

## IM SOP-14 Training Guidelines

*Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 1 of 6

### Title: Training Guidelines

**Purpose:** To provide an overview summary of specific requirements and knowledge needed to perform the functions of an imprint examiner.

**Responsibility:** Forensic Science Examiners assigned to the Imprints Unit are responsible to follow the guidance of this procedure.

**Safety:** All proper personal protection equipment will be used as appropriate.

### Procedure:

Introduction: The following outline will be followed for all persons newly assigned to the Imprint Section. The amount of time necessary to achieve proficiency in any area will depend on the previous experience and training of the individual examiner. The new examiner and his/her supervisor will sign and date each section as completed. Not all sections will be necessary to complete a new examiner's training. The sections that are not applicable will be determined by the supervisor and will be marked as such.

A. Introduction to the Laboratory: To familiarize the examiner with the forensic science laboratory operation, LIMS system, and individual responsibilities.

#### 1. Tasks:

Date	Initials	Supervisor's Initials	
			Orientation to the laboratory facility and personnel
			Instruction of the organization structure, code of ethics, and chain of command
			Security and confidentiality requirements
			Introduction to quality control and quality assurance including required documentation
			Safety procedures – chemical and biohazard, incident reports, fire/emergency procedures

**IM SOP-14 Training Guidelines***Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 2 of 6

## 2. Reading:

Date	Initials	Supervisor's Initials	
			Laboratory GLs 1-20
			DESPP A&O Manual
			Safety Manual
			Unit SOPs

B. Evidence Handling: To handle evidence in a manner appropriate for preservation and analysis. To properly preserve evidence which may be analyzed by other units of the laboratory.

## 1. Tasks:

Date	Initials	Supervisor's Initials	
			Observe and understand the procedures in place for the intake and release of evidence submitted to the laboratory for analysis
			Handling evidence in an appropriate manner to ensure preservation of evidence and chain of custody

## 2. Team approach to evidence processing:

Date	Initials	Supervisor's Initials	
			Understands the team concept of processing evidence in concert with other units of the laboratory and the importance of communication

C. Footwear/Tire Imprint-Impression Training Program

NOTE: A federal training program or other acceptable training program may be substituted for the following internal training program (e.g. training program through the Federal Bureau of Investigation (FBI), National Institute of Justice (NIJ)/National Forensic Science Technology Center (NFSTC), etc.). Additionally, certification as a footwear examiner by the IAI may also substitute for the following training program.

**IM SOP-14 Training Guidelines***Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 3 of 6

**1. Practical Casework Exercises**

Date	Initials	Supervisor's Initials	
			Live case work
			Known case work (prepared practicals)
			Complete file for each exercise to include: 1. Notes 2. Report

**2. Active Casework**

Date	Initials	Supervisor's Initials	
			Reviewed cases
			Prepared cases/Competency tests

**3. Required Text Reading:** To develop a contextual understanding, each of the following texts will be read from cover to cover in the following order. (Record progress on "Daily Training Log")

Date	Initials	Supervisor's Initials	
			Forensic Footwear Evidence – William Bodziak
			Footwear Impression Evidence, 2 <sup>nd</sup> Edition – William Bodziak
			Footwear Identification – Michael J. Cassidy
			Footwear Evidence – John Reginald Abbott
			Footwear: The Missed Evidence – Dwane Hilderbrand
			Tire Tread and Tire Track Evidence - William Bodziak
			Tire Imprint Evidence – Peter McDonald
			Forensic Tire Impression Identification – Lawren Nause
			Shoe Image Capture and Retrieval (SICAR) – Foster & Freeman

**IM SOP-14 Training Guidelines***Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 4 of 6

**4. Monthly Written Research Papers**

Date	Initials	Supervisor's Initials	
			Forensic Science General
			The History of Footwear
			The Footwear Examiner
			The Theory of Impression Identification
			Manufacturing Processes of Footwear
			Wear Characteristics
			Class Characteristics of Footwear
			Identifying Characteristics of Footwear
			Three Dimensional Footwear Impressions
			Two Dimensional Footwear Imprints
			Barefoot Impressions
			The History of Tires
			Anatomy and Mechanics of Tires
			Sidewalls
			Wear Patterns of Tires
			Documenting Tire Imprints and Impressions
			Testing Tire Imprints and Impressions
			Comparison and Identification of Tire Impressions
			Shoe Image and Capture Retrieval (SICAR)
			The Scientific Working Group on Shoe Print and Tire Tread Evidence (SWGTTREAD) and National Institute of Standards and Technology (NIST) Organization of Scientific Area Committees (OSACs) Footwear and Tire subcommittee
			The Footwear Examiner in Court
			Tire Impression Evidence and the Courts

**IM SOP-14 Training Guidelines***Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 5 of 6

**5. Monthly Oral Examinations/Moot Court**

Date	Initials	Supervisor's Initials	
			Forensic Science General
			The History of Footwear
			The Footwear Examiner
			The Theory of Impression Identification
			Manufacturing Processes of Footwear
			Wear Characteristics
			Class Characteristics of Footwear
			Identifying Characteristics of Footwear
			Three Dimensional Footwear Impressions
			Two Dimensional Footwear Impressions
			Barefoot Impressions
			The History of Tires
			Anatomy and Mechanics of Tires
			Sidewalls
			Wear Patterns of Tires
			Documenting Tire Imprints and Impressions
			Testing Tire Imprints and Impressions
			Comparison and Identification of Tire Impressions
			Shoe Image and Capture Retrieval (SICAR)
			The Scientific Working Group on Shoe Print and Tire Tread Evidence (SWGTTREAD) and National Institute of Standards and Technology (NIST) Organization of Scientific Area Committees (OSACs) Footwear and Tire subcommittee
			The Footwear/Tire Track Examiner in Court
			Moot Court

**6. Daily Training Log**

This log book will be maintained each day and should include the details of how the apprentices training day was spent, and should include contextual textbook reading progress, cases reviewed, practical exercises completed, and any information that the apprentice deems to be a learning experience or “moment”.

## IM SOP-14 Training Guidelines

*Approved by Director: Dr. Guy Vallaro*

Document ID: 1187

Revision: 3

Effective Date: 1/4/2017

Status: Published

Page 6 of 6

### D. Completion of Training

At the end of the training program, a memo/email shall be written to the Deputy Director stating that the analyst has successfully completed their training and has been administered a competency case that evaluated their analytical skills and their ability to clearly communicate their findings in a report.

The Deputy Director may review the training files or simply endorse this memo/email and generate a request to the Quality Section requesting that this analyst be authorized to perform casework in that discipline.

The analyst will perform casework and after gaining experience in conducting analysis and reporting findings in a variety of evidence type/conclusions in the discipline, their experience will be evaluated for the ability to conduct technical reviews. This evaluation period may include technical review ghosting with an experienced examiner. Once the analyst has completed the evaluation period, a memo/email shall be written to the Deputy Director stating that the analyst has successfully completed their evaluation period and has been deemed competent to conduct technical reviews in that discipline.

The Deputy Director, after review, may endorse this memo/email and generate a request to the Quality Section requesting that this analyst be authorized to perform technical reviews based upon the analyst's casework experience in that discipline.

NOTE: In the event of a retraining situation (extended leave of absence, technical reviews issues, etc.), SOP-IM-14 Training Guidelines will be utilized as directed by GL-14.

**Sources of Error:** N/A

**Quality Assurance:** N/A

**References:** See bibliography.