

A. Purpose:

The Evidence Receiving Unit (ERU) is the central repository for all Evidence coming into the Division of Scientific Services and for all evidence being returned to submitting agencies. The Unit utilizes LIMS to assign a case number and initiate the chain of custody for all items of evidence. The duties of the Unit also include maintaining a DNA sample Database, a Test Fire sample Database and other functions as required by the DSS.

The Unit will provide training to employees assigned to the Evidence Receiving Unit (or those working as backups for the ERU) to take in evidence, return evidence and to perform other duties related to the Unit.

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

Personnel assigned to the Evidence Receiving Unit or employees designated as backups to the ERU will be trained using the ERU procedures. The training will be documented using the training checklist (ER SOP-14-1). This training will be completed prior to being authorized to perform evidence intake and return and related duties within the Evidence Receiving Unit. The goal of this program is to ensure that the trainee understands the proper procedure to in-take evidence, related to the various requests associated with the Request for Analysis form, the proper procedure to return evidence to the appropriate submitting agency and other duties related for the ERU.

The trainee is responsible to maintain a folder with the training checklist and will work with their trainer(s) to record all tasks as they are being completed. This may be maintained electronically as the DSS migrates to electronic records.

The trainee will observe the intake and return of evidence and will be provided with test cases to practice the processes. Once the section Lead or designee has completed the introduction to the ERU the appropriate LIMS permissions will be applied to the trainee's LIMS account. The section Lead or designee will document the trainee's progress on the ER Training Checklist by signing the

appropriate stages when completed. The section Lead or designee will provide a competency test at the end of the training. This test will minimally cover multiple types of cases. Once the competency test is successfully completed, the section Lead and/or designee will sign the form under 'Competency Test Case Completed' indicating that the trainee has been deemed competent at all tasks outlined in the training checklist. The completed training checklist will be forwarded to the Scientific Services Administrative Manager (SSAM). If the SSAM is satisfied with the training documentation he will forward the materials to the Quality Manager, with a recommendation that the trainee be deemed competent to perform the outlined tasks in Evidence Receiving. The Quality Manager will implement a 'Personnel Authorization' workflow in Qualtrax, the completed training checklist will be attached to the workflow within Qualtrax. The completed checklist is additionally retained within the individual's training file. Once the Director reviews and authorizes the workflow an authorization certificate will be generated. A copy of this will be maintained with the trainees training records.

The trainee is responsible to scan their training records and to attach these in Qualtrax to the trainees 'Personnel – Electronic Filing Cabinet' under internal training.

Note: Employees working as a backup or special assignments for the ERU will receive training based on the duties they will be responsible for completing. This may not cover everything on the ER Training Checklist. The section Lead or designee will determine the training required for each employee.

D. References:

ER SOP-14-1 ER Training Checklist