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## 1 INTRODUCTION

The Crime Scene Section uses a five-phase training program to prepare each employee for the demanding job of evaluating, documenting and collecting evidence. Initial training phases include classroom, practical and field training in order to accomplish the goals of this manual. Combined, these training programs will teach a capable employee the basics of crime scene processing. A willingness to learn, acceptance that learning never ends and, eventually, years of experience are also important factors in producing quality personnel.

Each trainee will be selected by the hiring and promotion process as outlined by City Policy.

There are two basic job descriptions within the Section; Property Crime Technician (Senior) and Crime Scene Specialist (Senior). The Property Crime Technician training encompasses the basics of crime scene processing but is limited to the calls and evidence worked by that position. The Crime Scene Specialist is to have all of the training of the Property Crime Technician position, but receives additional training in order to perform all the functions and work the major scenes that position is responsible for. Each position has a list of competency tests that must be successfully completed before being approved to conduct independent casework.

## 2 PROPERTY CRIME TECHNICIAN TRAINING PHASES

The ten-week training program has been subdivided into five phases. The initial phase includes mainly classroom instruction with initial ride-out(s) and orientation by Section personnel. Phases 2-4 are field related with the trainee working with and being evaluated by field trainers and or supervisor. Phase 5 is the comprehensive competency testing phase. The trainee will be assigned to the same days off as their trainer, if practical. Unless the trainers' days off coincide, each change in shift will also result in a change of days off for the trainee. Regardless of the change in days off, each trainee will work a 40-hour schedule per week. At the end of the training program, each technician successfully completing the process will be assigned to a shift schedule according to the policies of the Section.

### 2.1 Phase I (Weeks 1-5)

**.01** Each new employee will successfully complete the five-week classroom training program. This first phase will encompass practical exercises and competency tests in order to demonstrate the knowledge, skills, and abilities needed to perform all required duties and operate all pertinent

equipment under supervision. The training will include, but is not limited to, the presentation of evidence in court, ethical practices in forensic sciences, applicable criminal and civil law and procedures, and general knowledge of forensic science.

**.02** Trainees will be tested in each technical area by both written exams, with a score of 80% or higher to pass, and or demonstrating competency during practical exercises, as applicable.

**.03** The training received will also be documented on the Individual Career Progression Training Record. The date of training, the initials of the trainee and the initials of the trainer will be documented on the form. It is the responsibility of the trainer to maintain this form in the trainee's notebook.

**.04** The trainee must be authorized for supervised casework by the Laboratory Director prior to the commencement of field training.

## 2.2 Phase II (Week 6-7)

Orientation should be emphasized during the first several days of this field training time period. The trainee will be shown the various Police facilities, with emphasis on the areas frequently visited by members of the Section. Phase II will introduce the basic techniques used by the Section. The trainees will learn how to investigate crime scenes, operate various equipment needed to locate and document physical evidence, and how to complete section reports, especially the Crime Scene Report with emphasis on the narrative. The trainees will learn the proper way to package evidence so that it retains its integrity and chain of custody. Radio procedure and city geography will also be incorporated into the training during this time period. During Phase II, the trainers are expected to demonstrate to the new employees how to handle each type of call and evidence or assist them with each call.

### .01 Daily Trainee Observation Report

Starting the first day of field training, the trainer will need to complete a Crime Scene Section Daily Trainee Observation Report with specific rating scales to measure the trainee's performance on a daily basis. Additional comments necessary to document the actions of the trainee will be completed on the backside of the Observation report. Examples of the type of documentation to be made are as follows:

> "David Jones was shown how to photograph the burglary crime scene. He was instructed how to interview the district officer and

> or the victim to determine what has been disturbed by the suspect. He was shown how to search for and collect trace evidence from the point of entry. He was shown how to search for latent prints, develop and lift them. He did fill out the fingerprint cards correctly. The only evidence obtained at this crime scene was fingerprints and a fiber from an open window. The report was dictated to David Jones at the Section to show him how I write this type of report. He was shown how to mark, package and seal the evidence and submit to the Evidence Control Section."

The documentation section on the report will also require the trainer to document how the trainee is evaluating each crime scene they handle and how well they are performing tasks after they have been shown several times. Even if it is the seventh week of training and the trainer is showing someone how to do something for the first or second time the entry should reflect this and their proficiency level should not be expected to be as high. An example of this documentation is cited below:

> "David Jones properly photographed the crime scene. He forgot how to unload the film and had to be shown. He obtained appropriate information from the patrol officer and completed a walk through of the crime scene to locate evidence. He located a shoe impression on the kicked in front door."
>
> "He was not sure how to go about setting up the camera. This was shown to him. Proper steps were taken to ensure a proper photograph was obtained. He took six photographs to get an acceptable picture. (For his level of training this is acceptable.) The average is two to three photographs. He had to be reminded to include a scale in one of his photographs."
>
> "He properly lifted the shoe impression with fingerprint tape. His examination of the crime scene for latent print evidence was thorough, although he needs to become more familiar with what surfaces are conducive to prints and those that are not. I want him to print objects that he is not sure will retain fingerprints rather than asking me, so that he will learn first hand what surfaces are better for printing. He was instructed to make a list of surfaces where he gets good prints from and then also list surfaces that he is not able to get good latent print lifts from and then keep this list for future reference. He took proper notes at the crime scene. His report was acceptable, except for two spelling errors."

During Phase II, examples of reports written by the trainee will be retained by the trainer. If reports need to be rewritten, at least the first and last draft will be retained. The time used to complete the reports may be noted in red ink on the front page of the copied report. The Daily Trainee Observation Report will be submitted to the supervisor on a daily basis and returned to the trainer for retention in the trainee's notebook.

**.02 Weekly Trainee Evaluation Report**

At the end of each week of training, the trainer will complete a Weekly Trainee Evaluation Report. This report will detail the trainee's strengths, weaknesses and efforts taken to improve performance. There is also a section for comments by the supervisor. After approval by the supervisor, the Weekly Trainee Evaluation Report will be returned to the trainer for retention in the trainee's notebook.

**.03 Individual Career Progression Training Record**

During all phases of training, the trainers will need to document all training on the Progression Training Record. This report should be updated on a daily basis and submitted with the Weekly Trainee Evaluation Report. Because some of the techniques and or equipment used by the Section are complicated to utilize, repetition of training is mandatory with an emphasis placed on hands-on applications by the trainee. The Progression Training Record will be returned to the trainer after review by the supervisor for retention.

## 2.3 Phase III (Week 8)

During Phase III, the Daily Trainee Observation Reports and Weekly Trainee Evaluation Reports will continue and the Progression Training Record should near completion. During this week, a call-to-call evaluation will still be required on the Daily Observation Reports. Examples of final reports written by the trainee will continue to be retained by the trainer. The trainer will pay particular attention to strengths and weaknesses and shall provide instruction to help the trainee improve in weak areas.

Phase III of the training program concentrates on allowing the trainee to use the knowledge gained during the first seven weeks to handle simple procedures and techniques. The trainee should know how to complete basic tasks such as digital camera work, fingerprinting, evidence packaging and report format with minimal assistance. Phase III will also expand the trainee's experience with complicated or multiple techniques. By the end of this phase, each trainee should have

hands-on experience with most techniques utilized within the section, whether in a laboratory environment or in the field. Reports should include detailed information and diagrams may be completed with assistance. During Phase III, trainers are expected to show trainees new procedures or techniques, but their level of assistance on repetitive techniques should diminish. Due to the workload of each shift, the trainee should become thoroughly familiar with calls unique to that shift.

## 2.4 Phase IV (Week 9)

During this phase the trainee is evaluated in the field by the supervisor or designee. All aspects of the trainee's performance should be evaluated to ensure that the trainee has grasped the duties, concepts and techniques necessary to successfully perform in their respective job title. The trainee should be handling all calls - with minimal assistance. The Daily Trainee Observation and Weekly Evaluation Report will continue to be required. The Progression Training Record should be completed and all techniques must be taught and practiced by the trainee before the completion of Phase IV.

## 2.5 Phase V (Week 10)

### .01 Competency Examination

The purpose of the competency examination will be to determine that an individual is qualified to perform crime scene investigations with all equipment assigned to the Section. Each trainee will be given a comprehensive competency examination during their last week (Week 10) of training. If the trainer has enough supporting documentation, that the trainee is performing at a level indicative of performing independent casework, some examinations may be given earlier in Phase IV.

It is anticipated that the comprehensive competency examination will take as long as one week to complete. The examination will be a pass/fail test. In order to pass the examination, all listed areas must be completed satisfactorily. In instances where an individual does not complete an individual procedure correctly, they will receive additional training and then be re-tested.

Upon successful completion of the competency examination, the supervisor will complete an Employee Authorization form recommending the trainee be released to conduct independent casework. This form must be positively endorsed by the Technical Lead, Supervisor, and the Laboratory Director before the trainee may perform independent

casework. This form, along with the Progression Training Record will be retained in the trainee's notebook.

### 2.6 Extension of Training or Termination

The trainer or supervisor can also recommend an extension of training for up to three weeks when it is documented that the trainee's performance is unacceptable, but improvement is anticipated. Termination can be recommended at any time during the probationary period with appropriate documentation on continued unsatisfactory performance.

An extension can also be requested on Specialist training where the training has been completed but an insufficient number of cases have been worked by the Specialist to prove field competency.

### 2.7 Training Notebook

The trainee will retain a notebook throughout all the training phases. Incorporated in this notebook will be the following:

- Each Daily Trainee Observation Report
- Each Weekly Trainee Evaluation Report
- Individual Career Progression Training Record
- Written Examinations
- Copy of the Employee Authorization form granting independent casework status.
- Any memorandum requesting an extension of training, etc.
- A section containing copies of reports written by the trainee that are of acceptable quality. Copies of diagrams will also be included in this section.

#### .01 Retention of Notebook

The notebook will be retained by the trainee during the training phases. Upon successful completion of training, the notebook will be forwarded to and maintained by the supervisor. A copy of the training notebook should be made by the new employee as a reference guide. Each new employee is encouraged to periodically review their training notebook and continue to add reference reports and diagrams.

## 3 CRIME SCENE SPECIALIST TRAINING PHASE

Employees hired or promoted to the Crime Scene Specialist position must:

- Go through the training program listed above. The length of time to complete the training program is dependent on the experience level of the Specialist.
- The employee will be provided any remedial or additional training as determined by the supervisor and or trainer.
- The employee will participate in a field training program using the same guidelines set forth previously.
- The length of the training program will be determined by management as determined by previous experience of the trainee and the successful completion of all competency tests.
- The training program will be no less than 6 weeks.
- The employee will successfully complete all competency tests as indicated on the Progression Training Record.
- A training notebook will be kept by the new employee.
- Authorization by the Laboratory Director must be obtained before the employee will be cleared to perform independent casework.

## 4 DAILY TRAINEE OBSERVATION REPORT

### 4.1 Introduction

The trainers will complete a Daily Observation Report each day during Phase II, III and IV of training. The report uses a specific rating scale to measure the trainee's performance. Included on the back of the report will be a narrative detailing call-to-call evaluations and training given to the trainee. The report may be completed by hand utilizing the form.

### 4.2 Instructions for Completion

- Complete the date that you are evaluating the trainee
- Complete the Trainee's full name
- Complete the Trainer's full name
- Complete the Week of training (1 – 9)

The Rating Scale is self-explanatory. Be sure to look at the evaluation guidelines to ensure you are rating the proper category. "N.O." refers to Not Observed or not applicable for that day. "Remedial Training Given" should be marked when a trainee is given additional training in a specific category where they have already received training. The narrative section of the report should detail this training and include the time spent in remedial training.

Under the "special techniques" area write in the type of technique that was observed and rate how the trainee did in that area.

This report must be completed before the end of the tour of duty each day. It must be reviewed with the trainee. The trainee must sign and date it, indicating that he/she has seen the evaluation and that feedback was given on his/her training progress. The Supervisor will read and sign the reports daily. The Daily Trainee Observation Reports will be retained in the trainee's notebook.

## 4.3 Standardized Evaluation Guidelines

Six categories will be evaluated on a daily basis utilizing the Daily Trainee Observation Report. The categories will be rated by marking the appropriate 1-7 value on the report. The scale will be based on "1" indicating Unacceptable performance and "7" indicating Superior performance.

The following categories will be rated and descriptions of behavior are given to provide standardization in evaluating the trainee:

- APPEARANCE

1. General Appearance – Evaluate physical appearance, dress, hygiene.
   - Unacceptable – Dirty shoes, uniform not pressed or soiled. Uniform fits improperly or is improperly worn. Has missing equipment or does not keep equipment in proper working order. Dirty T-shirt. Does not maintain proper hygiene. Has offensive body odor.
   - Acceptable – Uniform is neat and clean. Hair is within regulations. Trainee is clean and proper hygiene is maintained. Gear is neat and clean.
   - Superior – Uniform is neat, clean and well fitted. Gear is neat and clean.
     Takes extra care to look sharp all of the time.

- ATTITUDE

2. Acceptance of Feedback – Evaluates the way the trainee accepts the trainer's criticism and how that feedback is used to further the learning process and improve performance.
   - Unacceptable – Rationalizes mistakes, denies that errors have been made, is argumentative with the trainer or supervisor when errors are brought to their attention. Refuses to or does not attempt to make corrections to improve behavior. Considers criticism as a personal attack. Mistakes are repetitive. Deceptive.
   - Acceptable –Accepts criticism in a positive manner and applies it to improve performance and further the learning process.
   - Superior – Actively solicits criticism/feedback. Adapts and makes ways to help themselves in the learning process. Improves in weak areas by practicing on their own time. Studies other material for improving. Considers criticism as educational feedback to improve self.

3. Attitude toward Crime Scene Work - Evaluates how trainee views the work performed in terms of personal goals, motivation and acceptance of responsibilities of the job.
   - Unacceptable – Views crime scene work only as a job. Shows little dedication to learning evidence processing skills.
   - Acceptable – Demonstrates an active interest in learning evidence processing and is serious about taking on job responsibilities.
   - Superior – Uses on/off duty time to further job knowledge. Solicits assistance from others to learn more about the job. Works at fitting into the team concept. Practices with equipment to gain proficiency. Asks questions to learn from others.

- <u>KNOWLEDGE</u>

4. Knowledge of Department Policies and Procedures – Evaluates the trainee's knowledge of procedures used throughout the Austin Police Department. Procedures such as operation of Department vehicles, care of Department equipment, sick time usage and vacation time are some of the common areas.
   - Unacceptable – Has no knowledge of procedures and makes no effort to overcome this deficiency. Does not follow basic procedures and thinks they were made for somebody else.
   - Acceptable – Understands the need for rules and regulations. Follows those rules and works on increasing knowledge.
   - Superior – Knows most, if not all, the Department Policies. Makes valid recommendations to improve policies.

5. Knowledge of Crime Scene Procedures – Evaluates the trainee's knowledge of Crime Scene Section related procedures and specific policies.
   - Unacceptable – Makes no effort to learn procedures and routinely complains about rules and regulations. Intentionally circumvents procedures "because they're stupid" or time-consuming.
   - Acceptable – Follows instructions and procedures. Understands the importance of specific procedures and the value of these procedures for courtroom testimony and accreditation.
   - Superior – Knows all crime scene procedures and how to document them. Makes valid recommendations to improve procedures.

- <u>PERFORMANCE</u>

6. Driving Skills – Evaluates trainee's skill in the operation of a Crime Scene van or car under normal driving conditions.

- Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Does not wear seat belt. Constantly exceeds or drives far below posted speed limits.
- Acceptable – Obeys traffic laws. Maintains control of the vehicle. Performs all the mechanics of driving required to drive safely. Drives defensively.
- Superior – Sets an example for lawful and courteous driving. Maintains complete control of vehicle while talking on the radio, writing down calls. Is a superior defensive driver. Wears seat belt whenever in the vehicle whether moving or stationary. Follows maintenance schedules.

7. Geography – Evaluates the trainee's ability to locate calls for service in a timely manner.
   - Unacceptable – Is unwilling to learn directions of addresses. Does not refer to street guide and map to help plan a direct route to the call. Frequently gets turned around and heads the wrong way to a call. Does not learn landmarks or becomes familiar with area hospitals, patrol sectors, wrecker yards, etc.
   - Acceptable – Is able to locate calls by using street maps, street guides, or directions from the dispatcher. Makes calls within reasonable time limits. Is able to correct direction errors and proceed to the call.
   - Superior – Demonstrates a familiarity with the streets of Austin Texas. Drives directly to the call and if not sure where the call is, plans a route to the call and is able to follow that route.

8. Report Writing: Accuracy/Completeness – Evaluates the trainee's ability to prepare written reports that accurately reflect the crime scene and include all pertinent details.
   - Unacceptable – Report is inaccurate and lacking in information. Evidence collected is not included in report.
   - Acceptable – Reports include all evidence and cover scene from start to finish. Includes disposition of all evidence.
   - Superior – Very detailed report describes all evidence in professional terminology. Explains how evidence relates to the scene, allowing the reader to draw accurate conclusions.

9. Report Writing: Organization/Details – Evaluates the trainee's ability to prepare reports that flow from the initial point of entry to collection of each piece of evidence. Reports should allow the reader to "walk through" the scene.

- Unacceptable – Unable to organize information and reduce it to writing. Leaves out pertinent details in the report. Report is inaccurate. Crime scene details added that are not pertinent to assisting the investigation or are irrelevant.
- Acceptable – Completes reports so that they are organized and contain the necessary details that describe the crime scene and evidence collected.
- Superior – Reports are written in such a detailed and organized fashion that that the crime scene can be visualized by the reader. Describes and locates evidence that is observed/collected accurately. Goes to extra lengths to provide accurate details of evidence, blood spatter, etc.,

10. Report Writing: Grammar/Spelling – Evaluates the trainee's ability to use proper grammar when writing. Also indicates their ability to follow the rules of spelling. Indicates ability to neatly write the report.
    - Unacceptable – Reports contain an excessive number of misspelled words. Sentence structure is improper or the sentence written makes no sense at all, or contradicts other information without explanation.
    - Acceptable – Reports are legible. Grammar and spelling is at an acceptable level. Errors, if they occur in the report, do not impair an understanding of the report.
    - Superior – Reports are very neat and legible. They contain no spelling errors or errors concerning grammar. The report communicates to other readers what was observed and accomplished.

11. Report Writing: Appropriate Time Used – Evaluates the trainee's ability to write reports in an efficient manner concerning the length of time needed to complete an approvable report.
    - Unacceptable – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a working level Crime Scene Technician would take to complete the report. Is slowed down because of constant errors on reports requiring the trainee to complete rewrites of the report.
    - Acceptable – Completes reports within a reasonable amount of time.
    - Superior – Completes reports very quickly and thoroughly. Completes reports in the same amount of time as an experienced employee.

12. Crime Scene Assessment Skills – Evaluates the trainee's ability to evaluate the crime scene to determine what needs to be done and what order it needs to be done in. Demonstrates if the trainee can identify items at a crime scene or conditions that require a priority of processing over other things that need to be done.

- Unacceptable – Is not systematic and continually picks up evidence before locating it photographically and in their notes. Does not pay attention to perishable evidence (fibers that may blow away, fingerprints on a front door that may be disturbed by other police personnel, etc.). Cannot decide in what order to do things and continually has to be told by the trainer, step by step, what to do next. Frequently overlooks evidence.
- Acceptable – Understands that each crime scene is different and completes a thorough walk through of the scene to determine what needs to be done. Is systematic in planning what to do at the crime scene. Coordinates efforts with other personnel performing tasks at major crime scenes. Is aware of perishable evidence and takes appropriate steps to immediately protect or collect it. Not afraid to get dirty.
- Superior – Quickly assesses the crime scene noting any type of evidence that requires priority treatment. Is very thorough and detailed in the examination of the crime scene for physical evidence.

13. Radio Procedure – Evaluates the trainee's ability to pay attention to radio traffic and understand information that is being relayed to the trainee. Evaluates the trainee's ability to use the police radio in accordance with department directives. Evaluates the ability to communicate with others over the police radio.
    - Unacceptable – Does not understand or use 10 codes properly. Violates department policy on radio procedures. Repeatedly misses calls and does not accurately understand transmissions. Does not plan his radio transmissions. Over or under modulates. Improperly uses the microphone. Speaks too fast or too slowly.
    - Acceptable – Follows department procedures on radio communications. Understands the dispatcher and car-to-car traffic. Talks clearly and concisely. Maintains a proper radio volume when using the portable radio.
    - Superior – Has a superior working knowledge of 10 codes and radio procedures. Transmissions are well thought out and do not have to be repeated.

14. Digital Camera Operation – Evaluates the trainee's ability to correctly operate the digital camera. Is able to properly load and unload the disk. Is able to manipulate the various features on the camera to obtain clearly focused and properly lighted exposures of crime scenes and objects of focal interest. Is able to discern when to use the flash attachment.
    - Unacceptable – Does not understand how to use the camera. Is not able to manipulate the camera to obtain close up and distant shots.

Does not know how to load the disks. Does not know how or when to use the flash attachment.

- Acceptable – Understands the working parts of the camera. Is able to obtain photographs that are focused and centered. Understands how to load and unload the disk. Is able to utilize the flash attachment.
- Superior - Spends extra time learning the special function modes of the camera. Takes extra photographs to improve knowledge and skill. Produces photographs of excellent composition.

15. Crime Scene Photography – Evaluates the trainee's ability to correctly document a crime scene with the digital camera. Is able to properly assess the crime scene and determine the appropriate steps that should be taken to obtain clearly focused, well composed, properly lighted exposures of crime scenes and other focal objects.
    - Unacceptable – Has no concept of how to properly document the crime scene and obtain suitable images. Consistently uses improper documentation techniques (e.g., general to specific, use of scale, fill the frame). Does not understand how to correct settings in order to improve poorly exposed images. Fails to include all photographs that are essential to the investigation.
    - Acceptable – Understands how to properly document the crime scene and obtain suitable images.
    - Superior – Takes a methodical and systematic approach in documenting crime scenes. Takes additional images to ensure that all aspects of the investigation are thoroughly documented. Continuously studies and experiments with specialized photographic techniques.

16. Latent Print Processing - Evaluates the trainee's ability to properly develop and lift latent fingerprints on a variety of surfaces, and observes if the trainee properly completes the latent lift cards, noting exactly where each latent was lifted.
    - Unacceptable – Continually puts on too much powder, thereby distorting the fingerprints. Does not know how or have the physical dexterity to properly tape and lift fingerprints and place them on fingerprint cards. Continually forgets to initial the lifted prints or complete the fingerprint card correctly. Does not note exactly where the prints were lifted. Cannot lift palm, multiple fingerprints, shoe impressions, or fabric impressions with fingerprint tape.
    - Acceptable – Applies the proper amount of fingerprint powder and usually develops liftable prints. Properly completes the fingerprint card. Has learned how to complete lifts of large area lifts (i.e., shoes impressions, etc.)

- Superior – Easily picks up the techniques used to develop and lift fingerprints. Always initials the lifts and completes the back of the fingerprint card correctly. Obtains good lifts from rounded objects.

17. Hand Drawn Diagram/Sketch – Evaluates the trainee's ability to prepare a sketch of the crime scene and from this draw an accurate and scaled drawing indicating what the scene looked like and where relevant evidence was located at the crime scene. Evaluates the trainee's ability to prepare descriptive diagrams. Evaluates that the trainee is able to obtain accurate measurements from the crime scene.
    - Unacceptable – Incorrectly draws what the area or structure looks like. Places furniture and relevant evidence in wrong locations on the diagram. Cannot draw diagrams to scale. Consistently does not indicate the direction "North" on the diagram. Obtains incorrect measurements from the crime scene. Repeatedly fails to correctly complete the case identifiers on the diagram. Incorrectly labels rooms, which way doors open, or complete an accurate legend of the diagram.
    - Acceptable – Understands alternative methods of diagramming. Prepares diagrams that are neat and are an accurate representation of the crime scene.
    - Superior – Takes the time to ensure that everything in the diagram is to scale, including the furniture items, shrubs and trees. Draws the victim in the proper position ensuring that all body parts are drawn to scale and with the head, hands, and feet in the proper position. Goes to extra efforts to ensure the diagram is neat and very descriptive of what the crime scene looked like.

18. Time management – Evaluates the trainee's ability to properly utilize time effectively. Determines if the trainee has the ability to maximize the time available for tasks.
    - Unacceptable – Does not exhibit any time management skills that assist in completing tasks in a responsible length of time. Takes an inordinate amount of time to complete assignments. Shows frustration or confusion when placed under time constraints and begins cutting corners to meet time constraints.
    - Acceptable – Appropriately uses time to complete work within responsible lengths of time. All work is completed according to the procedures taught in a timely manner. Shows some ability to multi task and handle several tasks at one time. Shows good prioritization skills.
    - Superior – Is able to work under extreme pressure with little or no effect. Does all work correctly and faster than a normal trainee. Is

able to multi task easily and exhibits the ability to prioritize tasks appropriately.

19. Crime Scene Safety – Evaluates the trainee's ability to use universal precautions at all scenes. Determines whether a trainee has situational awareness in the field and relies on officers or detectives for protection.
    - Unacceptable – Never remembers to put on gloves or personnel protection prior to handling contaminated evidence. Does not request officers when responding to an unsecured scene.
    - Acceptable – Uses gloves and other protection, regardless of the visible contamination.
    - Superior – Always has gloves available and changes frequently. Takes officers with them when conducting investigations outside of secured scene or calls for officers to meet them prior to responding to unsecured scene.

20. Firearms Handling – Evaluates the trainee's knowledge of firearms, their ability to properly make them safe, and their overall understanding and implementation of firearms safety; Able to package firearms correctly.
    - Unacceptable – Does not understand how firearms operate. Is not able to safely unload a weapon. Points the weapon at others when handling it. Drops loaded weapon or handles with finger on trigger.
    - Acceptable – Is able to safely unload a weapon. Makes sure the weapon is pointed in a direction that is safe when working with it.
    - Superior – Has taken extra time to learn the nomenclature of weapons and understands how they function. Is cognizant of firearms safety and implements those procedure when handling weapons. Is adept at properly recovering weapons.

21. Evidence Collection Skills – Evaluates the trainee's ability to properly collect physical evidence. Evaluates the trainee's ability to follow department guidelines on handling contaminated evidence.
    - Unacceptable – Loses trace evidence by not collecting it properly. Does not separate evidence and contaminates it by allowing it to touch other evidence. Has to be told each time exactly how to collect the evidence step by step. Does not collect standards.
    - Acceptable – Uses proper collection methods when collecting a variety of evidence.
    - Superior – Takes extra time to ensure that evidence is collected properly. Protects themselves from contaminated material by wearing barrier protective gear at each crime scene that requires it.

22. Evidence Packaging Skills – Evaluates the trainee's ability to properly package, seal, mark, and label evidence that is collected. Tests the

trainee's knowledge of what packaging material is appropriate for each different type of evidence collected.

- Unacceptable – Uses inappropriate containers to package evidence. Does not label shoe and tire impression evidence so that the areas the imprints are on will not be disturbed. Fails to adequately protect shoe/tire impression casts to prevent breakage.
- Acceptable – Uses appropriate packaging material for evidence. Properly packages wet evidence. Appropriately separates property. Packages firearms correctly.
- Superior – Takes extra steps to protect evidence by marking packaging when appropriate as "fragile". Marks evidence correctly and marks on each bag what the items are that are collected, and where it was collected from along with the incident number, date, and their initials.

23. Common Sense/Good Judgment – Evaluates the trainee's ability to deal with a variety of problems while performing assigned duties. The trainee must be able to recognize a problem, identify possible alternatives and take the appropriate action. The trainee's actions must be in compliance with applicable laws, current rules and regulations, and be consistent with the goals and objectives of the department and training.
    - Unacceptable – Does not recognize limits of authority such as processing scenes without search warrants, consents, etc. Cannot identify alternative means of evidence collection or processing based on weather conditions or other adverse situations.
    - Acceptable – Appropriately uses discretion when in the presence of relatives or friends of a deceased victim. While performing assigned duties, is able to recognize the point at which alternative measures need to be implemented. Will ask questions when in doubt. Reports damaged or missing equipment.
    - Superior – Is able to implement alternative methods of processing or collection when confronted with a difficult scene. Uses innovative collection techniques when opportunities occur, that were not addressed in previous training.

- <u>RELATIONSHIPS</u>

24. With Citizens in General – Evaluates the trainee's ability to have positive contact with citizens from a wide range of educational, cultural, and ethnic backgrounds under a variety of circumstances. The trainee must treat all citizens with equal respect and courtesy. The same level and standard of service must be provided to all citizens in all neighborhoods.
    - Unacceptable – Is rude, uses ethnic slurs or profane language. Makes inappropriate comments or exhibits unprofessional demeanor

at a crime scene where deceased victim's friends or relatives are present.

- Acceptable – Uses common courtesy statements such as "please" and "thank you" and uses only the proper title and last name when speaking with a citizen. Explains actions when appropriate.
- Superior – Recognizes and controls own personal prejudices. Respectful to victims and calls for victim services when appropriate. When appropriate, explains the dimensions of their authority to gain compliance to accomplish their duties.

25. With Other Department Members – Evaluates the trainee's ability to effectively communicate with other civilian members, officers, and superiors. Trainees will be working closely with others while performing assigned duties. When the trainees are able to relate well, the work environment is generally more positive, enjoyable and productive.
    - Unacceptable – Makes derogatory comments or criticisms of other members. Is sullen and uncooperative. Refuses to communicate or fails to follow instructions or requests by on-scene detectives, supervisors, or trainers.
    - Acceptable – Trainee positively interacts with other members and shares relevant information at crime scenes. Provides supervisor feedback to assess team progress.
    - Superior – Trainee is a team member and goes out of the way to assist other members even though it adds to their workload.

- <u>SPECIAL TECHNIQUES</u>

This category assesses the trainee's ability to perform special techniques that are required to document or collect physical evidence. Because the techniques are numerous, they will not all be listed. The trainer will be required to write down the type of technique in the blank boxes in this section. Some examples of techniques that may be listed are as follows:

1. Mikrosil casting
2. Gunshot residue collection
3. Casting tire/shoe impressions
4. Lifting fabric impressions
5. Ultraviolet photography
6. Painting with light
7. Operation of forensic light source
8. Operation of the metal detector
9. Bite mark evidence
10. Obtaining deceased prints
11. Cylinder diagram preparation

12. Photographing fingerprints
13. Luminol applications
14. Obtaining fingernail scrapings
15. Collecting arson related evidence
16. Handling money and valuables

- Unacceptable – The trainee is not learning the technique after being shown how to complete the task several times. In the narrative on the call to call description of what they are doing at each crime scene, describe what they are and are not doing correctly. Remember certain tasks take longer to learn (camera operations, forensic light source, etc.).
- Acceptable – The trainee is learning the technique at an acceptable learning pace or they can complete the task with minimal coaching.
- Superior – The trainee quickly catches on how to perform the task and does so with no mistakes after being trained.

In this category it cannot be stressed enough that the <u>documentation must be present</u> to verify why the trainee was rated at a certain level.

# 5 WEEKLY TRAINEE EVALUATION REPORT

## 5.1 Introduction

The trainer will complete a Weekly Evaluation Report on the progress of the trainee, with appropriate comments by the supervisor. The weekly report will encapsulate the strengths and weaknesses of the trainee and will be used as a form of feedback for the trainee so that the weak areas can be strengthened. This report will give an overview of the week's training of the trainee. Most importantly, this report should address what steps will be initiated to improve the trainee's performance in any weak areas documented. The Individual Career Progression Training Record will be attached to the Weekly Evaluation when submitted to the supervisor.

## 5.2 Instructions for Completion

The trainer will complete the top portion of the form with the trainee's name, trainer's name and dates covered by the report. The trainer will then complete, in narrative format, the strengths and weaknesses of the trainee during that rating period. The type of training, whether initial or remedial, will be detailed in narrative fashion. The back of the form may be used for extensive narratives.

The supervisor, trainer, and trainee will review this report on a weekly basis to ensure that everyone knows what the trainee's progress is and what needs to be accomplished in the upcoming week to further the training process. If remedial training needs to be given, this needs to be addressed, scheduled, and documented. The supervisor will add pertinent comments in the appropriate section. All three parties will also sign the Weekly Evaluation Report. The Weekly Evaluation Report and Individual Career Progression Training Record will be returned and retained in the trainee's notebook.

# 6 INDIVIDUAL CAREER PROGRESSION TRAINING RECORD

## 6.1 Introduction

The purpose of the Individual Career Progression Training Record is to document training given to a trainee in each technique utilized by the Section. The report also documents which trainer provided the training and date given. Different types of scenes are documented to ensure each trainee is exposed to the widest range of scenarios while in training.

## 6.2 Instructions for Completion

In each category the trainer will indicate on the form the date the training was given and who the instructor was. The trainee who receives the training will initial in the space so marked acknowledging that training was received. This form is also to be used to ensure the trainer covers all areas of training and does not overlook any training category. This form will be forwarded by the trainer each week and submitted along with the weekly evaluation. The Individual Career Progression Training Record will be passed on to the next trainer when trainers are changed out. Upon completion, the report will be maintained in the trainee's notebook.

## 7 COMPETENCY EXAMINATION

### 7.1 Introduction

Each trainee must pass a comprehensive competency examination before being authorized to conduct independent casework. This examination will usually be given during the last week (Week 10) of training. If the trainers have enough supporting documentation, the examination may be given at an earlier date. Due to the many techniques covered by the examination, it is anticipated to take an entire week to complete.

### 7.2 Instructions for Completion

Each trainee will be tested by the supervisor or designated trainer in each of the techniques identified as required for initial training. The trainee must pass all identified techniques before completion of training. If a trainee fails one of the techniques, the examination will be stopped, additional training provided, and the examination resumed when the trainee has mastered that technique. Details of the remedial training should be included on the Daily Observation Report during field training or prepared memorandum during Week 10.

Upon successful completion of the competency examination, the supervisor will complete an Employee Authorization form recommending the trainee be approved to conduct independent casework. This form must be positively endorsed by the Technical Lead, supervisor, and the Laboratory Director before the trainee can perform independent casework.