

North Carolina State Crime Laboratory
Digital Evidence Section
Computer Forensics Training Checklist

Trainee Name: _____

Media Type: Mobile Computer Both

Digital Media Included in Training:

Block I	Task: General Laboratory Policies & Procedures	Completion Date
	Read all required laboratory policies and procedures (see attached document listing)	
	Block I Exam	

Block II	Task: General Computer Knowledge	Completion Date
	Knowledge of internal computer components (hard drive, motherboard, RAM, parts of a hard drive)	
	Knowledge of how flash memory functions	
	Knowledge of various media types	
	Block II Exam	

Block III	Task: Section Policies and Procedures	Completion Date
	Read all required section policies and technical procedures (see attached document listing)	
	Read all SWGDE best practices for all things computer forensics related	
	Discuss NDAs	
	Block III Exam (section policies and technical procedures)	
	Abbreviations/Terms/Definitions	

Block IV	Task: Worksheets and Forensic Advantage	Completion Date
	Forensic Advantage Overview	
	Locating and Reviewing the Request for Laboratory Examination (RFLE)	
	Creating and Editing Worksheets	
	Object Repository (Case & Case Record)	
	Transfer Evidence	
	Create Evidence	
	Generate Lab Report	
	Communication Log	

Authorized for use

Quality Manager: Timothy L. Suggs

	Scheduling Reviews	
	Finalizing Lab Reports	
	Create Discovery Packet / Binder	
	Create Practice Case to Complete the Above Items (over-the-shoulder observation)	

Block V	Task: Forensic Software Familiarization (Overview Only)	Completion Date
	Computer Forensic Tools (see attached listing)	
	Mobile Device Tools (see attached listing)	
	Review Registry	

Block VI	Task: Validation & Authorized Deviations	Options (circle one)	Completion Date
	Validation	Hardware / Software	
	Name of Hardware/Software		
	Trainer/TL Approved	Yes / No	
	Draft Validation Report		
	Draft Validation Memo		
	DRF		
	DAA		

Block VII	Task: Forensic Acquisition	Completion Date
	Equipment Preparation	
	Evidence Preparation	
	Verification Process	
	Image USB (observation only)	
	Image Hard Drive (observation only)	
	Image CD (observation only)	
	Imaging Written Exam	

Block VIII	Task: Practice Cases	Case Number	Completion Date
	Create CV		
	Watch Assigned Videos (see attached listing)		
	Observe Scientist Testimony (in-person or online (WRAL))	Name of Person Observed	
	Practice Case #1		
	Practice Case #2		
	Practice Case #3		

Block IX	Task: Competency Test	Completion Date
	Competency Test Written Exam	
	Competency Test Practical Exam	
	Create Discovery Packet	
	Round-table	
	Moot Court	

Sign once all of the above blocks have been completed.

Forensic Scientist Trainee

Date

Forensic Scientist Trainer

Date

Forensic Scientist Manager

Date

Authorized for use

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