

General Laboratory Training Program

The training program outlined below is intended to provide new employees with the general knowledge necessary to begin working in the lab. The training program may also be used for retraining or maintenance of general lab knowledge. This program shall be used in its entirety for all new lab analysts and may be abbreviated some for new employees in office assistant and some technician job classifications. The training program may be modified as needed to address changing methods, updated procedures and new legal requirements.

The Quality Assurance Manager or appropriate Section Administrator will be the primary provider of the training outlined in this program. The primary trainer will oversee the training program for the new employee and will be responsible for documenting its progress. The primary trainer is also responsible for notifying the Lab Director and Quality Assurance Manager of the successful completion of training or the need for additional training.

The new employee is responsible for any assigned reading or reference material associated with the individual blocks of training. At the conclusion of the training a written examination will be administered by the primary trainer and it requires a passing score of 80%.

General Laboratory Training Program Outline

The following list of training topics may be covered during general lab training. This list is not all inclusive and may be modified by the Quality Assurance Manager, in consultation with the Lab Director, based on the education, prior experience, previous training and training needs of the individual. The training materials shall be maintained by the Quality Assurance Manager.

Laboratory Safety

- Read Safety Manual
- Watch Safety Videos
- General Safety Practices
- Chemical Hygiene Plan
- Biohazardous Material Handling Practices
- Section Inspections and Record Keeping
- Fire Safety

General Laboratory Administrative Functions

- Overall Lab security (limited access areas, file room security, exits)
- DNA swab for employee database
- Familiarize with Department Regulations and Training Academy (Plateau)

Quality Assurance Program

- Review of Crime Lab Quality Manual
- Review of Policy Manual
- Review of Operations Manual
- Other Quality Assurance items

General Forensic Training

- Tour of each section of the CMPD Crime Lab
- Receive instruction on categories of testing conducted in each section
- Receive instruction on the fundamental scientific principles used when examining evidence in each section
- Receive instruction on contamination issues with regards to forensic evidence
- Evidence Handling – receiving, chain of custody and sequence of services

Ethics training

- Ethical practices in forensic sciences
- Review of ASCLD/LAB ethics

Legal Training

- Giglio v. United States
- Frye v. United States
- Brady v. Maryland
- Daubert v. Merrell Dow Pharmaceuticals
- Melendez-Diaz v. Massachusetts
- Rule 702

PLIMS Training

- Evidence log-in requirements
- Assignments Tab function
- Report Writing
- Administrative and Technical Review Routing
- Court Testimony function

Issue Date

6/1/12

7/17/12

10/23/15

Section(s) Revised

Original Issue

Added General Forensic Training

Added PLIMS and removed LIMS

Approval

Director



Matthew C. Mathis

Date: 10/23/15

Issuance

QA Manager



Jeffrey S. Taylor

Date: 10/23/15