



Idaho State Police Forensic Services

EVIDENCE TRAINING MANUAL

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Revision History

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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 will assist trainees with little or no laboratory experience; evidence handling and custody control. It consists of modules intended to prepare the trainee with practical laboratory background, observation and hands on training necessary to accept evidence into the lab and return it to the submitting agencies. The acquired knowledge will include reviewing all needed information about a case and the submitted items necessary for analysis and tracking, before entry into the Idaho Laboratory Information Management System (ILIMS). Understanding of evidence preservation while in the lab, such as:

- Correct packaging and storage conditions.
- Chain of custody tracking as evidence internally moves through the lab, until it is returned to the agency.
- Tracking of sexual assault cases in the Idaho Sexual Assault Kit Tracking (IKTS) program.
- Reviewing 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.
- Requests for (or registering officer for) the Idaho State Police Online Blood Alcohol Training.
- Proper handling of submissions requesting questioned document examination.

Completing the modules meets the minimum requirement of training. Additional exercises or reading may be assigned at the discretion of the supervisor and/or trainer. The supervisor and/or trainer may allow abbreviated training for trainees with prior experience and training, and for those who will perform only limited duties. The supervisor and/or trainer will assess the trainee's background and expertise before a shortened training program is permitted. The modules have no particular order of completion. The trainer may weigh the needs of the laboratory and the trainee's experience level to prioritize specific modules, and at their completion, the trainee may be allowed to perform limited work in that area.

The written/verbal exams must be 80% or above to pass. Hands-on exercises will be pass/fail and be determined by the trainer and or/supervisor. To pass, the trainee shall prove appropriate knowledge and abilities for the procedure when demonstrating hands-on exercises. Three to five months is a guideline for program completion. The needs of the agencies and the trainee's demonstrated proficiency will dictate the actual pace of instruction.

2.0 Roles and Responsibilities

2.1 Supervisor

2.1.1 The supervisor shall coordinate with the trainer to set a training timeline and monitor the trainee's progress.

2.2 Trainer

2.2.1 In coordination with the supervisor, the trainer will assign modules and work through the observation and hands on training sections with the trainee. Direction and instruction shall be given with detail of the operation as well as the philosophy behind the material. The actual timeline for the modules will depend significantly on the assigned laboratory needs and the trainee's capabilities.

2.3 Trainee

2.3.1 The trainee will maintain a notebook or binder documenting the training process and keeping information and documents generated throughout. This binder will assist in verifying the trainee's progress and serve as a helpful reference following completion. Due to the nature of the FES position, observation and hands on training will switch back and forth as time and opportunities permit. The trainee will consistently work one-on-one with the trainer and will be able to discuss any area(s) in which they experience difficulty.

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3.0 Module 1 Laboratory Introduction

3.1 Background and Theory

- 3.1.1 Within the Idaho State Police (ISP) 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, toolmark analysis, arson (fire debris) and digital forensics. In addition, ISPFS provides training to law enforcement agencies, attorneys and medical personnel.
- 3.1.2 The American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD-LAB) accredited all three labs in 1987. In 2017, the labs' accreditation transitioned to the American Association for Laboratory Accreditation (A2LA). Laboratories that meet required quality assurance (QA) standards receive this accreditation, which 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 to ensure that a product or service meets established 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 section introduces the trainee to the 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 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 staff should understand 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
- 3.2.2.9 Courtroom testimony
 - 3.2.2.9.1 Future structured testimony training strongly recommended

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 (Quick Links on the ISP Intranet site)
- 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 ISPFS Evidence Procedures Manual (Documents Section of Qualtrax)
- 3.3.8 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. The lab system has set requirements on evidence handling and ILIMS entry procedures, however, each lab may have unique required tasks. Training in those unique tasks require the trainee to contact and interview appropriate personnel to gain fundamental understanding of the task(s) to perform them if the opportunity arises.

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 the trainer arm, disarm, and enter the lab and the vault area(s) at least five times.

4.4.2 Observe the trainer starting and operating general equipment (computers, scanners, lights, and other daily-use equipment) at least five times.

4.4.3 Observe the trainer enter at least ten subpoenas from four counties.

4.4.4 Observe the trainer assist at least five internal and ten external customers.

4.4.5 Observe the trainer answer the phone and assist the calling party at least ten times.

4.4.6 Observe and note while the trainer identifies the vault storage areas and what/how each is specifically utilized at least five times.

4.4.7 Observe and note while the trainer explains the lab's shipping routine.

4.4.8 Observe and note while the trainer identifies the locations of the lab supply storage (office supplies, shipping needs, site specific) as utilized at least three times.

4.4.9 Observe and note while the trainer explains the division of the daily FES tasks in assigned lab.

4.4.10 Observe and note while the trainer explains other lab specific responsibilities if applicable.

4.5 Competency

4.5.1 Demonstrate arming, unarming, and entering the lab and vault area(s) at least five times.

4.5.2 Demonstrate how to start and operate general equipment (computers, scanners, lights, and other daily use equipment) at least five times.

- 4.5.3 Enter at least ten subpoenas from four counties under the trainer's observation.
- 4.5.4 Assist at least five internal and ten external customers, under the trainer's observation.
- 4.5.5 Answer the phone at least ten times and assist the calling party under the trainer's observation.
- 4.5.6 Using the trainee binder, identify all vault storage areas and what/how each is specifically used, allowing the trainer to review and approve once complete.
- 4.5.7 Using the trainee binder, describe the lab's shipping routine as explained by the trainer, allowing the trainer to review and approve once complete.
- 4.5.8 Identify the locations of the lab supply storage (office supplies, shipping needs, site specific) at least three times under the trainer's observation.
- 4.5.9 Using the trainee binder, describe the division of daily FES tasks in the assigned lab, as explained by the trainer.
- 4.5.10 Using the trainee binder, describe other lab specific responsibilities, if applicable, as explained by the trainer.
- 4.6 Assessment
 - 4.6.1 Signed off by trainer and/or supervisor
 - 4.6.2 Written trainer notes and observations shall accompany sign off acknowledgement.

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. All Idaho evidence-submitting agencies use a component of this system (BEAST). An agency enters its case information into the “PreLog” system. The entry generates a barcoded form and is submitted to the appropriate lab with the case evidence. When the evidence is received in person or by courier, the PreLog barcode is scanned into the lab system, and a unique lab case and item number(s) are assigned. Barcoded labels that shall be affixed to each item of evidence will be generated. By scanning these barcodes to different locations, the system will track each item’s movements utilizing an internal chain of custody (COC). It maintains case information, including but not limited to, analyses requested, sexual assault kit serial numbers, case status, case reporting and general auditing material. It can also receive and open scanned case information such as agency reports. It will create various 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 Method #1 Receiving Evidence

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

5.4.1.3 Method #5 New Case Without a PreLog

5.4.1.4 Method #6 Prelogged Case Without a PreLog Form

5.4.2 Observe the trainer receive at least ten types of agency cases in person and at least ten types by courier.

- 5.4.3 Observe the trainer receive or demonstrate receiving at least three types of cases without the PreLog form.
- 5.4.4 Observe the trainer receive or demonstrate receiving at least three types of new cases not entered into PreLog.
- 5.4.5 Observe the trainer return at least ten types of cases to agencies in person.
- 5.4.6 Observe the trainer ship at least ten types of cases to agencies by courier.
- 5.5 Competency
 - 5.5.1 Receive at least ten types of agency cases in person and at least ten types by courier under the trainer's observation.
 - 5.5.2 Receive or demonstrate receiving at least three types of cases without the PreLog form under the trainer's observation.
 - 5.5.3 Receive or demonstrate receiving at least three types of new cases not entered into PreLog, under the trainer's observation.
- 5.6 Assessment
 - 5.6.1 Signed off by trainer and/or supervisor.
 - 5.6.2 Test - Written
- 5.6.3 Documentation and specific case numbers observed by trainee and the case numbers the trainer observed must accompany the written test and sign off acknowledgement

6.0 Module 4 Unlogged Evidence

6.1 Background and Theory

6.1.1 To acquaint the trainee with the proper procedures for receiving and returning problematic case evidence. These cases may include but are not limited to missing information, improper packaging, and items that do not need or cannot be 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 Method #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 the trainer process or demonstrate processing at least three problematic unlogged cases.

6.5 Competency

6.5.1 Process or demonstrate processing at least three problematic unlogged cases, under the trainer's observation.

6.6 Assessment

6.6.1 Signed off by trainer and/or supervisor

6.6.2 Test – Written

6.6.3 Notes and discussion points regarding details surrounding why cases were deemed problematic as well as completed unlogged memo with case numbers must accompany the written test and sign off acknowledgement

7.0 Module 5 Exceptions to the Evidence Process

7.1 Background and Theory

7.1.1 Proficiency tests, Competency tests, Firearms submissions, Breath Alcohol Instruments, Document Examination eligible evidence, Destruction or modification to Training retention evidence, Idaho Administrative License Suspension (ALS) and Sexual Assault Evidence Collection Kits (SAECK) are all processed slightly different in the acceptance into ILIMS.

7.1.1.1 Proficiency Tests may be from an external or internal source but shall only be logged into ILIMS by the ISPFs Quality Manager or a Deputy Quality Manager. These cases should be handled as evidence as much as possible (sealing, COC, Prelog).

7.1.1.2 Competency tests may be created internally by a supervisor or discipline lead to validate the understanding in specific areas of training. As with Proficiency tests, the cases should be handled as evidence as much as possible (sealing, COC, Prelog).

7.1.1.3 All Firearms must be safety checked by a qualified staff member while completing the submission process in ILIMS. The staff member documents the verified safety check during the log in process after answering the sealed or unsealed questions in ILIMS.

7.1.1.4 Breath Alcohol Instruments are processed and tracked in ILIMS however, they are not considered evidence and do not have an external COC.

7.1.1.5 Evidence items destroyed or retained by ISPFs are proficiency tests, competency tests, accident victim kits, and Randox coroner samples. These must be processed with a witness present.

7.1.1.6 All cases with a DUI charge must list the "Idaho Transportation Department ALS" in the case file distribution list in ILIMS.

7.1.1.7 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).

7.1.1.8 Cases with Evidence eligible for Document Examination (with or without a request) should be handled with care, to avoid transferring any written information onto the evidence contained within the evidence package. An additional chain of custody label will be affixed to a paper tab, then affixed to the side of the evidence envelope, to prevent indentations from writing on the evidence envelope, for example chain of custody transactions.

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 Method #4 Proficiency Tests
- 7.4.1.2 Method #7 Firearms Submissions
- 7.4.1.3 Method #8 Breath Alcohol Instruments
- 7.4.1.4 Method #9 Destruction of or modification to Training retention evidence
- 7.4.1.5 Method #12 Idaho Administrative License Suspension (ALS)
- 7.4.1.6 Method #14 Idaho Sexual Assault Kit Tracking (IKTS)

- 7.4.2 Note in the training binder as the trainer discusses each exception and special handling or, contact within the lab system to gain more understanding of each exception process:

- 7.4.2.1 Proficiency tests
- 7.4.2.2 Competency tests
- 7.4.2.3 Firearm Submissions
- 7.4.2.4 Breath Instruments
- 7.4.2.5 Destruction of or modification to Training retention evidence
- 7.4.2.6 Idaho ALS
- 7.4.2.7 Sexual Assault Kits
- 7.4.2.8 Document Examination eligible evidence

7.5 Competency

- 7.5.1 Review and discuss your binder notes on the processes with the trainer. Set up a timetable of when you shall interview ISPFS personnel to gain working knowledge in handling exception cases.

- 7.5.1.1 Proficiency tests
- 7.5.1.2 Competency tests
- 7.5.1.3 Firearm submissions
- 7.5.1.4 Breath Instruments
- 7.5.1.5 Destruction of or modification to Training retention evidence
- 7.5.1.6 Idaho ALS
- 7.5.1.7 Sexual Assault
- 7.5.1.8 Document Examination eligible evidence

7.6 Assessment

- 7.6.1 Signed off by trainer and/or supervisor

8.0 Module 6 Evidence Check Out/Check In for Analysis

8.1 Background and Theory

8.1.1 Using the ILIMS system, the FES staff transfers custody of the evidence to and from analysts and to different areas of the vault. This may be done person to person or using secure lockers as a go between.

8.1.1.1 As of the 2024 revision date, the Meridian Lab is the only location utilizing the use of secured lockers for giving and receiving evidence to analysts.

8.2 Objectives, Principles, and Knowledge

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

8.2.1.1 Using this type of system helps with inventories and audits within our labs and 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, Method #10 Evidence Check Out/Check In for Analysis

8.4.2 Observe and note the order of steps the trainer uses to check out evidence to an analyst at least five times for each discipline within the trainee's assigned lab.

8.4.3 Observe and note the order of steps the trainer uses to check evidence back in from an analyst at least five times for each discipline within the trainee's assigned lab.

8.5 Competency

8.5.1 Check out evidence to an analyst at least five times for each discipline within the trainee's assigned lab, under the trainer's observation.

8.5.2 Check evidence back in from an analyst at least five times for each discipline within the trainee's assigned lab, under the trainer's observation.

8.6 Assessment

8.6.1 Signed off by trainer and/or supervisor

8.6.2 Trainee notes regarding observed steps in the processes, along with date and case numbers of the cases the trainee executed these processes must accompany the sign off acknowledgement.

9.0 Module 7 Using ILIMS Reports to Prepare Evidence Release

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. These reports can be printed straight from ILIMS as a PDF report or can be printed into an Excel format to change and manipulate for more specific usage.

9.2 Objectives, Principles, and Knowledge

9.2.1 Using these reports 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, there may be specific scannable locations that will physically hold items within the vault to separate different agencies; types of evidence; or ways evidence will be given back (shipped or in person).

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, Method #11 Goback and Forward Evidence Reports.

9.4.2 Observe trainer open and print both reports. Observe and note as the trainer uses the reports to identify evidence to return or transfer at least five times.

9.5 Competency

9.5.1 Open and print both reports at least three times and use them to identify evidence to return to the submitting agency or transferred to another lab under the trainer’s observation.

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.

Breath instruments are not considered evidence and do not require COCs but, are tracked like evidence while in the labs. Tracking may be done by placing the unique barcoded label on the instrument, or manually entering the serial number into ILIMS.

10.3 Health and Safety Hazards

10.3.1 N/A

10.4 Reading and Practical Exercises

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

10.4.2 Observe the trainer enter or demonstrate the entry process of at least three in person breath instrument submissions.

10.4.3 Observe the trainer return or demonstrate the return process of at least three in person breath instrument returns.

10.4.4 Observe the trainer process or demonstrate processing at least three breath instrument submissions received by courier.

10.4.5 Observe the trainer return or demonstrate the return process at least three breath instrument submissions received by courier.

10.5 Competency

10.5.1 Receive or demonstrate how to receive at least three in person breath instrument submissions, under the trainer's observation.

10.5.2 Return or demonstrate how to return at least three in person breath instrument submissions, under the trainer's observation.

10.5.3 Receive or demonstrate how to receive at least three breath instrument submission received by courier, under the trainer's observation.

10.5.4 Return or demonstrate how to return at least three breath instrument submissions received by courier, under the trainer's observation.

10.6 Assessment

10.6.1 Signed off by trainer and/or supervisor –Trainee
observed instrument numbers and trainee processed instrument numbers must
accompany sign off acknowledgement

11.0 Module 9 Retrievable Information for Idaho Transportation Department ALS

11.1 Background and Theory

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

11.2 Objectives, Principles, and Knowledge

11.2.1 Currently, ISPFS has one FES in the Pocatello Lab as 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, Method #12 Idaho Administrative License Suspension (ALS).

11.4.2 Observe and note the trainer verify ALS is documented on the "Distribution" list in ILIMS for at least three DUI cases.

11.4.2.1 Trainees in the Meridian and Coeur d'Alene Labs shall call the Pocatello Lab and document the steps in their binder along with date/time and to whom they spoke.

11.5 Competency

11.5.1 Verify ALS is documented on the "Distribution" list in ILIMS For at least three DUI cases under the trainer's observation.

11.5.1.1 Trainees in the Meridian and Coeur d'Alene Labs shall show their binder notes outlining steps given by the Pocatello staff as well as verify ALS is documented on the "Distribution" list in ILIMS for at least three DUI cases.

11.6 Assessment

11.6.1 Signed off by trainer and/or supervisor.

12.0 Module 10 Canvas Registration (Agency 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 present, a breath analyst coordinates the registration for this online course. However, all FES staff need to know 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, Method #13 Canvas.

12.4.2 Trainees from all three labs shall call Breath Analysts in Meridian (John Garner, Nikka Bradley) or the Breath Alcohol Discipline Lead in the Coeur d'Alene Lab (Jeremy Johnston) and document the steps in their binder along with date/time and to whom they spoke.

12.5 Competency

12.5.1 Trainees from all three labs shall show their binder notes outlining steps given by the Breath Alcohol staff to the trainer. The trainer shall follow-up with the analyst.

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 In January 2017, ISP created the nation's first online SAECK tracking system. Each SAECK kit has a unique serial number. That number is documented in the IKTS system prior to agency distribution by ISP. 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 The Meridian Lab performs all SAECK testing and handles most tracking. Occasionally, a kit will be submitted to one of the other labs, making it essential that all FES staff know how this process works.

13.3 Health and Safety Hazards

13.3.1 Use of PPE when handling evidence.

13.4 Reading and Practical Exercises

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

13.4.2 Observe and note the trainer log in at least three SAECK cases into ILIMS and then enter corresponding information into the IKTS systems.

13.4.3 Secure login for IKTS and set password.

13.4.4 Trainees in the Pocatello and Coeur d'Alene Labs shall call the Meridian Lab and document the steps in their binder along with date/time and to whom they spoke. They should also request a password to the IKTS system.

13.5 Competency

13.5.1 Log in at least three SAECK cases into ILIMS and then enter corresponding information into the IKTS system under the trainer's observation.

13.5.2 Trainees from the Pocatello and Coeur d'Alene labs shall show their binder notes outlining steps to the trainer. The trainer shall follow-up with the analyst

13.6 Assessment

13.6.1 Signed off by trainer and/or supervisor.

13.6.2 Test – Written

Appendix A: Forensic Evidence Specialist Training Completion Sign-off

(Special Note: Please attach all supporting documentation (interviews, case numbers, process descriptions, etc.)

Module 1: Laboratory Introduction

Completion of Training in Module 1

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____
Orientation/Onboarding completed date: _____
Core training completed date: _____
Dates each manual was read noted in trainee binder Y or N
Employee able to describe chain of command and organization of lab structure? Y or N
Able to describe subpoena procedure and where calendar and hard copies are located (if applicable). Y or N

Module 2: Front Office Responsibilities

Completion of Training in Module 2

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____ Trainer's notes attached (Y/N) _____
Supervisor Signature (if applicable): _____

Module 3: Receiving, Returning, and Intra-Lab Evidence Transfers

Completion of Training in Module 3 with written test

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____
Case numbers of trainee observed casework and trainer observed casework attached? Y or N

Module 4: Unlogged Evidence

Completion of Training in Module 4 with written test

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____
Notes and completed unlogged memo with case numbers attached? Y or N

Module 5: Exceptions to the Evidence Process

Completion of Training in Module 5

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____

Module 6: Evidence Checkout/Check in for Analysis

Completion of Training in Module 6

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____
Trainee notes regarding observed steps in the processes and case numbers of trainee executed processes attached? Y or N

Module 7: Using ILIMS Reports to Prepare Evidence Release

Completion of Training in Module 7

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____

Module 8: Receiving and Returning Breath Alcohol Instruments

Completion of Training in Module 8

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____

Observed and executed case numbers attached? Y or N

Evidence Training Manual

Appendix A: Forensic

Evidence Specialist

Training

Completion Sign-

off

Revision 4

Issue Date: 12/15/2025

Issuing Authority: Quality Manager

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Module 9: Retrievable Information for Idaho Transportation Department (ALS)

Completion of Training in Module 9

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____

Module 10: Canvas Registration (Agency Breath Alcohol Training)

Completion of Training in Module 10

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____

Module 11: IKTS Tracking of Sexual Assault Collection Kits (SAECKs)

Completion of Training in Module 11 with written test

Target completion date: _____
Completed on: _____
Trainee's Name /Initials: _____
Trainer's Initials: _____
Supervisor Signature (if applicable): _____