

TRACE EVIDENCE POLICY/PROCEDURE 98-TES-17

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: In House Proficiency Testing

EFFECTIVE DATE: February 16, 2001

The Trace Evidence section will participate in proficiency testing in the following disciplines: hair, fiber, paint, glass, flammable analysis, G.S.R., explosive and elemental Analysis. Analysts will complete a test in each discipline they are qualified to receive cases in. Analysts not receiving an outside proficiency test will complete an in-house test during the year.

The internal proficiency test coordinator will request the tests from analysts proficient in the various disciplines. The analysts will formulate a test commensurate with the level of expertise required on a normal day to day case. These analysts will submit their tests to the internal test coordinator who will distribute them to the appropriate analysts. The analysts will treat the internal test the same as an external test with the exception of a technical review.

After completion of the examination the analysts will return their results along with any notes, graphs, or other documentation to the internal test coordinator. The internal test coordinator will check the conclusions of the analysts with the results and complete the Proficiency Test Tracking form (see attached). This form along with all documentation will be submitted to the SAC for review.

If discrepancies in the test are discovered, the internal test coordinator will notify the SAC. Corrective action will proceed according to Section 20 in the Crime Laboratory Procedures Manual.

