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## **Training Procedure for Evidence Control**

- 1.0 Purpose** – The purpose of this procedure is to provide a training program for Laboratory Technicians in the Evidence Control Section of the North Carolina State Crime Laboratory. This program shall outline the training necessary for the proper receipt, handling, transfer, storage and return of evidence. Additionally, completion of this training program will authorize employees to process rush requests, stop work cases, handle destruction orders and testify in court.
- 2.0 Scope** – This procedure applies to members of the Evidence Control Section and employees performing duties related to Evidence Control. This training outline shall be followed by all trainees, regardless of experience.
- 3.0 Objectives** – Upon completion of the training program, the Trainee shall have met the basic training required in the State Crime Laboratory Procedure for Personnel Training. Additionally, the Trainee shall be able to:
- 3.1** Know and understand the Laboratory and Section policies and procedures governing evidence handling and safety protocols;
  - 3.2** Properly receive, identify, transfer, store and return evidence;
  - 3.3** Perform vault inventories;
  - 3.4** Receive and process rush requests, stop work requests and destruction orders; and
  - 3.5** Testify in court.
- 4.0 Module I – Laboratory-Wide Training**
- 4.1 Required Reading**
    - 4.1.1** Laboratory Quality Manual
    - 4.1.2** Laboratory quality-related procedures
    - 4.1.3** Laboratory and section administrative policies
    - 4.1.4** Laboratory security policies and procedures
  - 4.2 Assignments**
    - 4.2.1** Read the literature pertaining to this module.
  - 4.3 Evaluation**
    - 4.3.1** Review and sign the Guiding Principles of Professional Responsibility for Forensic Science Providers and Forensic Personnel.
- 5.0 Module II – Safety and Equipment**

## **5.1 Required Reading**

- 5.1.1** Laboratory Safety Manual
- 5.1.2** Laboratory safety-related policies and procedures
- 5.1.3** Laboratory and section Equipment Calibration and Maintenance procedures

## **5.2 Assignments**

- 5.2.1** Read the literature pertaining to this module.
- 5.2.2** Complete Laboratory safety training (online and in-person), to include bloodborne pathogens, fire extinguishers, laboratory PPE (including proper way to don/doff), and naloxone.
- 5.2.3** Complete firearm safety training with a member of the Firearms Section.
- 5.2.4** Review the required section safety checks with the section Safety Officer.
- 5.2.5** Review the protocols required for daily and/or weekly temperature monitoring of the section's refrigerators and freezers.
- 5.2.6** Review the protocols required for safety, troubleshooting and preventive maintenance for the vault's moveable shelving system.

## **5.3 Evaluation**

- 5.3.1** Successfully complete all Laboratory safety training.
- 5.3.2** Demonstrate proficiency in handling and clearing firearms during a firearm safety training class.
- 5.3.3** Assist with one of the required monthly section safety inspections.
- 5.3.4** Demonstrate proficiency in performing the required temperature monitoring for section refrigerators and freezers.

## **6.0 Module III – Forensic Advantage (FA)**

### **6.1 Required Reading**

- 6.1.1** Procedure for Record and Data Management
- 6.1.2** Procedure for Reporting Results
- 6.1.3** Procedure for the Use of Forensic Advantage (FA)

## **6.2 Assignments**

- 6.2.1** Read literature pertaining to the module.
- 6.2.2** Become familiar with the layout, functionality and use of Forensic Advantage (FA).
- 6.2.3** Review the protocols for basic troubleshooting and error logging in FA.
- 6.2.4** Understand what corrections in FA can be completed by the user, and what corrections must be performed by an FA Administrator.
- 6.2.5** Work with an FA Administrator to become familiar with prelog and FA Web.

## **6.3 Evaluation**

- 6.3.1** Demonstrate proficiency locating case information within one or more mock cases in FA.

## **7.0 Module IV – Introduction to Evidence Control**

### **7.1 Required Reading**

- 7.1.1** Laboratory evidence-related procedures
- 7.1.2** Section evidence-related procedures
- 7.1.3** Work instructions for RFID labels

### **7.2 Assignments**

- 7.2.1** Read literature pertaining to this module.
- 7.2.2** Review the Laboratory and section-specific designations for evidence, and become familiar with different types of evidence.
  - 7.2.2.1** The Trainee shall understand Laboratory evidence designations in FA including Items, Sub-Items, and section-specific identifiers such as Containers, Extracts and Slides.
  - 7.2.2.2** The Trainee shall understand how different evidence designations impact the chain of custody.
  - 7.2.2.3** The Trainee shall be able to identify when additional items must be created in FA, and be able to explain the process and documentation required to create new items.
  - 7.2.2.4** The Trainee shall be able to create Sub-Items and Containers in FA.
  - 7.2.2.5** The Trainee shall be able to identify items and sub-items that have a Parent/Child relationship in FA, and be able to parent or un-parent the items.

- 7.2.3** Review the Laboratory requirements regarding proper evidence seals and identification, and learn how to ensure the integrity of evidence.
  - 7.2.3.1** The Trainee shall be able to ensure evidence is received in a properly-sealed condition, and if not, know how to remediate the seals.
  - 7.2.3.2** The Trainee shall be able to correctly label and identify items of evidence.
  - 7.2.3.3** The Trainee shall be able to print RFID evidence labels, disable old RFID labels, change the printer labels and ribbon, and perform basic maintenance and troubleshooting on the RFID printer.
  
- 7.2.4** Review the Laboratory and section-specific requirements regarding evidence packaging, and become familiar with the packaging requirements for different types of evidence.
  - 7.2.4.1** The Trainee shall be familiar with the required packaging for different types of evidence submitted to each of the Laboratory sections.
  - 7.2.4.2** The Trainee shall be able to identify when evidence must be repackaged.
  - 7.2.4.3** The Trainee shall be able to identify when evidence cannot be accepted or must be returned due to the packaging.
  
- 7.2.5** Review the Laboratory and section-specific requirements regarding evidence storage, and become familiar with evidence storage protocols.
  - 7.2.5.1** The Trainee shall be familiar with the security and organization of the Evidence Control vault.
  - 7.2.5.2** The Trainee shall be familiar with the security and organization of other evidence storage locations throughout the rest of the Laboratory.
  - 7.2.5.3** The Trainee shall be able to differentiate what evidence must be stored at room temperature, refrigerated or frozen.
  - 7.2.5.4** The Trainee shall be able to identify circumstances where evidence must be taken directly to a Laboratory section due to storage and/or safety concerns.
  
- 7.2.6** Review the Laboratory and section-specific requirements regarding evidence transfers, and learn how to transfer evidence.
  - 7.2.6.1** The Trainee shall be able to properly mark evidence for transfer.
  - 7.2.6.2** The Trainee shall understand when to perform each type of evidence transfer in FA.
  - 7.2.6.3** The Trainee shall be able to utilize the wired and/or wireless barcode scanners, including reprogramming and basic troubleshooting.

- 7.2.6.4** The Trainee shall be able to select one or more individual items of evidence by scanning the label barcode or selecting the item in FA. Once selected, the Trainee shall be able to transfer the item to the correct location.
- 7.2.6.5** The Trainee shall be able to identify evidence with a Parent/Child relationship in FA and be able to transfer the item and its associated sub-items to the correct location.
- 7.2.6.6** The Trainee shall be able to create a batch of evidence in FA and transfer the batch to the correct location.
- 7.2.7** Review the Laboratory and section-specific requirements regarding the lockbox, and become familiar with lockbox transfers.
  - 7.2.7.1** The Trainee shall be able to identify when evidence must be transferred to a lockbox, and be able to identify the proper lockbox destination.
  - 7.2.7.2** The Trainee shall be able to perform all lockbox-related tasks in FA such as creating a new lockbox, adding a driver, or putting the lockbox into transit.
  - 7.2.7.3** The Trainee shall be able to perform all lockbox-related evidence handling tasks, such as transferring evidence into the proper lockbox, securing the lockbox, and removing evidence from an incoming lockbox for placement into storage.

### **7.3 Evaluation**

- 7.3.1** Successfully complete a written examination addressing evidence packaging and storage.
- 7.3.2** Successfully complete the Evidence Control vault exercise.

## **8.0 Module V – Receiving Evidence**

### **8.1 Required Reading**

- 8.1.1** Evidence Control Verification Review form

### **8.2 Assignments**

- 8.2.1** Read literature pertaining to this module.
- 8.2.2** Review the Laboratory and section-specific requirements regarding evidence submissions, and become familiar with the evidence submission process.
  - 8.2.2.1** The Trainee shall be able to identify the acceptable methods of evidence submission.





**8.2.7.4** The Trainee shall be able to rectify evidence that is received improperly sealed, improperly packaged, damaged, or otherwise potentially compromised.

**8.2.7.5** The Trainee shall understand when and how to use the Evidence Control Verification Review form.

### **8.3 Evaluation**

**8.3.1** Successfully complete a written examination addressing Laboratory submission guidelines.

**8.3.2** Successfully import five mock cases.

## **9.0 Module VI – Returning Evidence**

### **9.1 Required Reading**

**9.1.1** Work instructions for RFID related to evidence returns

### **9.2 Assignments**

**9.2.1** Read literature pertaining to the module.

**9.2.2** Review the Laboratory and section-specific requirements regarding evidence returns in FA, and become familiar with the evidence return process.

**9.2.2.1** The Trainee shall be able to identify the acceptable methods of evidence return.

**9.2.2.2** The Trainee shall be able to return evidence in FA by two different methods: by scanning an individual item or items, or transferring a batch of evidence.

**9.2.2.3** The Trainee shall understand what documentation is required if the evidence is to be picked up by an agency different from the submitting agency.

**9.2.2.4** The Trainee shall be able to provide a return receipt to the submitting agency.

**9.2.3** Review the Laboratory procedures and work instructions related to the RFID return gateway, and become familiar with the operation of the gateway.

**9.2.3.1** The Trainee shall be able to operate the RFID return gateway software program.

**9.2.3.2** The Trainee shall understand the warning lights and alarms produced by the RFID gateway.

**9.2.3.3** Using indicators provided by the software program and the warning lights, the Trainee shall be able to verify that all evidence is properly returned to the agency, and ensure that any issues are rectified before the agency leaves the Laboratory.

**9.2.3.4** The Trainee shall be able to troubleshoot the RFID return gateway to ensure RFID tags are reading correctly and the gateway is responsive.

**9.2.4** Review the Laboratory and section-specific procedures regarding Sexual Assault Kits, and work with the Forensic Scientist Manager, Training Officer or designee to learn about returning kits in STIMS.

**9.2.4.1** The Trainee shall be able to verify the kit is ready for return in STIMS. If the kit is not ready for return, the Trainee shall be able to identify the employee(s) who can correct the issue.

**9.2.4.2** The Trainee shall be able to return the kit in STIMS by transferring the kit from the Laboratory's custody to the agency's custody.

### **9.3 Evaluation**

**9.3.1** Successfully return five mock cases.

## **10.0 Module VII – Vault Inventories**

### **10.1 Required Reading**

**10.1.1** Work instructions for RFID related to evidence inventories

### **10.2 Assignments**

**10.2.1** Review the section vault inventory requirements in the Laboratory Procedure for Evidence Management and the Evidence Control Section Administrative Procedure.

**10.2.2** Review the work instructions for RFID related to the inventory process.

**10.2.3** Learn how to complete the biannual vault spot check.

**10.2.4** Learn how to complete the biannual full vault inventory.

### **10.3 Evaluation**

**10.3.1** Assist with one vault spot check or full vault inventory, if possible.

## **11.0 Module VIII – Rush Requests, Stop Work Orders and Destruction Orders**

### **11.1 Required Reading**

**11.1.1** Procedure for Stop Work Orders

**11.1.2** If applicable, Toxicology Section Procedure for Toxicology Evidence Handling

**11.2 Assignments**

**11.2.1** Read literature pertaining to the module.

**11.2.2** Review the proper protocols for processing a rush request according to the Procedure for the Use of Forensic Advantage (FA), and learn how to process and document a rush request.

**11.2.3** Review the proper completion of a Stop Work Order according to the Procedure for Stop Work Orders, and learn how to process, complete and publish a Stop Work Order.

**11.2.4** If applicable, review the proper completion of a Destruction Order according to the Laboratory Procedure for Evidence Management and the Toxicology Section's Procedure for Toxicology Evidence Handling. Learn how to process, complete and document a Destruction Order.

**11.3 Evaluation**

**11.3.1** Correctly process two mock Stop Work Orders.

**11.3.2** If applicable, correctly process two mock Destruction Orders

**12.0 Module IX – Courtroom Testimony and Final Exam**

**12.1 Required Reading**

**12.1.1** Procedure for Court Orders and Discovery Requests

**12.1.2** Procedure for Ensuring the Quality of Test Results

**12.1.3** Laboratory employees' Statements of Qualifications

**12.1.4** Ron Smith and Associates, Inc. "Courtroom Testimony Techniques: Success Instead of Survival." Collinsville, Mississippi.

**12.1.5** Evidence Control Court Questions

**12.2 Assignments**

**12.2.1** Read literature pertaining to module.

**12.2.2** Prepare or update a Statement of Qualifications reflective of experience in Evidence Control.

**12.2.3** Review the courtroom testimony process and questions with the section's Forensic Scientist Manager, Forensic Scientist Supervisor and/or Training Officer.

**12.2.4** Become familiar with the Testimony module of FA, and understand the information required to be entered by a Laboratory employee following any pretrial conference or courtroom appearance.

**12.2.5** Observe pretrial conferences and/or courtroom testimony of Laboratory employees, if possible.

**12.3 Evaluation**

**12.3.1** Successfully complete a cumulative written examination.

**12.3.2** Successfully complete one or more mock cases.

**12.3.3** Successfully complete a moot court.

**13.0 Records**

- Training File
- Training Checklist

**14.0 Attachments – N/A**

<b>Revision History</b>		
Effective Date	Version Number	Reason
05/23/2022	1	Original document