

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division

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### Toxicology Quality Assurance and Procedures Manual

#### 6.19 Training Procedures for Forensic Technicians

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#### 6.19 Training Procedure for Forensic Technicians

The following section ensures that Forensic Technicians in the Toxicology Unit have a documented training program. This program shall be used to develop the knowledge, skills, and abilities required to perform forensic examinations/operations.

##### 6.19.1 Training of New Personnel

**6.19.1.1** Training of new Forensic Technicians in the Toxicology Unit shall be designed to include various tasks such as: ELISA analysis, standard and reagent preparation, LIMS operation, and assisting the Forensic Scientists. The training program shall be customized to fit each Forensic Technician and shall be established prior to the beginning of the official training.

**6.19.1.2** The following may be included in the initial training procedure:

- TBI Policies
- Quality Assurance Manual
- TBI Safety Manual
- Evidence handling procedures
- Instrumentation (as needed)
- Analytical procedures (including preparation of standards, reagents, etc.)
- Entering data in LIMS
- Courtroom practices/pertinent law

**6.19.1.3** Training shall be evaluated by means of presentations, repeat analysis, competency and/or proficiency testing, and mock trial(s).

**6.19.1.4** Each technician in training shall complete a quality control competency (e.g. extraction of calibrators and controls) for each method prior to repeat analysis, supervised casework, or any training component requiring direct interaction with case samples. Acceptance of the quality control competency will be evaluated by the training officer and recorded in the training technician's notebook.

**6.19.1.5** Each technician in training will maintain a training notebook. This notebook shall document the successful completion of the technician's training and contain the following:

- Quarterly memorandums
- Training program outline
- Repeat analyses and data
- Documentation of presentations/evaluations
- Competency and/or proficiency tests and data
- Mock Court Testimony Evaluation forms



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#### **6.19.2 Continuing Education and Training**

It is recommended that all Forensic Technicians in the Toxicology Unit participate in continuing education or training including scientific workshops, classes, etc., as available. Each technician shall maintain a training notebook, which shall contain the following:

- Statement of Qualifications
- Curriculum Vitae
- Work Authorization(s)
- Transcript(s)/Educational Compliance Memo
- Training Record
- Proficiency Test(s) Results Summary
- Testimony Evaluation(s)

#### **6.19.3 Remedial Training**

If a deficiency is detected in a Forensic Technician's casework or proficiency, the technician may be subjected to a remedial training period and/or removed from casework. The QA Manager and Toxicology Supervisor/Technical Leader shall determine the course of action. The remedial training shall be conducted under the direct supervision of a qualified scientist/technician. The Toxicology/Regional Supervisor will keep documentation recording the progress of the technician. Upon completion of the required training, the technician will be permitted to resume normal casework.