

A. PURPOSE:

The Division of Scientific Services encourages employees to stay current in their respective fields as part of the professional development program. The DSS encourages the participation in professional organizations and outside training opportunities. The goal of professional development is to improve the Division as a whole through the advancement of the employees.

B. RESPONSIBILITY:

1. Managers: Responsible to provide direction to subordinate staff under their purview as indicated by the organization chart.
2. Supervisors: Responsible to provide supervision to subordinate staff under their purview as indicated by the organization chart.
3. FSE2: responsible as a working lead to subordinate staff as indicated on the organizational chart.
4. FSE1 and Lab Assistants: Responsible to adhere to this procedure as it pertains to their Unit.
5. ECO: Responsible to adhere to this procedure as it pertains to their Unit.
6. Support Personnel (however titled): Responsible to adhere to this procedure as it pertains to their Unit

C. PROCEDURE:**1. Professional Development Files:**

Current professional development files are maintained for each employee electronically within the Quality Management Software (QMS) in a folder labeled 'Personnel - Electronic Filing Cabinet'. Employees are responsible to keep their files updated. This includes adding internal training records, certificates from any external or online training and periodically updating CVs within these files.

Historically, paper 'Professional Development' files were maintained for all analytical personnel by the Quality Section therefore these files may be a mixture of both electronic and paper documents.

The electronic file cabinet is broken down by section (Chemical Analysis, FB/DNA, Identification, Support Services and Management). Under each section is a file for each employee within the section. For guidance on maintaining this see 'QMS WI 1 Personnel – Electronic Filing Cabinet'. Each personnel file contains the following folders:

- Authorization
- Education
- External Training
- Internal Training
- Other
- CV (may be named SOQ/CV)

- a. Curriculum vitae (CV) folder: Analysts are required to keep updated CVs in the QMS as these are often required for discoveries. Analysts should attach updated CVs to the “CV” folder. It is suggested that these files be named Last name, first name. When updating a CV the “replace” function should be used. This will allow for each version of the CV to be maintained electronically and it will allow for easy identification of the current CV. CVs should be updated annually or whenever there are changes to an individuals work responsibilities or position.
- b. Education folder: All analysts must attach a copy of their diploma(s) to this folder. For DNA analysts a copy of their transcripts must be added to this folder. The documentation must be such that it meets the minimum educational requirement of the analyst’s title or for those in DNA to meet the FBI QAS requirements. Transcripts that clearly document the issuance of the stated degree can be used in place of a copy of a diploma.
- c. Internal Training Folder:

Training Records: Trainees should scan training records related to internal training and attach these to their folder in the ‘Personnel – Electronic Filing Cabinet’ in the QMS. These will be maintained under the “Internal Training” sub-file. The trainee should consult their Unit Manager to determine what level of documentation will be maintained in the QMS folder.

If additional paper records are maintained, the Unit Managers (or their designee) are responsible for the maintenance of these records.

Competency Records: Unit Managers (TL in DNA) are responsible to document competency as outlined within section specific training procedures. The Lead or Supervisor of the specific unit will generally be involved in the documentation of competency. When a “competency” memo is written and forwarded to the Quality Section a “Personnel Authorization” workflow will be started in the QMS. A copy of the competency memo should be supplied to the analyst for their training records. Competency records should be attached in the QMS to the ‘Internal Training’ folder. The trainee is responsibly to add their training records to this folder.

- d. Authorization Folder: When training and competency testing are successfully completed, for a task (or group of tasks), the Section Manager (or their designee) is responsible to obtain an Authorization certificate from the Director. This is done using the “Personnel Authorization” workflow in the QMS. As authorizations are approved a copy of the QMS authorization certificate will be maintained within the individual’s electronic folder.

Prior to 2019 Authorizations were documented as a letter or memo signed or initialed by the Director, currently this will be a certificate generated through Qualtrax (or a combination of

both). Note that as transition to electronic authorization occurred a certificate would be issued after a signed authorization letter. The analyst was considered authorized based on the dated signed by the Director.

As possible, older (pre-QMS) active authorizations should be scanned and added to this folder.

- e. External Training Folder: This folder is for records related miscellaneous external training. Examples: Collect training certificates, certificates from on-line courses, records of conferences attended and similar. Training assigned by the Department or by the state could also be added here. Examples would be annual ethics training or the State General Letter 115 driving training.
- f. Other Folder: This folder is for miscellaneous items such as documentation of membership into professional organizations or letters of appreciation received.

2. Professional Organizations:

- a. All employees are encouraged to join professional organizations pertinent to their field. The following is a partial list of appropriate organizations available:
 - i. American Academy of Forensic Scientists
 - ii. American Board of Criminalities
 - iii. American Society of Crime Laboratory Directors
 - iv. Association of Forensic DNA Analysts and Administrators
 - v. Association of Forensic Quality Assurance Managers
 - vi. Canadian Association of Forensic Science
 - vii. International Association for Identification
 - viii. Northeastern Association of Forensic Scientists
 - ix. International Association for Chemical Testing
 - x. International Association for Property and Evidence
 - xi. Society of Forensic Toxicologists
 - xii. The Association of Firearm and Toolmark Examiners
- b. When funding is available, DSS will pay for the annual membership in one organization per employee (maximum amount for each employee will be decided based on available funds). Employees joining professional organizations are asked to attach a copy of their membership certificate to the "other" folder in the "Personnel-Electronic Filing Cabinet".

3. Continuing Education:

- a. For Units that have continuing education requirements, the Units are responsible to maintain records of compliance. Unit SOPs should give guidance as to appropriate ways to meet these requirements (such as approved webinars, external training, or other). QMS workflows may be developed to track these events.
 - i. The DNA Unit will follow the guidance set forth in the FBI QAS documents.

4. Training Opportunities:

- a. Training is available from multiple sources. When training opportunities are known to a particular section, Management will work to disseminate the information as appropriate. Any employee finding possible sources of training are encouraged to bring them to their Supervisor or Manager or the Quality Section.
- b. Training Opportunities may include:
 - i. FBI Courses such as the DNA QAS auditing course.
 - ii. Markle Symposium: Presented through the University of New Haven; this symposium offers different topics related to the forensic sciences each year.
 - iii. The Borkenstein Alcohol Course: Effects of Alcohol on Driving seminar and the Effects of Drugs on Driving seminar. These are week long courses.
 - iv. RTI: offers on-line courses in topics ranging from Toxicology to Ethics to Court Testimony. These courses range in time and many are free through the NIJ.
 - v. Vendors: Many vendors offer training in their specific instrumentation. These courses vary per company.
 - vi. Courses offered through Professional Organizations may include:
 - (a) NEAFS; offers short courses through Cedar Crest College. The courses offered vary each year. Partial cost of these course are usually covered through NEAFS.
 - (b) NEAFS; offers short courses during their annual meeting.
 - (c) AAFS: offers short courses during their annual meeting.
 - (d) AFQAM: offers short courses during their annual meeting.
 - (e) IAI: offers short courses during the year.
 - (f) ATF: offers short courses during the year.
 - vii. ANAB offers courses in auditing, measurement uncertainty, risk assessment and others related to the accreditation process. These are a mix of on line/in person, on-line at your own pace and in person courses.
 - viii. Funding sources for training may include grant and union funds. Employees interested in attending a course should discuss with their Supervisor to determine if funding is

available. Supervisors, Section Managers, the Director and the Quality Section may suggest training to individuals as appropriate opportunities arise.

- ix. Analysts taking 'external' training will attach copies of the training certificate to their personnel file in Qualtrax, in the "External Training" folder.

Note: On line training should be approved through the Unit Manager.

5. Scientific Articles and References:

- a. Employees that are members of professional organization may receive Journals or have access to articles (free of charge) through the various organizations. Journals obtained as part of the membership to organizations that are funded by the DSS (through re-imbursement of annual dues) will be made available to the DSS. Electronic journals and references can be added to the shared drive. Supervisors will distribute copies of pertinent articles as appropriate. The Quality Section may suggest articles to sections through the Section Manager(s).
- b. All employees are encouraged to share Scientific Articles that pertain to the DSS.
- c. On-line journals/articles are also available.

6. Presentations/Publications:

Analysts (however titled) may have the opportunity to give presentations at organized meetings or for local schools or organizations. Analysts (however named) may have the opportunity to author or coauthor publications. These presentations and publications will be pre-approved by the Director. Those wishing to present materials will initiate a Qualtrax 'Presentation Approval Form' workflow. The information to provide through the workflow is:

- a. Presenter
- b. Title of Presentation
- c. Location of Presentation
- d. Date of Presentation
- e. Summary of presentation
- f. Attach Presentation (this field allows the presentation to be added to the workflow).

When creating a power point presentation the 1st slide should contain the Title and:

- a. Department name
- b. Division Name
- c. Name and title of presenter

7. Outreach:

The Division often has requests for outreach opportunities such as giving tours of the facility, presenting at high schools or at Department or State events. Additionally, the DSS may host events such as trainings for State Defense Attorneys, State Prosecutors, or for Law enforcement

agencies. Generally the contact point for these and the organization of these events falls to the SSAM. When requests are submitted the SSAM vets these through the Director for approval.

Note that to minimize the disruption to work the DSS will try to schedule 2 open house events annually: one around March/April and one around September/October.

8. Travel Authorizations:

Employees requesting to travel for a training event (or other) will submit the request to their unit manager for tentative approval. When an employee has received tentative approval a travel authorization must be submitted for approval. The employee should work with the Unit Manager to complete and submit the appropriate documentation. The DESPP requires a 'Travel Authorization Request' form (CO-112) to be completed for this process. A "Request for Travel Authorization (TA) workflow will be initiated, the CO-112 and supporting documentation will be attached to the workflow. This documentation will be forwarded to the Scientific Services Administrative Manager (SSAM) or Laboratory Information Systems Manager (LISM) via the workflow. The LISM or SSAM will review the documentation and forward this to the Director. After the Director's approval this is forwarded to DESPP HQ for final approval and funding allocation.

If an employee is requesting time only, which may occur when traveling as part of being a DSS representative to an OSAC or SWGDAM meeting, the CO-112 must be completed and accompanied by a copy of the invitation email/letter. This documentation will be attached to the "Request for Travel" workflow in the QMS.

When possible travel authorizations should be completed and forwarded a minimum of 6 weeks prior to the date of travel.