



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

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

I. Orientation Topics

Forensic Technician has successfully completed the assigned orientation topics.

1. Reading TBI Policy and Procedures Manual.
2. Reading the Quality Assurance Manual for the laboratory as well as the Evidence Receiving Unit.
3. Reading TBI Safety Manual.
4. Reading Evidence Receiving Standard Operating Procedures for Toxicology evidence.
5. Rotation through the Toxicology unit with Toxicology supervisor or designee.

_____ has successfully completed the orientation topics.

Forensic Technician/Date

Forensic Technician Trainer /Date

II. Evidence Training

A. Phase I

Forensic Technician in training will observe other technicians in the Evidence Receiving Unit and learn the procedures for receiving and handling Toxicology evidence and maintaining chain of custody.

B. Phase II

Forensic Technician in training will be observed by Forensic Technician trainer or designee and demonstrate their ability to successfully complete all tasks for Toxicology evidence handling and maintaining chain of custody.

C. Phase III

Forensic Technician will successfully complete a mock trial for receiving and handling Toxicology evidence and maintaining chain of custody.

_____ has successfully completed the TBI Forensic Services Division Forensic Technician training program and may receive/handle Toxicology evidence for the _____ Regional Laboratory.

Forensic Technician/Date

Forensic Technician Trainer/Date

Forensic Technician Supervisor/Date

Forensic Section Manager/Date

Crime Laboratory Regional Administrator/Date

Quality Assurance Manager/Date