

## **Section 2                      Qualifications and Training of Personnel**

### **2.            Qualifications and Training of Personnel**

All persons involved in the actual recovery, evaluation, analysis and interpretation of latent evidence shall have a background appropriate to their duties.

#### **2.1        Job Description**

A current copy of all job descriptions within the Latent Evidence Section will be maintained by the Special Agent In Charge. Each employee maintains a copy of their appropriate job description.

#### **2.2        Education, Training and Qualifications of Persons Engaged in Latent Evidence Analysis**

##### **2.2.1    General Requirements**

Effective with the approval of this manual, all new analysts in the SBI Latent Evidence Section shall possess at least a bachelor's degree with a major in forensic science, forensic studies, biology or chemistry.

Existing analysts who do not possess a degree will be encouraged to complete a degree program.

##### **2.2.2    Requirements for Individuals Performing Latent Evidence Analysis**

All Latent Impressions Analysts will meet the general requirements and complete the following additional requirements prior to performing independent latent analysis:

1.        Successful completion of an accepted course in latent print analysis and/or the SBI in-house training program, to include the following:
  - a.        Personal identification methods and their uses
  - b.        History and background of fingerprint identification
  - c.        Fingerprint classification systems
  - d.        Recording inked fingerprints, palmprints, footprints

<b>Section 2</b>	<b>Qualifications and Training of Personnel</b>
------------------	---

- e. Postmortem processing and identification
  - f. Sections and services of the crime laboratory
  - g. Theory and physiology of latent prints
  - h. Powder development of latent prints
  - i. Chemical development of latent prints
  - j. Electronic development of latent prints
  - k. Preservation of latent prints
  - l. Evaluation and comparison of latent prints
  - m. Evidence handling procedures
  - n. Laboratory safety procedures
  - o. Documentation and reporting procedures
  - p. Operation of AFIS
  - q. Operation of imaging system
  - r. Preparation of court exhibits
  - s. Court procedures and related law
  - t. Operation of Alternate Light Sources/LASER
- 2. Successful completion of written and practical tests and exercises related to the above training program.
  - 3. Successful completion of a series of competency samples.
  - 4. Successful completion of a moot court session.
  - 5. Successful completion of a final examination and competency test.

#### 2.2.3 Experience

Prior to conducting any independent latent analysis, the analyst must have completed a minimum of 12 months of case analysis experience where all processing methods are approved, and all casework reviewed by a senior analyst.

- 2.2.4 The latent impression analyst must stay abreast of developments within the field by reading current scientific literature, and by attending seminars, professional meetings and other training sessions. Management must provide analysts with an opportunity to comply with the above.

<b>Section 2</b>	<b>Qualifications and Training of Personnel</b>
------------------	---

2.2.5 Training Records

Documentation of all training will be maintained by the Special Agent In Charge (or his/her designee).

Issue Date: \_\_\_\_\_ Supersedes: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Originating Unit: \_\_\_\_\_