
Forensic Audio Technician Training Program

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

2.0 Scope

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

2.2 The following courses shall also be considered as additional sources of education in the field of forensic audio analysis. Attendance in these courses shall be considered for Technician Trainees and qualified Technicians 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 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 the demonstration of the knowledge needed for casework.

____ **3.2.1** The Trainee shall understand 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 a working knowledge of the use of the audio patch panels.

____ **3.2.4** The Trainee shall successfully complete a written examination to demonstrate his or her knowledge of the equipment and media encountered in forensic audio analysis.

3.3 Block III - Forensic Analysis

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

____ **3.3.1** The Trainee shall collect articles on forensic audio analysis and create a personal library.

_____ **3.3.2** The Trainee shall study the audio forensics technical procedures. The Trainee shall understand the procedures and the consequences to the evidence if the procedures are not followed.

_____ **3.3.3** The Trainee shall study additional reading (equipment guides, manuals, articles, and books) as assigned by the Supervising Analyst and demonstrate an understanding of the material.

_____ **3.3.4** The Trainee shall successfully complete a written examination to demonstrate his or her knowledge of the policies and procedures of forensic audio analysis.

3.4 Block IV - Duplication of Audio

The objective of this block of instruction is to work with audio evidence under supervision of a trained Forensic Audio Analyst.

_____ **3.4.1** The Trainee shall assist in preparing audio evidence for examination under the direct supervision of a trained Analyst.

_____ **3.4.2** The Trainee shall be instructed in the verification procedures used within the unit during analysis.

_____ **3.4.3** The Trainee shall be instructed in duplicating various types of audio media into a digital format.

_____ **3.4.4** The Trainee shall be instructed in the procedures for duplicating forensic audio evidence as written in the audio forensics technical procedures. The Trainee shall successfully complete a practical examination on the duplication of audio evidence.

3.5 Block V - Competency Tests

The objective of this block of instruction is to develop the skills necessary to be certified as a Forensic Audio Technician.

_____ **3.5.1** The Trainee shall be required to pass a written examination covering 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 a forensic audio examination on audio that has been prepared or selected for this examination. The Trainee must enhance the pertinent audio to the satisfaction of the Supervising Analyst.

_____ **3.5.3** The Trainee shall meet with the Deputy Assistant Director/Quality Manager to discuss accreditation procedures.

_____ **3.5.4** The Trainee shall participate in 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 an analyst who already 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 Technician for six months.

_____ **3.6.1** The Trainee shall successfully complete a minimum of six months assisting the senior Forensic Scientist with casework.

3.7 After the successful completion of this training program, the Technician may conduct casework under the supervision of a qualified examiner.

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