

# DNA Analyst Training Laboratory Training Manual

## Subject 8: Communicating Results

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PRESIDENT'S  
**DNA**  
INITIATIVE



# Laboratory Training Manual

## *Subject 8: Communicating Results*

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### **Purpose**

To instruct the trainee in the preparation of a forensic case report, per laboratory SOPs.

To instruct and prepare the trainee for expert witness testimony, per laboratory SOPs.

### **Objectives**

Upon successful completion of these exercises, the trainee will be able to:

- Generate written forensic case reports, per the laboratory SOPs.
- Describe the judicial structure.
- Describe judicial policies and practices to include rules of evidence, discovery, subpoenas, pretrial conferences, and courtroom rules of procedure.
- Describe the elements of appropriate courtroom etiquette.
- Prepare a curriculum vitae or resume.
- Prepare for and successfully complete a mock trial or moot court

### **Preparation for Exercises**

#### **Trainer Responsibilities**

1. Provide the trainee with completed case reports that have successfully passed technical and administrative review, and reflect current laboratory SOPs.
2. Provide data sets for reporting exercises, as outlined in the Training Plan.
3. Provide the trainee with documentation relevant to courtroom etiquette, judicial procedures and case law.
4. Provide the trainee with a copy of a discovery motion request and the laboratory response.
5. Provide the trainee with a video tape of a mock trial.
6. Provide the trainee with a copy of a transcript that includes expert witness testimony.
7. Define the parameters for the mock trial.
8. Determine the assessment criteria.
9. Review, verify, and document assignment completion.

#### **Trainee Responsibilities**

1. Review completed case reports provided by the Trainer.
2. Prepare reports for the assigned data sets and data generated in previous exercises.
3. Perform the exercises, as outlined in the Training Plan.
4. Document and submit assignment completion, as required by the trainer.

### **Literature**

[Return to Laboratory Training Manual User Guide](#)

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### **Exercise 1: Preparation of Case Reports from Provided Data**

#### ***Purpose***

To prepare multiple forensic case reports in accordance with laboratory SOPs using the data and/or case file documentation provided by the Trainer

#### ***Tasks***

Write a report for each set of data provided by the Trainer.

#### ***Resources***

Sample Protocols: [8.01](#), [8.02](#), [8.03](#), [8.04](#)

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### **Exercise 2: Preparation of Case Reports from Exercise Samples and Mock Cases**

#### ***Purpose***

To prepare forensic case reports, in accordance with laboratory SOPs, using data and/or case file documentation from previous exercises and mock cases.

#### ***Tasks***

Write a report for each sample exercise and mock case analyzed during training.

#### ***Resources***

Sample Protocols: [8.01](#), [8.02](#), [8.03](#), [8.04](#)

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### **Exercise 3: Overview of Judicial Practices and Policies**

#### ***Purpose***

To acquire an understanding of the laboratory and jurisdictional practices and policies related to the analyst's role as an expert, including pretrial considerations, preparation, and trial testimony.

#### ***Tasks***

Research and write a brief synopsis, as related to the laboratory and jurisdictional practices and policies, covering the following topics:

- Rules of evidence
- Judicial structure
- Discovery
- Subpoenas
- Pretrial conference communication
- Courtroom rules of procedure

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### **Exercise 4: Observation of Testimony**

#### ***Purpose***

To prepare the analyst for courtroom testimony through the observation and subsequent discussion of expert testimony

#### ***Tasks***

Observe and/or review the following:

- Transcripts of expert witness testimony from a trial and/or a deposition
- An experienced analyst participating in a pretrial conference(s)
- An experienced analyst providing expert witness testimony in deposition(s), hearing(s) and/or trial(s)
- A trial, including opening argument and closing statements

Summarize and/or discuss courtroom etiquette, to include the following:

- Appearance
- Demeanor
- Professionalism
- Objectivity
- Presentation skills

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### **Exercise 5: Preparation of Curriculum Vitae**

#### ***Purpose***

To create an accurate curriculum vitae or resume, as per laboratory SOPs.

#### ***Tasks***

Create an accurate and complete curriculum vitae or resume, for review by the trainer.

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### **Exercise 6: Mock Trial**

#### ***Purpose***

To prepare and participate in a mock trial.

#### ***Tasks***

Prepare, in writing, responses to questions provided by the trainer, to include:

- Qualifying questions
- Voir dire questions
- Direct examination
- Cross examination

Through practice sessions with the trainer, cover the following topics, as if providing testimony:

- Qualifying as an expert witness
- Voir dire
- Explanation of analytical processes and SOPs
- Use of visual aides
- Case specific questions, including direct and cross examination

Participate in a mock trial, as defined by the trainer

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### Subject Review

After completion of the laboratory manual exercises and having previously completed the corresponding theory modules, the trainee should be able to answer the following questions:

- What information/data should be included in a case report based upon QAS requirements?
- What information/data is required by the laboratory's SOPs to be included in a DNA case report?
- What are technical and administrative reviews? What is the purpose of each review?
- Who is permitted to perform each review?
- What is the procedure for amending a case report?
- What are the SOPs concerning release of verbal and written results?
- What are the rules of evidence for the laboratory's jurisdiction?
- What are the functions of each of the following courtroom positions?
  - Judge
  - Court Deputy or Bailiff
  - Court Clerk
  - Court Reporter
  - Prosecutor
  - Defense Counsel
  - Defendant
  - Lay Witness
  - Expert Witness
  - Jury
- What is a discovery motion and what are the related laboratory SOPs?
- What is a subpoena and what are the related laboratory SOPs?
- What are the laboratory's policies regarding pretrial conferences, depositions and testimony?
- What is the laboratory's court monitoring process (analyst evaluation)?
- What are the laboratory's policies for general courtroom appearance and demeanor?
- What is a curriculum vitae (CV)? What is the importance of maintaining a CV?
- What are the preparations required and/or suggested prior to a trial?
- What is voir dire?
- What are the relevant court rulings in the laboratory's jurisdiction that may affect courtroom testimony?
- What is direct versus cross examination?
- What is witness sequestering?

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