
Training Outline for Evidence Control Technicians

- 1.0 Purpose** – To outline the training necessary for proper receipt, handling, transfer, storage, and return of evidence.
- 2.0 Scope** – This procedure applies to members of the Evidence Control and Administrative Services Section (ECU) and employees performing duties related to Evidence Control. This training outline shall be followed by all trainees, regardless of experience level.
- 3.0 Overall Training Guideline** - Independent performance of tasks shall be allowed only after the Trainee has received authorization through successful completion of related training module(s) and documented approval by the Training Officer.
- 4.0 Module I – Overview of ECU**
 - 4.1 Objectives** – To develop and demonstrate knowledge and/or practical skills in the following:
 - 4.1.1** ECU procedures.
 - 4.1.2** State Crime Laboratory procedures regarding evidence handling, packaging and storage requirements.
 - 4.1.3** State Crime Laboratory safety program.
 - 4.2 Reading Assignments**
 - 4.2.1** ECU Procedures
 - 4.2.2** State Crime Laboratory Evidence Guide
 - 4.2.3** State Crime Laboratory Safety Manual
 - 4.2.4** State Crime Laboratory Quality Manual and related procedures
 - 4.2.5** State Crime Laboratory Policy on Ethics and Conduct
 - 4.2.6** Biohazard PowerPoint presentation
 - 4.3 Tasks**
 - 4.3.1** Read literature pertaining to this module.
 - 4.3.2** The Trainee shall complete the Biohazard PowerPoint training presentation.
 - 4.3.3** The Trainee shall complete Firearm Safety training.
 - 4.4 Evaluation**

- 4.4.1 The Trainee shall demonstrate proficiency in handling and clearing firearms during the firearm training class.

5.0 Module II – Introduction to Forensic Advantage (FA)

- 5.1 **Objectives** – To develop and demonstrate theoretical knowledge and/or practical skills in the use of FA for the following:

- 5.1.1 Receiving evidence.
- 5.1.2 Entering submission data.
- 5.1.3 Transferring and storing evidence.
- 5.1.4 Returning evidence.

5.2 Reading Assignments

- 5.2.1 Laboratory FA Training PowerPoint presentation
- 5.2.2 ECU [Procedure for Data Entry](#)

5.3 Tasks

- 5.3.1 Read literature pertaining to the module.
- 5.3.2 The trainee shall complete the Laboratory FA Training PowerPoint presentation.
- 5.3.3 The Training Officer shall demonstrate the use of FA in various tasks related to the intake, data entry, transfer and return of a case.
 - 5.3.3.1 The trainee shall demonstrate the ability to enter preliminary submission data into FA.

5.4 Evaluation

- 5.4.1 Through the use of five cases, the trainee shall demonstrate to the Training Officer the ability to enter preliminary case submission information with 100 % accuracy.

6.0 Module III – Evidence Receipt via Mail

- 6.1 **Objectives** – To develop and demonstrate theoretical knowledge and/or practical skills in the following:

- 6.1.1 Recognizing incorrectly packaged items of evidence received through the mail.
- 6.1.2 Entering submission data.
- 6.1.3 Correctly receiving and storing items of evidence.

6.2 Reading Assignments – N/A

6.3 Tasks

6.3.1 The Training Officer shall present examples of evidence received through the mail that are acceptable and unacceptable for submission. The Training Officer shall then demonstrate the remediation of evidence that is unacceptable for submission.

6.3.1.1 The trainee shall demonstrate correct remediation of packaging and seals.

6.3.2 The Training Officer shall present examples of properly completed submission paperwork.

6.3.2.1 The trainee shall demonstrate how to identify paperwork completed correctly and rectify paperwork completed incorrectly.

6.3.2.2 The trainee shall demonstrate the documentation required when the Request for Examination of Physical Evidence Form is not attached to the exterior of the package.

6.3.3 The Training Officer shall demonstrate proper identification and receipt of evidence, as well as how to transfer evidence to storage.

6.3.3.1 The trainee shall demonstrate how to identify evidence, take evidence into his/her personal custody, and transfer evidence into its proper storage location.

6.4 Evaluation

6.4.1 Given five cases, the trainee shall receive evidence correctly, remediating seals or packaging as necessary. The trainee shall perform identification, data entry, transfer and storage related to each case with 100 % accuracy.

7.0 Module IV – Special Submission Requirements

7.1 Objectives – To develop and demonstrate knowledge and/or practical skills in the following:

7.1.1 Evidence packaging requirements specific to each Laboratory Section.

7.1.2 Recognition of submission of all necessary items of evidence for analysis, including comparison standards.

7.1.3 Paperwork requirements specific to each Section.

7.1.4 Storage requirements specific to each Section.

7.2 Reading Assignments

7.2.1 ECU [Procedure for Evidence Requirements](#)

7.2.2 State Crime Laboratory [Procedure for Obtaining Evidentiary Standards](#)

7.3 Tasks

7.3.1 Read literature pertaining to the module.

7.3.2 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for Digital Evidence. This shall include the following:

- Audio analysis.
- Computer analysis.
- Video analysis.

7.3.2.1 The trainee shall demonstrate packaging, submission and paperwork requirements for the Digital Evidence with 100 % accuracy.

7.3.3 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for Drug Chemistry and Toxicology. This shall include the following:

- Clandestine laboratory samples.
- Controlled substance analysis.
- Toxicology.

7.3.3.1 The trainee shall demonstrate packaging, submission and paperwork requirements for Drug Chemistry and Toxicology with 100 % accuracy.

7.3.4 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for the Firearms Unit of the Physical Evidence Section. This shall include the following:

- Firearm analysis.
- IBIS submissions.
- Tool mark analysis.

7.3.4.1 The trainee shall demonstrate packaging, submission and paperwork requirements for the Firearms Unit of the Physical Evidence Section with 100 % accuracy.

7.3.5 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for Forensic Biology. This shall include the following:

- Body fluids identification.
- Database sample submission.

- DNA analysis.

7.3.5.1 The trainee shall demonstrate packaging, submission and paperwork requirements for Forensic Biology with 100 % accuracy.

7.3.6 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for Latent Evidence. This shall include the following:

- Fingerprint identifications and comparisons.
- Foot and shoe impression analysis.
- Tire tread impressions analysis.

7.3.6.1 The trainee shall demonstrate packaging, submission and paperwork requirements for Latent Evidence with 100 % accuracy.

7.3.7 The Training Officer shall instruct and demonstrate proper evidence packaging, submission and paperwork requirements for Trace Unit of the Physical Evidence Section. This shall include the following:

- Arson analysis.
- Explosives analysis.
- Fiber analysis.
- Filament examinations.
- Glass analysis.
- Gunshot residue analysis.
- Hair comparisons.
- Paint analysis.
- Physical matches.

7.3.7.1 The trainee shall demonstrate packaging, submission and paperwork requirements for Trace Evidence with 100 % accuracy.

7.4 Evaluation

7.4.1 The Training Officer shall provide the trainee with a written examination to confirm his/her competency regarding the evidence and paperwork requirements for each section. This test shall be completed with 100 % accuracy.

7.4.2 The Training Officer shall provide the trainee with a practical examination to confirm his/her competency regarding the evidence and paperwork requirements for each section. This examination shall be completed with 100 % accuracy.

8.0 Module V – Evidence Receipt In Person

8.1 Objectives – To develop and demonstrate knowledge and/or practical skills in the following:

8.1.1 Ensuring all submitted packaging and paperwork is complete and correct.

8.1.2 Recognizing evidence and paperwork that does not meet Section-specific submission requirements, and communicating these requirements to the submitting agency.

8.1.3 Entering submission data.

8.1.4 Receiving and storing items of evidence correctly.

8.2 Reading Assignments – N/A

8.3 Tasks

8.3.1 The Training Officer shall explain ECU's responsibilities regarding on-site agency assistance and evidence repackaging. The Training Officer shall also demonstrate how to inform the submitting agency of proper evidence submission requirements.

8.3.1.1 The trainee shall demonstrate how to instruct submitting agencies on proper packaging and seal requirements.

8.3.2 The Training Officer shall present examples of properly completed submission paperwork, including the Request for Examination of Physical Evidence Form and the electronic submission receipt. The Training Officer shall also demonstrate how to request corrections or additions to the submission paperwork properly.

8.3.2.1 The trainee shall identify paperwork completed incorrectly, and shall demonstrate how to instruct submitting agencies to make corrections or additions to the submission paperwork.

8.3.3 The Training Officer shall demonstrate the proper identification and receipt of evidence, as well as how to transfer the evidence to storage.

8.3.3.1 The trainee shall demonstrate how to mark evidence for identification, receive evidence into custody, and transfer it into the proper storage location.

8.4 Evaluation

8.4.1 The trainee shall receive evidence submitted in five training cases with 100 % accuracy. The trainee shall perform the evidence identification, data entry into FA, transfer and storage related to each case. These cases shall include submissions using both the Request for Examination of Physical Evidence Form and Agency Pre-log.

9.0 Module VII – Stop Work Orders

9.1 Objectives – To develop and demonstrate knowledge and/or practical skills in the following:

9.1.1 Processing a Stop Work Order.

9.2 Reading Assignments

9.2.1 Lab-wide [Procedure for Stop Work Orders](#)

9.3 Tasks

9.3.1 The Training Officer shall demonstrate the proper completion of a Stop Work Order.

9.3.1.1 The trainee shall demonstrate how to complete a stop work according to the Procedure for Stop Work Orders.

9.4 Evaluation

9.4.1 The trainee shall successfully process two Stop Works, one using the inventory form and one using the full case report print-out.

10.0 Module VIII – Courtroom Testimony

10.1 Objectives – To develop and demonstrate knowledge and/or practical skills in the following:

10.1.1 Following proper courtroom procedures.

10.1.2 Accurately presenting the Evidence Technician’s involvement in a case in a courtroom setting.

10.1.3 Describing the legal and ethical obligations of a witness.

10.2 Reading Assignments

10.2.1 CVs or Statements of Qualifications of other Evidence Technicians

10.2.2 Ron Smith and Associates, Inc. “Courtroom Testimony Techniques: Success Instead of Survival.” Collinsville, Mississippi.

10.3 Tasks

10.3.1 Prepare or update a CV or Statement of Qualifications reflective of experience in evidence control.

10.3.2 Observe pretrial conferences and/or courtroom testimony of Evidence Technicians.

10.4 Evaluation

10.4.1 Using a previously analyzed mock case, participate in a moot court.

11.0 Records

- Training File
- Training Checklist

12.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
11/15/2013	2	Added issuing authority to header
09/05/2014	3	6.1.1 – changed correctly to incorrectly; 6.3.2.2, 8.3.2, 8.4.1- Changed SBI-5 to Request for Examination of Physical Evidence Form; 7.3.4, 7.3.4.1, 7.3.7 - updated Section names; 7.3.7 - removed pepper spray and unknown material analysis; 9.0 - Module 7 – changed to Stop Work Orders, deleted requirements for training of court coordinator responsibilities and archive files procedures
02/27/2015	4	4.2.5 - added ethics policy; 9.2.1 - Section procedure became a Lab-wide procedure; deleted 9.4.2 - no written exam for stop works