

Trainee Name: \_\_\_\_\_

Training Coordinator: \_\_\_\_\_

**RECEIVING AND HANDLING PHYSICAL EVIDENCE – PHASE II (PRESERVATION – NO SAMPLING)  
TRAINING DOCUMENTATION FORM**

Each section in the chart below must be initialed and dated by the training coordinator. If any task is not completed, this must be explained in the training file and approved by the Program Manager.

TASK	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
<b>Required Readings/SOPs</b>				
<b>Observation of Opening, Preservation of, Repackaging and Storing Evidence:</b>				Additional open rows may be used to document a sampling of what was observed, if desired. Full documentation is maintained in the training notebook.
	(Includes VPERK)			
	(Includes VPERK)			
	(Includes Condom)			
<b>Oral Competency to Perform on Casework Under Supervision:</b>				
<b>Performance of Opening, Preservation of, Repackaging and Storing Evidence (Competency):</b>		≥ 5		A minimum of five (5) cases must be documented here. Additional rows may be used, if desired. Full documentation is maintained in the training notebook.
	(Includes VPERK)			
	(Includes VPERK)			
	(Includes VPERK)			
	(Includes Condom)			

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TASK	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
<b>Performance of Opening, Preservation of, Repackaging and Storing Evidence (Competency):</b>	(continued)			A minimum of five (5) cases must be documented here. Additional rows may be used, if desired. Full documentation is maintained in the training notebook.
<b>Training Q&amp;A Sessions: (Minimum of One)</b>	Number will vary based upon need of trainee as assessed by the training coordinator. Not all rows need be used. Document name of person(s) conducting Q&A in the comments field.			
Q&A 1				
Q&A 2				
Q&A 3				
Q&A 4				
<b>Training Notebook Review(s): (Minimum of One)</b>	Number of times will vary based upon need of trainee as assessed by the training coordinator. Not all rows need be used.			
Review 1				
Review 2				
Review 3				
Review 4				
<b>Final Steps for Qualification:</b>				
Final Notebook Review				
Final Oral Question and Answer				