

CMPD Crime Laboratory
Blood Alcohol Analysis Training Manual
Stage 4: Report Writing

1 **Report Writing**

1.1 **Training Goals**

Basic writing skills to accurately convey results of scientific data and opinions.

The trainee will be familiar with the required information that the laboratory report should contain: Identifying case numbers, the submitting agency's name, the date(s) and the result of the laboratory test.

The trainee will be familiar with what is included in the results section

The trainee should know the terminology and units used in reporting both negative and positive results.

1.2 **Training Objectives**

The trainee will be given the task of interpreting the data of some cases, generating a report, and reporting results under the direct supervision of a Supervisor or designee .

2 **Assessment**

The reports will be reviewed with the trainer. Each report will be compared with the Supervisor's results and any differences discussed. In order to pass, the trainee must interpret cases with the same conclusions as the Supervisor/or designee.

3 **Readings**

3.1 CMPD Crime Laboratory Administrative SOP, Case Review and Report Distribution.

3.2 North Carolina General Statute § 20-139.1 - chemical analysis of blood, admissibility of report.