

## TPD: Cross-Training Program

---

### **Selection criteria**

The selection of candidates and the actual time that may be devoted to cross-training is determined by laboratory management and will be based on one or more of the following criteria:

- proficiency status of the analyst in their current assignment
  - workload projections for both the current assignment and the proposed cross-training discipline
  - time in the current assignment
  - time in the current assignment relative to other analysts assigned to the same discipline
  - commitment or interest to pursue cross-training
- 

### **How to apply**

An analyst wishing to participate in cross-training shall submit a request by email to their supervisor. The supervisor will forward the email request to the Laboratory Director for approval.

---

### **Analyst responsibilities**

The analyst receiving cross-training is responsible for the following:

- maintaining current workload responsibilities
  - developing a training schedule in conjunction with their trainer
  - keeping current on training assignments
  - reading reference and training materials
  - keeping a record of all notes, charts, graphs, photographs, or other material that is generated during the training process and presenting the document to the trainer at the conclusion of the training
- 

### **Completing the cross-training**

The analyst shall be considered competent in the new forensic discipline upon the successful completion of all training exercises and competency tests and the written verification of the trainer.

---

*Continued on next page*

## TPD: Cross-Training Program, Continued

---

**Time allotment** The unit supervisor should allow analysts qualifying for cross-training to devote a minimum of ten percent (10%) of their regularly scheduled work time to cross-training (four hours per week).

---

**Maintaining new skills** Upon completion of all required training and competency testing in the new forensic discipline, it is desirable that the analyst maintains these skills.

Whenever possible, the analyst should be allowed by their unit supervisor to continue to devote a minimum of ten percent (10%) of their regularly scheduled work time to performing casework in their new discipline.

This action will also allow the analyst to maintain proficiency status in accordance with the laboratory's Quality System.

---