

**ER SOP-14 Evidence Receiving Training**

*Approved by Director: Dr. Guy Vallaro*

Document ID: 1001

Revision: 1

Effective Date: 8/15/2014

Status: Published

Page 1 of 1

**A. Purpose:** A listing of general training for personnel working in Evidence Receiving

**B. Responsibility:** Evidence Control Officers or designees.

**C. Procedure:**

Personnel assigned to the Evidence Receiving Section should complete a training checklist (ER-14-1) to assure that they understand the proper procedure to in-take evidence and handling of various requests associated with the Request for Analysis form.

**D. References:**

None