

CMPD Crime Laboratory
Blood Alcohol Analysis Training Manual
Stage 1: Evidence Handling and Documentation

1 **Evidence Handling & Documentation**

1.1 **General**

To provide a practical model for the laboratory procedures used in maintaining chain of custody, proper documentation of packaging, and general rules for the proper handling of evidence.

1.2 **Training Objectives**

The trainee will:

- Read the General laboratory SOP covering evidence and evidence handling
- Discuss with the evidence technician and the trainer the procedures pertaining to chain of custody and evidence handling. The trainee must observe an analyst perform these functions on a minimum of three occasions. (PM 4).
- Understand the chain of custody.
- Understand how to use PLIMS
- Understand proper evidence handling/packaging and documentation.

1.3 **Training Goals**

To provide a practical model for the laboratory procedures used in the documentation of evidence.

1.4 **Assessment**

- The trainee will demonstrate with mock evidence proper evidence handling with annotation in the training log upon successful completion
- The trainee will certify that the readings were completed by annotation in the training log.
- Qualification in another forensic specialty will satisfy the requirements of Stage 1.

2 **Readings**

2.1 ASTM 1492-05. Standard Practice for receiving, Documentation, Storing, and Retrieving Evidence in a Forensic Laboratory, 2005.

2.2 CMPD Administrative SOP, Evidence Handling Procedures.