

**Raleigh/Wake City-County  
Bureau of Identification  
Crime Laboratory Division**

**EVIDENCE RECEIVING UNIT  
TRAINING MANUAL**



Raleigh/Wake City-County Bureau of Identification

Evidence Receiving Unit Training Manual

Issued Date: February 19, 2013

Issued By: Director

Version 1

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Version 2

## **Evidence Receiving Unit Training Program Overview**

Employees assigned to a Forensic / Evidence Technician position will complete an approved training program. The Forensic Quality Manager will appoint a principal instructor. The principal instructor will complete a training schedule for approval by the Forensic Quality Manager, Deputy Director and Unit Technical Leader prior to the commencement of training.

By the 5th of each month, the principal instructor will prepare and review with the trainee a monthly CCBI Training Progress Report form for approval by the Unit Technical Leader, Deputy Director and the Forensic Quality Manager. The report will be forwarded to the Forensic Quality Manager for retention. The report will detail each unit in which the trainee underwent training, describe and assess performance of the training activities and include a statement of completion for each unit successfully completed. The report will also include any less than satisfactory performance and any remedial activities. Any modifications of the training schedule and any remedial activities will be approved by the Unit Technical Leader, Deputy Director and Forensic Quality Manager prior to implementation.

Upon completion of the training, a memorandum will be prepared by the principal instructor summarizing the units on which written and practical competency tests were completed and the areas which the trainee is recommended for competency. This memorandum will be forwarded to the Forensic Quality Manager, Technical Leader and Deputy Director.

Upon approval by the Forensic Quality Manager, Technical Leader and Deputy Director, a certificate of competency will be prepared by the Forensic Quality Manager, signed by the Director, and forwarded to the newly certified Forensic / Evidence Technician. The certificate will document that the employee is certified to perform work in the Evidence Receiving Unit. Notice of certification will be placed in the Forensic / Evidence Technician's permanent training file.

## **Training Task 1: Agency Overview and Safety**

### **1.1 Goals**

- 1.1.1** Become familiar with CCBI policies and procedures
- 1.1.2** Become familiar with CCBI fundamental values and ethics training
- 1.1.3** Become familiar with the CCBI Crime Laboratory Division objectives
- 1.1.4** Become familiar with the CCBI health and safety program

### **1.2 Training Objectives**

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At the conclusion of this unit, the trainee will be able to:

- 1.2.1 List the objectives of the CCBI Crime Laboratory Division
- 1.2.2 Communicate evacuation routes in the laboratory
- 1.2.3 Know the location and proper use of personal safety equipment
- 1.2.4 Know how to use the security system for vaults, if applicable
- 1.2.5 Be aware of the ethical responsibilities of Forensic Technicians
- 1.2.6 Be familiar with the different disciplines of Forensic Science

### 1.3 Training Methods and Testing

- 1.3.1 Independent study and demonstration by the principal instructor
- 1.3.2 Oral discussion of each item listed in section 1.2 Training Objectives with the principal instructor
- 1.3.3 Attend an Ethics training course or seminar approved by the Forensic Quality Manager

### 1.4 Required Reading

- CCBI Standard Operating Procedures
- CCBI Crime Laboratory Division Administrative Procedures Manual
- CCBI Forensic Science Quality Manual
- CCBI Health and Safety Manual
- CCBI Crime Laboratory Evidence Submission Manual
- CCBI Evidence Receiving Unit Training Manual
- Saferstein, Richard. *Criminalistics: an Introduction to Forensic Science*, 9<sup>th</sup> edition, Pearson Education, 2007. Chapter 1.

### 1.5 Estimated Completion Time

- 53 Days

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7/14/14	2	Incorporate revisions to LAPM22, include details of training and specific tasks, use of Agency item numbers in Drugs and DWI cases

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## Training Task 2: Evidence Technician Duties and Responsibilities

### 2.1 Goals

To learn and understand the duties and responsibilities of the Evidence Technician

### 2.2 Training Objectives

At the conclusion of this unit, the trainee will be able to:

2.2.1 List the duties of an Evidence Technician

2.2.2 List the responsibilities of an Evidence Technician

### 2.3 Training Methods and Testing

2.3.1 ~~On the job training~~ Demonstration of job duties by the principal instructor

2.3.2 Review of the Forensic Science Quality Manual

2.3.3 Oral discussion with the principal instructor of each item listed in section 2.2 Training Objectives with the principal instructor

### 2.4 Required Reading

- Evidence Technician Position Description
- CCBI Crime Laboratory Division Administrative Procedures Manual
- CCBI Forensic Science Quality Manual
- CCBI Crime Laboratory Evidence Submission Manual
- CCBI Evidence Receiving Unit Training Manual

### 2.5 Evidence Technician Duties and Responsibilities

2.5.1 Maintains the chain of custody records of incoming evidence using the laboratory's computerized reporting system.

2.5.2 Maintains all evidence while it is in the Evidence Unit or in the vault.

2.5.3 Receives, secures, distributes, and returns evidence submitted to the CCBI Crime Laboratory Division.

2.5.4 Assigns a case number to evidence and inputs all necessary information into the computerized reporting system.

2.5.5 Prepares folders with appropriate paperwork and distributes them to the units.

2.5.6 Documents information pertaining to cases in the appropriate location.

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**2.5.7** Ensures that all evidence submitted presents no physical safety hazard or biological hazard to the time of receipt.

**2.5.8** Ensures that evidence containers are properly sealed and initialed at the time of receipt.

**2.5.9** Uses tracker logs to generate an evidence inventory.

**2.5.10** Provides information and training to law enforcement personnel on the capabilities and limitations of the CCBI Crime Laboratory Division and on the proper procedures for the submission of evidence, including case acceptance guidelines.

**2.5.11** Maintains the evidence vaults in a neat and orderly manner.

**2.5.12** Returns evidence to requestors at case closure.

**2.5.13** Follows guidelines established in the Forensic Science Quality Manual and Laboratory Administrative Procedures Manual.

**2.5.14** Other duties as assigned.

**2.5.15 Estimated Completion Time**

- One Week

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### Training Task 3: Evidence Handling Guidelines

#### 3.1 Goals

**3.1.1** To learn the evidence handling policies relating to laboratory personnel

**3.1.2** To learn the evidence handling procedures relating to the Evidence Receiving Unit

#### 3.2 Training Objectives

At the conclusion of this unit, the trainee will be able to:

**3.2.1** List those policies relating to the Evidence Receiving Unit

**3.2.2** Define “properly sealed”

**3.2.3** Identify CCBI procedures for submission of evidence to the CCBI Crime Laboratory Division

**3.2.4** Know how to properly label an evidence container

**3.2.5** Know how the vaults are organized

**3.2.6** Know special evidence storage requirements

#### 3.3 Training Methods and Testing

**3.3.1** Demonstration by the principal instructor

**3.3.2** Practical exercises: Demonstrate, under the direct supervision of the principal instructor, the proper evidence handling, marking and storage for a total of at least thirty cases representing each laboratory discipline

**3.3.3** Oral discussion with the principal instructor of each item listed in section 3.2 Training Objectives with the principal instructor

#### 3.4 Required Reading

- CCBI Evidence Submission Guide
- CCBI Crime Laboratory Division Administrative Procedures Manual
- CCBI Forensic Science Quality Manual
- CCBI Evidence Receiving Unit Training Manual

#### 3.5 Evidence Handling Policies

**3.5.1** The Evidence Technician has the primary responsibility for the receipt, storage, transfer, and return of evidence in his/her custody. The Evidence Technician ensures that all incoming evidence is properly packaged, sealed, labeled, and initialed before it is entered into the computerized reporting system.

**3.5.2** When a weapon is submitted to the Crime Laboratory, it must be visually apparent that the weapon has been made safe. This may be accomplished by any method satisfactory to the Evidence Receiving Unit but may include, for example, removing the magazine, locking the slide to the rear, and inserting a

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zip tie through the barrel. Because the Evidence Receiving unit will visually inspect the weapon for safety, seals will be applied to the evidence packaging at time of submission. If the weapon cannot be made safe due to some technical reason, the submitting agency must advise the Evidence Technician prior to arrival.

**3.5.3** All evidence submitted must be in a sealed condition. All evidence containers/packages must be sealed to the extent that nothing may be added to or removed from the container/package. If it is not practical to package a piece of evidence, the officer or technician submitting that evidence should securely attach a tag to the evidence and initial the tag.

**3.5.3.1** The only seals which will be accepted are tape and heat sealed packages. Evidence seals must be initialed, in permanent ink, by the person sealing the package or placing a seal on the package.

**3.5.3.2** In the case of tape, the initials may be on the tape or partly on the tape and extending onto the package surface. But, in any case, the initials must be either on the tape or partially on the tape. Tamper-proof packages must be additionally sealed with tape, with the initials on either the tape or partially on the tape.

**3.5.3.3** For heat sealed packages, the initials must be as close as practical to the seal.

**3.5.4** The following types of evidence will be stored in the refrigerator prior to forensic examination: toxicology kits, blood, or urine; tissue and bone; and blood tubes.

### **3.6 Evidence Receipt**

**3.6.1** Inspect all containers received to ensure that the contributor has sealed them.

**3.6.2** If evidence is of a biological nature, assure that the contributor has marked it appropriately; if not, attach the correct biohazard label or sticker to the container.

**3.6.3** Check to see if the item numbers are listed on the containers and that each container has the contributing agency's case number on it.

**3.6.4** Ensure that the contributor has completed the Physical Evidence Examination Request. Assign CCBI item numbers to each submitted item, **except for DWI Blood Chemistry and Drug Chemistry submissions**, and note them on the Physical Evidence Examination Request. **DWI Blood Chemistry and Drug Chemistry items are identified by the submitting agency item numbers.**

**3.6.5** List the CCBI case number, CCBI item number, date of receipt, and initials on each container.

### **3.6.6 Estimated Time of Completion:**

- One Week

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### Training Task 4: Creating Case Files

#### 4.1 Goals

To learn how to create a case file and place the proper paperwork within it

#### 4.2 Training Objectives

At the completion of this unit, the trainee will be able to:

4.2.1 Demonstrate the ability to create a case number

4.2.2 Demonstrate the ability to log evidence items

4.2.3 Demonstrate the ability to properly make case files

4.2.4 Understand the proper documentation inserted in each case file

#### 4.3 Training Methods and Testing

4.3.1 Demonstrate ~~ion~~, under the direct supervision of the principal instructor, case number creation, evidence logging, case file preparation and case file documentation for a total of at least thirty cases representing each laboratory discipline

4.3.2 Oral discussion with the principal instructor on the proper documentation inserted in each case file  
~~Hands-on making case files under supervision~~

#### 4.4 Required Reading

- CCBI Crime Laboratory Administrative Procedures Manual
- CCBI Evidence Submission Guide
- CCBI Forensic Science Quality Manual
- CCBI Evidence Receiving Unit Training Manual

#### 4.5 Creating Case Files

4.5.1 When evidence is submitting in a case, the Evidence Technician must inquire whether a CCBI case number already exists (for example, if a CCBI Crime Scene Agent responded to the crime scene and generated a case number).

4.5.2 If a CCBI case number already exists for the submitted evidence, skip to 4.5.4.

4.5.3 Generate a CCBI case number by creating a new case in the CCBI computerized records system. Fill out the initial case information and create a narrative as follows:

Report pending <type of forensic examination>.  
DOO: <date of offense>

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Suspect: <suspect name>, <race><sex>, <date of birth>  
<agency> Case #: <agency case number>

#### 4.5.4 Create an entry in the evidence tracker log in the following columns:

- Date of Incident
- CCBI Case Number
- Date Evidence Collected
- Agent: the CCBI staff member who collected the evidence (Crime Scene Agents) or will be forensically examining the evidence (Crime Lab Examiners)
- Agency: the requesting agency
- Case Number: the requesting agency's case number
- Victim Name(s)
- Physical Evidence (Including Footwear) Last Item Number: count the number of submitted items and enter the next available item number in this column (for example, if 3 items are submitted, place "4" in this column)
- Latent Evidence Last Latent Card Number Collected: count the number of latent evidence cards collected and enter the next available item number in this column (for example, if 2 latent evidence cards are collected, place "3" in this column)
- Laboratory Examination: enter one of the following codes to indicate what type of forensic examination is requested:
  - LE: Latent Examination
  - FP: Forensic Photography
  - FC: Forensic Computers
  - DL: Drug Lab
  - SN: Serial Number Restoration
  - LP: Latent Processing
  - OTHER: Other
- EVIDENCE PENDING: place a "Y" in this column to indicate that the evidence is pending and the examinations have not been completed.
- **4.5.6** Administrative documentation is placed on the left side of the case file. Examples of administrative documentation include evidence submission forms, descriptions of packaging and seals, communication

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logs, emails, requests for forensic examination, police reports, forms, drawings, medical analyst reports, or other such information that is not the work product of the laboratory.

**4.5.7** A separate case file should be created for each type of forensic examination requested. Place a copy of the submitted documentation in each case file.

**4.5.8** The case file will remain with the submitted evidence until the evidence has been signed over to another CCBI staff member.

### **4.5.9 Estimated Time of Completion:**

- Three Weeks

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### Training Task 5: Evidence Transfers

#### 5.1 Goals

5.1.1 To locate evidence in the vault that is to be transferred

5.1.2 To perform evidence transactions

#### 5.2 Training Objectives

At the completion of this unit, the trainee will be able to:

5.2.1 Locate evidence in the vault

5.2.2 Document the evidence transaction properly

5.2.3 Demonstrate the ability to properly transfer evidence in the laboratory

#### 5.3 Training Methods and Testing

5.3.1 Demonstration by the principal instructor

5.3.2 Demonstrate, under the direct supervision of the principal instructor, locating evidence in the vault and properly transferring evidence for internal transfers for a total of thirty cases representing each laboratory discipline ~~Hands-on performing evidence transactions under supervision~~

#### 5.4 Required Reading

- CCBI Crime Laboratory Administrative Procedures Manual
- CCBI Evidence Submission Guide
- CCBI Forensic Science Quality Manual
- CCBI Evidence Receiving Unit Training Manual

~~None~~

#### 5.5 Evidence Transfers To and From CCBI Staff

5.5.1 After the Evidence Technician receives the submitted evidence and creates a case file(s), the Evidence Technician will transfer the evidence to the relevant Crime Scene Agent or Forensic Examiner. The Evidence Technician will:

5.5.2 Go into the vault and locate the evidence.

5.5.3 Check that all of the appropriate laboratory identifying numbers are correct.

5.5.4 Sign a chain of custody form and transfer the evidence to the staff member.

5.5.5 When receiving evidence from a CCBI staff member, sign a chain of custody form for the evidence and place the evidence in the vault.

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**5.6 Estimated Time of Completion:**

- One Week

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### Training Task 6: Evidence Return

#### 6.1 Goals

To learn the correct way to return evidence to contributors.

#### 6.2 Training Objectives

At the completion of this unit, the trainee will be able to:

**6.2.1** Locate evidence in the vault

**6.2.2** Document the evidence transaction properly

**6.2.3** Demonstrate the ability to return evidence by hand to a contributor

#### 6.3 Training Methods and Testing

**6.3.1** Demonstration by the principal instructor

**5.3.2** Demonstrate, under the direct supervision of the principal instructor, locating evidence in the vault and properly transferring evidence for external transfers for a total of thirty cases representing each laboratory discipline ~~Hands-on performing evidence return under supervision~~

#### 6.4 Required Reading

- CCBI Crime Laboratory Administrative Procedures Manual
- CCBI Evidence Submission Guide
- CCBI Forensic Science Quality Manual
- CCBI Evidence Receiving Unit Training Manual

~~None~~

#### 6.5 Return of Evidence

**6.5.1** After the evidence in a particular case has been returned to the Evidence Receiving Unit, it must be returned to the appropriate contributor by hand. CCBI does not transfer evidence by mail or common carrier. Evidence must be returned to the contributor within a reasonable time period upon its return to the Evidence Receiving Unit.

**6.5.2** Note that latent impressions are not returned to a contributor. All latent impressions are retained by CCBI.

**6.5.3** If no regularly scheduled evidence return date is set, the Evidence Technician will contact the contributor agency and inform the appropriate personnel that evidence is available for their pickup. If no action is taken by the agency within a reasonable period of time, the Evidence Technician will contact a supervisor at the contributor agency.

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**6.5.4** Evidence can only be returned to the submitting agency, except when released to officers of the court. If you do not know the representative trying to claim the evidence, you must ask them to provide a valid agency identification before you can release the evidence.

**6.5.5** If the submitting agency advises that another agency will be picking up their evidence, or an agency requests to pick up another agency's evidence, a letter of authorization from the original submitting agency must either accompany the person picking up the evidence or be faxed or emailed to the Evidence Receiving Unit prior to arrival. This letter will be retained.

**6.5.6** When a contributor comes to the Evidence Receiving Unit to pick up evidence, check all applicable vault locations for evidence to be returned, including refrigeration units.

**6.5.7** The Evidence Technician will sign a chain of custody form showing return of evidence to the contributor. The Evidence Technician will not sign other agencies' receipts.

**6.5.8** When the evidence has been returned, the Evidence Technician will enter an "N" in the Evidence Pending column in the tracker log and the current date in the Final Disposition Date column in the tracker log.

**6.5.9** The Evidence Technician will then transmit the case file to Central Records.

#### **6.5.10 Estimated Time of Completion:**

- Three Weeks

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### Training Task 7: Courtroom Testimony

#### 7.1 Goals

To impart knowledge that can be helpful for an Evidence Technician prior to testifying in court or taking part in a deposition.

#### 7.2 Training Objectives

At the completion of this unit, the trainee will be able to:

7.2.1 Describe the term “chain of custody”

7.2.2 ~~Develop an understanding of how~~ Be able to deliver courtroom testimony

7.2.3 ~~Identify several direct and cross examination tactics.~~ Prepare a Statement of Qualifications, also known as a Curriculum Vitae (CV).

#### 7.3 Training Methods and Testing

7.3.1 Attend a criminal trial with another CCBI ~~staff member, if possible~~ Forensic / Evidence Technician or Analyst.

7.3.2 Discuss and practice answering with the following mock trial preparation questions with the principal instructor:

- Please state your full name for the record.
- How are you employed?
- How long have you been employed with the CCBI Crime Laboratory?
- Describe the training you received at the CCBI Crime Laboratory.
- What are your job duties?
- Did you receive evidence in this case?
- From whom did you receive it?
- What did you do with the evidence after you received it?
- Did you handle the evidence again? What did you do?
- How is blood evidence received and maintained at the CCBI Crime Laboratory?
- What is a proper seal?
- How is an improper seal remediated?
- Whose responsibility is it to ensure that evidence received by the CCBI laboratory is properly sealed and identified?
- When and how is evidence secured?
- How are corrections or changes on case file documentation made?
- How do you handle case inquiries?
- How would you handle a discrepancy with evidence?

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- What precautions do you take working with blood?
- Whose responsibility is it to protect evidence from cross contamination and to protect evidence from deleterious change?
- Does the lab have policies and procedures governing the handling of evidence?
- What is the policy if you find a discrepancy?
- Do you have any knowledge of evidence prior to receipt?
- Could the evidence have been tampered with before you received it?
- Have you ever made a mistake? Did you make a mistake in this case? Did you mislabel the evidence from another case with this case number?
- What would you do if it came to your attention that you made an error in evidence labeling?
- What security measures are in place at the CCBI Crime Laboratory?
- What precautions are taken to guard against contamination?
- Are you accredited?
- Is your laboratory accredited?
- What is ASCLD/LAB?

**7.3.3** Participate in at least one mock trial by successfully delivering testimony on evidence receipt, marking, storage, sealing and transfer.

#### 7.4 Required Reading

- CCBI Crime Laboratory Administrative Procedures Manual
- CCBI Evidence Submission Guide
- CCBI Forensic Science Quality Manual
- CCBI Evidence Receiving Unit Training Manual

None

#### 7.5 Estimated Training Time:

- Two weeks ~~One Week~~

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## Appendix: Acronyms and Abbreviations

A: Asian

B: black

F: female

H: Hispanic

M: male

**S: Sealed**

SBox: sealed box

SE: sealed envelope

SPB: sealed paper bag

SPLB: sealed plastic bag

W: white

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