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| Section 9 | Proficiency Testing |
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9.1 Open Proficiency Testing

Each Latent Evidence Section analyst will be tested at least once each year with a known proficiency test in his/her area(s) of expertise. The following areas of expertise are subject to these tests: Latent Prints and Impression Evidence. An analyst must complete a proficiency test in each of the above listed disciplines in which he/she is qualified. These tests may be prepared internally and/or may be part of an external proficiency testing program.

9.2 Blind Proficiency Testing (Optional)

A blind proficiency test may be submitted to the Latent Evidence Section. The test will be prepared in such a way as to appear to be a routine case. The test may be prepared internally or may be a part of an external proficiency testing program.

9.3 Proficiency Test Files

The Special Agent in Charge will maintain records of all proficiency tests taken, any deficiencies noted, and - if applicable - any corrective action taken. When deficiencies are noted, the file will identify the likely cause of the deficiency. Any deficiencies will be corrected in accordance with the SBI Policy and Procedure Manual (**Procedure 39, Pages 39-7 and 39-8**). Full Case Review documentation will also be maintained as proficiency records (**See Section 7.7 of this manual**).

Issue Date: _____ Supersedes: _____

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

Originating Unit: _____