

A. PURPOSE:

General laboratory training: used to introduce new analytical employees to the general operating procedures of the DSS Laboratories. The goal is to have new analysts introduced to the general operating procedures of the division prior to their intensive section specific training.

Retraining: used to re-introduce analysts to section specific training. This may be due to many reasons, from a failure of a proficiency test, to return to work after an extended absence.

B. SCOPE:

Besides training newly hired personnel, the DSS labs offer training opportunities for continuing education beyond the required in-house training and competency testing. Outside training opportunities include, but are not limited to, courses, seminars and professional meetings which provide a means to remain current and/or increase expertise in a particular field.

All analysts (however titled) and contract employees must show competency in their given field prior to assuming independent case work. This is demonstrated by the use of competency tests in the assigned section. This procedure is for general laboratory guidance to introduce the trainee to the Division and its general practices.

NOTE: The length and duration of the training will be dependent upon the knowledge, skills and abilities that a new employee brings to their position. All training steps must be addressed as appropriate for the trainee, based on their knowledge, skill and experience. The length of time necessary to complete the training process will vary depending again on the knowledge skill and experience of the trainee.

C. RESPONSIBILITY:

Trainees: are responsible to follow the guidance of the trainer to ask questions when they do not understand a policy or procedure and to understand their importance and the importance of the laboratory in criminal justice system.

Trainers: are responsible to train employees based on laboratory policy. General Laboratory training will be performed by the Quality Section, or designee as appointed by the Director.

Section Supervisor/Lead: responsible to work with the Quality Section to assure that the General Laboratory training is scheduled in a timely manner for new employees.

Deputy Director: responsible for ensuring the adequate supervision for the training of new employees.

Director: responsible to provide the means, within the limits of the Division budget and union contracts, for employees to attend outside training opportunities.

D. PROCEDURE: New employee – Analyst (however titled)

A member of the Quality Section will perform General Laboratory training of new employees. Supervisors must inform the Quality Section when a new hire is starting so that the training can be scheduled. The trainer will utilize the "General Laboratory Training Checklist" (GL-14.1) as a guide in performing the training. Contract employees are trained in the same manner as a new employee.

1. All new employees must know the significance of the Division Mission Statement, read and understand the quality manual, administrative directives and the safety manual including the emergency evacuation routes.

Division of Scientific Services Mission Statement:

It is the on-going policy of the Division of Scientific Services to provide services that meet our specifications and comply with the ASCLD/LAB International, ISO/IEC 17025, and the FBI DNA QAS requirements while meeting or exceeding the expectations of the criminal justice community.

2. All aspects of the training relating to the required knowledge, skills and abilities including moot court shall be addressed in section training SOPs. This includes the use of competency tests, written tests or oral examinations as appropriate. All training must be documented in the trainees training file. Additional or subsequent in-house training must be documented and included in the employee's training file.
3. General Training will include:
 - a. Introduction to the general structure of the DSS.
 - b. Introduction to general safety issues, such as fire alarms, evacuation routes (See SOP GL-2 Safety). This will be a brief introduction; specific safety instructions will be given during laboratory specific training.
 - c. Introduction to the DSS laboratory system including the roll the laboratory plays in the criminal justice system
 - d. Introduction to ethics in the forensic laboratory (See SOP GL-5)
 - e. Introduction to the General Laboratory SOPs
 - f. GL-3 Security as pertains to the building systems
 - g. GL-9 Quality Action Requests; specifically the availability of this resource to individual employees
 - h. GL-15 Professional Development; specifically the availability of outside training, and membership in professional organizations.
 - i. Note that other general laboratory SOPs will be introduced as appropriate during section specific training.

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- j. New hires to non-analytical laboratory support positions will be given an abbreviated general training based on the needs of the position; this will be determined by the Quality Section. For example an individual hired as a secretary may be introduced to GL SOPs 1-6, but not necessarily GL-7 to GL-20 which relate more to case work and evidence handling.
- 3. There will be no testing for the General training section since this only acts to introduce the trainee to the Division.
 - a. This will be documented using General Training Checklist form GL-14.1.
 - b. **Note: that as use of Qualtrax software is implemented documentation of this training may be maintained by using Qualtrax instead of the form listed above.**
- 4. Additional training to occur with new employees within the 1st year of hire.
 - a. General Forensic Training, this will include a brief introduction to various forensic science disciplines. This may be achieved by attending a course given by a laboratory employee or through on-line training or other appropriate (pre-approved) manner. Note: this may be waived by the Quality Section for employees with a BS or higher in Forensic Science.
 - b. Legal Issues, this will cover general topics that affect this laboratory including information of some legal precedents (Frye, Daubert, etc.). This training may be given by a guest speaker, by a laboratory employee, through on-line training or other pre-approved training manner.
 - i. Note: individual sections will cover issues, and laws that impact the section.
- 5. Interns: interns are used at different levels within the Division. All interns will be required to be introduced to the Ethics SOP and the state Ethics policy. Training checklist GL-14.2 is to be completed for each intern.
 - a. Note: Rarely, interns will be brought in for a limited time period (a week or less), in these cases the need for ethics training will be at the discretion of the Intern Coordinator(s).

E. PROCEDURE:**Retraining**

- 1. In the event that an examiner requires retraining in any aspect of his/her job performance, pertinent sections of the training manual can be used and documented as done in the initial training process.

The need for training/retraining of personnel is expected to be identified as a function of the routine quality control/quality assurance program of the laboratory, including case technical reviews, and evaluation of proficiency testing programs, as well as the annual audit program.

Supervisors that feel re-training is required must consult with the Deputy Director to develop a plan for the re-training based on the issue at hand. The Quality Section will be updated when the need for retraining is identified. Based on the cause of the need for the retraining a QAR may be required.

The need for retraining may arise due to multiple circumstances including but not limited to:

- a. Prolonged absence from the laboratory, the definition of prolonged absence will be section dependent (i.e. an employee newly deemed competent absent for two months may require re-training were a seasoned section member absent for three months may not require re-training). This will be decided on a case by case basis.
- b. Failure of a proficiency
- c. Poor court monitoring reviews
- d. Problems identified during case technical reviews
- e. Other case examination deficiencies as observed by the section supervisor

Note that the extent of re-training will be dependent on the reason for the need of the re-training.

Documentation of Re-Training will be in the form of a memo to the individuals Training/ Professional Development File or through the completion of a QAR. The documentation will be completed and forwarded to the Quality Section no longer than 2 weeks from the completion of the re-training. The following must be detailed:

- a. Name of person being re-trained
- b. Reason for re-training
- c. Date of start and end of re-training
- d. Topics addressed in retraining and how the topics were addressed (simple discussion, re-analysis of case work, competency challenge etc...).
- e. Determination of satisfactory completion of re-training
- f. Name of person how performed the training
- g. Sign-off by section Supervisor with a review by the Deputy Director and Quality Section.

G. References:

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1. Section training manuals
2. Professional development SOP GL-15
6. Ethics SOP GL-5
7. Security SOP GL-3
8. Quality Action Request SOP GL-9
9. In-house training records

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