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## Forensic Audio Training Program

**1.0 Purpose** – The purpose of this training program is to outline the steps necessary to become qualified to perform audio analysis cases.

### 2.0 Scope

**2.1** The Forensic Audio Training Program is designed in a series of blocks. Each block is composed of several assigned tasks. When the trainee completes a task to the satisfaction of the Supervising Forensic Scientist, the Supervising Forensic Scientist shall initial the line next to that task on the checklist. Upon the trainee's successful completion of each block of instruction, the Supervising Forensic Scientist shall write a memo to the Forensic Scientist Manager, trainee, and the trainee's training file to document completion of the instruction. Blocks of instruction may be worked concurrently.

**2.2** The following courses shall be considered additional sources of education in the field of forensic audio analysis. Attendance in these courses shall be considered for Forensic Scientist trainees and qualified Forensic Scientists as scheduling, availability, and Laboratory resources allow.

**2.2.1** Forensic Audio Filtering and Enhancement – taught by Digital Audio Corporation.

**2.2.2** Advanced Forensic Audio Training – taught by Digital Audio Corporation.

### 3.0 Training Checklist

#### 3.1 Block I - General Laboratory Procedures

The objective of this block of instruction is to familiarize the trainee with the general practices and procedures used at the North Carolina State Crime Laboratory.

\_\_\_\_ **3.1.1** See the Laboratory Procedure for Personnel Training (4.2) for this requirement.

#### 3.2 Block II - General Knowledge of Audio Analysis

The object of this block of instruction is to ensure the Forensic Scientist trainee in forensic audio analysis can demonstrate knowledge necessary for casework.

\_\_\_\_ **3.2.1** The trainee shall demonstrate knowledge of the physical characteristics of various types of media that may be encountered in casework (e.g., standard cassette tape, microcassette tape, CD, Minidisc, and NT2 audiotape).

\_\_\_\_ **3.2.2** The trainee shall demonstrate knowledge of the audio components and connections used with the audio analysis workstation.

\_\_\_\_ **3.2.3** The trainee shall demonstrate knowledge of the use of the audio patch panels. This includes understanding the use of patch panels to connect equipment used during examinations.

\_\_\_\_ **3.2.4** The trainee shall successfully complete a written examination on the equipment and media encountered in forensic audio analysis.

#### 3.3 Block III - Policies and Procedures

The objective of this block of instruction is to give the trainee a working knowledge of the policies and procedures used in the forensic examination of audio evidence.

- \_\_\_\_ **3.3.1** The Trainee shall locate and collect articles on forensic audio analysis and create a personal library.
- \_\_\_\_ **3.3.2** The Trainee shall study the Digital/Latent Evidence Section audio forensics technical procedures. The Trainee shall understand the procedures and the consequences to evidence if the procedures are not followed in a case.
- \_\_\_\_ **3.3.3** The Trainee shall complete additional reading (e.g., equipment guides, manuals, articles, and books) as assigned by the Supervising Forensic Scientist and demonstrate an understanding of the materials.
- \_\_\_\_ **3.3.4** The Trainee shall successfully complete a written examination on the policies and procedures of Forensic Audio Analysis.

#### **3.4 Block IV - Duplication of Audio**

The objective of this block of instruction is to allow the Trainee to work with audio evidence under supervision of a trained Forensic Scientist.

- \_\_\_\_ **3.4.1** The Trainee shall assist in preparing audio evidence for examination under the direct supervision of a trained Forensic Scientist.
- \_\_\_\_ **3.4.2** The Trainee shall demonstrate knowledge of the verification procedures used in the Laboratory. The Trainee shall be proficient in verifying equipment used during analysis.
- \_\_\_\_ **3.4.3** The Trainee shall be proficient in duplicating various types of audio media into a digital format.
- \_\_\_\_ **3.4.4** The Trainee shall successfully complete a practical examination to demonstrate knowledge of the procedures for duplicating forensic audio evidence as written in the audio forensics technical procedures.

#### **3.5 Block V - Competency Tests**

The objective of this block of instruction is to ensure that the trainee has developed the skills necessary to perform independent Forensic Audio casework.

- \_\_\_\_ **3.5.1** The trainee shall be required to pass a written examination to demonstrate the knowledge of forensic audio analysis needed in everyday casework.
- \_\_\_\_ **3.5.2** Each trainee shall be required to pass a final practical examination that includes conducting a forensic audio examination on audio that has been prepared or selected for this examination. The trainee shall enhance the pertinent audio to the satisfaction of the Supervising Forensic Scientist.
- \_\_\_\_ **3.5.3** Each trainee shall meet with the Deputy Assistant Director/Quality Manager to discuss accreditation procedures and information.
- \_\_\_\_ **3.5.4** The trainee shall successfully complete a moot court that is based on the work done in the practical examination. The Forensic Scientist Manager may substitute an oral review board for a Forensic Scientist who testifies in another discipline.

### 3.6 Block VI – Casework Review

The objective of this block of instruction is to closely review all aspects of the casework of a new analyst for six months.

- \_\_\_\_ **3.6.1** The Trainee shall successfully complete a minimum of six months of closely reviewed casework under the senior Forensic Scientist. (The minimum six months of casework assumes that the Forensic Scientist is also working cases in another Digital Evidence sub-discipline. If the trainee is training full time in audio analysis, this time period may be shortened at the discretion of the Section Forensic Scientist Manager).

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header