

Oklahoma State Bureau of Investigation

Physical Evidence Technician

Training Manual



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PHYSICAL EVIDENCE TECHNICIAN TRAINING CHECKSHEET

PURPOSE

The purpose of the Job Task Training Check Sheet is to provide the supervisor with a method of assessing the performance of the employee and evaluate how he/she is progressing in the job. The employee can also gauge his/her own progress and use the Check Sheet as a study guide. Therefore, the Check Sheet not only is an aid for the supervisor, but also for the employee.

USE OF THE JOB TASK TRAINING CHECK SHEET

The Job Task Training Check Sheet was designed to make it easy to use. As an employee completes the requirements of a particular task to the satisfaction of the supervisor, the supervisor and the employee will date and initial the appropriate line.

Check only those tasks which have been directly observed or completed and that the new employee has successfully demonstrated proficiency. There may be additional competency exams given if the trainer feels the need to ensure that the trainee can demonstrate proficiency.

When all of the appropriate tasks have been completed to your satisfaction and the form has been completed, a copy is scanned and maintained on the QA server.

The trainee may receive multiple evidence types, if mock cases have been completed successfully in each evidence type and approved by the trainer. Re-training can be mock cases to complete in the training LIMS, or intaking submissions with observation or review.

I. INTRODUCTION

The Physical Evidence Unit of the Criminalistics Services Division (CSD) of the Oklahoma State Bureau of Investigation (OSBI) is part of an accredited, full service laboratory system responsible for the reception, storage, documentation, and handling of the physical evidence submitted to an OSBI Laboratory or Evidence Facility. This training manual is intended to provide a Physical Evidence Technician (PET), a designee, or CSD employee, with the skills and information needed to know, understand, and apply all quality procedures that apply to proper evidence handling including evidence submission, transfer, return, and destruction. Each section of this manual list a specific goal and the tasks that a trainee should complete in order to achieve this goal. The training manual may be assessed using written or oral examinations or a competency examination. During the training process, the Supervisor has the ability to adjust the training as needed for any requirement (e.g., number of additional mock cases given, signing off earlier on task due to limited submissions).

II. OBSERVATION

This section is intended to introduce the Technician to the laboratory information management systems.

Literature/Task	Estimate Time for Completion	Date of Completion	Trainer Initials	Trainee Initials
Read Evidence Management Requirements (OSBI CSD QMA 2)	15 mins			
Read Evidence Package and Sealing Requirements (OSBI CSD QMA 3)	15 mins			
Read PE QP 1 Evidence Intake	1 hour			
Brief overview of evidence submitting, sealing, and handling procedures/requirements.	1 hour			
Brief overview of the BEAST LIMS program.	1 hour			
Observe evidence submitting, sealing, and handling procedures by trained PET during the intake process.	8 hours			

III. RECEIVING EVIDENCE

A. Scope

Procedure PE QP 1 will be used to evaluate all requests for laboratory examination and provide response to the stakeholder requesting analysis. Whenever OSBI CSD personnel accept evidence for analysis, the signature on the Request for Laboratory Examination form (RFLE)/Blood Test Officer's Affidavit constitutes a contract with the customer.

B. Goals

1. To have knowledge of what cases the laboratory will and will not accept for analysis.
2. To accurately and independently receive evidence and enter data into the Laboratory Information Management System (LIMS).
3. To be familiar with special packaging and/or storage needs for various types of evidence.
4. To be able to recognize proper evidence seals.
5. To be familiar with safety precautions for various types of evidence.

C. Tasks

1. Log 80 mock cases from all disciplines into the training LIMS. If more than five (5) errors that would negatively affect the lab report are observed by trainer/supervisor **per discipline**, additional mock cases will be assigned to trainee. Trainee will successfully pass by logging in mock cases consecutively without errors.

Discipline	Initial # Mock Cases Given	Additional mock cases needed: Y/N	Date of Completion	Trainer Initials	Trainee Initials
Forensic Toxicology	15				
Controlled Substances	15				
Firearms & Toolmarks	10				
Latent Evidence	10				
Forensic Biology	20				
Trace Evidence	10				

Discipline	Additional # Mock Cases Given*	Date of Completion	Trainer Initials	Trainee Initials
Forensic Toxicology				
Controlled Substances				

Firearms & Toolmarks				
Latent Evidence				
Forensic Biology				
Trace Evidence				

**The number of additional mock cases given will be determined based on the number of errors found in the initial mock cases.*

- Independently log into the LIMS a set minimum number of cases assigned to each discipline with a review of completed cases performed by Trainer/Supervisor. If more than five (5) errors that would negatively affect the lab report are observed by trainer/supervisor **per discipline**, a minimum number* of cases will be logged in by the trainee. The trainee will successfully pass by logging in additional cases without errors.

Discipline	Independent # of cases logged	Additional cases needed: Y/N	Date of Completion	Trainer Initials	Trainee Initials
Forensic Toxicology	25				
Controlled Substances	25				
Firearms & Toolmarks	10				
Latent Evidence	10				
Forensic Biology	20				
Trace Evidence	10				

Discipline	Additional # Cases logged	Date of Completion	Trainer Initials	Trainee Initials
Forensic Toxicology				
Controlled Substances				
Firearms & Toolmarks				
Latent Evidence				

Forensic Biology				
Trace Evidence				

**The number of additional cases needing to be logged will be determined based off the number of errors found in the initial cases.*

D. Basic Instructions for Logging in Specific Evidence

1. Blood Alcohol (BA) kits:

- a. A RFLE is not required for blood alcohol kits for submission for traffic related offenses. For non-traffic related offenses, a RFLE must be completed.
- b. For traffic related offenses, the BA kit will be given the same lab number as evidence that may be related. These types of cases must be given a Driving Under the Influence case type number (540-545). For example, if drug evidence is submitted along with a BA kit, the BA kit will be given the same lab number as the drug evidence.
- c. Only one BA kit may be logged in per lab case number.
- d. Open the outer mailing cardboard box and remove the Styrofoam box. Verify all the seals are intact and initialed. Correct the seal if necessary.
 - i. If there is a shipping tracking number on the outer mailing cardboard box, this must be scanned into the “tracking number” field during the log in process.
 - ii. If the shipping tracking number is manually entered, photocopy the outer mailing cardboard box with the tracking number on it and scan this copy into the “Documents F11” field for the assigned case.
 - iii. The outer mailing cardboard box will be discarded after these steps have been performed.
- e. Remove the Blood Test Officer’s Affidavit and other paperwork from the mailing box.
- f. Check the affidavit form to determine the offense code to be selected for “Case Type.”
 - i. If “State’s Test”, or “For Criminal Prosecution Only” boxes are checked, the “Case Type” will be “Driving Under Influence.”

- ii. If "Great Bodily Injury" is checked, the "Case Type" will be "Traffic – Great Bodily Injury".
 - iii. If the "Additional Test" box is checked, the "Case Type" will be "Defend. Bld. Ret. Sample."
 - iv. If "Fatality" box is checked, the "Case Type" will be "Traffic – Death Investigation".
 - v. If there is a "Drug Recognition Evaluation" form, the "Case Type" will be "DRT Case Submission." For this type of case the DRE evaluator and the DRE coordinator (currently Nicholas OBryant, Oklahoma City Police Department) will be added to the distribution list.
- g. The "Service Req(s)" type will be "TX-05 Ethanol Analysis by Headspace Gas Chromatography."
- h. These kits must be stored in a refrigerator.
2. Drug Facilitated Sexual Assault (DFSA) Kits:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Reg(s)" type will be "TX-05 Ethanol Analysis by Headspace Gas Chromatography" for all DFSA kits.
 - c. These kits must be stored in a refrigerator.
3. Alcoholic Content cases:
- a. The "Case Type" will be "Liquor Law Violations."
 - b. The "Service Req(s)" type will be "TX-43 Volatile Analysis by Headspace GC-MS."
 - c. These samples must be double packaged in such a manner that the outer package would contain liquid in the event that the inner package was broken or leaked.
4. Marijuana and Drug Cases:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Req(s)" type will be "CHEM-DR – Drug Identification".

- c. If multiple submittals have the same suspect, date of offense, agency case number, county, requesting officer, and same requesting agency, verify the circumstances surrounding the collection of the evidence. Example, evidence collected at different locations or different times on the same date would be given separate laboratory case numbers.
 - d. Under normal circumstances syringes will not be accepted for analysis. Exceptions to this will be evaluated on a case-by-case basis and exceptions must be approved by a Criminalistics Administrator or the CSD Director.
5. Poison Cases:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Req(s)" type will depend on the type of sample and what type of substance is being searched for.
 - i. Antifreeze, strychnine, arsenic, and metals will be assigned to the Trace Unit and "Service Req(s)" type will be "TR-MISC – Miscellaneous Analysis."
 - ii. Poisons in blood or urine will be assigned to the Toxicology Unit and "Service Req(s)" type will be "TX-05 Ethanol Analysis by Headspace Gas Chromatography".
 - (a) Blood and urine must be stored in a refrigerator.
 - iii. Unknown powders or suspected drug poisonings will be assigned to the Chemistry Unit and "Service Req(s)" type will be "CHEM-DR – Drug Identification".
 - iv. If the suspected substance has been placed in food or other miscellaneous items, it could be assigned to the Trace Unit or Drug Unit. Contact the unit supervisor(s) to make the determination as to what unit to assign for analysis.
 - (a) Food items must be stored in a refrigerator/freezer.
6. Latent Evidence Cases:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Req(s)" type will be determined based upon the "Itemized Description of Evidence" listed on the RFLE.

- c. Use caution when items are submitted for fingerprinting. Do not handle the item directly.
 - d. Plaster casts must be packaged to prevent breakage and labeled with a "Fragile" sticker.
 - e. The OSBI does not perform tire impression analysis.
 - f. Submissions of prints to identify or confirm the identity of unidentified bodies should be logged in as a rush assignment.
7. Toolmark Cases:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Req(s)" type will be "F-TM Toolmark Examination (Non-Firearm)."
 - c. Sharp items must be packaged to prevent damage to evidence package and/or injury to laboratory personnel. Appropriate labels must be attached to the container.
8. Firearm Cases:
- a. The "Case Type" will be based upon the "Type of Offense" listed on the RFLE.
 - b. The "Service Req(s)" type will be "F-IB – IBIS(NIBIN)".
 - c. Weapons must be UNLOADED.
 - d. When firearms are submitted, have the officer indicate on his/her RFLE and the evidence package whether the weapon is unloaded and initial next to the notation.
 - e. If a gun has been in water and is brought in for submittal, contact the Firearms Unit. This item should be placed into a container with water under the guidance of firearms personnel.
 - f. Victim's clothing may be submitted for gunshot residue and/or distance determination. The "Service Req(s)" will be "F-IB – IBIS(NIBIN)".
 - g. All firearms must be hand delivered to an OSBI laboratory or evidence facility. Firearms will not be accepted by mail or courier.
 - h. Live ammunition should only be accepted from officer's guns related to Officer Involved Shootings.

9. Arson Cases:

- a. The “Case Type” will be based upon the “Type of Offense” listed on the RFLE.
- b. The “Service Req(s)” type will be “TR-MISC – Miscellaneous Analysis.”
- c. Arson evidence should be submitted in paint can containers. If you have an item that is too large for a paint can, use a specific heat-sealed bag.
- d. If the paint can appears to be rusted contact the Trace Unit. This evidence may need to be rushed to prevent possible evaporation.
- e. If the sample contains soil, this must be refrigerated.

10. Paint/Fiber Comparison Cases:

- a. The “Case Type” will be based upon the “Type of Offense” listed on the RFLE.
- b. The “Service Req(s)” type will be “TR-MISC – Miscellaneous Analysis.”

11. Gun Shot Residue Cases:

- a. The “Case Type” will be based upon the “Type of Offense” listed on the RFLE.
- b. The “Service Req(s)” type will be “TR-GSR GSR Analysis.”
- c. On the “Items” tab, in the “Pkg.” field, use the drop-down menu and select “GSR” for GSR kits.
- d. On the “Items” tab, in the “Type” field, use the drop-down menu and select “GSR” for GSR kits.

12. Forensic Biology Cases:

- a. All biology evidence must be hand delivered to an OSBI laboratory or evidence intake facility with the exception of sexual assault kits and subject knowns. Biology evidence (other than sexual assault kits and subject knowns) will not be accepted by mail or courier.
- b. All evidence being submitted for forensic biology will be evaluated by a forensic biologist prior to log in to determine what will be accepted and the type of analysis that will be performed.

- c. The “Case Type” will be based upon the “Type of Offense” listed on the RFLE.
- d. The forensic biology unit focuses on crimes other than sexual assault, e.g., homicide, robbery, burglary, larceny, motor vehicle theft, etc.
- e. The specialized forensic biology unit focuses on crimes of sexual assault.
- f. The “Service Req(s)” type (BIO – DNA or SB – DNA) will be determined based upon the discipline unit and the opinion of the forensic biologist.
 - i. Choose the service request(s) from the tab specific to “biology” or “specialized forensic biology” based upon which unit the evidence will be assigned to.
- g. The cold case unit focuses on cases in which all reasonable leads have been exhausted and unidentified human remains.
- h. The “Service Req(s)” type for any cold case submission will be “CB – DNA”.
- i. For sexual assault kits, on the “Containers” tab, use the drop-down menu and select “SAKIT”. Sexual assault kits should not be packaged inside other containers, e.g., brown paper sack, box, etc.
- j. On the “Items” tab, in the “Pkg.” field, use the drop-down menu and select “SAKIT” for sexual assault kits. In the “Type” field, use the drop-down menu and select the appropriate type of sexual assault kit, e.g., TPD Sexual Assault Kit, OSBI Sexual Assault Kit, etc. In the “Attributes” field hit “F4”, then enter the Sexual Assault Kit Serial Number.
- k. Liquid blood samples must be refrigerated.
- l. Tissue samples must be frozen.
- m. Wet or bloody items must be dried prior to packaging. If necessary, these items may be placed in the drying rooms at the laboratory until completely dried.
- n. Evidence for forensic biology should not be packaged in plastic. If an officer brings in evidence packaged in plastic, this must be repackaged with the guidance of a forensic biologist.
- o. All evidence packages being submitted for forensic biology will be labeled with a biohazard sticker that references Title 22 § 1372.

IV. EVIDENCE TRANSACTIONS

A. Scope

Scanning evidence for any custody transaction must be performed accurately to ensure proper chain of custody. It is vital when transferring or returning evidence to ensure all packages have been scanned properly. Packages should be counted manually and compared to the count on the screen to ensure no package is overlooked. Transfer and/or return of evidence will be conducted according to the specifications found in PE QP 3.

B. Goals

1. Transfer evidence within the OSBI LIMS maintaining accurate chain of custody.
2. Return evidence to submitting agencies within OSBI LIMS maintaining accurate chain of custody.
3. Performs Custody Inquiries as required by policy PE QP 2.

C. Tasks

Literature/Task	Estimate Time for Completion	Date of Completion	Trainer Initials	Trainee Initials
Read PE QP 3 Evidence Transactions	1 hour			
Observe trained P.E.T. preparing evidence to return to submitting agencies.	4 hours			
Prepare a minimum of 20 containers of evidence for return to submitting agencies under the observation of trainer.	4 hours			
Observe trained PET returning evidence to submitting agencies a minimum of five times.	8 hours			
Perform a minimum of five evidence transaction returns to submitting agencies with observation by trainer.	8 hours			
Observe trained PET accept evidence from the regional lab and evidence facilities a minimum of two times.	2 hours			
Accept and transfer evidence from the regional lab and evidence facilities to unit(s) of the FSC under observation of trainer a minimum of two times.	2 hours			

V. RECEIVING/LOGGING CONTRABAND FOR DESTRUCTION

A. Scope

The security and integrity of all evidence in the possession of the OSBI CSD will be preserved. Destruction of evidence will be conducted according to the specifications of this procedure in PE QP 3.II.E.

B. Goals

1. Recognize items that are acceptable to receive for destruction.
2. To become familiar with the procedure for accepting destruction.

C. Tasks

Task	Estimate Time of Completion	Date of Completion	Trainer Initials	Trainee Initials
Observe trained PET taking in destruction from agencies.	1 week			
Accept a minimum of five destruction submittals from agencies under observation from trainer.	1 week			

VI. SUBPOENA PROCESS

A. Scope

Identify the correct OSBI Lab number associated with the subpoena and notify the appropriate personnel in a timely manner following the procedure PE QP 4.

B. Goals

1. Be able to search the appropriate information from the subpoenas in the OSBI LIMS.
2. Process subpoenas in a timely manner.

C. Tasks

Literature/Task	Estimate Time of Completion	Date of Completion	Trainer Initials	Trainee Initials
Read PE QP 4 Subpoena Processing	30 mins			
Observe trained PET entering in subpoenas.	1 week			
Process a minimum of 10 subpoenas under observation of trainer.	1 week			

VII. PRESENTATION OF EVIDENCE IN COURT

A. Scope

This section is intended to provide the Technician with the knowledge of presenting testimony in a courtroom setting and acceptable courtroom attire and behavior when called upon to testify.

B. Tasks

Task	Estimate Time of Completion	Date of Completion	Trainer Initials	Trainee Initials
Discuss courtroom testimony and presentation of evidence with trainer.	1 hour			
Review a witness critique form	15 mins			
Observe a trained PET present courtroom testimony, if possible.				

VIII. APPROVAL

Physical Evidence

Technician Supervisor (FSC)



Tiffany Burger

Date: 06/03/2025

Physical Evidence

Technician Supervisor (Regional)



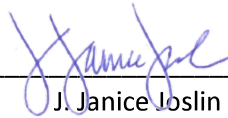
Christa Rhodes

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Bureau of Investigation, ou=Physical Evidence,
email=christa.rhodes@osbi.ok.gov, c=US
Date: 2025.06.02 17:05:35 -0500

Date: 06/03/2025

Criminalistics Services

Division Director



J. Janice Joslin

Date: 06/03/2025

IX. HISTORY

Revision # (Effective Date)

Revision 10 (June 4, 2025)

History Description

Entire training manual revision. Reformatted the layout and design.

Removed sections I. Introduction and VI. Inventory of Property Rooms

Removed III.C.7-12

Swapped the order of Evidence Transactions and Receiving Evidence

Edited (II.B.3) Performs Custody Inquiries by policy OSBI CSD QP 6.3.II.E-F to PE QP 2.3.II.F

Removed procedures II.D, III.D, III.F-G, IV.D, and V.D to the Physical Evidence Quality Procedures Manual

Reduced the Estimated Time for Completion on all assigned tasks