



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Forensic Technicians hired to work at the TBI Crime Laboratory will follow the steps on the Forensic Technician Training Sign-Off Sheet (See appendix A, B, and C for lab specific sign-off sheets). A new Forensic Technician will observe trained Forensic Technicians for approximately three months as evidence is received at the laboratory, returned to law enforcement agencies, and transferred to other units within the laboratory. The new Forensic Technician will also learn the filing process and when reports can be given to requesting individuals.

During the training period, the new Forensic Technician may enter submission data into the computer system after adequate training with a trained Forensic Technician. The new Forensic Technician may not put laboratory markings on evidence until the mock trial has been successfully completed.

The new Forensic Technician may assist with pulling evidence for Forensic Scientist or returning evidence to the vault area when Forensic Scientist return evidence after examination. This task should not be done unless the new Forensic Technician is familiar with the layout of the vault and the location of the evidence.

A checklist will be used to ensure that all duties of the Forensic Technician have been covered during this training period (See appendix E, F, and G for lab specific checklist).

The Forensic Technician Supervisor or the Crime Laboratory Regional Supervisor will monitor the progression of the new Forensic Technician throughout the training process.

The mock trial case used for the new Forensic Technician shall be prepared by the Forensic Technician Supervisor or the Crime Laboratory Regional Supervisor. A new case will be prepared each time a new Forensic Technician is hired. The case will involve one of the laboratory disciplines. Individuals to serve as a prosecutor and defense attorney shall be selected from the available Forensic Scientists and Forensic Scientist Supervisors within the laboratory. Individuals selected to serve as attorneys will be based on the discipline of the case. Forensic Scientists and Forensic Scientist Supervisors that do not work in the discipline of the case to be used for the mock trial will not be asked to participate.

The Forensic Technician Supervisor and the Crime Laboratory Regional Supervisor or designee shall be present during the mock trial for the new Forensic Technician. This mock trial will be treated as if it were an actual trial in that the new Forensic Technician will be the witness and will be sworn in to testify. Upon completion of both direct and cross-examinations by both attorneys and any rebuttal questions, the new Forensic Technician's performance will be assessed and it shall be determined whether or not the new Forensic Technician will be permitted to sign-in evidence at the laboratory.

If the new Forensic Technician successfully completes the mock trial, a memo will be written by the Forensic Technician Supervisor or the Crime Laboratory Regional Supervisor indicating that the individual may sign-in evidence at the TBI Crime Laboratory.

If the new Forensic Technician does not successfully complete the mock trial, a memo will be written by the Forensic Technician Supervisor or the Crime Laboratory Regional Supervisor



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

indicating that additional training is needed. A discussion shall take place between the new Forensic Technician and the Forensic Technician Supervisor and or the Crime Laboratory Regional Supervisor concerning the deficiency in the testimony.

Training for the processing of blood alcohol kits may be included in the initial training of the Forensic Technician or may be separate (See appendix H for Nashville lab blood alcohol training checklist).

Regardless of how this training is accomplished, a separate training sign-off sheet is required to be signed by the appropriate supervisor of the toxicology unit and/or other issuing authority (See appendix I, J, and K for lab specific toxicology sign-off sheets).

A mock trial covering the aspects of blood alcohol kit processing must also be successfully completed. Procedures for the blood alcohol mock trial will be the same as previously mentioned.