

**CMPD Crime Laboratory
Chemistry Section
Drug Analyst Training Manual
Section V: Documentation**

1 Training Checklist

- 1.1 During each section of the training, the trainer will document successful completion of each phase by completing the Drug Analyst Training Checklist. This checklist will be available for the Chief Criminalist to review during the training period.

2 Progress Report(s)

- 2.1 The trainer may provide the Chief Criminalist a written or verbal progress reports any time throughout the training.

3 Sign-off / Approval

- 3.1 Upon successful completion of the Competency Test and Moot Court, the supervisor/trainer will submit a memorandum to the Quality Manager, carbon copied to the Director, certifying that the trainee is competent in the analysis of Controlled Substances and Pills. The supervisor or designee will complete and sign the form “*Drug Analyst Checklist*” and provide to the Director for final signature prior to filing.
- 3.2 Upon administrative approval, the trainee may begin to analyze Controlled Substances and Pills cases only with guidance from the supervisor other senior analysts, as required.