

	<b>LPU-PM 13.0 Maintenance of Skills and Retraining</b>	
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## **13.0 Maintenance of Skills and Retraining**

### **13.1 Scope**

This policy applies to personnel assigned to, or conducting work in, the FSD Latent Print Units who are authorized to prepare reports and provide expert witness testimony regarding the forensic examination of latent print evidence.

#### **13.1.2 Responsibility**

##### **13.1.2.1**

All members of the latent print discipline are responsible for ensuring continuing maintenance and testing of skills by actively participating in casework, proficiency testing, training, literature review, conferences and/or annual unit meetings.

##### **13.1.2.2**

Unit Supervisors shall promote and ensure accurate and objective conclusions and maintenance of skills in their unit, including oversight of completion of the required continuing education credits.

##### **13.1.2.3**

All concerns with the skills of any examiner in the unit shall be reported to the Technical Leader for correction and consideration for retraining.

##### **13.1.2.4**

All personnel shall print and sign a copy of LOM 5.2.4 prior to beginning a competency or proficiency test. This signed copy shall be placed in the object repository of the case record in Forensic Advantage (FA).

## **13.2 Competency Testing**

### **13.2.1**

Each trainee shall complete the required competency testing at the conclusion of the training manual modules for the friction ridge discipline.

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### **13.2.2**

Competency testing description and scoring requirements are specified in the Friction Ridge Modular Training Manual.

### **13.2.3**

Documentation of the competency testing shall be maintained in the object repository of the assigned laboratory number in FA. Any photographs of latent prints or plots of comparison shall be stored and maintained in the Foray ADAMS under the same FA assigned laboratory number.

## **13.3 Proficiency Testing**

### **13.3.1**

All requirements for proficiency testing will be met as specified in LOM 2.4.

### **12.3.2**

External proficiency tests received by the Technical Leader shall be evaluated to determine suitability for release to the units by reviewing a test to ensure it includes the listed contents from the test provider and all samples appear satisfactory.

### **13.3.3**

Technical and administrative reviews may only be conducted by personnel who have already completed the case record in FA, including approval of all files in the object repository, or who are not assigned the proficiency test.

### **13.3.3 Friction Ridge Comparison Proficiency Test**

#### **13.3.3.1**

Analysts shall make a photocopy of the latent prints and known impressions from the friction ridge comparison proficiency test to document all ACE-V annotations and notes in a manner consistent with casework completion. Any additional notes will be documented in the worksheet of the assigned laboratory case in Forensic Advantage.

##### **13.3.3.1.1**

For tests that are not shared the documentation may be made directly on the test samples.

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### **13.3.3.2**

The answer sheet and all notes taken on the photocopies or originals shall be maintained by each analyst in the object repository of their proficiency test case record in the Forensic Advantage Quality Assurance laboratory module.

### **13.3.3.3**

The analyst shall use the original test items of latent images and known impressions from the proficiency test to conduct the comparison examinations.

## **13.3.2 Processing Proficiency Test**

### **13.3.2.1**

Overall photographs of the test item depicting the location of latent print ridge structure on the test item shall be acquired into ADAMS, regardless of the value for collection or comparison.

### **13.3.2.2**

Macro photography of all latent print ridge structure in the areas designed by the test parameters to be processed shall be acquired into ADAMS.

### **13.3.2.3**

All photographs taken of processing proficiency test items shall be maintained in ADAMS under the assigned laboratory number. A disc of all photographs shall be sent to the Technical Leader for final review.

### **13.3.2.4**

Processing proficiency test answer sheets will be maintained in the case record object repository in FA under the assigned laboratory number. The worksheet and report will be maintained in FA under the assigned laboratory number.

## **13.4 Retraining**

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### **13.4.1**

An analyst that has been away from work and/or has not performed casework for an extended period of time shall be re-evaluated by the Technical Leader to determine if re-training or re-competency testing is necessary. Years of experience, amount of time away from casework, and recent history of training and maintenance of skills will be considered.

#### **13.4.1.1**

Unsatisfactory performance may result in retraining as an aspect of remediation and improvement.

### **13.4.2**

If retraining is deemed necessary, the Technical Leader shall devise a focused re-training program specific for the analyst and oversee that it is completed successfully.

#### **13.4.2.1**

A competency test shall be completed at the successful conclusion of the required re-training.

#### **13.4.2.2**

The Technical Leader shall determine the requirements for re-competency testing based on the reason and needs for the re-competency testing.

#### **13.4.2.3**

Re-competency due to time away from discipline shall include, at a minimum, a review of all changes to the standard operating procedures in the friction ridge discipline and the FSD Laboratory Operations and Quality Manuals, completion of fully reviewed casework, and a practical examination.