
Overview

This is about receiving, accepting and preparing to examine forensic items. The person undertaking the preparation may not necessarily be the individual who carries out examinations. It includes establishing the types and order of examinations required, and inspecting items to confirm that documentation and continuity are correct.

These preparations may be undertaken wherever examinations occur, which might be at scenes of incidents or specialised environments such as a laboratory.

The term items can cover various forms of forensic material, including test items, samples, exhibits or productions.

Maintaining health and safety, together with the integrity and continuity of forensic materials, is of paramount importance.

There are two elements

- 1 Receive items for forensic examinations
- 2 Process items for forensic examinations

Receive and process items for forensic examination

**Performance
criteria****Receive items for forensic examinations****You must be able to:**

- P1 obtain items relevant to forensic examinations in line with organisational procedures
- P2 record details of the storage, handling, transfer and packaging of forensic items in line with organisational procedures
- P3 check packaging of forensic items in line with forensic procedures, and:
 - P3.1 identify any packaging problems
 - P3.2 record any packaging problems
 - P3.3 address any packaging problems
- P4 identify any risks to safety linked to working with forensic items in line with health and safety procedures, and:
 - P4.1 take the necessary actions to minimise any risks
- P5 check forensic items against records in line with organisational procedures, and:
 - P5.1 identify any inaccuracies
 - P5.2 address any inaccuracies
- P6 store forensic items in line with organisational procedures, and in a way that avoids risk to potential evidence, including:
 - P6.1 contamination
 - P6.2 cross-contamination
 - P6.3 loss
 - P6.4 degradation

Process items for forensic examinations**You must be able to:**

- P7 confirm that items submitted are appropriate for forensic examination work proposed, and:
 - P7.1 report any concerns in line with agreed timescales
- P8 prioritise the forensic examination of items in line with forensic strategy
- P9 process items for forensic examinations in line with organisational procedures
- P10 establish the storage requirements of potential evidence in line with

forensic procedures

P11 arrange for potential evidence to be stored in line with organisational procedures

P12 record relevant information in line with organisational requirements

Receive and process items for forensic examination

Knowledge and understanding**Legal and organisational requirements**

You need to know and understand:

- K1 the implications of current law, policies, operating procedures and guidelines relevant to receiving and processing items for forensic examinations
- K2 implications of current law, policies and procedures relating to:
 - K2.1 health and safety
 - K2.2 information and data handling
 - K2.3 human rights
 - K2.4 criminal justice system
- K3 legal requirements regarding the integrity and continuity of evidence and the importance of satisfying them
- K4 your level of authority and expertise to access information, and the actions necessary should this be exceeded

Preparations

You need to know and understand:

- K5 how to ensure that forensic items are received safely and securely
- K6 the factors to consider when planning the storage and packaging of items
- K7 how to store and transfer potential evidence to avoid:
 - K7.1 contamination
 - K7.2 cross-contamination
 - K7.3 loss
 - K7.4 degradation
- K8 the importance of establishing and maintaining the integrity and continuity of potential evidence, and how to do this
- K9 types of forensic examinations undertaken
- K10 factors to consider when determining which examinations are suitable for items submitted
- K11 why it is important to identify inaccuracies between items and records, and the types of inaccuracies that might occur and how to rectify them
- K12 types of packaging problems that can occur and how to resolve them, including:
 - K12.1 inappropriate labelling and packaging

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K12.2 inadequate seals

K12.3 damaged packaging and seals

K12.4 contamination dangers

K13 the importance of identifying and addressing risks associated with examining forensic items, and how to do this

Communication and recording information

You need to know and understand:

K14 the roles, functions and policies of different organisations that may be involved in forensic processes

K15 what information is relevant and how it should be recorded

K16 why it is important to record information in a format suitable for further use

K17 why it is important to record details of the storage, handling, transfer and packaging of forensic items

Health and Safety

You need to know and understand:

K18 potential health and safety risks associated with different types of potential evidence, and how to address them

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