Medicolegal Death Investigation Training Program

Limited Number of Seats Available

In partnership with the National Institute of Justice (NIJ), the National Forensic Science Technology Center (NFSTC) is pleased to announce that the Medicolegal Death Investigation Training Program is being provided at no-cost to eligible coroners and medicolegal death investigators under Cooperative Agreement Award (#2009-DN-BX-K197).

The purpose of this program is to provide coroners/medicolegal death investigators with general knowledge of the scope and application of the forensic sciences within the criminal justice system, including crime scene processing and photography, latent fingerprint processing, controlled substances analysis, toxicology, forensic anthropology, forensic entomology, forensic odontology, firearm and tool mark collection and preservation, trace evidence analysis, fire debris analysis, explosives and explosive device identification, and forensic biology (serology/DNA).

This training program will be presented to a limited audience in two separate, but related sessions:

**Online Coursework – Ongoing through May 31, 2011**
(Forensic Sciences: An Overview for Medicolegal Death Investigators) via the NFSTC Online Learning System (NOLS)

**Onsite Capstone Session – March 22-24, 2011**
(Forensic Sciences: Applications in Medicolegal Death Investigations) instructor-led practical activities conducted onsite at the NFSTC facility in Largo, FL.

The online program is currently underway. There are a limited number of online coursework ‘seats’ available to qualified applicants. Applications will be accepted until the total number of available ‘seats’ are filled.

Applicants for the training may also be interested in applying for consideration to attend the March 2011 onsite capstone session. **For consideration to attend the capstone, trainees must meet eligibility requirements.** Please read information below regarding the eligibility requirements, selection criteria, program commitment, application process, and program expenses.

If you apply for consideration to attend the Onsite Capstone Session:

Participants who successfully complete the online coursework will be considered for placement in the onsite capstone session **based on the date of completion of the online coursework.** (See Selection Criteria – Onsite Capstone Session section below for completion criteria).
Eligibility Requirements

To be eligible for participation in this training program, applicants must:

- Work for a U.S. publicly funded State, local or tribal agency as a coroner/medicolegal death investigator
  (Note: Federal employees and contractors are not eligible to receive training under this grant)
- Be actively involved in medicolegal death investigation
- Possess a reasonable level of skill in English, arithmetic, and computer keyboarding
- Have access to the following resources at home or agency for the duration of the online coursework for *Forensic Sciences: An Overview for Medicolegal Death Investigators*
  - Computer with Internet access and Flash player (Version 9.0 or higher) and Adobe Acrobat Reader
  - Printer (optional)

Online Coursework

The online curriculum is module- and video presentation- based and is designed to ensure baseline knowledge of forensic science terms, methodologies and concepts. The trainee will progress through 10 modules of instruction and will be required to complete an online final assessment. Trainees will also be provided access to previously taped lectures on various areas of forensics.

<table>
<thead>
<tr>
<th>Module</th>
<th>Online Module Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Overview</td>
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<tr>
<td>2</td>
<td>Crime Scene Processing</td>
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<tr>
<td>3</td>
<td>Introduction to Crime Scene Photography</td>
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<td>4</td>
<td>Camera Settings and Lighting</td>
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<td>Effective Crime Scene Photography</td>
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<td>6</td>
<td>Trace Evidence: Observation, Collection and Analysis</td>
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<tr>
<td>7</td>
<td>Forensic Biology: Serology (Body Fluid Analysis) and DNA</td>
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<td>8</td>
<td>Latent Fingerprint Processing</td>
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<td>9</td>
<td>Tool and Tool mark Evidence</td>
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<td>10</td>
<td>Firearm Evidence</td>
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Selection Criteria – Online Coursework

Applicant selection for the online coursework will be based upon meeting eligibility requirements, online seat availability, geographic diversity and agency type and size. The coursework represents approximately 16 to 20 hours of online learning and includes an online assessment.

<table>
<thead>
<tr>
<th>Online Course Available Through</th>
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<tbody>
<tr>
<td>Tues. 5/31/11 11:59pm EST</td>
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Selection Criteria – Onsite Capstone Session

Participant selection for the onsite capstone session will be made from selected online coursework trainees based upon the following criteria:

- Completion of the online coursework and final assessment
- Achievement of a passing score of at least 80% on the final online coursework assessment
- Seat availability, geographic diversity and agency type and size

<table>
<thead>
<tr>
<th>Practical Instruction (Largo, FL)</th>
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<tr>
<td>Tues., Wed., Thu.</td>
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<td>March 22-24, 2011</td>
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Program Commitment

1. The online coursework comprises approximately 16-20 hours of online theoretical coursework and a final assessment.

Participants will be required to complete online coursework and an assessment to qualify for consideration to attend the onsite capstone instruction. Please note that, due to a limited number of seats available for the onsite capstone session, not all participants completing the online training will be selected to attend the onsite capstone training.

Activity 1: Web-based training: Forensic Sciences: An Overview for Medicolegal Death Investigators
(Content from these modules of instruction will be included in the online coursework assessment.)

- Module 1: Course Overview
- Module 2: Crime Scene Processing
- Module 3: Introduction to Crime Scene Photography
- Module 4: Camera Settings and Lighting
- Module 5: Effective Crime Scene Photography
- Module 6: Trace Evidence – Observation, Collection and Analysis
- Module 7: Forensic Biology – Serology and DNA
- Module 8: Latent Fingerprint Processing
- Module 9: Tool and Tool Mark Evidence
- Module 10: Firearm Evidence

Activity 2: Video presentations
(Content from these video presentations will not be included in the online coursework assessment.)

- Video 1: Controlled Substances
- Video 2: Toxicology
- Video 3: Anthropology
- Video 4: Entomology
- Video 5: Odontology
- Video 6: Fire Debris Analysis
- Video 7: Explosives and Explosive Devices

Activity 3: Three discussion board questions
(Content from these online discussions will not be included in the online coursework assessment.)
Activity 4: Course survey

Activity 5: Online coursework assessment (80% mastery required)

- Trainees will be allowed two attempts to achieve a passing score
  - The second attempt is optional for trainees achieving a passing score and mandatory for those who do not
  - Final grade calculations for the online coursework assessment will be based on the highest score attempt

2. The onsite capstone session is comprised of approximately 24 hours of hands-on instructor-led, practical activities conducted at the NFSTC (Largo, FL).

Note: A limited number of digital cameras will be available for use during on-site participation. (Trainees are strongly encouraged to bring an agency camera and tripod to onsite training sessions.) If an agency camera is not available, personal cameras are acceptable.

Note: If the trainee leaves their agency prior to attending the onsite portion of the Medicolegal Death Investigation Training Program, it is the responsibility of the trainee to notify Jennifer Claiborne (Jennifer.Claiborne@nfstc.org) within 10 days of departure.

The trainee will be eligible to continue in the program if 1) they have accepted a related position with another State, local or tribal agency and 2) their new supervisor verifies employment via email to Jane.Smith@nfstc.org. Trainees who do not adhere and/or meet the stated criteria may be ineligible to attend and/or receive expense stipend or reimbursement.

Application Process

Applications will be accepted until all available seats are filled. Online Session trainees will be notified of acceptance status as soon as possible following completion of the online application.

Complete and submit application online by following the steps listed below:

1. Navigate to the NFSTC Event Portal (http://www.nfstc.org/meetings)

2. If this is the first time using the NFSTC Event Portal, click on the Create New Account link and complete requested information to establish a user account.
   - Existing users login to the NFSTC Event Portal using assigned Username and Password

3. Locate the Medicolegal Death Investigation Training Application event listed under Event Name and click on the Register button.

4. Enter “limited” (case sensitive) in the Enter Your Invitation Code field.

5. Complete the Application for Medicolegal Death Investigation Training Program in its entirety.
   - Only fully completed applications will be eligible for selection consideration

6. Click on the Submit button to complete the application process.
Application information may be edited at any time up to 11:59 PM EST September 5, 2010 by logging into the NFSTC Event Portal and clicking on the Edit My Details link displayed next to the Medicolegal Death Investigation Training Application event.

Questions related to the application process should be directed to:
Diane Derr
National Forensic Science Technology Center
Instructional Technology Specialist
Diane.Derr@nfstc.org
727-549-6067, Ext: 146

**Expenses (General Guidelines)**

Training program participants selected to attend the onsite capstone session will be provided with the following logistics arrangements:

- **Hotel accommodations** (direct-billed to the NFSTC)
  - Training participants who live within 50 miles of the NFSTC training facility are not eligible for lodging accommodation reimbursement; roundtrip daily mileage from home to the NFSTC will be reimbursed
  - **NOTE:** Attendees are responsible for any incidental expenses at the hotel and must provide a credit card to the hotel upon arrival

- **Meals** on all training days:
  - Breakfast will be provided by the hotel
  - Lunch will be provided by the NFSTC

- **Travel**
  - Travel by Air (direct-billed to the NFSTC)
  - Travel mileage reimbursement for driving in lieu of flying must be approved and will be based upon cost of a matching flight itinerary obtained through the NFSTC travel agency. Only one roundtrip (home to airport/airport to home) will be reimbursed per training session; original receipts required
  - **NOTE:** Travel expenses for State, local, and federal agency vehicles are not reimbursable

- **Stipend for Trainees Traveling by Air**
  - Stipend check for $140.00 will be provided to each trainee after a training session is completed. This stipend check is provided to cover other expenses and incidentals, including, but not limited to:
    - Home to airport/airport to home transportation
    - Parking, fees, tips, gas, tolls, and other miscellaneous charges
    - All luggage fees, including checked luggage, excess luggage, excess luggage weight, carry-on luggage, luggage handling, etc.
    - Meals (other than those noted under the Meals section above)

- **Transportation** (to/from airport as well as to/from hotel and the NFSTC training facility) will be provided (direct-billed to the NFSTC)

**NOTE:** Reimbursement or stipend amount for those who do not attend the entire on-site training session will be adjusted accordingly.

More detailed information will be sent to applicants selected to attend the onsite capstone session.

Notification of selection status for the onsite capstone session will take place by mid-January 2011.
**Program Preparation**

The Medicolegal Death Investigation Training Program online coursework will be available to the trainee via the web-based NFSTC Online Learning System (NOLS). The trainee agrees to review course details, adhere to all specified course policies, and complete all required online course work.

**Note:** Access to NOLS requires a User Name and Password, which will be issued by the NFSTC via email upon acceptance into the online training program. Coursework can begin as soon as the trainee is able to access the coursework on NOLS.

**Training Attire**

Business casual attire is expected for all training sessions (jeans are permitted; however, shorts, midriff tops and flip-flops are not acceptable). Due to the nature of crime scene processing materials, clothing that provides adequate coverage (long pants [preferably in dark-colored], closed-toed shoes, and long sleeves or a lab coat) is required to ensure a safe environment for all training sessions.

Detailed instructions regarding travel and lodging arrangements will be emailed to you upon confirmation from you that you will be attending the course.

If you have any questions, please contact:

Jennifer Claiborne  
Training Operations Associate  
727-549-6067 ext 155  
Jennifer.Claiborne@nfstc.org  
7881 114th Avenue, North  
Largo, FL 33733