

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

**B. Responsibility:** Evidence Control Officers (however titled) or designees.

**C. Procedure:**

Personnel assigned to the Evidence Receiving Unit should complete a training checklist (ER SOP-14-1) prior to being deemed an independent Evidence Control Officer. The goal of this program is to ensure that they understand the proper procedure to in-take evidence, handling of various requests associated with the Request for Analysis form, and the proper procedure to return evidence to the appropriate submitting agency. The trainee will maintain a folder with the training checklist and will record all tasks as they are being completed. A competency test will be provided once the topics covered in the training checklist are complete. Once completed, the Section Lead and/or Laboratory Administrative Manager (however titled) or designee will sign the form indicating that the trainee has been deemed competent at all tasks outlined in the training checklist. The completed training checklist will be forwarded to Quality, the Director of the DSS and the Assistant Director of the Forensic Laboratory with a recommendation that the trainee be deemed competent to perform the outlined tasks in Evidence Receiving. The completed training checklist will be attached to a workflow within Qualtrax recommending that the trainee be deemed competent to perform the outlined tasks in the Evidence Receiving Unit. The completed checklist is retained within the individual's training file.

**D. References:**

ER SOP-14-1 ER Training Checklist