

# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### **Violent Crime Response Team Standard Operating Procedures**

#### **Quality Assurance**

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## **9.0 Quality Assurance**

### **9.1 Overview**

Quality assurance is defined as those activities that help to ensure the work product meets a high quality standard, minimizing the potential for errors and maintaining the integrity of the evidence. In order to accomplish this goal, the following activities shall be adhered to:

- Proficiency testing
- Competency testing
- Internal audits
- Use of applicable VCRT policies and procedures

### **9.2 Proficiency Testing**

The Crime Scene Unit will use in house proficiency testing in accordance with the Laboratory Quality Assurance Manual. Each proficiency test will be outlined by the Crime Scene Coordinator and Technical Leader and agreed upon by the Quality Assurance Manager prior to testing.

### **9.3 Competency Testing**

**9.3.1** Each Violent Crime Response Team member will be required to successfully complete a competency test prior to the completion of the Forensic Crime Scene Investigation School.

**9.3.2** Violent Crime Response Team members operating any ScanStation equipment will be required to successfully complete a competency test prior to field use of this equipment.

**9.3.3** Documentation of this competency testing will be maintained in the individual's training notebooks and will be available for review.

### **9.4 Internal Audits**

Internal audits are performed to assess compliance of the Violent Crime Response Teams with established policies and procedures of the laboratory. Audits are intended to maintain and improve Violent Crime Response Team practices. Employees should feel free to share constructive information with the audit team, as this is an important tool in making improvements.