

Training Checklist for Evidence Control

Trainee Name	
Training Officer Name	
Training Start Date	
Training Completion Date	

	Training Area	Date Completed	Initials
Module I – Laboratory-Wide Training			
Required Reading	Lab-Wide Documents: <ul style="list-style-type: none"> ▪ Laboratory Quality Manual 		
	Lab-Wide Procedures: <ul style="list-style-type: none"> ▪ Policy and Procedure for Alcohol and Drug Free Workplace ▪ Policy on Ethics and Conduct ▪ Procedure for Use of Social Media ▪ Laboratory Administrative Policy and Procedures ▪ Procedure for Laboratory Security ▪ Raleigh Laboratory Security Instructions (if applicable) 		
	Section Procedures: <ul style="list-style-type: none"> ▪ Evidence Control Administrative Procedures 		
Evaluation	Review and sign the Guiding Principles of Professional Responsibility for Forensic Science Providers and Forensic Personnel		
Module II – Safety and Equipment			
Required Reading	Lab-Wide Documents: <ul style="list-style-type: none"> ▪ Laboratory Safety Manual 		
	Lab-Wide Procedures: <ul style="list-style-type: none"> ▪ Procedure for Equipment Calibration and Maintenance ▪ Procedure for Facilities and Environmental Conditions ▪ Laboratory Opioid Overdose Reversal Program 		
	Section Procedures: <ul style="list-style-type: none"> ▪ Procedure for Equipment Calibration and Maintenance 		
Assignments	Complete Laboratory safety training (online and in-person) to include, but not limited to: <ul style="list-style-type: none"> ▪ Bloodborne pathogens ▪ Fire extinguishers ▪ Laboratory PPE (including proper way to don/doff) ▪ Naloxone 		

	Complete firearm safety training		
	Review monthly section safety checks		
	Review protocols for temperature monitoring section refrigerators and freezers		
	Review protocols for the vault moveable shelving system		
Evaluation	Successfully complete all Laboratory safety training		
	Demonstrate proficiency handling and clearing firearms		
	Assist with one monthly section safety inspection		
	Demonstrate proficiency performing temperature monitoring of section refrigerators and freezers		
Module III – Forensic Advantage (FA)			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> ▪ Procedure for Record and Data Management ▪ Procedure for Reporting Results ▪ Procedure for the Use of Forensic Advantage (FA) ▪ Work instructions for RFID related to FA 		
Assignments	Become familiar with the use FA		
	Understand basic troubleshooting and error logging in FA		
	Understand what corrections must be performed by an FA Administrator		
	Work with an FA Administrator to become familiar with prelog and FA Web		
Evaluation	Demonstrate proficiency locating case information within one or more mock cases		
Module IV – Introduction to Evidence Control			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> ▪ Policy and Procedure for Evidence Submissions ▪ Procedure for Evidence Management ▪ Procedure for Obtaining Evidentiary Standards ▪ Work instructions for RFID labels 		
	Section Procedures: <ul style="list-style-type: none"> ▪ Procedure for Data Entry ▪ Procedure for Evidence Submissions ▪ Procedure for Evidence Transfers, Storage and Return 		
Assignments	Types of evidence <ul style="list-style-type: none"> ▪ Identify and understand the difference between items, sub-items, containers, extracts and slides 		

	<ul style="list-style-type: none"> ▪ Understand when additional items must be created and the documentation required ▪ Correctly create sub-items and containers in FA ▪ Understand parent/child evidence relationship in FA, and be able to parent/un-parent items of evidence 		
	<p>Proper seals and identification</p> <ul style="list-style-type: none"> ▪ Differentiate a proper and improper seal, and be able to remediate improper seals ▪ Correctly label and identify items of evidence ▪ Correctly utilize the RFID label printer 		
	<p>Evidence packaging</p> <ul style="list-style-type: none"> ▪ Understand Laboratory packaging requirements ▪ Understand section-specific packaging requirements: <ul style="list-style-type: none"> ▪ Digital Evidence ▪ Drug Chemistry ▪ Firearms ▪ Forensic Biology ▪ Latent Evidence ▪ Toxicology ▪ Trace Evidence ▪ Identify when evidence cannot be accepted due to improper packaging 		
	<p>Evidence storage</p> <ul style="list-style-type: none"> ▪ Understand the security and layout of the Evidence Control vault ▪ Understand the security and layout of other section vaults or storage locations ▪ Understand evidence-specific storage requirements, and be able to identify the types of evidence that must be: <ul style="list-style-type: none"> ▪ Stored at room temperature ▪ Refrigerated ▪ Frozen ▪ Understand evidence-specific safety and storage concerns 		
	<p>Evidence transfers</p> <ul style="list-style-type: none"> ▪ Understand when and how to mark evidence for transfer ▪ Correctly perform each type of evidence transfer in FA ▪ Correctly handle parent/child evidence transfers ▪ Correctly create and transfer evidence batches 		
	<p>Lockbox transfers</p> <ul style="list-style-type: none"> ▪ Identify when evidence must be transferred to a lockbox, and correctly identify the lockbox destination ▪ Correctly perform all lockbox-related tasks in FA ▪ Correctly perform all lockbox-related evidence handling tasks 		
Evaluation	Successfully complete a written examination addressing evidence packaging and storage		
	Successfully complete the Evidence Control vault exercise		

Module V – Receiving Evidence			
Required Reading	Section Documents: <ul style="list-style-type: none"> Evidence Control Verification Review form 		
Assignments	Evidence submissions <ul style="list-style-type: none"> Identify the acceptable methods of evidence submission Understand the RFLE and required Laboratory submission documentation Understand section-specific supplemental documents and forms 		
	Laboratory case acceptance criteria <ul style="list-style-type: none"> Understand the acceptable number of items per submission Understand the necessary standards and controls for each Laboratory section Understand unnecessary and/or incorrect examination requests and how to rectify the request Understand how to identify and document exceptions to case acceptance criteria 		
	Case intake in FA <ul style="list-style-type: none"> Correctly import a case Correctly add, remove or edit relevant case information Correctly import documents into FA Correctly generate submission labels and RFID tags Correctly generate submission receipts 		
	Multi-submission cases <ul style="list-style-type: none"> Understand how to handle subsequent submissions Understand how to handle resubmissions Understand how to handle cross-referenced cases 		
	Work with the Forensic Scientist Manager, training officer or designee to learn about Sexual Assault Kits (SAKs) and STIMS. <ul style="list-style-type: none"> Understand acceptance criteria for SAKs at the lab Correctly enter kit tracking information in FA Correctly enter laboratory information into STIMS Correctly receive kits in STIMS 		
	How to rectify evidence submission issues <ul style="list-style-type: none"> Understand how to handle evidence received via an unapproved submission method Understand how to handle evidence received with incorrect or incomplete submission paperwork Understand how to handle mislabeled evidence, or evidence received with incorrect or incomplete identification Understand how to handle evidence received improperly sealed, improperly packaged, damaged or potentially compromised Understand when and how to use the Evidence Control Verification Review form 		
	Evaluation	Successfully complete a written examination addressing Laboratory submission guidelines	

	Successfully import five mock cases		
Module VI – Returning Evidence			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> Work instructions for RFID related to evidence returns 		
Assignments	Case returns in FA <ul style="list-style-type: none"> Identify the acceptable methods of evidence return Correctly return evidence to an agency in FA Understand how to return evidence to an agency that is different than the original submitting agency Correctly generate return receipts 		
	RFID Gateway <ul style="list-style-type: none"> Understand how to operate and troubleshoot the RFID return gateway software and equipment Understand how to verify all evidence is properly returned to the agency 		
	Returning SAKs and STIMS <ul style="list-style-type: none"> Verify a kit is ready for return in STIMS Correctly return kits in STIMS 		
Evaluation	Successfully return five mock cases		
Module VII – Vault Inventories			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> Work instructions for RFID related to evidence inventories 		
Assignments	Understand the section vault inventory requirements		
	Work with the Forensic Scientist Manager or designee to learn how to complete the vault spot check		
	Work with the Forensic Scientist Manager or designee to learn how to complete a full vault inventory		
Evaluation	Assist with one vault spot check or full vault inventory <i>(if possible)</i>		
Module VIII – Rush Requests, Stop Work Orders and Destruction Orders			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> Procedure for Stop Work Orders 		
	Section Procedures: <ul style="list-style-type: none"> Procedure for Toxicology Evidence Handling <i>(if applicable)</i> (Toxicology Section Procedure) 		
Assignments	Correctly process a rush request		
	Correctly complete a Stop Work Order		
	Correctly complete a Destruction Order <i>(if applicable)</i>		
Evaluation	Correctly process two mock Stop Work Orders		
	Correctly process two mock Destruction Orders <i>(if applicable)</i>		

Module IX – Courtroom Testimony and Final Exam			
Required Reading	Lab-Wide Procedures: <ul style="list-style-type: none"> ▪ Procedure for Court Orders and Discovery Requests ▪ Procedure for Ensuring the Quality of Test Results 		
	Lab-Wide Documents: <ul style="list-style-type: none"> ▪ Laboratory employees’ Statements of Qualifications 		
	Section Documents: <ul style="list-style-type: none"> ▪ Ron Smith and Associates, Inc. “Courtroom Testimony Techniques: Success Instead of Survival.” Collinsville, Mississippi. ▪ Evidence Control Court Questions 		
Assignments	Prepare or update a Statement of Qualifications		
	Review courtroom testimony process and questions		
	Become familiar with the Testimony module in FA		
	Observe pretrial conferences and/or courtroom testimony of Laboratory employees (<i>if possible</i>)		
Evaluation	Successfully complete a cumulative written examination		
	Successfully complete one or more mock cases		
	Successfully complete a moot court		

****Note: training modules can be completed in any order (not including Module IX – Courtroom Testimony and Final Exam)**

Trainee signature		Date of completion	
Training Officer signature		Date of completion	