

Training Program Checklist

TRAINING PROGRAM AND EVALUATION

Employee: _____

Section: _____

Trainer/Evaluator: _____

1.0 PROGRAM OBJECTIVES			
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ACTIVITIES	Completion Date	Evaluator	Comments
2.0 TRAINING REQUIREMENTS MODULE			
Has completed the CMPD General Laboratory Training Program (if not a transfer from within)			
Have read the QD SOPs. Note--Trainee will re-read QD Methods and SOPs as they pertain to each unit of study			
Knows general history about the CMPD Crime Lab			
Knows general history about the CMPD Crime Lab Questioned Document Section			
Has spent time in the various sections of the laboratory in order to gain an understanding and awareness of procedures used during Chemistry, Toxicology, Biology, Crime Scene, Alcohol and Arson examinations			
Has working knowledge of the CMPD Crime Lab QD reference materials and their locations			
Has received training and is proficient in collecting and packaging Questioned Document evidence			
Is proficient returning evidence			
Has demonstrated the ability to receive and enter evidence into the LIMS (case management system) for the Questioned Document Section			

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ACTIVITIES	Completion Date	Evaluator	Comments
3.0 TRAINING PROTOCOL MODULE			
Make a running list of all articles and books (include specific pages and topics) that are read during the training period (write down dates also)			
Reviewed cases with Senior Examiners (make a running list of all cases reviewed during training period)			
Has demonstrated how to enter information and articles into QD Reference Files			
Is proficient at giving tours of the QD Section			
Is aware of the supply room and how to order specific QD supplies			
Has successfully completed a Form Blindness Test			Results of test:
Stereo microscopes			
Comparison microscope			
Gooseneck light			
Sidelight apparatus			
VSC 6000/HS , Veho Compact Video Scope (1/4")			
Lasers & Alternate Light Sources			
ESDA			
35mm Camera – understands theories during usage			
SEM - knows location & why it may be used			
Transmitted Light Table			
3M Magnetic Ink Reader			
Measuring Devices:			
Scales -located in other Sections			
Typewriter grids			
Micrometer – knows location & why it may be used			
Imaging systems: Hardware– computers, scanners and printers used by the CMPD Crime Lab QD section Software– Adobe Photoshop, MS Paint, or other software used by CMPD Crime Lab QD section			

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ACTIVITIES	Completion		Comments
	Date	Evaluator	
4.0 HANDWRITING & HAND PRINTING MODULE			
Has reviewed cases with Senior Examiners (write down type and how many)			
Can explain the basis for HW Identification			
Has been introduced to different types of QD evidence and is able to organize and document QD cases			
Is aware of the "Range of Opinions" used to write QD case reports and conclusions			
Can explain the differences between Abnormal , Disguised , Careless and Unnatural handwriting			
Has produced a list of writing instruments that could possibly be involved in QD exams			Keep this list for later use during training
Can explain how Graphology and Forensic Handwriting Examinations and Question Document Examinations are not the same			
Can list and identify types of Forgeries that may be involved in QD cases			
Can list and identify types of Erasures that may be involved in QD cases			

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ACTIVITIES	Completion Date	Evaluator	Comments
5.0 CASEWORK INTRODUCTION MODULE			
Has reviewed cases with Senior Examiners (write down type and how many)			
Trainee can do the following: Evidence Intake, Case Organization & Case Prep			
Can explain "the weight of an opinion" depending on which of the 3, 5, 7 or 9 "Range of Opinion" was used			
Can explain the scope of Questioned Document Examination case work			
Is able to explain what order different QD exams should be conducted in and why			
Can list and define the various findings possible during a QD Examination			
Has read and is able to explain terms found in " A Glossary of Terms For Document Examiners " by Carl R. McClary on an ongoing basis throughout the training period			Write down beginning and ending page at the end of each evaluation

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ACTIVITIES	Completion		
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6.0 - IMAGING AND PHOTOGRAPHY MODULE			
Introduction to Imaging, Photography and Ink Comparisons			
Has reviewed cases with Senior Examiners (mark type and how many)			
Has read and can explain the information found in the article, " Light, Color, and Filters " by William J. Flynn			Oral examination results:
Has applied for the Questioned Document Course 101 offered by the Secret Service if available (optional)			
Can explain the theories of light: Electromagnetic Spectrum, Ultraviolet Light, Infrared Light, Absorption, Transmission, Luminescence, Fluorescence and Filters			Oral examination results:
Has read ASTM standards: <ul style="list-style-type: none"> • E1422 or current Standard Test Method for Writing Ink Comparison 			
<ul style="list-style-type: none"> • E1798 or current Standard Guide for Writing In Comparison 			
Has read and understands the manuals for the VSC 6000/HS			Oral examination results:

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ACTIVITIES	Completion		
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7.0 – TYPEWRITER (Impression Evidence) MODULES			
Introduction to Typewriters and other examinations using the VSC			
Has reviewed cases with Senior Examiners (write down type and how many)			
Has read <u>Additional Reference Documentation</u> and knows <u>General Examination Principles</u> (write down articles)			
Can explain the history of and changes in typewriter examinations			
Can describe how best to obtain known typing samples			
Can list the different types of ribbons used on typewriters and their characteristics			
Can explain the effect of photocopying on typewritten material			
Can list the various types of correction method available on typewriters			
Has demonstrated proficiency using the ASQDE and other grids			
Has shown how to detect interlineations			
Has read ASTM WK 8054 or current Standard Guide for Examination of Typewritten Items			
Can explain how a physical match is conducted on typewritten material			

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Can define a "defect" when conducting a typewriter exam			
Can explain the difference between a class characteristic and an individual characteristic			
Can determine how many features are necessary to positively identify typewritten material			
Can discuss paper fiber impression examinations			
Has demonstrated ability to use the comparison microscope			
Has worked and written reports for at least 3 typewriter cases			
Has shown the ability to identify typewritten material and whether it is was produced by a type bar, a type ball or a type wheel machine			
Has taken apart a typewriter ribbon and used a ribbon reader			
Has read ASTM Standard E 2287 or current Standard Guide for Examination of Fracture Patterns and Paper Fiber Impressions on Single-Strike Film Ribbons and Typed Text			
Is able to use the VSC 6000 to conduct a paper fiber / non-cloth ribbon exam			
Has read ASTM E 2285 or current Standard Guide for Examination of Mechanical Checkwriters			
Can explain how to identify check protector impressions			
Can describe a "hand duplicator"			
Can describe how a rubber stamps (and other stamps made of different materials) are manufactured			Oral examination results:
Can describe and identify class characteristics of different stamps and how use will lead to possible individual characteristics			

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Completion

8.0 - COUNTERFEIT EXAMINATION MODULE			
Can list and identify different types of photocopying processes and how they can be identified			
Can describe microfilm and microfiche			
Can discuss how microfilm or photo-copying affects the identification process			
Has read ASTM E 2325 or current Guide for the Non-Destructive Examination of Paper			
Can explain and identify the various types of security features found in various documents and currency			
Can describe how to determine whether the date on a document is accurate			Oral examination results:
Has reviewed cases with Senior Examiners			Write down type and case #
Has read ASTM E 2389 or current Standard Guide for the Examination of Documents Produced with Liquid Inkjet Technology			
Can discuss how what the printed features on a check represent			
Can describe how the Ink Jet printer process works			
Has researched various printing processes and put together a presentation for each process			This project should take approx. 2 months
Can describe a hologram, what it is used for and how it is produced			

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Has read ASTM E 2390 or current Standard Guide for the Examination of Documents Produced with Toner Technology			
Can describe how the Toner printer process works			
Can describe how a photocopier works (Ink Jet and Toner)			
Is able to examine and identify various printing processes studied			

ACTIVITIES

Date Evaluator Comments

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Completion
Date Evaluator Comments

9.0 - INK EXAMINATION MODULE			
Has reviewed cases with Senior Examiners			Write down type and case #
Has read ASTM E 2286 or current Standard Guide for the Examination of Dry Seal Impressions			
Has read ASTM E 2289 or current Standard Guide for the Examination of Rubber Stamps			
Has researched chemical systems available for TLC of ink and which ones should be used according to the ink being examined			
Can discuss how TLC of ink works			
Has demonstrated the ability to perform TLC ink analysis			
Can explain various ways for taking ink samples for testing procedures			
Can explain the theory behind the VSC and completed ink examination using the VSC			
Can discuss the effect of lasers or an alternate light source on inks			
Can explain the role of the Ink Library			
Can identify various types of inks by their microscopic characteristics			
Has read ASTM E 1422 or current Test Method for Writing Ink Comparisons			
Has read ASTM E 1789 or current Standard Guide for Writing Ink Identification			
Has research and discuss how to visualize invisible inks			

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Has researched the effect of different substrates (papers) on the results visualized, when using the VSC and how it may affect ink examinations			
Can explain the history of pencils			
Can explain how pencils are manufactured, types of pencils and types of graphite in the pencils			

ACTIVITIES Completion
Date Evaluator Comments

10.0 - OTHER DOCUMENT EXAMINATION MODULE			
Paper and Obliterations			
Has demonstrated how to handle, separate and work with dirty and/or contaminated documents			
Has demonstrated how to handle, separate and work with wet documents			
Has demonstrated how to encapsulated a document			
Can describe how to preserve a charred document			Oral examination results:
Can describe how to preserve a water soaked document			Oral examination results:
Can define a watermark and list the various types and how they are made			Oral examination results:
Can list and explain different types of correction fluids and tapes and the ways to read the writing under the obliterations			
Has applied for the FBI Questioned Documents Class if available (optional)			List lecturer's names, class titles and dates of classes attached
Has begun applying for regional forensic meetings relating to Questioned Document topics as they become available (optional)			List lecturer's names, class titles and dates of classes attached
Described and demonstrated how to determine the sequence of writing strokes			
Can list the features which are examined during a paper			

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examination			
Can explain how paper is made			Oral examination results:
Can explain how paper manufacturing may affect paper within one ream of paper			
Can describe how to conduct the examination of fracture pattern matches with regards to tape, paper and items such as matches			Oral examination results:

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ACTIVITIES	Completion		
	Date	Evaluator	Comments
Can list the identification features of envelopes			Oral examination results:
Can describe the operation of NCR paper			
Has researched and can list the characteristics of physical erasures			
Has read ASTM E 2325 or current Standard Guide for the Non-Destructive Examination of Paper			
Has read ASTM WK 8055 or current Standard Guide for the Restoration and Preservation of Charred Documents			
Has read ASTM WK 8072 Guide for the Restoration and Preservation of Water Soaked Documents			
Has read ASTM E 2291 or current Standard Guide for Indentation Examinations			
Has worked 3 ESDA cases			

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11.0 - COPIERS, FAXES AND PRINTERS MODULE			
Has reviewed cases with Senior Examiners (write down type and how many)			
Can describe how a facsimile process works			
Has researched, in depth, various types of printers (dot matrix, thermal, laser, ink jet, thermal wax, dye-sublimation, etc.), and can describe how they work and how individual characteristic may develop			
Can describe how a photocopier (toner and ink jet) works and how individual characteristic may develop			Oral examination results:
Can describe the characteristics which would be searched for when making a dot-matrix-printer examinations			
Has read the Classification and Identification Modern Office Copiers			
Has read Basic Fax Facts (1993)			
Has read A Collection of Fax Fonts – Part VI (2009)			
Has worked 2 copier cases			
Has worked 2 printer cases			
Able to identify which copier produced the questioned document			
Is able to identify various Printing Processes			
Has read Significant Dates of Modern Typing Method			
Trainee has been scheduled for Mock Trials (optional)			
Trainee has accompanied section members to court appearances (write down dates and courthouses)			
Has constructed a personal "Qualifying Questions" document for use during court testimony			
Has begun putting together personal curriculum vitae (CV)			

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ACTIVITIES	Completion Date	Evaluator	Comments
12.0 -REFINING HANDWRITING EXAMINATION MODULE			
Has reviewed cases with Senior Examiners (write down type and how many)			
Has read ASTM E 2290 or current Standard Guide for Examination of Handwriting			
Can explain the basis for handwriting identification			Oral examination results:
Can describe how the identification of handwriting is different from that of hand printing			
Can list and define the various findings in questioned document examination			Oral examination results:
Can discuss the difference between variations and differences in handwriting			Oral examination results:
Can describe what materials are necessary for the elimination of a writer			
Has researched and determined the most popular forms of disguise			Oral examination results:
Has researched and determined the effects of alcohol, drugs or illness on handwriting			Oral examination results:
Has research and discussed the characteristics normally found in simulation			
Has researched and discussed the characteristics normally found in tracing			
Has worked 2 tracing cases			
Can define "variation"			
Has discussed how graphology is different from questioned document examinations			
Has discussed how graphology is different from grapho-analysis			
Can define a "guided hand signature"			
Can describe the characteristics which may be found in a guided hand signature			
Has researched and discussed the effects of hypnosis on handwriting			
Can describe the factors which must be considered when collecting a handwriting exemplar			

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ACTIVITIES	Completion Date	Evaluator	Comments
13.0 - REFINEMENT OF HANDWRITING EXAMINATIONS CON'T. MODULE			
Has researched and discussed the problems of foreign handwriting			
Can list the various characteristics examined during handwriting examinations			Oral examination results:
Has discussed family resemblance of writing			
Has researched and discussed the writing styles being taught in schools now			
Has discussed the roles of the Zaner-Bloser and Palmer systems			
Has discussed the effect of crowding writing or signatures into a smaller space			
Has discussed how to determine whether the writer uses the right or left hand			
Has discussed speedwriting			
Has research and discussed the characteristics of off-hand writing			
Has discussed if off-hand writing can be identified			
Has researched and discussed the writing of the blind			
Has discussed the effect of a person's age on handwriting			
Can describe the difference between natural and disguised tremor			Oral examination results:
Can describe a synthetic signature and how it is made			
Has discussed whether the identification of signatures can be automated			

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ACTIVITIES - COMPETENCY TESTS	Completion Date	Evaluator	Comments
<p>Part I. ESDA: A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</p>			
<ol style="list-style-type: none"> 1) Took Custody of evidence using LIMS: 2) Worked Case; proper examinations were chosen and conducted, proper and adequate notes were taken: 3) Conclusions reached are correct and reflect results from examinations and scientific notations present in the analyst's case notes: 4) Report for "submitting agency" was written and additional attachments needed (if needed) were present. Interpretations of indented impressions were completed and reported correctly. 5) Evidence was returned to property control and the report locked in LIMS once reviews were completed 			
<p>Part II. Handwriting: A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</p>			
<p>Part III. Other/ Combination(s) of possible QD Examinations: A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</p>			
<ol style="list-style-type: none"> 1) Took Custody of evidence using LIMS: 2) Worked Case; proper examinations were chosen and conducted, proper 			

<p>and adequate notes were taken:</p> <ol style="list-style-type: none"> 3) Conclusions reached are correct and reflect results from examinations and scientific notations present in the analyst's case notes: 4) Report for "submitting agency" was written and additional attachments needed (if needed) were present. Specialty examinations (non handwriting examinations) were completed and reported correctly. 5) Evidence was returned to property control and the report locked in LIMS once reviews were completed 			
<p>Part IV. Copier Identification: <i>A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</i></p>			
<ol style="list-style-type: none"> 1) Took Custody of evidence using LIMS: 2) Worked Case; proper examinations were chosen and conducted, proper and adequate notes were taken: 3) Conclusions reached are correct and reflect results from examinations and scientific notations present in the analyst's case notes: 4) Report for "submitting agency" was written and additional attachments needed (if needed) were present. Specialty examinations (non handwriting examinations) were completed and reported correctly. 5) Evidence was returned to property control and the report locked in LIMS once reviews were completed 			
<p>Part V. VSC Ink Comparison: <i>A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</i></p>			

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<ol style="list-style-type: none"> 1) Took Custody of evidence using LIMS: 2) Worked Case; proper examinations were chosen and conducted, proper and adequate notes were taken: 3) Conclusions reached are correct and reflect results from examinations and scientific notations present in the analyst's case notes: 4) Report for "submitting agency" was written and additional attachments needed (if needed) were present. Specialty examinations (non handwriting examinations) were completed and reported correctly. 5) Evidence was returned to property control and the report locked in LIMS once reviews were completed 			
<p>Part VI. Typewriter: <i>A written or oral examination will also be given after the 5 step Competency Test below to assess the individual's knowledge of the discipline, category of testing, or task being performed.</i></p>			
<ol style="list-style-type: none"> 1) Took Custody of evidence using LIMS: 2) Worked Case; proper examinations were chosen and conducted, proper and adequate notes were taken: 3) Conclusions reached are correct and reflect results from examinations and scientific notations present in the analyst's case notes: 4) Report for "submitting agency" was written and additional attachments needed (if needed) were present. Specialty examinations (non handwriting examinations) were completed and reported correctly. 5) Evidence was returned to property control and the report locked in LIMS once reviews were completed: 			

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References:

Refer to the Questioned Documents Training Manual

Additional Comments:

Supervisor comments and recommendations:

Signatures:

Employee: _____

Date:

Supervisor: _____

Date: