**Training Checklist for Hair Examinations**

**Trainee:**

**Module 1: Casework Familiarization, Search and Recovery of Hair Evidence**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Can process evidence by taping, scraping and picking |  |  |
|  | Can appropriately package evidence samples |  |  |
|  | Describes procedures to prevent loss and contamination |  |  |
|  | Observe casework: including note taking, collection of evidence, and mounting of hair |  |  |
|  | Successfully demonstrated different collection and packaging techniques |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test  |  |  |

**Module 2: Microscopy**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments. |  |  |
|  | Can determine the proper mounting media for sample preparation |  |  |
|  | Has read the SDSs for the mounting media. |  |  |
|  | Can use different types of microscopes (comparison, compound, stereo, PLM, etc) |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test |  |  |
|  | Trainee successfully set up a microscope in Köhler illumination |  |  |

**Module 3: Introduction to Hair – Human and Animal Hairs**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments. |  |  |
|  | Examined hair characteristics of human and animal hairs using stereo and comparison microscope |  |  |
|  | Classified the root growth phase of pulled hairs and hairs from a used hair brush |  |  |
|  | Examined a variety of wig hairs (human and fiber) |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test |  |  |
|  | Correctly identify \_\_\_ samples as hair or not hair |  |  |
|  | Correctly identify the root growth phase of \_\_\_ samples |  |  |

**Module 4: Identification and Classification of Animal Hairs**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Created a reference library of animal guard hairs |  |  |
|  | Documented the macroscopic and microscopic characteristics of the hairs in the reference library |  |  |
|  | Prepared scale casts  |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Correctly identified the species of animal for \_\_\_ samples |  |  |

**Module 5: Identification and Classification of Human Hairs**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Created a reference library of human hairs from different racial and somatic origin classifications |  |  |
|  | Documented the macroscopic and microscopic characteristics of the hairs in the reference library  |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test |  |  |
|  | Correctly identify the somatic origin of \_\_\_ samples |  |  |
|  | Correctly identify the racial origin of \_\_\_ samples |  |  |

**Module 6: Hair Comparisons**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Determined suitability of a known hair standard for comparison purposes |  |  |
|  | Performed a minimum of five (5) head and five (5) pubic hair comparisons |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Correctly determine if \_\_\_\_ questioned hairs samples could have originated from a known hair standard  |  |  |

**Module 7: Hair and DNA**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Examined fifty (50) hair roots and determined their suitability for analysis at this laboratory |  |  |
|  | Observe hematoxylin hair staining technique |  |  |
|  | Has read the SDSs for chemicals used in hematoxylin staining and root removal. |  |  |
|  | Demonstrated the proper technique for staining hair roots using hematoxylin |  |  |
|  | Prepared ten (10) hair roots for DNA analysis at this laboratory |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test  |  |  |
|  | Correctly determined the suitability of \_\_\_\_ hairs for DNA analysis at this laboratory |  |  |

**Module 8: Casework, Interpretation and Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Can perform all aspects of casework |  |  |
|  | Understands the possible conclusions of a hair examination |  |  |
|  | Understands the importance, significance, and difference between Type I and Type II errors according to our laboratory |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Pass a written test covering Screen for DNA analysis |  |  |
|  | Pass a written test covering Hair Comparison analysis |  |  |
|  | Successfully analyze and prepare reports for two (2) Screen for DNA hair examinations |  |  |
|  | Successfully analyze and prepare reports for two (2) Hair Comparison examinations |  |  |
|  | Correctly identified one hundred (100) questioned hair samples to one hundred (100) known hair standards |  |  |

**Module 9: Preparation for Court**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DateCompleted | Initials |
| 1. | The trainee’s progress will be monitored: |  |
|  | Has read the reading assignments |  |  |
|  | Has prepared qualifying questions and created/updated a CV |  |  |
|  | Has prepared voir dire qualification questions |  |  |
|  | Has observed pretrial conferences and/or courtroom testimony |  |  |
|  |  |
| 2. | Evaluation |  |
|  | Successfully complete moot court / roundtable discussion for Screen for DNA analysis |  |  |
|  | Successfully complete moot court / roundtable discussion for Hair Comparison analysis |  |  |