – RSID-Urine

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read validation summaries		
☐ Review (3) completed cases 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (2) RSID-Urine tests. Trainee must observe a minimum of (1) extraction		
☐ Observe trainer demonstrate proper use of ALS		
☐ Supervised practice of a minimum of (2) RSID-Urine tests		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency –		
☐ Practical (with report writing) to include ALS		
☐ Written / Oral (circle applicable) to include ALS		
☐ Mock Court		

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Module 7: Sexual Assault Evidence Collection Kit Examination (Direct-to-DNA)

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on sexual assault kit examination.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines),
FB SOP-02 (SAECK Exam), SOP-07 (Whole Blood Sample Preservation)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Read Public Act 15-207 and Public Act 18-83		
☐ Review (3) completed cases with SAKs 1. DSS- 2. DSS- 3. DSS-		
☐ Observe trainer conduct a minimum of (3) SAK examinations.		
☐ Supervised practice of a minimum of (2) SAK examinations		
☐ Complete practice workflow packet		
Competency –		
☐ Practical		
☐ Written / Oral (circle applicable)		
☐ Mock Court		

Post- Competency: New examiners must have a minimum of first (5) case jackets reviewed by a unit supervisor.

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Module 8: Human Hair Identification and Screening

Trainee:

Module Completion Date:

Goal(s): Trainee will be able to identify a human hair and tissue-like material and prep hair root for DNA testing.

Reference(s): FB SOP-01 (Evidence Examination and Sample Collection Guidelines),
FB SOP-05 (Reports and Records), FB SOP-19 (Trace/HLF Exam)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
☐ Review (2) completed cases		
1. DSS-		
2. DSS-		
☐ Observe a minimum of (3) hair-like fiber examinations		
☐ Supervised practice of a minimum of (3) hair-like fiber examinations		
☐ Trainer will demonstrate report writing and appropriate result conveyance		
☐ Supervised practice of report writing		
Competency –		
☐ Practical with report writing		
☐ Written / Oral (circle applicable)		
☐ Mock Court		

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Module 9: Technical and Administrative Reviews

Trainee:

Module Completion Date:

Goal(s): The trainee will learn the necessary steps to conduct technical and administrative reviews. The trainee will demonstrate the tasks necessary to properly complete reviews.

*No competency is required for this module.

Reference(s): FB SOP-05 (Reports and Records), GL-18 (Case Reviews)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations will include documentation in LIMS and on relevant FB QRs		
☐ Observe trainer conduct a minimum of (5) reviews. Observations must cover at least (1) administrative review. 1. DSS- 2. DSS- 3. DSS- 4. DSS- 5. DSS-		
☐ Practice reviews of a minimum of (3) cases. Reviews evaluated by Unit supervisor. 1. DSS- 2. DSS- 3. DSS-		