

Foray Digital Workplace Training Plan

History: Created on 3/26/14

Reference: Idaho State Police Forensic Service Latent Section Training Manual Section 15

1. Introduction:

Trainees being trained under only this training plan must complete the evidence handling, health and safety, quality, ethics, general forensic knowledge, and courtroom testimony/mock trial portion of another ISPFs training plan. If this training plan is being used as an additional training tool, there are no additional requirements in these areas.

- 1.1 All analysts utilizing imaging technologies shall be trained and tested for competency in the standard operating procedures and the operation of the relevant imaging technologies.
- 1.2 Formal training may be modified at the discretion of the Section Supervisor dependent upon previous training and/or experience.
- 1.3 Recommended formal training consists of:
 - 1.3.1 Reviewing the ISPFs Latent Print Section Digital Imaging Procedure.
 - 1.3.2 Reviewing the Digital Workplace User manual or equivalent.
 - 1.3.3 Review of relevant chapters of the Adobe Photoshop Users Manual and/or completion of a digital imaging course that utilizes Adobe Photoshop.
 - 1.3.4 Satisfactory creation and digital processing of a mock-case using Digital Workplace and Adobe Photoshop software or equivalent software.
 - 1.3.5 Satisfactory completion of a written test.
- 1.4 Competency testing shall be repeated when significant changes in hardware or software are made (e.g. manufacturer/vendor changes).

| <u>2. Training record, Required Reading</u> | Trainee / Completion Date |
|--|----------------------------|
| 2.1 Latent Print Section AM Section 11. 1 | _____ / _____ |
| 2.2 Foray ADAMS User Manual Forensic Image Tracking System Pages 1- 6 | _____ / _____ |
| 2.3 Review Current Adobe Photoshop Users Manual. | _____ / _____ |
| 2.4 Practical Exercises | Supervisor / Date / P or F |
| 2.4.1 Digital Acquisition from folder | _____ / _____ / _____ |
| 2.4.2 Digital Image Processing | _____ / _____ / _____ |
| 2.4.3 Competency test on Digital Imaging System. The analyst will independently capture, process, and document 2 digital images. | _____ / _____ / _____ |