

**CMPD Crime Laboratory
Chemistry Section
Drug Analyst Training Manual
Section II: Orientation and Standard Operating Procedures**

1 Handling, Receipt, Custody and Security of Physical Evidence

- 1.1 The trainee should become thoroughly familiar with the procedures followed in the Chemistry Section. These are detailed in the procedure manual for the Chemistry Section and the General Laboratory Administration - SOP, QA, and PM Manuals.

2 Laboratory Safety

- 2.1 The trainee should be familiarized with general laboratory safety procedures. They should be informed about the Laboratory Safety Manual, Chemical Hygiene Plan and the Procedure Manual of the Drug Section.

3 Sources of Reference

- 3.1 In the Drug Section, the trainee should be informed about the following reference sources:
Clarke's Isolation and Identification of Drugs, 2nd edition
The Physician's Desk Reference (PDR), 2012
The Merck Index, 9th edition
The Drug Identification Bible, 2006
RX-ID, CD-ROM, 2011
Criminalistics: An Introduction to Forensic Science – Saferstein, 8th edition
Fundamentals of Forensic Science – Houck; Siegel; 2006
Microgram
The Journal of Forensic Sciences

4 General

- 4.1 The trainee should be made aware of:
Southern Association of Forensic Scientists (*SAFS*)
American Academy of Forensic Science (*AAFS*)
American Board of Criminalistics (*ABC*) Certification
American Society of Crime Laboratory Directors (*ASCLD*)
American Society of Crime Laboratory Directors, Laboratory Accreditation Board (*ASCLD/LAB*)

5 Quality Assurance (QA) Protocol

- 5.1 From the beginning, the trainee should be trained in all QA activities associated with controlled substance testing including - color test, reagents, standards, instrument (GC, GC/MS, FTIR). The trainee should be proficient prior to moot court.

6 Evaluation

- 6.1 The trainee will be evaluated during this initial period through the use of personal observation, question and answer sessions and competency test.

**CMPD Crime Laboratory
Chemistry Section
Drug Analyst Training Manual
Section II: Orientation and Standard Operating Procedures**

7 Appraisal

7.1 In case the performance of the trainee does not meet acceptable level of competency, the following course of actions may be utilized.

1. Counseling, feedback and re-evaluation in the deficient area
2. Further training and re-evaluation in the deficient area.