



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Receiving Quality Assurance Manual

Appendix D: Forensic Technician Supervisor Training Sign-off

I. Orientation Topics

Forensic Technician Supervisor has successfully completed the assigned orientation topics.

1. Reading TBI Policy and Procedures Manual
2. Reading Crime Laboratory Safety Manual
3. Reading Evidence Receiving Standard Operating Procedures Manual
4. Familiarization with Evidence Receiving Unit and other units in the laboratory.
5. Reading the Quality Assurance Manual for the laboratory as well as the Evidence Receiving Unit.
6. TBI Security Manual

Forensic Technician Supervisor/Date

Regional Crime Laboratory Supervisor/Date

II. Evidence Training

A. Phase I

Forensic Technician Supervisor has observed other technicians in the Evidence Receiving Unit and learned the procedures for receiving and handling evidence and maintaining chain of custody.

B. Phase II

Forensic Technician Supervisor has successfully completed a mock trial and may sign-in evidence at the TBI Crime Laboratory.

Forensic Technician Supervisor/ Date

Regional Crime Laboratory
Supervisor/Date

_____ has successfully completed the Tennessee Bureau of Investigation Forensic Technician Supervisor training program for the TBI Crime Laboratory on

(Date)

Regional Crime Laboratory Supervisor/Date

Quality Assurance Manager/Date