



Idaho State Police Forensic Services

EVIDENCE TRAINING MANUAL

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Revision History

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Evidence Training Manual

Revision 2

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1.0 Introduction

Within the Idaho State Police Forensic Services (ISPFS) Laboratories (Labs), a Forensic Evidence Specialist (FES) is the face of the lab, greeting everyone that enters the lab, answering phones and controlling all access to submitted evidence, except when it is in the custody of an analyst.

The training program is designed for the trainee who has little or no prior background or experience in laboratory evidence handling and custody control. It consists of a series of modules that is intended to prepare the trainee with the practical laboratory background, along with observation and hands on training, necessary to accept evidence into the lab and return it to the submitting agencies. This includes acquiring all needed information about a case and the submitted items necessary for analysis and tracking, then entering this into the Idaho Laboratory Information Management System (ILIMS). Knowledge on evidence preservation while in the lab, such as:

- Correct packaging and storage conditions.
- Chain of Custody tracking from the time evidence is submitted into the lab, until it is returned to the agency.
- Tracking of sexual assault cases in the Idaho Sexual Assault Kit Tracking (IKTS) program.
- Updating DUI cases with the Idaho Administrative License Suspension (ALS).
- Submission and return of Breath Alcohol Instruments for periodic system updates and calibration and entering individuals.
- Requesting the Idaho State Police Online Blood Alcohol Training.

The modules outlined are the minimum requirements for completion of training. Additional exercises or readings may be assigned at the discretion of the supervisor and/or trainer if necessary. Training may also be abbreviated for trainees with prior experience and training and for those who will perform only limited duties. The background and experience will be assessed by the supervisor and/or trainer. The modules have no particular order of completion. Depending on the needs of the laboratory and the trainee's experience level, certain modules may be prioritized and at their completion, the trainee may be allowed to perform limited work in that area.

The acceptance criteria for written/verbal exams will be a minimum passing score of 80%. The hands-on exercises will be reviewed by the trainer and/or supervisor and a pass/fail determination will be made. When demonstrating hands-on exercises, the trainee should demonstrate the appropriate knowledge, skills and abilities applicable to the exercise procedure in order to pass.

This training program is estimated to last 3 to 5 months. The actual pace of instruction is dictated by the needs of the agencies and the Trainee's progress and demonstrated proficiency.

2.0 Roles and Responsibilities

2.1 Supervisor

2.1.1 The supervisor shall work in coordination with the Trainer to set up a training timeline and monitor the progress of the Trainee.

2.2 Trainer

2.2.1 The Trainer in coordination with the supervisor, will be responsible for assigning training modules and working with the trainee through the trainees' observation and hands on training of each module. The actual timeline for the modules will depend greatly on the needs of the agencies.

2.3 Trainee

2.3.1 All steps of the training will be documented and the Trainee is responsible for maintaining a notebook or binder of all training information and documents generated. This binder will assist in verifying the trainees' progress during training and will serve as a useful reference following the training program. Due to the nature of the FES position and the fact that some of the training must be done as the opportunity presents itself, the observation and hands on training will switch back and forth between all aspects of the training program. During most of the training, the Trainee will be working one on one with the Trainer and will be able to discuss any area(s) in which they may be experiencing difficulty.

3.0 Module 1 Laboratory Introduction

3.1 Background and Theory

- 3.1.1 Within the Idaho State Police (ISP) there are three Forensic Services Labs, located in Meridian, Pocatello and Coeur d'Alene. The function of the labs is to provide fair and impartial scientific analysis to the criminal justice system. Although not all services are available at every lab, examinations, assistance and testimony are offered in the following areas: controlled substances, latent prints, biology (screening and DNA), DNA database, crime scenes, clandestine laboratories, toxicology, blood/breath alcohol, questioned documents, firearms and toolmark analysis. In addition, ISPFS provides training to law enforcement agencies, attorneys and medical personnel.
- 3.1.2 Beginning in 1987, all three labs were accredited by the American Society of Crime Laboratory Directors – Laboratory Accreditation Board (ASCLD-LAB). In 2017 the labs accreditation transitioned to the American Association for Laboratory Accreditation (A2LA). Laboratory accreditation is granted to those that meet required quality assurance (QA) standards and it helps to provide confidence in the quality of work generated by a lab. QA covers the overall laboratory system and includes measures taken by the lab to monitor, verify and document performance to demonstrate that a product or service meets specified requirements for quality. Quality control (QC) includes activities done to ensure that a product or service meets specified quality standards. QC is a functional check on QA. In addition to equipment and methods, quality standards also apply to lab staff. Those working in the lab must take a scientific and objective approach to their work, which means being unbiased, using control and reference samples and keeping accurate records. Both organizations and individuals continue to be challenged to reach higher quality standards.
- 3.1.3 This part of the training program is designed to familiarize the Trainee with necessary background information regarding employment with the ISP and the ISPFS lab system. It will acquaint the Trainee with other disciplines within the labs, procedures and quality requirements for the lab system, customer service, ethics and the health and safety requirements for working in the lab.

3.2 Objectives, Principles, and Knowledge

- 3.2.1 To gain familiarity with the ISP as an organization, the ISPFS labs, the FES position and the policies and procedures which guide the lab operations.
- 3.2.2 The FES's should have an understanding of ISP and ISPFS, which may include, but is not limited to the following:
- 3.2.2.1 Orientation to ISP/ISPFS lab

- 3.2.2.2 Organizational structure, chain of command and policies and procedures.
- 3.2.2.3 Security and confidentiality issues (access codes, visitors, communications and data privacy)
- 3.2.2.4 QA/QC
- 3.2.2.5 Health and safety guidelines (universal precautions, bloodborne pathogens, chemical hygiene, biohazard disposal, decontamination and vaccinations)
- 3.2.2.6 Location and use of safety equipment
- 3.2.2.7 Ethics in forensic science
- 3.2.2.8 Introduction to other forensic disciplines
- 3.3 Reading and Practical Exercises
 - 3.3.1 ISP Employee Handbook (Quick Links on the ISP Intranet site)
 - 3.3.2 ISPFS Quality Procedure Manual (Documents Section of Qualtrax)
 - 3.3.3 ISPFS Health and Safety Manual (Documents Section of Qualtrax)
 - 3.3.4 ISPFS strategic plan
 - 3.3.5 BEAST (ILIMS) User's Manual (ISP Intranet Site Quick Links/Knowledge Base/Forensics/ BEAST Manual)
 - 3.3.6 ILIMS Prelog Manual (Documents Section of Qualtrax)
 - 3.3.7 Various outlined chapters for general overview of forensic science disciplines.
- 3.4 Competency
 - 3.4.1 Core Training signed off by Trainer and/or Supervisor

4.0 Module 2 Front Office Responsibilities

4.1 Background and Theory

- 4.1.1 ISPFS has three locations: Coeur d'Alene, Meridian and Pocatello. Although procedures for working with the evidence is the same in all of the labs, there are several day to day routines that are done differently in each lab.

4.2 Objectives, Principles, and Knowledge

- 4.2.1 Become competent with the front office responsibilities in assigned lab.

4.3 Health and Safety Hazards

- 4.3.1 Become familiar with the storage areas for Personal Protective Equipment (PPE) (lab coats, gloves, NARCAN® Nasal Spray)

4.4 Practical Exercises

- 4.4.1 Observe trainer arm, enter and unarm the lab and the vaults a minimum of 5 times.
- 4.4.2 Observe trainer start and operate general equipment (computers, scanners, lights, etc.) a minimum of 5 times.
- 4.4.3 Observe trainer log a minimum of 10 subpoenas from a minimum of 4 different counties.
- 4.4.4 Observe trainer assist a minimum of 5 internal and 10 external customers
- 4.4.5 Observe trainer answer the phone and assist the calling party a minimum of 10 times.
- 4.4.6 Observe while the trainer identifies all of the vault storage areas a minimum of 5 times.
- 4.4.7 Observe while the trainer explains the lab's shipping routine.
- 4.4.8 Observe while the trainer identifies the locations of the lab supply storage (office supplies, shipping needs, etc.) and as they are utilized a minimum of 3 times.
- 4.4.9 Observe while the trainer explains the division of the daily FES tasks in assigned lab
- 4.4.10 Observe while the trainer explains other lab specific responsibilities if applicable.

4.5 Competency

- 4.5.1 Demonstrate arming, entering and unarming the lab and the vaults a minimum of 5 times.
- 4.5.2 Demonstrate how to start and operate general equipment (computers, scanners, lights, etc.) a minimum of 5 times.
- 4.5.3 Log a minimum of 10 subpoenas from a minimum of 4 different counties.
- 4.5.4 Assist a minimum of 5 internal and 10 external customers, under the observation of the trainer.
- 4.5.5 Answer the phone and assist the calling party a minimum of 10 times, under the observation of the trainer.

- 4.5.6 Identify all of the vault storage areas a minimum of 5 times, under the observation of the trainer.
- 4.5.7 Make note of the lab's shipping routine in the trainee binder as explained by the trainer.
- 4.5.8 Identify the locations of the lab supply storage (office supplies, shipping needs, etc.) as supplies are needed, a minimum of 3 times, under the observation of the trainer.
- 4.5.9 Make note of the division of the daily FES tasks in assigned lab in the trainee binder as explained by the trainer.
- 4.5.10 Make note of other lab specific responsibilities if applicable, in the trainee binder as explained by the trainer.
- 4.6 Assessment
 - 4.6.1 Signed off by trainer and/or supervisor.

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5.0 Module 3 Receiving, Returning and Intra-Lab Transfer of Evidence

5.1 Background and Theory

5.1.1 ISPFS utilizes the ILIMS computer lab tracking system. A component of this system (BEAST) is used at all Idaho evidence submitting agencies. The case information is entered by an agency into the "PreLog" system and a paper barcoded form is generated and placed with the case evidence being submitted to the lab. When the evidence is received in person or by courier, the PreLog barcode is scanned into the lab system and is assigned a unique lab case and item number(s). It generates barcoded labels for each item of evidence and tracks the movement of the item within the lab with an internal chain of custody (COC). It maintains case information, including analyses requested, sexual assault kit serial numbers, case status, testing reports and is also equipped to receive and open scanned case information, such as agency reports. It will create a variety of reports such as items ready to be returned to the agency and those ready to be transferred to an internal lab. There are several search functions available as well.

5.2 Objectives, Principles, and Knowledge

5.2.1 To acquaint the trainee with the proper procedures to receive submitted case evidence and return case evidence.

5.2.1.1 To familiarize the trainee with the proper procedures to receive submitted case evidence.

5.2.1.2 Returning the evidence to the submitting agency in person or by courier in the ILIMS system.

5.2.1.3 Become competent with the use of the ILIMS system.

5.3 Health and Safety Hazards

5.3.1 Use of PPE when handling evidence

5.4 Reading and Practical Exercises

5.4.1 ISPFS Evidence Procedures Manual

5.4.1.1 Module #1 Receiving Evidence

5.4.1.2 Module #2 Returning or Intra-Lab Transfer of Evidence

5.4.1.3 Module #5 New Case Without a PreLog

5.4.1.4 Module #6 Prelogged Case Without a PreLog Form

5.4.2 Observe trainer receive a minimum of 10 different types of agency cases in person and a minimum of 10 different types by courier.

5.4.3 Observe trainer receive or demonstrate how to receive a minimum of 3 different types of cases without the PreLog form.

- 5.4.4 Observe trainer receive or demonstrate how to receive a minimum of 3 different types of new cases without being prelogged first.
- 5.4.5 Observe trainer return a minimum of 10 different types of cases to agencies in person.
- 5.4.6 Observe trainer ship a minimum of 10 different types of cases to agencies by courier.
- 5.5 Competency
 - 5.5.1 Receive a minimum of 10 different types of agency cases in person and a minimum of 10 different types by courier under the observation of the trainer.
 - 5.5.2 Receive or demonstrate how to receive a minimum of 3 different types of cases without the PreLog form under the observation of the trainer.
 - 5.5.3 Receive or demonstrate how to receive a minimum of 3 different types of new cases without being prelogged first, under the observation of the trainer.
- 5.6 Assessment
 - 5.6.1 Signed off by trainer and/or supervisor
 - 5.6.2 Test - Written

6.0 Module 4 Unlogged Evidence

6.1 Background and Theory

- 6.1.1 To acquaint the trainee with the proper procedures of when to receive problematic case evidence and when to return problematic case evidence. These cases may include, but are not limited to cases that are missing information, are improperly packaged and/or have items that do not need tested.

6.2 Objectives, Principles, and Knowledge

- 6.2.1 Understand the criteria required for submittal into the lab.

6.3 Health and Safety Hazards

- 6.3.1 Use of PPE when handling evidence

6.4 Reading and Practical Exercises

- 6.4.1 ISPFS Evidence Procedures Manual Module #3 Unlogged Evidence
- 6.4.2 ISPFS Quality Manual Section 5.8 Handling of Test and Calibration Items (Evidence Handling) 15.8.1.a.5 through 15.8.1.b.3
- 6.4.3 Observe trainer process or demonstrate processing a minimum of 3 different problematic unlogged cases.

6.5 Competency

- 6.5.1 Process or demonstrate processing a minimum of 3 different problematic unlogged cases, under the observation of the trainer.

6.6 Assessment

- 6.6.1 Signed off by trainer and/or supervisor
- 6.6.2 Test - Written

7.0 Module 5 Exceptions to the Evidence Process

7.1 Background and Theory

- 7.1.1 Proficiency Tests, Firearms Submissions, Breath Alcohol Instruments, Destruction or Training Retention of Evidence, Idaho Administrative License Suspension (ALS) and Sexual Assault Evidence Collection Kits (SAECK) are all handled slightly different in the processing of evidence.
 - 7.1.1.1 Proficiency Tests are submitted by the ISPFS Quality Manager
 - 7.1.1.2 All Firearms must be safety checked by someone within ISP qualified to perform the safety check. When submitting in ILIMS this must be verified when answering the sealed or unsealed question.
 - 7.1.1.3 Breath Alcohol Instruments are processed and tracked in ILIMS, however, they are not considered evidence and do not have a COC.
 - 7.1.1.4 The only evidence destroyed or retained by ISPFS are proficiency tests, competency tests and accident victim kits. These must be processed with a witness present.
 - 7.1.1.5 All cases with a DUI charge must list the "Idaho Transportation Department ALS" in the case file distribution list in ILIMS.
 - 7.1.1.6 SAECK's must have the kit serial number entered in ILIMS and must be verified when answering the sealed or unsealed question. They also must be entered into the Idaho Sexual Assault Kit Tracking System (IKTS).

7.2 Objectives, Principles, and Knowledge

- 7.2.1 These cases are the only standard exceptions to the evidence processing. Other exceptions may present themselves and should only be processed after consulting with a supervisor.

7.3 Health and Safety Hazards

- 7.3.1 Use of PPE when handling evidence

7.4 Reading and Practical Exercises

- 7.4.1 ISPFS Evidence Procedures Manual
 - 7.4.1.1 Module #4 Proficiency Tests
 - 7.4.1.2 Module #7 Firearms Submissions
 - 7.4.1.3 Module #8 Breath Alcohol Instruments
 - 7.4.1.4 Module #9 Destruction or Training Retention of Evidence
 - 7.4.1.5 Module #12 Idaho Administrative License Suspension (ALS)
 - 7.4.1.6 Module #14 Idaho Sexual Assault Kit Tracking (IKTS)
- 7.4.2 Observe trainer process or demonstrate processing a minimum of 2 different cases from each of the following exceptions:

- 7.4.2.1 Proficiency Tests
- 7.4.2.2 Firearm Submissions
- 7.4.2.3 Breath Instruments
- 7.4.2.4 Destroyed or Training Retention
- 7.4.2.5 DUI
- 7.4.2.6 Sexual Assault
- 7.5 Competency
 - 7.5.1 Process or demonstrate processing a minimum of 2 different cases from each of the following exceptions, under the observation of the trainer:
(This competency exercise is Pass/Fail.)
 - 7.5.1.1 Proficiency Tests
 - 7.5.1.2 Firearm Submissions
 - 7.5.1.3 Breath Instruments
 - 7.5.1.4 Destroyed or Training Retention
 - 7.5.1.5 DUI
 - 7.5.1.6 Sexual Assault
- 7.6 Assessment
 - 7.6.1 Signed off by trainer and/or supervisor

8.0 Module 6 Evidence Check Out and Back In for Analysis

8.1 Background and Theory

8.1.1 The FES, using the ILIMS system, transfers custody of the evidence to the analyst.

8.2 Objectives, Principles, and Knowledge

8.2.1 By using the ILIMS system, ISPFS is able to track the custody and timeline of each item of evidence within the lab(s).

8.2.1.1 Using this type of system not only helps with inventories and audits within our labs, it is also beneficial for tracking when analyzed cases go to court.

8.3 Health and Safety Hazards

8.3.1 Use of PPE when handling evidence

8.4 Reading and Practical Exercises

8.4.1 Read ISPFS Evidence Procedures Manual, Module #10 Evidence Check Out and Back In for Analysis

8.4.2 Observe trainer check out evidence to an analyst a minimum of two times for each discipline within the trainee's assigned lab.

8.4.3 Observe trainer check evidence back in from an analyst a minimum of two times for each discipline within the trainee's assigned lab.

8.5 Competency

8.5.1 Check out evidence to an analyst a minimum of twice for each discipline within the trainee's assigned lab, under the observation of the trainer.

8.5.2 Check evidence back in from an analyst a minimum of two times for each discipline within the trainee's assigned lab, under the observation of the trainer.

8.6 Assessment

8.6.1 Signed off by trainer and/or supervisor

9.0 Module 7 Evidence Ready to Return or Intra-Lab Transfer

9.1 Background and Theory

9.1.1 ISPFS does not store evidence for agencies. The “Goback” and “Forward Evidence” reports are two custom reports in the ILIMS system that the FES uses to pull evidence that is ready to return to the agency or to be transferred to another lab for further analysis.

9.2 Objectives, Principles, and Knowledge

9.2.1 Using these reports aid in moving evidence through the lab system and back to the submitting agencies or to another lab.

9.2.2 Depending on the trainee’s assigned lab, this may involve scanning the items in the ILIMS system and physically moving the items to another location in the vault.

9.3 Health and Safety Hazards

9.3.1 Use of PPE when handling evidence

9.4 Reading and Practical Exercises

9.4.1 Read ISPFS Evidence Procedures Manual, Module #11 Goback and Forward Evidence Reports.

9.4.2 Observe trainer open and print both reports and use it to identify evidence, as per assigned lab, to be sent back or transferred a minimum of 5 times.

9.5 Competency

9.5.1 Open and print both reports a minimum of 3 times and use it to identify evidence as per assigned lab, to be sent back or transferred.

9.6 Assessment

9.6.1 Signed off by trainer and/or supervisor.

10.0 Module 8 Receiving and Returning Breath Alcohol Instruments

10.1 Background and Theory

10.1.1 ISPFS offers calibration and program update services for breath alcohol instruments to law enforcement agencies in Idaho.

10.2 Objectives, Principles, and Knowledge

10.2.1 Breath alcohol instruments are submitted and returned using ILIMS.

Although the breath instruments are not considered evidence, they are tracked like evidence while in the labs, requiring each instrument to have its own barcoded label.

10.3 Health and Safety Hazards

10.3.1 N/A

10.4 Reading and Practical Exercises

10.4.1 Read ISPFS Evidence Manual, Module #8 Breath Alcohol Instruments

10.4.2 Observe trainer process or demonstrate processing a minimum of 3 in person breath instrument submissions.

10.4.3 Observe trainer process or demonstrate processing a minimum of 3 in person breath instrument returns.

10.4.4 Observe trainer process or demonstrate processing a minimum of 3 shipped breath instrument submissions.

10.4.5 Observe trainer process or demonstrate processing a minimum of 3 shipped breath instrument shipped returns.

10.5 Competency

10.5.1 Receive or demonstrate how to receive a minimum of 3 in person breath instrument submissions, under the observation of the trainer.

10.5.2 Receive or demonstrate how to receive a minimum of 3 shipped breath instrument submissions, under the observation of the trainer.

10.5.3 Receive or demonstrate how to return a minimum of 3 in person breath instrument submissions, under the observation of the trainer.

10.5.4 Receive or demonstrate how to return a minimum of 3 shipped breath instrument submissions, under the observation of the trainer.

10.6 Assessment

10.6.1 Signed off by trainer and/or supervisor

10.6.2 Test - Written

11.0 Module 9 Retrievable Information for the Idaho Transportation Department ALS

11.1 Background and Theory

11.1.1 The State of Idaho tracks all DUI cases. ISPFS is responsible for making sure that ALS has the ability to track and obtain the report for each DUI case submitted into our lab system.

11.2 Objectives, Principles, and Knowledge

11.2.1 At the present time ISPFS has one FES that is the contact person for ALS, however, all FES need to be aware of how this process works.

11.3 Health and Safety Hazards

11.3.1 N/A

11.4 Reading and Practical Exercises

11.4.1 Read ISPFS Evidence Procedures Manual, Module #12 Idaho Administrative License Suspension (ALS).

11.4.2 Observe trainer locate and demonstrate how to add an agency to the "Distribution" list in BEAST, a minimum of 3 times.

11.5 Competency

11.5.1 Locate and demonstrate how to add an agency to the "Distribution" list in BEAST, a minimum of 3 times, under the observation of the trainer.

11.6 Assessment

11.6.1 Signed off by trainer and/or supervisor.

12.0 Module 10 Registration for Canvas (Breath Alcohol Training)

12.1 Background and Theory

12.1.1 ISPFS offers online breath alcohol training for law enforcement officers.

12.2 Objectives, Principles, and Knowledge

12.2.1 At the present time almost all of the registration for this online course is mediated by an analyst, however, all FES need to be aware of how this process works.

12.3 Health and Safety Hazards

12.3.1 N/A

12.4 Reading and Practical Exercises

12.4.1 Read ISPFS Evidence Procedures Manual, Module #13 Canvas.

12.4.2 Secure login for Canvas and set password.

12.4.3 Observe trainer register or demonstrate how to register an officer for the online course a minimum of 3 times.

12.5 Competency

12.5.1 Register or demonstrate how to register an officer for the online course for the trainer a minimum of 3 times.

12.6 Assessment

12.6.1 Signed off by trainer and/or supervisor.

13.0 Module 11 Tracking of Sexual Assault Evidence Collection Kits (SAECK's) in IKTS.

13.1 Background and Theory

13.1.1 ISP created the first online SAECK tracking system in the nation and it has been in use since January of 2017. Every SAECK distributed by ISP has its own unique serial number that is entered into the system. This allows the agency, victim, county prosecutor's office and the lab to track the testing progress of the kit.

13.2 Objectives, Principles, and Knowledge

13.2.1 All testing on the kits is performed at the Meridian Lab and most of the tracking is done within that lab. Occasionally a kit will be submitted to one of the other labs, making it essential that all of the FES's know how this process works.

13.3 Health and Safety Hazards

13.3.1 N/A

13.4 Reading and Practical Exercises

13.4.1 Read ISPFs Evidence Procedures Manual, Module #14 Idaho Sexual Assault Kit Tracking (IKTS)

13.4.2 Secure login for IKTS and set password.

13.4.3 Observe trainer enter information or demonstrate how to enter information into IKTS a minimum of 5 times.

13.5 Competency

13.5.1 Enter information or demonstrate how to enter information into IKTS for the trainer a minimum of 5 times.

13.6 Assessment

13.6.1 Signed off by trainer and/or supervisor.

13.6.2 Test - Written