



Job Descriptions



Equipment Technician

Collects and returns equipment



Evidence Officer

Collects and returns evidence



Analysis Coordinator

Ensures the team understands and completes the analysis



Communication Officer

Asks laboratory supervisor and other communication officers for assistance if group experiences difficulties



Data Officer

Keeps a careful, clear and accurate record of the analysis



Forensic Laboratory















Quality Assurance Guidelines

- ☑ **Maintain the Chain of Custody**
- ☑ **Always use clean equipment**
- ☑ **Ensure workstations are clean before commencing analysis**
- ☑ **Ensure hands and clothes are clean**
- ☑ **Understand procedure before commencing analysis**
- ☑ **Be **EXTREMELY** careful with evidence**
- ☑ **Avoid cross-contamination:**
minimise laboratory traffic during analysis

Laboratory Job Badge Master

photocopy and cut (paste on stiff card if desired)

✂

Equipment Technician 	Equipment Technician 	Equipment Technician 
Evidence Officer 	Evidence Officer 	Evidence Officer 
Analysis Coordinator 	Analysis Coordinator 	Analysis Coordinator 
Communication Officer 	Communication Officer 	Communication Officer 
Data Officer 	Data Officer 	Data Officer 