

Trainee Name _____

Training Coordinator _____

TRAINING DOCUMENTATION – FORENSIC LABORATORY SPECIALIST

The training coordinator is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated upon completion of the specified task. If any task is not completed, for any reason, this must be explained in the training file and approved by the Physical Evidence Program Manager.

MODULE	BEGIN DATE	WRITTEN EXERCISES	PRACTICAL EXERCISES	ORAL	COMPLETION DATE	COMMENTS	INITIALS
1. Introduction, Administrative & Other Duties							
2. Firearm Handling & Safety							
3. Receiving & Handling Physical Evidence							
4. FACE Data Sets & Report Writing							
5. Instrumentation							
6. Case Evaluation, Evidence Evaluation & Case Preparation							
7. NIBIN System Familiarization & Training							
8. Serial Number Restoration							

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