

Continuing Education and Additional Post-Qualification Training

1 Introduction

This document provides guidance on additional training needs for Trace Evidence personnel who have already met their initial training requirements and have been qualified and authorized by the FBI Laboratory. This document identifies the circumstances when additional training is necessary and provides the yearly requirements for continuing education.

2 Scope

This document applies to individuals who perform examinations in the Hairs and Fibers, Geology, and Anthropology disciplines.

3 Additional Post-Qualification Training Requirements

Additional training is required of qualified personnel who have already met their initial training requirements under the following circumstances:

3.1 When an individual has been absent from work and not performing the duties for which they are qualified for longer than 6 months, the individual will be required to review the training materials for their disciplines. Additionally, the individual will take qualification test prior to resuming independent casework. Re-training may be deemed necessary for absences of less than 6 months at the discretion of the individual's assigned Unit Chief (UC), Technical Leader (TL), or Supervisor.

3.2 If an individual is found to lack sufficient knowledge in a discipline, they are required to review the training materials for the area in which they have been found to be deficient. Deficiencies may be identified during technical and/or administrative reviews, audits, quality control checks, or in the process of proficiency testing. The re-training may include supervised laboratory work. The individual must pass a requalification test prior to performing independent casework again. In addition, the FBI Laboratory Operations Manual - *Practices for Open Proficiency Testing* and/or the *Practices for Addressing a Nonconformity* must be followed, as appropriate.

3.3 When a new procedure is being implemented.

3.3.1 When a new procedure is issued, the technical procedure must be reviewed by individuals that will follow that procedure. As needed, training can be provided by vendors of newly acquired instrumentation or software.

3.3.2 All affected personnel must pass a competency test that includes the new method/procedure prior to using it in casework. For personnel involved in the validation process, the UC and the TL, may approve the validation to serve as demonstration of competency. This approval will be recorded.

4 Continuing Education

Forensic examiners who perform casework in the Hairs and Fibers, Geology, and Anthropology disciplines have the following requirements for continuing education:

- 8 hours of annual training per performance rating year.
- Training must relate to job performance.
- Training includes both traditional and non-traditional learning opportunities.
- The assigned UC or Supervisor will consider training requests based on employee work demands and financial resources available. All continuing education credits are approved by the assigned UC or Supervisor.
- Independent learning opportunities and training are permitted during work hours or adjusted work hours in order for an employee to participate in training that is being paid for by that individual with approval from the assigned UC or Supervisor.
- Employees are responsible for maintaining records supporting the completion of learning activities.

5 References

- FBI Laboratory Quality Assurance Manual.
- FBI Laboratory Operations Manual.

Rev. #	Issue Date	History
4	02/03/2020	Removed Trace Evidence from the title. Changed 'geological' to 'geologically-derived' throughout. Changed he/she to they and her/him to their throughout. Removed previous Section 4.2 regarding evaluating effectiveness of training.
5	05/03/2021	Changed 'category of testing' to 'discipline' throughout and updated discipline names. Removed reference to the evaluation of training in the Introduction. Changed standard operating procedure/SOP to technical procedure in 3.3.1. Clarified language in Section 4. First bullet in Section 4 changed from 15 to 8.

Redacted - Signatures on File

Approval

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Date: 04/30/2021

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Analysis Unit Chief:

Date: 04/30/2021

Hairs and Fibers Technical
Leader:

Date: 04/30/2021

Geology Technical Leader:

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Anthropology Technical
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QA Approval

Quality Manager:

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