



Forensic Science Laboratory Management Course: Evidence Intake, Casework and Accreditation



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Introduction:

Forensic Science Laboratory Management, covering evidence intake, casework and accreditation, is a 5-day course for forensic laboratory leadership, section, quality and case management teams, ending with a Forensic Laboratory Operating and Accreditation Plan. Prosecutions stall when exhibits wait unlogged, examinations run in arrival order rather than court priority and expert reports invite challenge on reliability or bias. Nominees already manage forensic sections or casework and learn through case studies built on intake logs, backlog data and anonymised expert reports. CoreConcept Training Center delivers this forensic science laboratory management course.

Course Objectives:

- Map the forensic service from exhibit submission to court outcome and baseline caseload, turnaround and backlog for each discipline
- Apply ISO/IEC 17025 and ILAC G19 guidance to define the accreditation scope and quality controls of a forensic examination unit
- Run evidence reception, LIMS exhibit tracking and case assessment so that every submission is accepted, triaged and prioritised against court needs
- Control backlog and turnaround through ageing analysis, capacity planning and service agreements with police and prosecution customers
- Safeguard the validity of forensic conclusions through proficiency test review, blind verification and contextual information controls
- Review expert reports, prepare reporting scientists for testimony and assemble a Forensic Laboratory Operating and Accreditation Plan

Target Audience:

- Leadership teams accountable for the casework output and accreditation status of forensic science laboratories
 - Section management teams responsible for discipline units such as DNA, toxicology, firearms, questioned documents or digital examination
 - Quality management teams responsible for the forensic quality system, proficiency testing and accreditation assessments
 - Case management and evidence reception teams responsible for submissions, exhibit tracking and turnaround reporting
 - Police and prosecution liaison teams that commission forensic examinations and present scientific findings in court
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Course Outline:

Day 1: Forensic Laboratory Service Landscape and Operating Baseline

- Forensic Science Process From Exhibit Submission to Court Outcome
- Police and Prosecution Requirements for Forensic Service Agreements
- Forensic Discipline Map Covering DNA, Toxicology, Firearms, Documents, Digital
- Laboratory Organisation Structure, Section Leads and Authorised Signatories
- Current-State Baseline Using Caseload, Turnaround and Backlog Data

Day 2: Accreditation Frameworks and Forensic Quality Architecture

- ISO/IEC 17025 Requirements Applied to Forensic Examination Units
- ILAC G19 Modules Across the Forensic Science Process
- ISO/IEC 17020 Interface Between Scene Inspection and Laboratory Testing
- OSAC Registry Standards for Discipline Method Selection
- Impartiality and Contextual Information Management Policy for Examiners

Day 3: Evidence Intake, LIMS Tracking and Case Management

- Evidence Reception Counter Workflow and Submission Acceptance Criteria
- LIMS Exhibit Barcoding, Location Tracking and Audit Trails
- Case Assessment and Interpretation Triage Before Examination Starts
- Case Prioritisation Matrix for Custody Deadlines and Court Dates
- Examination Strategy Meetings With Scientists, Investigators and Prosecutors

Day 4: Backlog Control, Result Validity and Expert Reporting Risks

- Backlog Ageing Analysis and Turnaround Time Dashboards
- Capacity Planning Through Analyst Throughput and Instrument Utilisation
- Proficiency Test Failure Review Across Forensic Disciplines
- Blind Verification and Case Information Masking Against Contextual Bias
- Expert Report Structure, Evaluative Opinions and Limitations Statements

Day 5: Case Study Work on the Forensic Laboratory Operating and Accreditation Plan

- Case Laboratory Brief With Intake Logs and Backlog Figures
 - Case Expert Report Review for Opinion Limits and Clarity
 - Case Courtroom Testimony Rehearsal on Method Reliability Questions
 - Case Accreditation Scope Extension for a New Discipline
 - Forensic Laboratory Operating and Accreditation Plan Completion
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Skills You Will Gain:

- Forensic Caseload Baselineing
- Evidence Reception Control
- LIMS Exhibit Tracking
- Case Assessment and Triage
- Backlog and Capacity Planning
- Forensic Accreditation Scoping
- Contextual Bias Mitigation
- Expert Report Review

Why Attend This Course:

- Deliver a Forensic Laboratory Operating and Accreditation Plan to the laboratory director or forensic service board for approval
- Decide which submissions are accepted, which examinations run first and when a case needs a strategy meeting with investigators and prosecutors
- Prevent ageing backlogs, missed court dates, failed proficiency tests and challenged expert opinions that delay prosecutions
- Coach section leads and reporting scientists using the triage matrix, backlog dashboard and expert report review checklist

Conclusion:

Back at work, the participant presents the Forensic Laboratory Operating and Accreditation Plan to the laboratory director and the forensic service board. Leadership uses it to approve submission acceptance rules, the case prioritisation matrix, backlog targets by discipline and the scope of the next accreditation assessment. Police and prosecution partners use its service agreement terms to plan requests around court dates. After the first quarter under the plan, the laboratory should compare backlog age, turnaround times, proficiency test outcomes and report challenges with the targets and revise the actions that have not moved.

Frequently Asked Questions FAQ:

What should participants know before a forensic science laboratory management course?

Participants should already lead or coordinate forensic casework, quality or evidence reception and know how exhibits arrive from investigators. Bringing anonymised caseload, turnaround or backlog figures from their own laboratory helps them test the triage and planning tools during the case study day.

How does forensic science laboratory management differ from a crime scene management course?

This course works inside the laboratory: reception, LIMS tracking, case triage, backlog control, accreditation of examination units and expert reporting. Crime scene courses cover scene security, recording, search and recovery of exhibits before they ever reach the laboratory.

Why does forensic science laboratory management control the case information given to examiners?

Task-irrelevant case details, such as a suspect's admission, can influence comparative judgements in disciplines like firearms or handwriting. Managing what examiners see and using blind verification protects the reliability of conclusions and their defensibility under cross-examination.

What do participants take back from the forensic science laboratory management course?

Participants take back a Forensic Laboratory Operating and Accreditation Plan with submission acceptance rules, a case prioritisation matrix, backlog and turnaround targets, an accreditation scope outline and an expert report review checklist to adapt to their own laboratory.
