



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Receiving Quality Assurance Manual Appendix M: NLab Forensic Technician Supervisor Training Check-Off

Nashville Forensic Technician Supervisor Training Check-Off List

Date

Procedures	Trainee's Initials	Trainer's Initials	Date Completed	Supervisor's Initials	QA/QC Initials
REQUEST FOR EXAMINATION FORM					
Verification Stamp					
Date/Time Received					
Name and Signature of Person Submitting Evidence					
Description of Evidence Received					
Check Seal of Evidence					
Copy Request for Examination Form if asked					
LIMS					
Observe a trained Forensic Technician receive evidence & enter information					
Generate a laboratory number					
Enter information into LIMS					
Auto text for LIMS					
Test Codes					
Printing					
Query Searches					
Change Information					
Chain of Custody					
Modify an Agency Address					
MAIL					
Retrieve mail from mailroom					
Mark certified numbers off list					
Sign & date return receipt cards and place in outgoing mail					
Retrieve submittal form from mailed evidence and document how submittal form was received					
Reseal with tape and initials					
Note on submittal form type of packaging received					
Add perpendicular tape to seal & initial packages received without initials					



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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 the individual submitting the evidence					
Enter type of delivery service used to deliver package in the "via" and the tracking number in the note area of the transfer					
WEAPONS CHECK					
All weapons submitted must be checked for safety					
MONEY					
If money is submitted over \$20, it must be counted by section working evidence and witnessed by the Forensic Technician at the time of agency submitting evidence. Document on submittal form					
VAULT					
Location of evidence to be worked					
Location of evidence to be returned					
Refrigerators/Freezer					
TBI CID/DID Vault Evidence					
CHECKING EVIDENCE OUT TO SCIENTIST					
Pull laboratory case folder					
Retrieve evidence from vault					
Complete Chain of Custody					
RECEIVE EVIDENCE FROM SCIENTIST					
Complete Chain of Custody					
Return evidence to correct area in vault					
FILING CASE FOLDERS					
Case folders with evidence to be returned to agency are filed in the "To Be Returned" or "Agency Box" section					
Toxicology case folders with no evidence to be returned to the agency will be filed in the closed file room					



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TELEPHONES					
Answering Telephone Calls					
Paging					
Transferring Calls					
Voicemail					
FAXING					
If faxing a case report, this must be documented in either the case folder or in the case info section of LIMS. Include the date, time and to whom the report was faxed.					
RETURNING EVIDENCE TO AGENCY					
Check agency box or agency return area					
If in agency return area, pull case folder					
Retrieve evidence from vault					
When checking agency boxes, all evidence that has been matched up with the case folder will be returned to the agency					
Complete Chain of Custody in Case Folder & LIMS. Case Folder: signature of individual picking up evidence, Forensic Technician's initials, date and description of evidence being returned					
MULTI – SECTION CASES					
Make Master Folder {All administrative documents on left side of folder} Master folder will be kept in Evidence Receiving					
Make Manila Folders for each section {Make copies of all administrative documents and put in each sections manila folder}					
Indicate location of evidence on manila folder					
Distribute folders to each section working the case					
When reports are received, all documents will be placed inside the master folder and the manila folder thrown away					
Order of Paperwork:					



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Submittal Form and any other administrative documents {left side of folder} Report & Case Notes {right side of folder}					
If case has not been completed by all sections, return the master folder to the multi-section area					
If the case has been completed by all sections, the case is now ready to be counted, ensuring that every piece of evidence submitted is accounted for and ready for return					
TBI CIC/DID VAULT					
All inquiries should be directed to the Forensic Technician Supervisor or one of the alternates					
All evidence submitted to the laboratory by TBI Agents from Nashville, Cookeville and Chattanooga areas will be placed into the CID vault					
ADDITIONAL EVIDENCE					
When evidence is submitted, check to determine if other evidence has been submitted on the same case. If the Forensic Technician who initially received previously submitted evidence is available, he/she shall receive additional evidence					
In LIMS, add the additional evidence to the original case					
"Additional Evidence" or "Add'l Evid" will be written under the lab number on the submittal form and also on the evidence underneath the Forensic Technicians markings					
RESUBMITTAL					
Evidence resubmitted should be in its original packaging with the TBI Evidence Seal unbroken. If the evidence is not in its original packaging,					



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this will be noted on the submittal form. If the seals are not broken, the evidence does not need to be itemized on the submittal form.					
Ensure that all information from the submittal form is entered into LIMS					
"Resubmittal will be written under the lab number on the submittal form and also on the evidence underneath the Forensic Technicians markings					
Enter the chain of custody into LIMS					
Markings will again be placed on the resubmitted evidence					
RUSH CASES					
Rush case request will only be approved on a case-by-case basis. TBI Senior Management, the Crime Laboratory Regional Supervisor, or the Supervisor of the unit performing the analysis can only approve them. These request should be documented in the case file					
PHONE LOGS					
If you talk to an officer, DA, etc. make a note of the conversation so that it can be placed in the case folder. Always place in case folder ensuring the laboratory number is written on the phone log					
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 along with two forms of ID					
Next of kin may request a copy of BA/Tox reports in death cases					
Insurance Company – The only time an insurance company may obtain a copy of BA/Tox reports is a death case					



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INFORMATION OVER THE PHONE					
No information may be given over the phone unless that a person is the DA or the Officer					
We CANNOT confirm or deny that we have a case unless it is one of these two requestors					