

CMPD Crime Laboratory
Chemistry Section
Drug Analyst Training Manual
Section I: Introduction

1 **Purpose**

To train staff to perform drug analysis to serve as expert witnesses able to testify to chemical analysis of drugs in judicial proceedings.

To ensure that the selected scientist meets the minimum technical criteria before they begin working independently.

This training course is designed to uniformly provide each trainee with the options available to handle most pieces of drug evidence they may encounter in the Chemistry Unit.

2 **Training Period**

This program is designed to ensure that all appropriate areas of study are included. The estimated time required to complete each unit of instruction might vary depending on the abilities and previous experience of the individual trainee.

The materials assigned as training cases will be either old proficiency samples or cases awaiting disposal. Active drug cases will not be assigned.

All new analysts will successfully complete a comprehensive competency test prior to performing casework in accordance with QM5.2 and PM 8.

This phase will end with the trainee being able to work controlled substances cases with limited supervision.

- All written exams require a passing score minimum of 80%.
- All practical examinations (competency tests) require a passing score of 100%

2.1 **The training has been divided into 3 phases:**

1. **Phase I** - Deals with a general orientation, familiarity with The Controlled Substance Act, N.C. State and Federal drug statues, security of evidence, chain of custody, evidence receiving/returning procedures, quality control routine to maintain quality assurance program, the identification of controlled substances and court testimony. This phase will end with the trainee being able to work on controlled substances cases with limited supervision.
2. **Phase II** - Deals with general unknowns. This will involve observing and assisting the trainer or other Criminalist with casework. This phase will end when the analyst (trainee) has completed ALL of the following steps:
 - a. Has completed the required number of observations of case work under direct supervision of an analyst (trainer).
 - b. Has successfully completed a Competency Test.
3. **Phase III** - The trainee will participate as an expert witness in Moot Court. Moot Court is a simulation of an actual bench or jury trial. The court will consist of an assigned Judge, Jury, Defense and Prosecuting Attorneys and trial observers. The trial will pertain

**CMPD Crime Laboratory
Chemistry Section
Drug Analyst Training Manual
Section I: Introduction**

to a case previously tested by the trainee. Moot Court will be performed seriously and under the proper protocols experienced in court. An evaluation of the trainee will be made during this exercise and reviewed with the trainee immediately following Moot Court. Any or all of the portions of these objectives may be fulfilled by formalized training such as an approved school or previous Drug Chemistry experience.

2.2 Portions of training may be omitted based upon prior training / experience.

3 Coordinator

3.1 The Chemistry Supervisor or Senior Criminalist will coordinate this program. The coordinator may delegate portions of the actual training activities to other Analyst experienced and qualified in the field of drug chemistry. The coordinator still has the overall responsibility to ensure that the trainee achieves the desired objectives before they start working independently.

4 Responsibilities

4.1 During the training period the Coordinator has the responsibility of:

1. Maintaining the physical custody of the evidence in accordance with lab policies.
2. Initially, observe each test being conducted by the trainee and the results. As the trainee gains experience, the trainer does not need to observe the preliminary tests on non-evidentiary items, but must continue to observe the confirmatory tests and results until the trainee is certified within the system to work independently.