



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Receiving Quality Assurance Manual Forensic Technician Training Check-Off List

Observed Tasks	Trainer Performed Task Initials/Date	Trainee Observed Task Initials/Date		Trainee Performed Task Initials/Date	Trainer Observed Task Initials/Date
REQUEST FOR EXAMINATION FORM					
Request form filled out completely by submitting agency (agency information, subject/victim information, description of evidence, examination requested)					
Printed name and signature of person submitting evidence					
Received by/Received from and Date/Time Received					
Contents NOT verified stamp					
Firearm check stamp					
Evidence safety seal stamp					
Description of evidence packaging received					
Laboratory Unit(s) designation box checked					
EVIDENCE					
Observe a trained Forensic Technician receive evidence					
Check for initialed seal					
Ensure agency name and case number are written on package					
Verify information on submittal form matches information on evidence					
Verify that evidence meets acceptance criteria					
Write lab number and unit that will perform testing on each piece of evidence					
Place evidence barcode on each piece of evidence					
Apply safety seal, if necessary					



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LIMS					
Assign laboratory number/check for existing lab number					
Enter information into LIMS					
Add request(s) for testing					
Scan Request for Exam form and attach to case in LIMS					
Printing barcodes, COC, and reports					
Query searches					
Edit information					
Chain of custody (transferring evidence)					
Message and synopsis					
ASSEMBLE CASE FILE					
Designated color of folder/ add lab number and case barcode to file					
Staple Request Form and other administrative paperwork to folder					
Place evidence return stamp inside folder					
MAIL					
Retrieve mail					
Fill out return receipt cards					
Retrieve submittal form from mailed evidence and document how submittal form was received					
Reseal with tape and initials if necessary and document					
Note on submittal form type of evidence packaging received					
Add perpendicular tape to seal and initial packages received without initials and document on submittal form					



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Note tracking number on submittal form in "Received From" area on submittal form					
Enter information into LIMS					
On initial transfer, evidence is received from the agency not an individual					
Enter type of delivery service used to deliver package in the "via" and the tracking number in the "note" area of the transfer					
GUN CHECK					
All firearms submitted must be checked for safety by trained lab personnel and documented on submittal form					
CURRENCY					
If monetary amount is \$100 or more, have scientist from assigned unit verify in presence of forensic technician and officer					
No verification of currency in any amount will be performed in the Evidence Receiving Unit if packaged with suspected controlled substance exhibits					
VAULT					
Vault visitor log					
Forensic Technician temporary storage					
Location of evidence to be worked					
Location of evidence to be returned					
TBI evidence					
TBI CID/DID evidence					
Refrigerators (weekly thermometer check)					
Kit storage					



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TRANSFER EVIDENCE TO SCIENTIST					
Retrieve case file and evidence					
Complete chain of custody					
TRANSFER EVIDENCE FROM SCIENTIST					
Complete chain of custody					
Return evidence to designated area in vault					
FILING CASE FOLDERS					
Case folders with evidence to be returned to agency are filed in the "To Be Returned" section					
Case folders that are complete are filed in the main file room/closed file room					
TELEPHONES					
Answering telephone calls					
Paging					
Transferring calls					
Voicemail					
Granting gate/building access					
RETURNING EVIDENCE TO AGENCY					
Check agency box or agency return area					
Verify folder and evidence					
Complete chain of custody in LIMS					
Complete chain of custody inside folder					
MULTI-SECTION CASES					
Make master folder with original submittal form(s)					
Make manila folders for each section with copies of submittal form(s)					
Distribute folders to each section working the case					



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When reports are received, all documents will be placed inside the master folder and the manila folders will be thrown away					
Order of paperwork					
TBI CID/DID VAULT					
Evidence submitted by TBI agents for storage will be placed in the CID/DID vault					
Initial check-in of evidence into CID/DID vault and labeling					
Entering chain of custody information into I+E					
Checking out evidence to an agent for court, etc.					
Transfer evidence from FSD vault to CID/DID vault and document in LIMS					
Destruction orders					
ADDITIONAL EVIDENCE					
Check LIMS to see if other evidence has been submitted in the same case					
Additional testing approval status					
Add the additional evidence to the original case					
"Additional Evidence" or "Add'l Evid" will be written under the lab number on the Request Form and also on the evidence underneath the Forensic Technician's markings					
RESUBMITTAL					
Request form each time evidence is submitted					



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Evidence submitted should be in its original packaging with the TBI evidence seal unbroken. If the evidence is not in its original packaging, this will be noted on the Request Form. If the seals are not broken, the evidence does not need to be itemized on the Request Form					
Ensure that all information from the Request Form is entered in LIMS					
Forensic Technician's markings will be added again to resubmitted evidence					
"Resubmittal" will be written under the lab number on the Request Form and also on the evidence underneath the Forensic Technician's markings					
Enter the chain of custody in LIMS					
RUSH CASES					
Rush case requests will only be approved on a case-by-case basis by TBI lab management. These requests should be documented in the case file					
PHONE LOGS					
If you talk to an officer, DA, etc. make a note of the conversation in the LIMS case information section					
COPY OF REPORT REQUESTED					
BA/TOX reports can be given to the person tested only. The individual must submit a letter requesting a copy of the report with two forms of ID, one must be a photo ID/ can also be requested on the TBI website					



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INFORMATION OVER THE PHONE					
Information given over the phone is restricted to the DA or the submitting Officer and must be limited to what is documented in case file/ and backlog information					
SAMS TRACK PROCESS					
Check SAMS Track to verify SA kit has been entered					
Initiate SAMS Track process for SA kit, if not started before submission					
Mark the kit as received into the lab in SAMS Track					
Enter date received and TBI lab number					
Mark the kit as returned to the agency in SAMS Track					