

LP SOP-34.3 Modified Training Plan for Collection of DNA Samples from Evidence for LP

Document ID: 7792
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Effective Date: 12/16/2019
Status: Published
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Approved by Director: Dr. Guy Vallaro

Modified Training Plan for Collection of DNA Samples from Evidence for Latent Print Examiners:

Trainee: _____

Trainer: _____

Start Date: _____

Training Goal:

To provide practical instruction on routine DNA collection from Evidence following the Standard Operating Procedures of the Forensic Biology Unit and the use of worksheets and procedures currently in place in the Latent Print Unit.

Tasks:

1. To complete training in and pass the competency test for Standard Aseptic Technique administered by DNA personnel.
2. Training will be conducted through a series of demonstration, observed practice and side-by-side examination of evidence with a Lead examiner or designee. The Trainee will observe a minimum of three (3) cases and perform the examination of at least 5 mock cases or at least 5 mock items of evidence during training. More cases can be observed or completed by the trainee as necessary. It is the trainee's responsibility to document the DSS case number, technique(s) utilized and trainer throughout this process. It is recommended that when the examiner is performing their examination under the guidance of their trainer, the sampling should take place in the Latent Print work area.
3. The Trainee is expected to review a minimum of ten (10) cases, including worksheets, photographic documentation and LIMS transfer sheets generated by a competent analyst.
4. Training for this procedure is fulfilled upon successful completion of a competency examination. The competency examination will include a minimum of three (3) items that have been previously handled. The analyst will independently collect samples from these items, prep and forward them to the DNA Unit. DNA analysis will be conducted to determine if they are free from analyst contamination and if the handled DNA profile is present in the samples collected.

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5. Since this is an “FB Sample Prep” technique, FB report writing is not required for this training. The Latent Print Examiners will need to indicate in their report that samples were collected for DNA analysis (list of item numbers collected) and which samples were forwarded to the DNA Unit and which were retained.

6. Upon completion of this Modified Training Plan, Administrative approval will be sought and confirmed prior to the assigning of casework.

7. Since no FB report is generated, a Forensic Biology Lead or designee will review a minimum of the first five (5) cases independently completed by the analyst for sample collection and itemization.

Related SOP's:

SOP Number	Title	Date Complete / Trainee Initials	Trainer Initials
FBSOP-1	Physical evidence exam		
FBSOP-3	Guidelines for collection and forwarding		
FBSOP-4	Definitions/Abbreviations		
LP SOP-34	LP DNA sample collection		
LP SOP-34.1	Appendix 1: Evidence sampling guidance		

Aseptic Technique Training and Competency: (required for new employees)¹

Date Administered	By Whom:	Comments*
Training:		
Training:		
Competency:		* see related documentation

¹ Employees currently assigned to the Latent Print Unit as of the release of this document have already been trained in Aseptic Techniques and have been conducting their analysis using these techniques.

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Examinations Performed by Trainer and Observed by Trainee:

Lab Case Number	Type of Case	Submission # / Description	Techniques observed	Date Complete / Trainee Initials	Trainer Initials

Examinations Performed by Trainee and Observed by Trainer:

Lab Case Number	Type of Case	Submission # / Description	Techniques observed	Date Complete / Trainee Initials	Trainer Initials

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Case Review by trainee of worksheets and Justice Trax itemization:

Lab Case Number	Type of Case	Submission # / Description	Date Complete / Trainee Initials	Trainer Initials

Competency to include mock report indicating samples collected and forwarded:

Date Administered	By Whom:	Comments*
		* see related documentation

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Review of First (5) Cases Independently Completed by Analyst:

Lab Case Number	Type of Case	Submission # / Description	Lead Initials	Comments

Court Testimony Review:

Date Administered	By Whom:	Comments*
		* see related documentation