

*Approved by Director: Dr. Guy Vallaro***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.

Note: Any examiner's being cross-trained, previously trained or with experience in conducting casework in the Imprint discipline will need to focus on completing the training guidelines that are specific to DSS or relating to technology that is new for that analyst.

As part of the training and competency testing guidelines, feedback is needed as each task is completed and any testing will need to be graded with a passing grade of 80% or better.

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

1. Tasks:

Date	Initials	Trainer'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
			Review of Ethics
			Safety procedures – chemical and biohazard, incident reports,

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			fire/emergency procedures
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Completion of this portion of the training is accompanied by a completed General Laboratory Training form (GL-14:1) and the Safety Checklist form (GL-2.2).

2. Reading:

Date	Initials	Trainer's Initials	
			All General Laboratory SOPs
			DESPP A&O 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	Trainer'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
			Use of JusticeTrax to update information in Case Synopsis
			Understands how to itemize evidence, transfer evidence

Assessment for this portion of the training is done by completion of a competency test in the use of JusticeTrax to include transferring of evidence, creation of sub-items, completion of a case including up to milestone of draft complete. Upload of reports to JusticeTrax. Addition of comments to Case Synopsis area.

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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.

1. Active Casework Reviewed:

Date	Initials	Trainer's Initials	
			Reviewed cases:
			Validation Studies Reviewed:
			Discussion and understanding of cases reviewed.

2. Practical Casework Exercises

Date	Initials	Trainer's Initials	
			Mock case work – the number of cases required is based on the examiner's prior experience and how the examiner is performing
			Mock casework (case number and feedback):
			Competency test(s):
			Oral/Written Exam:

The completion of mock cases will include the complete working of the cases from case assignment in JusticeTrax to notes/documentation and completing with writing the report and completing milestones in JusticeTrax.

3. Final Competency Test

Date	Initials	Trainer's Initials	
			Competency test(s):

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			Oral/Written Exam:

4. 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	Trainer's Initials	
			Forensic Footwear Evidence – William Bodziak
			Footwear Impression Evidence, 2 nd 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)/ Solemate – Foster & Freeman

5. Monthly Written Research Papers

Date	Initials	Trainer'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
			Randomly Acquired Characteristics of Footwear

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			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) / Solemate
			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

6. Monthly Oral Examinations/Moot Court

Date	Initials	Trainer'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
			Randomly Acquired Characteristics of Footwear
			Three Dimensional Footwear Impressions

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			Wear Patterns of Tires
			Documenting Tire Imprints and Impressions
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			Shoe Image and Capture Retrieval (SICAR) / Solemate
			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

7. Daily Training Log

It is recommended that the trainee maintain a daily log book to record the details of how the trainee's day was spent. This 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".

D. Completion of Training

At the end of the training program, the training binder and the training guidelines will be provided to the Quality Manager for review for completeness. Upon completion of GL-14.3 (Quality Section Review of Training Records), the analyst may be administered a competency test. This competency test will mimic casework and will include a written report. The analyst will also be administered an oral or written test of the topic areas surrounding the training which will be graded. The passing grade for this assignment is 80% or better.

Upon passing the competency case and oral/written test, 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.

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

A Qualtrax workflow will be initiated for authorization of the examiner for casework. The workflow may include the following in which the analyst is being authorized to participate in conducting:

1. Handle evidence
2. Perform examination and/or analytical methods
3. Utilize all applicable equipment in methods described in SOPs
4. Report, review and authorization of results
5. Perform administrative reviews
6. Perform validations in the discipline
7. Assist in the development of new methods
8. Modification of methods
9. Verification of methods

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 analyst at this time should be given a moot court if not previously conducted. After successful completion of evaluation period and moot court.

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.

A Qualtrax workflow will be initiated for the authorization of the analyst to be able to participate in the following: perform technical review of cases and testimony and/or perform administrative reviews (if not previously authorized).

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.