

## FORENSIC BIOLOGY TRAINING MANUAL

|                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| <b>Training Specific Guidelines</b> |   |                                  |
| <small>Status:Published</small>     |   | <small>Document ID: 1198</small> |
| <b>DATE EFFECTIVE</b><br>12/14/2016 | <b>APPROVED BY</b><br>DNA Technical Leaders | <b>PAGE</b><br>1 OF 10           |

### A. Training Specific Guidelines

The training is divided into modules. The number of modules trained in depends on the job title of the trainee; fewer or additional modules may be given depending on the particular job assignment of the analyst.

|                                 | <b>Criminalist I</b> | <b>Criminalist II<br/>and above</b> |
|---------------------------------|----------------------|-------------------------------------|
| Right to know (hygiene officer) | X                    | X                                   |
| Serology - Blood Presumptive    | X                    | X                                   |
| Serology – Acid Phosphatase     | X                    | X                                   |
| Serology – Sperm                | X                    | X                                   |
| Serology -Seratec PSA           | X                    | X                                   |
| Serology -Seratec Amylase       | X                    | X                                   |
| Evidence Exam                   | X                    | X                                   |
| Sexual Assault Kits             | X                    | X                                   |
| M48 Extraction                  | X                    | X                                   |
| Auto Differential Extraction    | X                    | X                                   |
| Chelex Extraction               | X                    | X                                   |
| Microcon                        | X                    | X                                   |
| Quantitation-rtPCR              | X                    | X                                   |
| PCR Amplification               | X                    | X                                   |
| CE (ABI 3130 set up)            | X                    | X                                   |
| STR Analysis                    | No                   | X                                   |
| Dilutions & Mixtures            | No                   | X                                   |
| <b>STRmix</b>                   | <b>No</b>            | <b>X</b>                            |
| Report Writing                  | X                    | X                                   |

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

## FORENSIC BIOLOGY TRAINING MANUAL

|                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| <b>Training Specific Guidelines</b> |   |                                  |
| <small>Status:Published</small>     |   | <small>Document ID: 1198</small> |
| <b>DATE EFFECTIVE</b><br>12/14/2016 | <b>APPROVED BY</b><br>DNA Technical Leaders | <b>PAGE</b><br>2 OF 10           |

|                             | <b>Criminalist I</b> | <b>Criminalist II and above</b> |
|-----------------------------|----------------------|---------------------------------|
| Written exam                | Selected Modules     | X                               |
| DNA Oral Exam               | No                   | X                               |
| Serology and DNA mock court | No                   | X                               |
| Technical Review            | No                   | X                               |

### ***Additional Training***

*Additional training, such as bone processing and mitochondrial DNA testing, may be offered to analysts who require such training. In this case, training will be provided by a competent analyst and follow the standard model of observation, practice, and competency. In these cases, training samples may be provided.*

|  | <b>Criminalist I</b> | <b>Criminalist II and above</b> |
|--|----------------------|---------------------------------|
| Organic Extraction                     | Selected Staff       | Selected Staff                  |
| Bone Processing                        | Selected Staff       | Selected Staff                  |
| POC Processing                         | Selected Staff       | Selected Staff                  |
| Post Mortem Blood Processing           | Selected Staff       | Selected Staff                  |
| mtDNA hair extraction                  | X                    | X                               |
| mtDNA duplex amplification             | X                    | X                               |
| Agilent quantitation                   | X                    | X                               |
| mtDNA cycle sequencing                 | X                    | X                               |
| ABI 3130 set-up                        | X                    | X                               |
| mtDNA data processing & interpretation | No                   | X                               |
| mtDNA mock court                       | No                   | X                               |

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

## FORENSIC BIOLOGY TRAINING MANUAL

|                                     |                                      |                   |
|-------------------------------------|--------------------------------------|-------------------|
| <b>Training Specific Guidelines</b> |                                      |                   |
| Status:Published                    |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016        | APPROVED BY<br>DNA Technical Leaders | PAGE<br>3 OF 10   |

|                               | Criminalist I | Criminalist II and above |
|-------------------------------|---------------|--------------------------|
| mtDNA oral examination        | No            | X                        |
| High Volume Exam              | X             | n/a                      |
| Sample Control                | X             | X                        |
| HPLC                          | X             | X                        |
| Post Amplification PE-Testing | X             | X                        |
| Post Amplification SC-Testing | X             | X                        |
| PE Data Analysis              | No            | X                        |
| SC Data Analysis              | No            | X                        |
|                               |               |                          |

### B. Required lectures

Most of the training modules have required lectures (see Section 4 – Modules). Each individual training module specifies the required lecture(s) associated with the module. Some required lectures, e.g., Ethics, and the review of the ASCLD/LAB Guiding Principles, are not associated with specific training modules. See the list of **Required Training Lectures** in the Training Modules section of this manual.

Lectures are given by staff members, generally prior to beginning each training module. Many of the lectures are also available as computer presentations found in the departmental directories, and can be reviewed as needed. The trainee's attendance at the required lectures is documented in the Lecture Tracking Sheet and signed off by the lecturer.

## FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>4 OF 10   |

### C. Required reading

All of the training modules have required reading. Most of the required readings are found in the online reference folder. However, the analysts are also required to read the appropriate sections of manuals, chapters in books, etc. The required reading should be completed during the time allotted to the training module. Completion of all the required reading is documented by the analyst and direct supervisor.

### D. Practice samples

For serology training (blood presumptive tests, semen presumptive tests, semen confirmatory tests, and amylase) practice samples can come from a variety of sources: the trainee, stains from previous external proficiency tests, or casework extracts previously tested for PSA and/or amylase.

The number of serology training samples is variable, depending on the training module.

Practice DNA training samples consist of coded swabs or specimens donated by laboratory personnel or from previous external proficiency samples. The DNA donor types and associated codes are maintained by the Training Team and are kept confidential. When a trainee generates a DNA result for a sample the trainee or supervisor provides the DNA type and code to the Training Team to check for correctness.

The number of DNA samples may include any of the following: blood stains, semen mixed and non mixed stains, saliva stains, and other samples. The number of DNA samples should be supplied in sufficient quantity for the trainee to be able to do more than one analysis if necessary.

Practice DNA training samples will generally be provided by the Training Team; however, for specialized training (e.g., bone or hair extraction and typing), samples may be provided by specific specialty team. The trainee will generally use these same practice samples for all DNA procedures - extraction, quantitation, amplification and DNA typing. However, if needed, training samples can be provided as DNA extracts or amplified DNA.

## FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>5 OF 10   |

During observation, the trainer should evaluate the ability of the trainee for performance of the procedure. If the trainer determines the trainee is not performing a technique correctly, additional observation and training is required. Once the trainer determines the trainee is capable of performing the technique correctly, the observation period of training is complete. An independent practice is then performed and evaluated by the trainee's supervisor. If the supervisor determines the trainee is not independently performing the procedure correctly an additional practice and or training is required. Once the supervisor determines the trainee is able to independently perform the procedure correctly, the practice period of the training is complete.

### E. Competency samples

For the DNA modules, trainees are provided with competency DNA samples that are coded in the same manner as the practice samples. When a trainee generates a DNA result for a sample, the trainees' supervisor provides the DNA type and code to the Training Team to check for correctness.

The minimum number of competency samples is variable, depending on the training module. The minimum number for each module is listed below.

| Module                         | Sample type                  | Minimum number of Competency samples |
|--------------------------------|------------------------------|--------------------------------------|
| Serology - blood presumptive   | Blood/no blood               | 4                                    |
| Serology – semen presumptive   | Semen/no semen               | 4                                    |
| Serology- sperm identification | Sperm/no sperm               | 8                                    |
| Serology – Seratec Amylase     | Amylase/no amylase           | 4                                    |
| Serology – Seratec PSA         | Semen/no semen               | 4                                    |
| Chelex extraction              | Semen Mixed/Non Mixed Stains | 2                                    |
| Auto Differential Extraction   | Semen Mixed/Non Mixed Stains | 3                                    |
| M48 extraction                 | Buccal Samples               | 22                                   |
| Microcon                       | Semen Mixed/Non Mixed Stains | 4                                    |

## FORENSIC BIOLOGY TRAINING MANUAL

|                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| <b>Training Specific Guidelines</b> |   |                                  |
| <small>Status:Published</small>     |   | <small>Document ID: 1198</small> |
| <b>DATE EFFECTIVE</b><br>12/14/2016 | <b>APPROVED BY</b><br>DNA Technical Leaders | <b>PAGE</b><br>6 OF 10           |

| Module                              | Sample type  | Minimum number of Competency samples |
|-------------------------------------|--|--------------------------------------|
| Quantitation                        | The extracted samples from above or others supplied by trainer | 26                                   |
| PCR amp/CE (ABI 3130)               | The extracted samples from above or others supplied by trainer | 26                                   |
| mtDNA organic hair extraction       | Hair shaft (no root)   | 3*                                   |
| Duplex Amplification/Linear Array   | Extracts from the above mtDNA extractions, or other extracts   | 3 + controls                         |
| Cycle Sequencing/3130/Data Analysis | Amplified products from the above or other amplified products  | 3 + controls                         |

\*If the trainee is competent in either the organic extraction or bone extraction procedures, this will also satisfy the competency requirements for the mitochondrial DNA hair extraction procedure.

The trainee may use these same competency test samples for all DNA procedures - extraction, quantitation, amplification and DNA typing.

Trainees who start training after extraction steps (e.g., they have previously passed extraction competency) will be given at least three coded DNA extracts or three coded samples of PCR amp product as their competency test. The DNA extracts/PCR amp product can be of any type (buccal samples or semen stains).

Once the supervisor determines the trainee has performed and generated the correct results for the competency, the supervisor documents the successful completion of each module on the competency tracking sheet.

## FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>7 OF 10   |

### F. Review procedures

The results from the trainee's practice samples and competency tests will be evaluated by his/her direct supervisor or designee in terms of sensitivity, consistency, and for possible contamination at each of the steps in the training. In addition, the supervisor or designee must ensure that the trainee is analyzing/using the proper control samples, correctly and completely filling out all documentation used to record sample analyses, and is familiar with the operation of the equipment necessary to perform the tests. The trainer should be included in this review process.

Problems will be addressed at/during each module and additional practice instituted, if necessary. For example, if possible contamination is observed and/or detected during any of the procedures the supervisor must determine if the contamination is due to a reagent/instrument or the trainee. If determined to be the result of a contaminated reagent, the reagent may be changed and additional practices may not be necessary. However, if the contamination is the results of the analysts' performance, then an additional practice must be performed to identify the reason for the problem.

*The direct supervisor or designee must document completion of all practical exercises and successful completion of the competency tests, if applicable, for all modules.*

### G. Completion of training

At the completion of each analytical training module, a notification must be made to the trainee and training team that the trainee has successfully passed the competency test. Once deemed competent, the analyst may perform that technique on casework samples. The completion of each competency is documented on the competency tracking sheet or via a certificate of completion issued by the Training Group.

Once an analyst has completed all the requirements to become a DNA Interpreting Analyst, had their training folder reviewed by the Training Coordinator and had all the education and experience requirements as specified by the FBI DNA Quality Assurance Standards reviewed, the Technical Leader issues a written notification which acknowledges the successful completion of training. This notification is filed in the training folder. As of that date, the analyst may interpret DNA results and sign DNA reports.

# FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>8 OF 10   |

## H. Criminalist Review Training

Fully trained interpreting analysts that have been in their current title for at least three months have duties in addition to routine benchwork. To prepare for those duties, additional training consisting of result and case file reviews are done.

An experienced Criminalist demonstrates how to perform a review of the analytical test results on various procedures and technical reviews of case files. Each analyst must demonstrate their ability to perform reviews on these test results and case files. This is accomplished by having the analysts' supervisor or designee perform a second review and sign the test results or case files. Successful completion of review training is documented on the competency tracking sheet or via a certificate of completion issued by the Training Group.

The number of second reviews necessary is dependent on the type of review. If the supervisor determines the analyst is not performing the reviews correctly, additional second reviews may be required. Once the minimum number of second reviews has been successfully met for a particular technique the analyst may perform reviews on their own.

|                               | Minimum Number of Second Reviews | Review Training           |
|-------------------------------|----------------------------------|---------------------------|
| STR/mtDNA Analysis            | 5                                | Criminalist II and above  |
| Negative DNA Case File Review | 5                                | Criminalist II and above  |
| Positive DNA Case File Review | 10                               | Criminalist III and above |

## I. Criminalist IV Training

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.



## FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>9 OF 10   |

As a supervisor, a Criminalist IV has duties in addition to routine case work. To prepare for those duties, additional training consists of evidence case sign in and scheduling case analysis.

An experienced Criminalist IV, Assistant Director or designee demonstrates how to sign in evidence which includes review of all NYPD paperwork, creating and reviewing of Forensic Biology Database records and scheduling analysis of evidence for different case types. A new Criminalist IV must then demonstrate their ability to perform these techniques. This is accomplished by having an experienced Criminalist IV, Assistant Director or designee perform a second review of all paperwork and scheduled analysis prior to the case acceptance into the laboratory. Successful completion of signed in cases is documented on the competency tracking sheet or via a certificate of completion issued by the Training Group.

If the supervisor determines the new Criminalist IV is not performing sign in correctly additional second reviews may be required. Once the minimum number of signed in cases has been successfully met the new Criminalist IV may now perform sign in on their own.

|                  | Minimum Number of<br>Second Reviews |
|------------------|-------------------------------------|
| Evidence Sign In | 10                                  |

A Criminalist IV is required to have successfully completed all other Criminalist review training.

## FORENSIC BIOLOGY TRAINING MANUAL

| Training Specific Guidelines |                                      |                   |
|------------------------------|--------------------------------------|-------------------|
| Status:Published             |                                      | Document ID: 1198 |
| DATE EFFECTIVE<br>12/14/2016 | APPROVED BY<br>DNA Technical Leaders | PAGE<br>10 OF 10  |

### J. Assistant Director Training

As manager, an Assistant Director has duties in addition to casework supervision. To prepare for these duties, additional training consists of enhanced technical review.

A new Assistant Director must demonstrate their ability to perform enhanced technical review of cases containing complex deconvolution of DNA mixtures, kinship or paternity cases, and cases with comparisons of known profiles to mixtures of DNA. This is accomplished by having an experienced Assistant Director, Deputy Director, or Director perform a second review of the case file and co-sign the technical review. Successful completion of an enhanced technical review is documented on the competency tracking sheet or via a certificate of completion issued by the Training Group.

Once the minimum numbers of enhanced technical reviews have been successfully met, the new Assistant Director may perform enhanced technical reviews on their own.

|                           | Minimum Number of<br>Second Reviews |
|---------------------------|-------------------------------------|
| Enhanced Technical Review | 10                                  |

An Assistant Director is required to have successfully completed all other Criminalist review training.