

TPD: Research and Development Program

Selection criteria

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

- competency status of the analyst in their current assignment
 - merits of the proposed research and development project
 - workload projections for their current assignment and their proposed area of research and development
 - time in the current assignment
 - time in the current assignment relative to other analysts assigned to the same discipline
 - commitment or interest to pursue research and development projects
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How to apply

An analyst wishing to participate in a research and development project shall submit to the section supervisor a draft project proposal.

The draft proposal shall include this information:

- project background
- proposed research
- benefit to the District Attorney's office
- expected project cost
- anticipated impact on casework
- technical and administrative supervisor

The supervisor then prepares a detailed formal project proposal based on this information.

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Director's approval

The project proposal is submitted to the Laboratory Director for approval.

IF the Laboratory Director...	THEN the...
approves the project	project proposal is signed and forwarded to the Chief Deputy District Attorney for final approval.
does not approve the project	proposal is returned to the supervisor. A copy of the proposal is forwarded to the Professional Development Coordinator (PDC) to place in the training file. The supervisor notifies the applicant that the project was not approved.

Chief Deputy District Attorney's approval

When the project proposal has been reviewed by the Chief Deputy District Attorney, the process continues as follows:

IF final approval is...	THEN the...
granted by the Chief Deputy District Attorney	project proposal is signed and returned to the Laboratory Director. The Laboratory Director notifies the applicant and supervisor that the project was approved.
not granted by the Chief Deputy District Attorney	proposal is returned to the Laboratory Director. The Laboratory Director notifies the applicant and supervisor that the project was not approved. A copy of the proposal is forwarded to the PDC to place in the training file.

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Analyst responsibilities

The analyst participating in a research and development project is responsible for the following:

- maintaining their current workload responsibilities
- recording all phases of the research and development project
- reading reference materials
- presenting their findings and conclusions to the respective peer group and management for final review

NOTE: It is desirable for the analyst to produce a final report on the research and development project that includes all relevant data, charts, graphs, and conclusions.

Other factors

Critical factors shall be considered when conducting a research and development project.

- The project must follow the dictates of the laboratory's Quality System.
 - Any project which involves the production or modification of a method or technique will require following the procedures outlined in *PRO: Validation of New Procedures* found in the *Quality Manual*.
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Publishing research

Laboratory management encourages each analyst to publish their research project in such a manner as to make it readily available to the laboratory staff and the forensic science community.

Any project intended for publication shall not be submitted until the transcript is reviewed and approved by the relevant peer group and laboratory management.

Time allotment

Whenever possible, analysts qualifying for research and development should be allowed by their unit supervisor to devote a minimum of ten percent (10%) of their regularly scheduled work time to research (4 hours per week).
