****Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Technician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Analyst: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forensics Team Descriptions**

Lead Forensic Officer:

* Ensures that every team member is filled in on the work that has been done on the case.
* Debriefs information including case studies, case notes, and directives (reads notes and directions to the group at a pace where everyone can take notes).
* Keeps every team member on task.

Lab Technician:

* Has the leadership role in laboratory investigations.
* Can delegate lab steps to team members.
* Responsible for obtaining, returning, and overall care and cleanliness of the lab station and lab equipment.
* Constantly aware of and enforces lab safety measures.

Data Analyst:

* Record keeper (file folders).
* Records all information in reports (worksheets and case studies).
* Ensures the team is working efficiently (time keeper).

Specialist:

* Substitutes for members of the team if they are absent.
* Second in command if a team leader is too busy or needs to delegate a job.
* May assist any team member when needed.
* May be given a new job title if one is needed for the case (sketch artist, researcher, check and balances).

**Chain of Command Procedures**

* Every team member must write their own name on the assignments handed in each day.
* When carrying out a task, the team member responsible for the work must initial that section.
  + Lead Officers initial the case studies and other reports to ensure they are complete.
  + Data Analysts initial the worksheets at the end to ensure they are complete.
  + Lab technicians initial the lab reports to ensure they are complete.
  + Specialists initial any work they recorded and took care of in substitution for another member.