

Approved by Director: Dr. Guy Vallaro

Forensic Biology Training Manual

Training plan prepared for: _____

Date of start of training: _____

Date of completion of training: _____

Approval:

Forensic Biology Lead: _____

Assistant Director: _____

Deputy Director: _____

26.1 PURPOSE

To provide a comprehensive training program for new personnel entering the Division of Scientific Services Forensic Biology Unit and/or for Forensic Science Examiners (however titled) new to the Forensic Biology Unit. Upon successful completion, this program will allow employees to conduct case work independently.

- A. The trainer (Forensic Biology Lead or designee) and trainee will initial and record the date each task is successfully completed.
- B. The amount of time necessary for the trainee to achieve proficiency in any area may be affected by their previous training and experience. Training may be abbreviated or suspended with the approval of the Director, Deputy Director/Assistant Director and/or designee.
- C. The modules to be successfully completed by a trainee will be determined by the Director, Deputy Director/Assistant Director, Forensic Biology Lead and/or designee.
- D. A trainee is not required to complete training in all Forensic Biology procedures before going on-line as an analyst. The date of successful completion of training will be the date the trainee goes on-line for the earliest module(s) successfully completed. Training for additional procedures may be conducted subsequently and will be documented utilizing the most current version of the Forensic Biology Training Manual.
- E. Training will be supplemented with corresponding journal articles. These articles may include, but are not limited to, those found in the Forensic Biology SOP Reference Binder and relevant Forensic Biology Validation binders.
- F. Trainees will review relevant case jackets completed by analysts from the Forensic Biology Unit. A single case jacket may include multiple procedures and therefore may apply to multiple training modules.
- G. The trainee will observe case evidence examined/tested by a Forensic Biology Lead or designee. The trainee may also observe the examination/testing of mock evidence and/or samples demonstrated by a Forensic Biology Lead or designee.
- H. The trainee will practice the examination/testing of mock evidence/samples under the direct supervision of a Forensic Biology Lead or designee.
- I. The trainee may conduct independent examination/testing on mock evidence/samples as additional practice upon approval of a Forensic Biology Lead.

- J. Wherever a minimum number of tasks (i.e. case jacket reviews, observations and hands-on) is specified under a module for completion by the trainee, a Forensic Biology Lead or designee may deem it necessary for the trainee to complete additional tasks upon evaluation.
- K. Assessments will be conducted to determine successful completion of training and competence within a discipline as follows:
1. Competency tests will be used to demonstrate competency in the module(s)/task(s) completed and will include a practical component (when required) and a written or oral examination (see individual training modules).
 - a. As part of the competency test, the trainee will generate a written report of their findings when report writing is required (see individual training modules).
 - b. Report conveyance can be included during the written or oral examination when report writing is not required.
 - c. An assessment/competency can consist of a written or oral examination without a practical component. In these instances, moot court questions must be included (see individual training modules).
 - d. The written or oral examination will include moot court questions if a formal moot court is not held (see Moot court below).
 - e. In order to pass the assessment/competency the trainee must:
 - i. Achieve the intended results during the practical examination
 - ii. Achieve a grade of 80% or higher during the written or oral examination (to be assessed by the administrator of the oral examination (i.e. Forensic Biology Lead or designee)
 2. Moot court (see individual training modules for when applicable)
 - a. It is not required for a trainee to undergo a formal moot court for every module completed.
 - b. A trainee can undergo a formal moot court for a single module or undergo one (1) comprehensive formal moot court for multiple modules.
- L. Upon completion of training:
1. The trainer will notify a Forensic Biology Lead or designee with a summary of the training completed. A copy of the trainee's records detailing the training may be included.
 2. Prior to the trainee receiving a competency test, a Forensic Biology Lead or designee will notify the Quality Manager/Assistant Director/Deputy Director and forward the trainee's training records (binder) for review and approval.

3. If the trainee has successfully completed the competency test, then a Forensic Biology Lead or designee will forward a memo to the Quality Manager/Assistant Director/Deputy Director recommending authorization be issued for the trainee to perform the listed task(s).

If the trainee has not successfully completed the competency test, then a Forensic Biology Lead or designee will forward a memo to the Quality Manager/Assistant Director/Deputy Director addressing the trainee's results and answers to their competency test. The Lead (or designee) will consult with the Quality Manager/Assistant Director/Deputy Director to determine how to proceed (see M. below).

4. Upon approval of the Director, the trainee will be authorized for, and can begin to perform, the listed task(s) on case work within the Forensic Biology Unit.
5. Authorization of analysts to conduct Technical Reviews and Administrative Reviews must also be given by the Director.

- M. Upon approval of the Deputy Director, retraining of an analyst will be conducted and a new competency test will be given according to GL-14 (General Training). See Appendix (section 26.7) below.

26.2 RESPONSIBILITY

Forensic Science Examiner 2 (Lead) and/or designee of the Forensic Biology Unit (however titled) will provide training.

Forensic Biology Unit personnel: New hires to complete, and current personnel to assist in/augment their training process.

26.3 SAFETY

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

26.4 DEFINITIONS

- A. LIMS: Laboratory Information Management System
- B. PIN: Personal Identification Number
- C. ABACard® (HemaTrace® and p30): Rapid Immunoassays
- D. RSID: Rapid Stain Identification
- E. KM: Kastle-Meyer
- F. o-Tol: o-Tolidine
- G. AP: Acid Phosphatase

Approved by Director: Dr. Guy Vallaro

- H. SAECK: Sexual Assault Evidence Collection Kit ('CT 100' Kit)
- I. OCME: Office of the Chief Medical Examiner

ARCHIVED

Approved by Director: Dr. Guy Vallaro

26.5 TRAINING CHECKLIST

26.5.1 MODULE 1: Introduction/General Training

Goal:

Upon completion, the examiner will be familiar with the general DSS Forensic Science Laboratory operations, the general Forensic Biology Unit operations and their individual responsibilities.

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	Orientation to the DSS Forensic Science Laboratory:
_____	_____	Reading: General Laboratory (GL) SOPs: GL 1 (Quality Manual), GL 2 (Safety Manual), GL 3 (Security), GL 5 (Ethics) and GL 1.4 (ANAB Guiding Principles)
_____	_____	General Laboratory Training Checklist GL 14.1 (including but not limited to orientation to the laboratory facility, personnel, table of organization and chain of command, instruction on the laboratory code of ethics, instruction on the laboratory security and confidentiality requirements and overview of the Quality Control/Quality Assurance policies)
_____	_____	Safety Training Log GL 2.2 (including but not limited to orientation to laboratory safety procedures, introduction to chemical safety, blood borne pathogens plan and health monitoring)
_____	_____	Orientation to the Forensic Biology Unit including:
_____	_____	Reading: Forensic Biology SOPs and Quality Records
_____	_____	Laboratory facilities
_____	_____	Personnel/organization
_____	_____	Introduction to quality control measures including required documentation, LIMS computer system and Qualtrax
_____	_____	Safety procedures, proper handling of chemicals and biohazardous materials such as blood and body fluids

No assessment is required for this module.

26.5.2 MODULE 2: Aseptic Training

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks:
_____	_____	Complete aseptic training administered by DNA Personnel
_____	_____	Competency test administered by DNA Personnel

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

26.5.3 MODULE 3: Evidence Handling

Goals:

- A. To learn the proper handling of physical evidence and evidentiary samples.
- B. To learn how to properly preserve evidence and samples for future testing.
- C. To learn the operation of the LIMS system.
- D. To demonstrate competency in the basic tasks necessary to complete evidence documentation and handling.

Trainee
Trainer
Initials/Date
Initials/Date
Tasks:
Reading:

GL-4 (LIMS), GL-12 (Evidence Receiving), GL-13 (General Evidence Handling)

Ballou, S. (2013). The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers (pp. iii-64). U.S. Department of Commerce, National Institute of Standards and Technology, National Institute of Justice.

 Lee HC, Ladd C, "Preservation and Collection of Biological Evidence", *Croatian Medical Journal*, 2001; 42(3):225-228.

 Lee HC, Ladd C, Scherczinger C, Bourke MT, "Forensic Applications of DNA Typing Part 2: Collection and Preservation of DNA Evidence", *The American Journal of Forensic Medicine and Pathology*, 1998; 19(1):10-18.

To learn Laboratory procedures for receipt, transfer, storage and return of evidence on the LIMS computer system for Forensic Biology case work

To learn proper documentation of evidence packaging

To learn how and when to create sub-items for evidence in the LIMS computer system

To demonstrate knowledge of appropriate packaging and storage conditions for the preservation of different types of evidence submitted for serological examination/testing

To demonstrate knowledge of maintaining custody and integrity of evidence

To learn Laboratory case acceptance policies by reading Evidence Receiving (ER) SOPs: ER SOP 01, ER SOP 1.1, ER SOP-02, ER SOP-02-1 and ER SOP-04

Orientation to Evidence Receiving, given by an Evidence Receiving Officer

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

26.5.4 MODULE 4: Foundational Scientific Knowledge

Goals:

- A. To ensure the trainee has both the formal education and a working knowledge of the fundamental scientific concepts underlying the examination and testing of serological evidence in a forensic laboratory setting.
- B. To ensure the trainee can show documentation of coursework and/or training in general subject areas and demonstrate a working knowledge of foundational concepts/principles in serological testing.

Trainee Initials/Date	Trainer Initials/Date	Tasks:
		To document a Bachelor's degree or higher in a physical or closely related science, provide transcript(s).
		To document laboratory training and experience in Forensic Science or a closely related field, provide CV.
		<u>Reading:</u>
		Li, Richard, <u>Forensic Biology</u> , Chapter 1: "Crime Scene Investigation of Biological Evidence", Chapter 3: "Forensic Biology: A Subdiscipline of Forensic Science", pp 53-66 (through section 3.4.2), Chapter 10: "Serology Concepts" and Chapter 12: "Identification of Blood", p 232 (section 12.2.1), Second Edition, CRC Press, 2015.
		Saferstein, Richard, <u>Criminalistics: An Introduction to Forensic Science</u> , Chapter 1: "Introduction", pp 1-7, Chapter 3: "Physical Evidence", pp 66-80 and Chapter 12: "Forensic Serology", 6 th ed., Prentice Hall, Inc. 1998.
		DeForest, P. R., Gaensslen, R. E. and Lee, H. C., <u>Forensic Science: An Introduction to Criminalistics</u> , Chapter 1: "About Forensic Science", Chapter 6: "Transfer and Trace Evidence", Chapter 9: "Blood" and Chapter 10: "Body Fluids", McGraw-Hill, Inc., 1983.
		Lee, H. C., <u>Forensic Science Handbook</u> , Chapter 7: "Identification and Grouping of Bloodstains," ed. Richard Saferstein, Prentice Hall, Inc. 1982, pp 271 – 296.
		AS A REFERENCE: Gaensslen, R. E., <u>Sourcebook in Forensic Serology, Immunology, and Biochemistry</u> , National Institute of Justice, 1983.
		To demonstrate a working knowledge and understanding of the following fundamental concepts: Locard's Exchange Principle, oxidation-reduction reactions and immunological reactions

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical	NA	NA	NA
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

26.5.5 MODULE 5: Applied Scientific Knowledge

Goals:

- A. To train an examiner in the details of examination and testing of serological evidence such that they will be able to (a) Apply the knowledge to the processing of forensic serological evidence and (b) Provide the court with an appropriate explanation of how the examination and testing of serological evidence is performed.
- B. To provide instruction and theory regarding the below listed tasks.

Trainee Initials/Date	Trainer Initials/Date	Tasks
		SOP review: FB SOPs 01, 02, 08-20 and 27
		Screening tests for blood
		Rapid immunoassay tests for human blood
		Microcrystal test for blood
		Species double diffusion test
		Male screen prep examination – use DNA SOP-34.1 (Male Screening Training Plan)
		Screening test for semen
		Extraction of samples for semen
		Identification of spermatozoa
		Rapid immunoassay test for semen
		Test for amylase
		Rapid immunoassay test for urine
		Test for fecal material
		Trace evidence collection/hair-like fiber examination
		Fingernail sample examination
		Physical match examination

Note: Examiners will only be responsible for those tasks relating to intended training and specified module(s) under section 26.5.6 (Laboratory Procedures).

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical	NA	NA	NA
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6 LABORATORY PROCEDURES

Goal:

To provide practical instruction on laboratory procedures utilized in the Forensic Biology Unit.

26.5.6.1 MODULE 6: General Evidence Examination

Goals:

- A. To learn to recognize potential serological and/or trace evidence.
- B. To learn appropriate methods for sample collection.
- C. To demonstrate competency in the basic tasks necessary to complete evidence examination.

Trainee
Trainer
Initials/Date
Initials/Date

Tasks:

Reading:

Li, Richard, *Forensic Biology*, Chapter 2: "Crime Scene Bloodstain Pattern Analysis", Chapter 4: "Sources of Biological Evidence", pp 77-78 (section 4.1), pp 81-82 (sections 4.2.1-4.2.2), pp 87-95 (sections 4.3.1-4.3.2), Second Edition, CRC Press, 2015.

Ballou, S. (2013). *The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers* (pp. iii-64). U.S. Department of Commerce, National Institute of Standards and Technology, National Institute of Justice.

Lee HC, Ladd C, "Preservation and Collection of Biological Evidence", *Croatian Medical Journal*, 2001; 42(3):225-228.

Lee HC, Ladd C, Scherzinger C, Bourke MT, "Forensic Applications of DNA Typing Part 2: Collection and Preservation of DNA Evidence", *The American Journal of Forensic Medicine and Pathology*, 1998; 19(1):10-18.

To learn proper documentation of evidence

To learn, in general, to recognize potential serological and/or trace evidence

To learn, in general, to recognize potential patterns on and/or damage to evidence

To learn proper techniques for sample collection (including but not limited to cuttings, swabbings and collecting trace)

To demonstrate knowledge of safe handling procedures of evidence (to avoid contamination of evidence or exposure of examiner/co-workers to potential biohazards)

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
4. Practical			
5. Written or Oral			
6. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.2 MODULE 7: Swab Prep case examinations (report writing not required)

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOPs 01, 03, 04 and 19/through pages 1-2, section 19.5.E
_____	_____	Review relevant case jackets (minimum of 3)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)
_____	_____	May conduct <u>independent</u> examination of mock evidence/items with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

New analysts:

Since report writing is not required, a new analyst must have a minimum of their first five (5) completed cases reviewed by a Lead or designee of the Forensic Biology Unit:

1.	2.	3.
4.	5.	

Approved by Director: Dr. Guy Vallaro

26.5.6.3 MODULE 8: Touch/wearer case examinations (report writing not required)

Trainee

Trainer

Initials/Date

Initials/Date

Tasks:

SOP review: FB SOPs 01, 03, 04 and 19/through pages 1-2, section 19.5.E

Review relevant case jackets (minimum of 5)

Observe a Forensic Biology Lead or designee conduct examination of relevant cases (minimum of 5 cases/items)

Practice examination of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)

Demonstrate the ability to recognize appropriate areas from which to collect touch and wearer samples

May conduct independent examination of mock evidence/items with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

New analysts:

Since report writing is not required, a new analyst must have a minimum of their first five (5) completed cases reviewed by a Lead or designee of the Forensic Biology Unit:

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

Approved by Director: Dr. Guy Vallaro

26.5.6.4 MODULE 9: Autopsy Sample Preservation (report writing not required)

Trainee

Trainer

Initials/Date

Initials/Date

Tasks:

SOP review: FB SOPs 01, 03, 04, 06 and 19/through pages 1-2, section 19.5.E

Review relevant case jackets (minimum of 5)

Observe a Forensic Biology Lead or designee conduct examination of relevant cases (minimum of 3 cases/items)

Practice examination of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)

May conduct independent examination of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.5 MODULE 10: Whole Blood Sample Preservation

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks (to be incorporated under SAECK Module 24, section 26.5.6.19):
_____	_____	SOP review: FB SOPs 01, 03, 04, 07 and 19/through pages 1-2, section 19.5.E
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)
_____	_____	May conduct <u>independent</u> examination of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Report conveyance or observe/practice report writing when applicable, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.6 MODULE 11: Kastle-Meyer

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks (may be incorporated under SAECK Module 24, section 26.5.6.19):
_____	_____	SOP review: FB SOPs 01, 02 (applicable only if SAECK training), 03, 04 and 08
_____	_____	Read relevant reference articles
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Report conveyance or observe/practice report writing when applicable, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.7 MODULE 12: o-Tolidine

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOP-08
_____	_____	Read relevant reference articles
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.8 MODULE 13: RSID™-Blood

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOP-11
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice Report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.9 MODULE 14: ABACard® HemaTrace®

Trainee

Trainer

Initials/Date

Initials/Date

Tasks:

SOP review: FB SOP-11

Read relevant reference articles

Read current internal validation summaries

Review relevant case jackets (minimum of 5)

Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)

Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)

May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.

May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee

May conduct independent examination/testing of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.10 MODULE 15: Takayama

Trainee

Trainer

Initials/Date

Initials/Date

Tasks:

SOP review: FB SOP-09

Read relevant reference articles

Review relevant case jackets (3 if available)

Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (3 cases/items if available)

Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)

May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.

May conduct hands-on testing of mock samples under the direct supervision of a Forensic Biology Lead or designee

May conduct independent examination/testing of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.11 MODULE 16: Ouchterlony

<u>Trainee</u> <u>Initials/Date</u>	<u>Trainer</u> <u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOP-10
_____	_____	Read relevant reference articles
_____	_____	Review relevant case jackets (3 if available)
_____	_____	Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (3 cases/items if available)
_____	_____	<u>Practice</u> examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

26.5.6.12 MODULE 17: Male Screen Prep Examination

<u>Trainee</u> <u>Initials/Date</u>	<u>Trainer</u> <u>Initials/Date</u>	Tasks:
_____	_____	Complete male screen prep training administered by DNA Personnel - see DNA SOP-34.1 (Male Screening Training Plan)
_____	_____	Competency test administered by DNA Personnel

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

Approved by Director: Dr. Guy Vallaro
26.5.6.13 MODULE 18: Sperm Hy-Liter Staining/Sperm searches

<u>Trainee</u> <u>Initials/Date</u>	<u>Trainer</u> <u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOPs (02, 14)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination of relevant cases (minimum of 3 cases/items) which shall include searching unstained hospital/OCME prepared (SAECK) smears for red blood cells and sperm, staining the smears and searching for sperm
_____	_____	<u>Practice</u> examination of mock evidence which shall include above observed techniques under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock SAECKs/smears)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct each method of extract smear preparation followed by staining/searching (smears made directly from pellet, smears made from re-suspended pellet)
_____	_____	<u>Practice</u> preparation of mock smears utilizing the above observed methods under the direct supervision of a Forensic Biology Lead or designee.
_____	_____	Conduct <u>independent</u> sperm searches of stained mock smears to be confirmed by a Forensic Biology Lead or designee. For training purposes independent searches may be conducted on Sperm Hy-Liter control smears and/or proficiency extract smears prepared by another analyst as long as the analyst has completed their examination and their positive results have been confirmed. (minimum of 5)
_____	_____	Extraction, see Module 20 (26.5.6.15)
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

New analysts:

_____ Since negative sperm searches are not confirmed in casework, a new analyst must have a minimum of their first five (5) negative smears confirmed by a Forensic Biology Lead or designee:

1. 2. 3. 4. 5.

Approved by Director: Dr. Guy Vallaro
26.5.6.14 MODULE 19: Acid Phosphatase

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOPs (02, 12)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.15 MODULE 20: Extraction (Training/report writing/assessment will be incorporated into Modules 18, 21, 22 and/or 23)

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOPs (02,13)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/extraction of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/extraction of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice extraction of mock samples under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock samples)
_____	_____	May conduct <u>independent</u> examination/extraction of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.16 MODULE 21: Christmas Tree Staining/Sperm Searches

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOPs (02, 14)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination of relevant cases which shall include staining/searching of extract smears (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination of mock evidence which shall include above observed techniques under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)
_____	_____	Conduct <u>independent</u> sperm searches of stained mock smears to be confirmed by a Forensic Biology Lead or designee. For training purposes independent searches may be conducted on case extract smears and/or proficiency extract smears prepared by another analyst as long as the analyst has completed their examination and their positive results have been confirmed. Case extract smears are not retained. (minimum of 5 smears)
_____	_____	Extraction, see Module 20 (26.5.6.15)
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

New analysts:

Since negative sperm searches are not confirmed in casework, a new analyst must have a minimum of their first five (5) negative smears confirmed by a Forensic Biology Lead or designee:

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

Approved by Director: Dr. Guy Vallaro
26.5.6.17 MODULE 22: p30

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOPs (02, 15)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock samples)
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Extraction, see Module 20 (26.5.6.15)
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.18 MODULE 23: Amylase

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOPs (02, 16)
_____	_____	Read relevant reference articles
_____	_____	Read current internal validation summaries
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of relevant cases (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.
_____	_____	May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock samples)
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Extraction, see Module 20 (26.5.6.15)
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.19 MODULE 24: SAECK/Sexual Assault Evidence

<u>Trainee</u>	<u>Trainer</u>	Tasks:
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOP-02
_____	_____	Supplemental reading: Public Act No. 15-207
_____	_____	Review relevant case jackets (minimum of 5 – to include both male screen prep and traditional body fluid testing)
_____	_____	Review relevant case jackets to practice examination flow based on case scenario (minimum of 5 – to include both male screen prep and traditional body fluid testing, above reviewed case jackets may be used)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of SAECKs and other sexual assault evidentiary items (minimum of 3 cases/items)
_____	_____	<u>Practice</u> examination/testing of mock SAECKs and other sexual assault evidentiary items under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock SAECKs/other sexual assault evidentiary items)
_____	_____	May conduct <u>independent</u> examination/testing of mock SAECKs/other sexual assault evidentiary items with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Procedures checked below were incorporated above (see specific modules for completed training information and assessment):

- | | | | |
|--------------------------------------|---|---|-------------------------------|
| <input type="checkbox"/> Male Screen | <input type="checkbox"/> Whole blood preservation | <input type="checkbox"/> SH | <input type="checkbox"/> RBCs |
| <input type="checkbox"/> KM | <input type="checkbox"/> AP | <input type="checkbox"/> Extraction | <input type="checkbox"/> CT |
| <input type="checkbox"/> p30 | <input type="checkbox"/> Amylase | <input type="checkbox"/> Fingernail samples | <input type="checkbox"/> HLFs |

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.20 MODULE 25: Urine
Trainee
Trainer
Initials/Date
Initials/Date
Tasks:

SOP review: FB SOP-17

Read relevant reference articles

Read current internal validation summaries

Review relevant case jackets (5 if available)

Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (3 cases/items if available)

Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)

May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee

May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee

 May conduct independent examination/testing of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.21 MODULE 26: Fecal
Trainee
Trainer
Initials/Date
Initials/Date
Tasks:

SOP review: FB SOP-18

Read relevant reference articles

Review relevant case jackets (5 if available)

Observe a Forensic Biology Lead or designee conduct examination/testing of relevant cases (3 cases/items if available)

Practice examination/testing of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 3 mock cases/items)

May observe the examination/testing of mock samples demonstrated by a Forensic Biology Lead or designee.

May practice testing of mock samples under the direct supervision of a Forensic Biology Lead or designee

 May conduct independent examination/testing of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.22 MODULE 27: Fingernail Sample Examination

<u>Trainee</u>	<u>Trainer</u>	Tasks (may be incorporated under SAECK Module 24, section 26.5.6.19):
<u>Initials/Date</u>	<u>Initials/Date</u>	
_____	_____	SOP review: FB SOP-27
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	<u>Observe</u> a Forensic Biology Lead or designee conduct examination/testing of relevant cases or mock cases (3 cases/items if available)
_____	_____	<u>Practice</u> examination/testing of mock evidence/samples under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/items)
_____	_____	May conduct <u>independent</u> examination/testing of mock evidence/samples with Forensic Biology Lead approval
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing, see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro
26.5.6.23 MODULE 28: Human Hair Identification and Screening

<u>Trainee</u>	<u>Trainer</u>	
<u>Initials/Date</u>	<u>Initials/Date</u>	Tasks:
_____	_____	SOP review: FB SOP-19
_____	_____	Read relevant reference articles
_____	_____	Review relevant case jackets (minimum of 5)
_____	_____	Observe a Forensic Biology Lead or designee conduct examination of relevant cases or mock cases (3 cases/items if available)
_____	_____	Practice examination of mock evidence/samples under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/5 items)
_____	_____	May conduct <u>independent</u> study of known hair samples and other trace material.
_____	_____	May conduct <u>independent</u> examination of mock evidence/samples with Forensic Biology Lead approval.
_____	_____	Observe/practice LIMS (sub-itemization/transfers)
_____	_____	Observe/practice report writing: see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

Approved by Director: Dr. Guy Vallaro

26.5.6.24 MODULE 29: Physical Match Examination

Trainee

Trainer

Initials/Date

Initials/Date

Tasks:

SOP review: FB SOP-20

Read relevant reference articles

Review relevant case jackets (5 if available)

Observe a Forensic Biology Lead or designee conduct examination of relevant cases or mock cases (3 cases/items if available)

Practice examination of mock evidence under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases/5 items)

May conduct independent examination of mock evidence/samples with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization/transfers)

Observe/practice report writing: see Module 30 (26.5.7.1) for topics covered

Assessment:

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
4. Practical			
5. Written or Oral			
6. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

26.5.7 REPORT/NOTIFICATION WRITING AND REVIEWS

26.5.7.1 MODULE 30: Report Writing and Notification Writing

Goals:

The following will be covered under training modules for procedures requiring report writing. Completion of this training will be documented under 'Report writing' within the individual modules. The following will also be covered for notification writing where specified.

1. The trainee will learn the Laboratory and Forensic Biology procedures for report/notification writing, the finalization of each and LIMS in order to write reports/notifications as an analyst.
2. Report writing: As part of a competency test, the trainee will complete a written report of their findings for those procedures requiring report writing. See individual training modules.
3. Notification writing: The trainee will complete a competency test that is not related to, nor includes findings.

Trainee
Initials/Date

Trainer
Initials/Date

Tasks:

SOP review: FB SOP-05

Review relevant case jackets (minimum of 5)

Observe a Forensic Biology Lead or designee conduct report/notification writing of relevant cases (minimum of 3 reports)

Practice report/notification writing of mock cases under the direct supervision of a Forensic Biology Lead or designee (minimum of 5 mock cases)

May conduct independent report/notification writing of mock cases with Forensic Biology Lead approval

Observe/practice LIMS (sub-itemization)

Assessment (conducted under Module(s): _____):

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

26.5.7.2 MODULE 31: Administrative Reviews**Goals:**

1. The trainee will learn the necessary steps, including LIMS, to conduct administrative reviews on Forensic Biology reports.
2. The following tasks are to be completed prior to authorization.
3. Authorization must be issued by the Director in order for the trainee to conduct administrative reviews.

Tasks:

_____ SOP review: FB SOP-05

_____ Review a minimum of five (5) reports after the administrative review is completed

1. _____
2. _____
3. _____
4. _____
5. _____

_____ Independently practice the administrative review of a minimum of five (5) reports before the administrative review is completed*

1. _____
2. _____
3. _____
4. _____
5. _____

_____ Learn LIMS steps

*Practice reviews will be evaluated by a Lead or designee of the Forensic Biology Unit. Additional practice reviews may be necessary and determined upon evaluation.

26.5.7.3 MODULE 32: Technical Reviews

Goals:

1. A new analyst will learn the necessary steps, including LIMS, to conduct technical reviews on Forensic Biology case reports.
2. The following tasks must be completed prior to authorization. In addition, a new analyst must be deemed competent in the procedure(s) they will be technically reviewing.
3. Authorization must be issued by the Director in order for the new analyst to conduct Technical Reviews.

Tasks:

_____ SOP review: FB SOP-05

_____ Review a minimum of five (5) reports after the technical review is completed

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

_____ Independently practice the technical review of a minimum of five (5) reports before the technical review is completed; The reports will be reviewed and the practice reviews evaluated by a Lead or designee of the Forensic Biology Unit.*

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

_____ Complete a minimum of (5) cases as a new analyst to be evaluated by a Lead or designee of the Forensic Biology Unit prior to being recommended for authorization.*

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

_____ Learn LIMS steps

*Additional practice reviews and/or the completion of additional cases may be necessary and determined upon evaluation.

Approved by Director: Dr. Guy Vallaro

26.5.8 MODULE 33: Legal Issues/Moot Court

Goals:

The following will be covered under training modules where moot court is required. Completion of this training will be documented under 'Moot court' within the individual modules.

1. The trainee will become familiar with the legal requirements of testimony in the state of Connecticut.
2. If a formal moot court is required, it will be conducted by a Forensic Biology Lead and/or designees.

Trainee
Initials/Date

Trainer
Initials/Date

Tasks:

Reading:

Transcripts or sample testimony of examiners qualified in the area of Forensic Biology
Admissibility requirements: *State v. Porter, Frye and Daubert vs Merrell Dow Pharmaceuticals "The Daubert Standard"*

May observe courtroom testimony of another court qualified expert witness in the area of Forensic Biology

May attend pre-trial meetings to observe

Receive instruction on the following:

- a. Preparation/general
- b. Laboratory courtroom monitoring procedures
- c. Courtroom dress and demeanor
- d. Pertinent rules of the courtroom
- e. Qualifying Testimony
- f. Technical Testimony
- g. Presentation of evidentiary findings
- h. Ethical responsibilities of an expert witness

Assessment (conducted under Module(s): _____):

COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see above for topics covered.

Approved by Director: Dr. Guy Vallaro

26.6 REFERENCES

- A. GL 1 (Quality Manual)
- B. GL 1.4 (ANAB Guiding Principles)
- C. GL-2 (Safety Manual)
- D. GL 3 (Security)
- E. GL-4 (LIMS)
- F. GL 5 (Ethics)
- G. GL-12 (Evidence Receiving)
- H. GL 13 (General Evidence Handling)
- I. GL-14 (General Training)
- J. GL-18 (Case Reviews)
- K. Public Act No. 15-207 (An Act Concerning Evidence in Sexual Assault Cases)

ARCHIVED

Approved by Director: Dr. Guy Vallaro

26.7 APPENDIX: Retraining

Goals:

To provide supplemental instruction to address areas in which the examiner requires reassessment.

MODULE ____: _____

Task	Trainer Initial/Date	Trainee Initial/Date	Comments
Observe process			
Practice process			
COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

MODULE ____: _____

Task	Trainer Initial/Date	Trainee Initial/Date	Comments
Observe process			
Practice process			
COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.

MODULE ____: _____

Task	Trainer Initial/Date	Trainee Initial/Date	Comments
Observe process			
Practice process			
COMPETENCY TEST	Trainer Initial/Date	Trainee Initial/Date	Comments
1. Practical			
2. Written or Oral			
3. Moot Court*			

Successfully Completed Competency: Yes or No (circle) Initials and Date of Trainer: _____

*Moot court questions will be covered in the written or oral examination if a formal moot court is not held. If held, see Module 33 (26.5.8) for topics covered.