



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Receiving Quality Assurance Manual

Forensic Technician Supervisor Training Program

Forensic Technician Supervisors hired to work at the TBI Crime Laboratory will follow the steps on the Forensic Technician Supervisor Training Sign-Off Sheet (See appendix D for sign-off sheet). This does not apply if the new Forensic Technician Supervisor was trained as a Forensic Technician. A new Forensic Technician Supervisor 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 Supervisor will also learn the filing process and when reports can be given to requesting individuals.

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

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

A checklist will be used to ensure that duties of the Forensic Technician Supervisor have been covered during this training period (See appendix L and M for lab specific checklist).

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

The mock trial case used for the new Forensic Technician Supervisor shall be prepared by the Quality Assurance Manager. A new case will be prepared each time a new Forensic Technician Supervisor is hired. The case will involve one or more 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 Quality Assurance Manager and the Crime Laboratory Regional Supervisor or designee shall be present during the mock trial for the new Forensic Technician Supervisor. This mock trial will be treated as if it were an actual trial in that the new Forensic Technician Supervisor 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 Supervisor's performance will be assessed and it shall be determined whether or not the new Forensic Technician Supervisor will be permitted to sign-in evidence at the laboratory.

If the new Forensic Technician Supervisor successfully completes the mock trial, a memo will be written by the Crime Laboratory Regional Supervisor indicating that the individual may sign-in evidence and supervise the Evidence Receiving Unit.



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If the new Forensic Technician Supervisor does not successfully complete the mock trial, a memo will be written by the Quality Assurance Manager indicating that additional training is needed. A discussion shall take place between the new Forensic Technician Supervisor, Crime Laboratory Regional Supervisor and the Quality Assurance Manager.

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

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.