## MASTER DOCUMENT LIST

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- QD-TM-00 Unit Overview
- QD-TM-01 Training Program Overview
- QD-TM-02 Fundamentals of Forensic Document Examination
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Forms
   LAB-QD-26  QD Exercises & Competency Training Checklist  RES120817
   LAB-QD-27  QD RTP Training Checklist  RES120817
   LAB-QD-28  QD Reading Training Checklist  RES120817
   LAB-QD-29  Questioned Documents Training Checklist  R
   LAB-QD-30  Questioned Documents Reading Checklist
**Revision History**

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TRAINING PROGRAM OVERVIEW

1 Introduction

Individuals employed by the Texas Department of Public Safety as Questioned Document Examiners must meet specific qualifications as outlined in the Questioned Document Training Manual before being qualified to perform casework. The qualifications consist of educational requirements, general laboratory training requirements and forensic document training requirements.

2 Degree Requirements

An examiner/analyst shall have, at a minimum, a Baccalaureate degree from an accredited four-year college or university, preferably with courses in physical science, statistics, criminalistics, criminal justice, or a related field.

An examiner/analyst shall have successfully completed a qualifying test before beginning casework responsibilities.

3 Purpose

The Questioned Documents Training Manual is designed to provide the trainee with an overview to develop background, laboratory skills, education, competency, and supervised hands-on experience to adequately perform independent casework with minimal supervision. The Texas DPS training time is two years. Trainees having prior experience in questioned document analysis procedures may be evaluated to determine the amount of time necessary for training.

4 Assignment of Trainer

Meetings between the trainee, the trainer, and/or supervisor should be held on a regular basis in order to evaluate the trainee’s progress, plan future study and practical assignments, and discuss any deficiencies which require additional training. The trainer will document the trainee’s progress. The specific duration of each module is an approximation only and may be adjusted at the trainer’s discretion.

5 Trainee Responsibilities

The trainee will be required to keep a training notebook. The training program covers information that requires the trainee to keep up with reading assignments on a self-study basis. The trainee is responsible for informing his/her trainer or supervisor when problems arise at any time during the training period.

6 Training and Competency Notebook

A. During the training program, the trainee is responsible for keeping detailed records in a competency notebook of his/her training, practice testing, and progress. Completion of modules and/or practical exercises will be recorded, dated, and signed off by the trainer.

B. The items that should be maintained in the training notebook include items listed on LAB-GLT-10 and any other document(s) relevant to the training program.

7 Questioned Documents Training Modules

7.1 Reading Assignments
Chapters and/or articles assigned for reading during training are present in the Questioned Document Section Library. Any modifications to the assigned reading will be documented in the training documentation and forwarded to the Quality Assurance Coordinator for approval.

7.2 Training Assessment

Training assessment will be undertaken as separate modules of training; the conclusion of training should take into consideration the following:

A. All competency tests must be correctly analyzed
B. The training and competency notebook is approved by the Trainer.
C. The training and competency notebook, other training records documenting completion of training requirements, and trainee’s credentials are reviewed.
D. The trainee successfully completes a final comprehensive written exam.
E. After satisfactory completion of training, a Certification of Competency should be issued and recommendation for Independent Work Authorization be submitted for casework analysis in the category of testing and/or relevant testing procedures.
F. Since all casework is 100% verified, there is no supervised casework requirement in the Questioned Document section. However, while the examiner is performing casework during their first two years, they are closely monitored and must exhibit no errors during that time frame. If there are errors, they will be resolved, which may include additional training.

7.3 Relevant Testing Procedures (RTP) Assessment

During the trainee’s two-year training program in the discipline, they may be authorized to perform Relevant Testing Procedures (RTPs) for casework analyses based on their satisfactory completion of training and competency in the RTP.

A. Trainees must satisfactorily complete the following to be recommended to perform RTPs for casework:
   1. Completion of the required readings on the procedure
   2. Demonstration of the procedure and practical application of the procedure
   3. Competency testing

B. Relevant Testing Procedures in the Questioned Documents Examination (Category of Testing)

These are the relevant testing procedures for which trainees will be trained and determined if competent prior to authorization to perform casework in the Questioned Documents Examination category of testing

1. Envelope Batch Matching
2. Paper Batch and Edge Matching
3. Examination and Preservation of Charred and Saturated Documents
4. Typewriting/Examination of Carbon Ribbon Evidence
5. Identification and Analysis of Conventional and Digital Print Processes
6. Examination by Video Spectral Comparator (VSC)
a) Hyperspectral Imaging (HSI)
b) Alteration / Erasure / Obliteration Restoration
c) Inks and Writing Instruments

7. Miscellaneous Document Examinations

8. Latent Writing Impression Development / ESDA

C. Relevant Testing Procedures in the Handwriting Examination (Category of Testing)

This category includes the examination and comparison of handwriting / hand printing.

8 Evaluation of Training Program

The trainee will complete the Laboratory Training Program Evaluation Form (LAB-QA-21) upon completion of the training program.
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This document was formerly QD-TM-00
QD-TM-01 was formerly “Fundamentals of Questioned Documents” |
FUNDAMENTALS OF FORENSIC DOCUMENT EXAMINATION

Duration 2 weeks

Purpose To acquaint the trainee with the fundamentals of forensic document examination

Prerequisite None

1 Objectives

Theoretical

The trainee will gain a working knowledge of equipment and procedures required to perform forensic document examinations. Obtain general knowledge of document examination, forms used in casework and daily operations of the Questioned Documents Section.

1.1 Practical

Following the completion of the module the trainee will be able to:

A. Describe the evolution of forensic questioned document laboratories
B. Articulate when questioned document examinations can be applied
C. Describe the care of questioned documents
D. Describe how the section handles evidence
E. Describe and mark evidence
F. Perform evidence itemization in LIMS
G. Define terminology used in the Questioned Documents Section
H. Use Stereo microscope

2 Training Outline

2.1 Lesson Plan

A. History of the Examination of Questioned Documents and Handwriting Identification
B. Handling, care, marking, and itemization of evidence
C. Questioned Documents Terminology
D. Use of Stereozoom microscope

2.2 Required Readings

The required readings should be completed within two years.

A. Forensic Document Examination- Lewis
B. The Scientific Examination of Questioned Documents- Kelly & Lindblom
C. Foundations of Forensic Document Analysis- Allen
D. The Scientific Examination of Documents- Ellen
E. Suspect Documents- Harrison
F. The Problem of Proof- Osborn
G. Questioned Document Problems- Osborn
H. Evidential Documents- Conway
I. Scientific Examination of Questioned Documents- Hilton
J. Education and Qualifications of Examiners of Questioned Documents, JFS, Vol. 1, No. 3, pp. 35-42, July 1956
Q. Landmark Questioned Document cases, section document
R. Questioned Documents Standard Operating Procedures

2.3 Practical Exercise
The trainee will complete the microscope and basic terminology practical exercises.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercises. The trainee and trainer will complete the checklist upon completion of the module.

3.1 Competency Test
No competency test for this module.
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QD-TM-03 was formerly “Principles of Photography” 
Content was previously in QD-TM-01 |
REPORT WRITING AND CASE REVIEW

Duration 2 to 3 weeks
Purpose To educate the trainee on how to accurately review the work of their peers and to establish knowledge in report writing including appropriate terminology and interpretation of analysis
Prerequisite QD-TM-01 and QD-TM-02

1 Objectives

1.1 Theoretical

Each discipline will issue a laboratory report for each request that is made in the Laboratory Information Management System (LIMS). The laboratory report is used to communicate with the customer the results of the analysis as well as any investigative leads that will assist in future or further examinations. The laboratory report should be easy to understand for any non-scientific reader, but should also encapsulate the examination process as well as the scientific data obtained from those processes. All results and conclusions must be supported in the case documentation and work product(s) of the analyst. A review of the case record is performed through a verification process that includes both a technical and administrative review. In the Questioned Documents discipline, there is 100% verification of all casework.

A. Technical review

The technical review will be completed by another individual who has been competency tested and is authorized to perform the task. The technical review process is an evaluation of the documentation to ensure accuracy and completeness. There should be an evaluation of the report(s), physical evidence submitted, work products (where applicable), worksheets, and notes. The verifying analyst should be able to reach his/her own independent conclusion, which will then be compared the case analyst’s conclusion.

B. Administrative review

The administrative review will be completed by the same experienced examiner that is performing the technical review as part of the verification process. The administrative review should be performed in order to check for accuracy, grammar and punctuation. All documentation and the report should be administratively reviewed.

1.2 Practical

Following the completion of the training module the trainee will be able to:

A. Produce a report in the correct format that is easy to understand
B. Review another analyst's work in order to establish a similar opinion
C. Verify, technically and administratively review a Questioned Documents case

2 Training Outline

2.1 Lesson Plan

A. Questioned Documents Reports
1. Translation of submission form into LIMS
2. Sections of the report
3. Exam count

B. Technical Review
1. The technical review is performed on the final draft
2. A copy of the report, the disclosure form and statement of qualifications from the analyst should be printed.
3. The report should have an accurate listing of the evidence, the conclusions, the investigative leads, and the disposition of the evidence, and it should be within the limits of the examination performed and analyst’s work product.
4. The report should be properly and clearly communicated to the customer.

C. Administrative Review
1. The administrative review is performed on the final draft.
2. The review should check for accuracy in the use of grammar and punctuation and/or any other editorial errors.

2.2 Required Readings
A. Questioned Documents Standard Operating Procedures, specifically QD-01-05
B. TXDPS Crime Laboratory – Laboratory Operations Guide, specifically LOG-03-03, LOG-03-11, LOG-03-16, LOG-04-01, LOG-04-02, LOG-04-03
C. TXDPS Crime Laboratory – LIMS Manual (current version)

2.3 Observed Performance
The trainee will observe a competent case analyst perform a verification of a completed case from start to finish.

2.4 Supervised Performance
A. Trainee will complete a mock report with case information provided by the trainer.
B. Trainee will complete technical and administrative review of a mock report and case record.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercises.

3.1 Competency
The trainee will complete the comprehensive Questioned Document examination at the end of the two-year training program.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
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INTRODUCTION TO HANDWRITING EXAMINATION

Duration 3 weeks

Purpose To acquaint the trainee with the fundamental principles and the theory of handwriting identification

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain general knowledge of the fundamental principles and the theory of handwriting identification.

1.2 Practical
Following the completion of the module the trainee will be able to:

A. Define handwriting and how it is taught and applied
B. Discuss general principles of handwriting
C. Discuss handwriting systems and advancement of alphabet
D. Discuss methodologies of handwriting
E. Discuss theory of handwriting identification

2 Training Outline

2.1 Lesson Plan
A. What is handwriting?
B. Origin of the alphabet/systems of handwriting
C. History of teaching handwriting
D. Theory of handwriting identification
E. Methodology

2.2 Required Readings
A. The 26 Letters- Ogg
B. Questioned Documents- Osborn
C. Handwriting Identification: Facts and Fundamentals- Huber & Headrick
D. Forensic Handwriting Identification- Morris
2.3 Practical Exercises
The trainee will complete Introduction to Handwriting Examination and Terminology of Letters And Features practical exercises.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercises.

3.1 Competency Test
The trainee will complete the comprehensive Questioned Documents Examination at the end of the two-year training program.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
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CHARACTERISTICS OF HANDWRITING IDENTIFICATION

Duration 3 weeks

Purpose To acquaint the trainee with the aspects of handwriting identification

Prerequisite None

1 Objectives

1.1 Theoretical

The trainee will gain a working knowledge of the characteristics involved with handwriting identification.

1.2 Practical

Following the completion of the module the trainee will be able to:

A. Explain skill level
B. Identify and describe natural variation
C. Identify and describe class characteristics
D. Identify and describe individual characteristics
E. Identify and describe extrinsical and intrinsical factors

2 Training Outline

2.1 Lesson Plan

A. Skill Level
B. Natural Variation
C. Class v. Individualistic characteristics
D. Extrinsic Factors
E. Intrinsic Factors

2.2 Required Readings


2.3 Practical Exercise
The trainee will complete Handwriting practical exercises #1-3.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercises.

3.1 Competency Test
The trainee will complete the comprehensive Questioned Documents Examination at the end of the two year training program.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
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GENUINE HANDWRITING

Duration 3 weeks
Purpose To acquaint the trainee with features of genuine and non-genuine handwriting
Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain a working knowledge of how to distinguish between genuine and non-genuine handwriting characteristics.

1.2 Practical
Following the completion of the module the trainee will be able to:
   A. Articulate evidence of genuineness
   B. Articulate evidence of disguise
   C. Articulate evidence of forgery
   D. Describe conditions which may produce abnormal handwriting

2 Training Outline

2.1 Lesson Plan
   A. Forgery
   B. Disguise
   C. Simulation
   D. Accidental/fundamental difference

2.2 Required Readings
   A. Ames on Forgery- Ames
   B. Forgery Detection- Harrison
2.3 **Practical Exercise**

The trainee will complete Handwriting practical exercises #4-7.

3 **Assessment**

The trainer will ensure satisfactory completion of the practical exercises.

3.1 **Competency Test**

The trainee will complete the comprehensive Questioned Documents Examination at the end of the two year training program.

3.2 **Evaluation**

The trainee and trainer will complete the checklist upon completion of the module.
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EXAMINATION AND COMPARISON OF HANDWRITING EVIDENCE

Duration 2 years (to be performed concurrent with other modules)
Purpose To acquaint the trainee with the process of a handwriting examination and the necessary elements for an identification or elimination

Prerequisite None

1 Objectives
1.1 Theoretical
The trainee will gain a working knowledge of how to distinguish between genuine and non-genuine handwriting characteristics.

1.2 Practical
Following the completion of the module the trainee will be able to:
A. Describe the fundamentals of the identification process
B. Discuss the general principles of the identification process
C. Identify and describe requirements for standards for comparison
D. Conduct the identification process
E. Discuss and explain the conclusions of the identification process
F. Discuss errors that may occur in the identification process

2 Training Outline
2.1 Lesson Plan
A. Fundamentals of the Identification Process
B. Standards for comparison
C. Requirements
D. Conclusions
E. Errors that can occur

2.2 Required Readings


2.3 Practical Exercises

The trainee will complete Handwriting practical exercises #8-10.

3 Assessment

The trainer will ensure satisfactory completion of the practical exercises.

3.1 Competency Test

The trainee will complete the comprehensive Questioned Documents Examination at the end of the two year training program.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
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PAPER BATCH AND EDGE MATCHING

Duration 1 month

Purpose To acquaint the trainee with theories and methodologies concerning the examination of paper and knowledge of edge matching

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the physical properties of paper, how to conduct examinations of paper evidence and how to conduct edge/fracture matching comparisons.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Perform microscopic/macroscopic examination of questioned documents to known documents
B. Compare torn edges, perforations, and fractures
C. Assemble torn or shredded documents

2 Training Outline

2.1 Lesson Plan
A. Paper Manufacturing
B. Physical Properties of Paper
C. Security Paper & Security Features
D. Destructive and Non-Destructive Testing
E. Limitations of Paper Evidence
F. Importance of Paper Fibers
G. Edge Matching

2.2 Required Readings
2.3 **Practical Exercise**

The trainee will complete the Paper Batch and Edge Matching practical exercise.

The trainee will complete Handwriting practical exercises #11 and #12.

3 **Assessment**

The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 **Competency Test**

The trainee will complete the Paper Batch and Edge Matching competency test.

3.2 **Evaluation**

The trainee and trainer will complete the checklist upon completion of the module.
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ENVELOPE BATCH MATCHING

Duration 1 month

Purpose To acquaint the trainee with theories and methodologies concerning the examination of envelopes and envelope batch matching

Prerequisite None

1 Objectives

1.1 Theoretical

The trainee will gain knowledge of an envelope examination. Envelopes are important in Questioned Document casework, especially in anonymous communication. It is important the trainee understand the physical properties of envelopes and the manufacturing defects that can help facilitate a batch match. Moreover, the trainee should understand the postal features on envelopes and what impact they have on an envelope examination.

1.2 Practical

Following the completion of the module the trainee will be able to:

A. Perform microscopic/macroscopic examination of questioned documents and known documents

B. Compare features of questioned and known documents

2 Training Outline

2.1 Lesson Plan

A. Envelope Manufacturing

B. Physical Properties of Envelopes

C. Manufacturing Defects in Envelopes

D. Postal Features

2.2 Required Readings


B. The Ubiquitous Envelope, William H. Bureasu, No. 0239122.


J. Examination of Anonymous Letters, unpublished technical PowerPoint provided by Bonnie L. Beal and Courtney King, ASQDE 2013.

2.3 Practical Exercise

The trainee will complete the Envelope Batch Matching practical exercise.

The trainee will complete Handwriting practical exercises #13 and #14.

3 Assessment

The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test

The trainee will complete the Envelope Batch Matching competency test.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
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EXAMINATION AND PRESERVATION OF CHARRED AND SATURATED DOCUMENTS

Duration 1 month

Purpose To acquaint the trainee with theories and methodologies concerning the examination of charred/saturated documents and preservation of those documents

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of charred and saturated documents, how to examine them and how to preserve the integrity of these fragile documents.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Evaluate and discuss the condition of the documents and determine what examinations might prove beneficial

B. Identify the best practices for preserving the integrity of the documents

2 Training Outline

2.1 Lesson Plan
A. Condition and Examination
B. Preservation

2.2 Required Readings


2.3 Practical Exercise
The trainee will complete the Charred and Saturated Documents practical exercise.
The trainee will complete Handwriting practical exercises #15 and #16.

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.
3.1 Competency Test
The trainee will complete the Charred and Saturated Documents competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
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TYPEWRITING/EXAMINATION OF CARBON RIBBON EVIDENCE

Duration 1 month

Purpose To provide the trainee with a working knowledge of factors involved in carbon ribbon examination

Prerequisite None

1 Objectives

1.1 Theoretical

The trainee will gain knowledge of how to correctly remove the carbon ribbon, examine portions of the carbon ribbon and compare characters from the carbon ribbon to the corresponding documents.

1.2 Practical

Following the completion of module the trainee will be able to:

A. Discuss the history of typewriter manufacturer and design
B. Describe the individualizing characteristics created through wear and damage
C. Analyze and transcribe the carbon ribbon

2 Training Outline

2.1 Lesson Plan

A. History of the Typewriter
B. Identification/differentiation of typewriters
C. Typewriter Ribbons

2.2 Required Readings


2.3 Practical Exercise

The trainee will complete the Carbon Ribbon Evidence practical exercise.

The trainee will complete Handwriting practical exercises #17 and #18.
3 Conclusion

3.1 Assessment

The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.2 Competency Test

The trainee will complete the Carbon Ribbon Evidence competency test.

3.3 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
LATENT WRITING IMPRESSION RESTORATION

Duration 1 month
Purpose To acquaint the trainee with the development of latent writing impressions
Prerequisite None

1 Objectives
1.1 Theoretical
The trainee will gain knowledge on how to develop latent writing impressions and what evidentiary value they add to the examination of questioned documents.

1.2 Practical
Following the completion of the module the trainee will be able to:
A. Have a working knowledge of the oblique fiber-optic lighting technique
B. Have a working knowledge of the Electrostatic Detection Apparatus (ESDA)
C. Discuss the limitations of developing Latent Writing Impressions (LWI)

2 Training Outline
2.1 Lesson Plan
A. Oblique Fiber-optic Lighting
B. Electrostatic Detection Apparatus (ESDA)
C. Limitations in Latent Writing Impressions (LWI)

2.2 Required Readings


2.3 Practical Exercise
The trainee will complete the Latent Writing Impression Restoration practical exercise.

The trainee will complete Handwriting practical exercises #19 and #20.

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test
The trainee will complete the Latent Writing Impression Restoration competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
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</table>
SPECIAL INSTRUMENTATION TECHNIQUES

Duration 1 month

Purpose To acquaint the trainee with common instrumentation that aids in forensic document examination

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of instrumentation used in conducting forensic document examination.

1.2 Practical
Following the completion of module the trainee will have:
   A. Working knowledge of the Video Spectral Comparator (VSC)
   B. Working knowledge of Zarbeco MiScope
   C. Working knowledge of computer imaging software (Adobe Photoshop)

2 Training Outline

2.1 Lesson Plan
   A. Video Spectral Comparator (VSC)
   B. Zarbeco MiScope
   C. Computer imaging software (Adobe Photoshop)

2.2 Required Readings
   A. Advances in the Forensic Analysis and Dating of Writing Ink- Brunelle and Crawford: pp. 56-71.


S. Light, Color, and Filters- William J. Flynn.

T. Foster + Freeman VSC-6000/HS User and Application Guide.

2.3 Practical Exercise

The trainee will complete the Special Instrumentation Techniques practical exercise.

The trainee will complete Handwriting practical exercises #21 and #22.

3 Assessment

The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test

The trainee will complete the Special Instrumentation Techniques competency test.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
ALTERATIONS/OBLITERATIONS/ERASURES

Duration 1 month

Purpose To acquaint the trainee with the methodologies of revealing alterations, obliterations and erasures on documents

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the methods and techniques commonly used to alter, obliterate and erase writing on documents and how to restore the legibility of the original writings or to detect their presence.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Perform techniques to visualize alterations, obliterations and erasures
B. Determine origin and authenticity
C. Discuss methods and techniques commonly used to alter, obliterate and erase writings
D. Practice methods of detecting and deciphering alterations, obliterations and erasures
E. Articulate conclusions which may be derived from the examinations

2 Training Outline

2.1 Lesson Plan
A. Equipment and light sources
B. Alterations
C. Obliterations
D. Erasures

2.2 Required Readings

2.3 Practical Exercise
The trainee will complete the Alterations/Obliterations/Erasures practical exercise.

The trainee will complete Handwriting practical exercises #23 and #24.

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test
The trainee will complete the Alterations/Obliterations/Erasures competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
INKS AND WRITING INSTRUMENTS

Duration 1 month

Purpose To acquaint the trainee with a working knowledge of the analysis of writing instruments and inks

Prerequisite None

1 Objectives

1.1 Theoretical

The trainee will gain knowledge of writing instruments and inks.

1.2 Practical

Following the completion of the module the trainee will be able to:

A. Discuss the history of inks and writing instruments
B. Articulate the composition of inks and their manufacture
C. Articulate the composition of pencils
D. Discuss the identifying features of writing instruments

2 Training Outline

2.1 Lesson Plan

A. History of inks and writing instruments
B. Identifying the type of writing instrument

2.2 Required Readings

H. Striation Patterns in New and Used Ball Point Pens, ASQDE, August 2002.
I. Possible Causes of inkless striations in ball point pen strokes, Khanmy, A. and Roos, L., ASQDE.


2.3 Practical Exercise

The trainee will complete the Ink and Writing Instruments practical exercise.

The trainee will complete Handwriting practical exercises #25 and #26.

3 Assessment

The trainee will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test

The trainee will complete the Ink and Writing Instruments competency test.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
SPECTRAL EXAMINATION OF INK (HSI)

Duration 1 month

Purpose To acquaint the trainee with the examination of ink using spectral imaging

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the hyperspectral imaging (HSI) portion of the VSC and will understand how to differentiate between inks. The trainee will understand how to determine results with the support of the chromaticity chart and spectrometer.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Use HSI feature
B. Read results of chromaticity chart and spectrometer

2 Training Outline

2.1 Lesson Plan
A. Selecting relevant light sources
B. Recording spectra
C. Setting parameters
D. Loading graph
E. Viewing spectra screen
F. Interpretation of spectra- chromaticity chart and spectrometer

2.2 Required Readings
C. Foster + Freeman VSC-6000/HS User and Application Guide. Current Version.

2.3 Practical Exercise
The trainee will complete the Spectral Examination of Ink practical exercise.

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test
The trainee will complete the Spectral Examination of Ink competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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IDENTIFICATION AND ANALYSIS OF CONVENTIONAL AND DIGITAL PRINT PROCESSES

Duration 1 month

Purpose To acquaint the trainee with the theories and methodologies concerning the identification and analysis of conventional and digital print processes

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge on how to identify a printing process based on macroscopic and microscopic printing features and on determining whether or not two or more documents were produced by the same printing unit.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Have a working knowledge of the printing features that are associated with a print process
B. Determine if two or more documents were produced by the same printing unit based on the examination of class and individual characteristics of the documents
C. Determine if a document was produced by a particular printing unit

2 Training Outline

2.1 Lesson Plan
A. Types of print processes and features associated with each
B. Defects of print processes

2.2 Required Readings
A. Handbook of Print Media- Helmut Kipphan: Chapters 1, 2, 3 (pages 493-499) & 5.
B. Pocket Pal “The Handy Book of Graphic Arts Production”: Pages 8-34, 120-172.
C. The Office Copying Revolution- Ian Batterham: Chapters 1, 2, 6, 9, 10 & 11.
J. Automatic Counterfeit Protection System Code Classification- Beusekom, Schreyer, and Breuel.

2.3 Practical Exercise
The trainee will complete the Conventional and Digital Print Process practical exercise.
The trainee will complete Handwriting practical exercises #29 and #30.

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test
The trainee will complete the Conventional and Digital Print Process competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
Training Manual
Questioned Documents
Subject: Identification and Analysis of Conventional/Digital Print Processes

Revision History

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Effective Date: 12/08/2017
Issued by: QA Coordinator
RUBBER STAMP EXAMINATION

Duration 1 month

Purpose To acquaint the trainee with theories and methodologies concerning the examination of rubber stamps

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the classification of rubber stamps, characteristics of rubber stamps, and the manufacturing process.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Perform microscopic/macroscopic examination of the stamp itself or its impression on the paper
B. Compare characteristics and/or defects
C. Classification of the stamp

2 Training Outline

2.1 Lesson Plan
A. Manufacturing process
B. Classification
C. Characteristics
D. Ink features

2.2 Required Readings
A. Forensic Examination of Rubber Stamps- Jan Kelly: Chapters 2, 3, 4, 5, and 7.
B. Rubber Stamp Examination- Gary Herbertson.

2.3 Practical Exercise
The trainee will complete the Miscellaneous Questioned Documents Examinations practical exercise
The trainee will complete Handwriting practical exercises #31 and #32

3 Assessment
The trainer will ensure satisfactory completion of all practical exercises and competency test.

3.1 Competency Test
The trainee will complete the Miscellaneous Questioned Documents Examination competency test.
3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
CHECKWRITER EXAMINATION

Duration 1 week

Purpose To acquaint the trainee with theories and methodologies concerning the examination of checkwriters

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the classification of checkwriters, characteristics of checkwriters, and the manufacturing process.

1.2 Practical
Following the completion of module the trainee will be able to:
   A. Perform microscopic/macroscopic examination of the checkwriter itself or its impression on the paper
   B. Compare characteristics and/or defects
   C. Classification and model differentiation of the checkwriter

2 Training Outline

2.1 Lesson Plan
   A. History
   B. Manufacturing process
   C. Classification
   D. Characteristics

2.2 Required Readings
   A. Check Protector Monograph

2.3 Practical Exercise
The trainee will complete the Miscellaneous Questioned Documents Examinations practical exercise.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercise and competency test.

3.1 Competency Test
The trainee will complete Miscellaneous Questioned Documents Examination competency test.
3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
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</table>
SEAL EXAMINATION

Duration 1 week

Purpose To acquaint the trainee with theories and methodologies concerning the examination of seals

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the history of seals, characteristics of seals, and the manufacturing process.

1.2 Practical
Following the completion of module the trainee will be able to:
   A. Perform microscopic/macroscopic examination of the seal itself or its impression on the paper
   B. Compare characteristics and/or defects

2 Training Outline

2.1 Lesson Plan
   A. History
   B. Manufacturing process
   C. Characteristics and/or defects

2.2 Required Readings
   A. Forensic Examination of Rubber Stamps- Jan Kelly: Chapter 1.

2.3 Practical Exercise
The trainee will complete Miscellaneous Questioned Documents Examinations practical exercise.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercise and competency test.

3.1 Competency Test
The trainee will complete Miscellaneous Questioned Documents Examination competency test.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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</table>
DOCUMENT PREPARATION AND SEQUENCE DETERMINATION

Duration 1 week

Purpose To acquaint the trainee with theories and methodologies concerning the examination of document preparation and sequence determination

Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the methods and techniques used to determine the order in which documents and writings have been prepared.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Perform microscopic/macroscopic examination of paper to identify class or individual features
B. Determine if documents have been bound
C. Determine if there is any evidence of holes or perforations
D. Determine if there have been additions or substitutions
E. Determine sequence of strokes and intersections

2 Training Outline

2.1 Lesson Plan
A. Staples, folds, creases
B. Perforations and punched holes
C. Multi-page documents
D. Additions and substitutions
E. Strokes and intersections

2.2 Required Readings
C. Determining the Sequence of Ball-Point Pen Writings- A New Method?, JFS, Vol. 23, No. 1, Jan 1978, pp. 142-148.
2.3 Practical Exercise

The trainee will complete Miscellaneous Questioned Documents Examinations practical exercise.

3 Assessment

The trainer will ensure satisfactory completion of the practical exercise and competency test.

3.1 Competency Test

The trainee will complete Miscellaneous Questioned Documents Examination competency test.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
### Revision History

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</table>
LEGAL HISTORY OF FORENSIC DOCUMENT EXAMINATION

Duration 4 weeks
Purpose To acquaint the trainee with the legal history of forensic document examination
Prerequisite None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge of the landmark Questioned Document cases, impact of Daubert Hearings in the discipline and testifying against graphologists.

1.2 Practical
Following the completion of module the trainee will be able to:

A. Discuss landmark Questioned Document cases
B. Discuss the Daubert Factors
C. Prepare for a Daubert hearing
D. Familiarize themselves with common graphologists
E. Discuss how to keep graphology testimony out of court
F. Explain Rules of Evidence and their application to forensic document examination

2 Training Outline

2.1 Lesson Plan
A. Questioned Document cases
B. Forensic Document Examination & Daubert
C. Graphologists

2.2 Required Readings
A. Forensic Testimony- Michael Bowers: Chapters 3, 4 & 5.
B. How to Excel During Cross-Examination- Steven Babitksy & James Mangraviti: Chapter 2.
D. The Mind of the Juror- Osborn.
E. Applying Statistics in the Courtroom- Good.
G. Review of Court Decisions Concerning the Discipline of Document Examination, Jan Kelly.
H. An Introduction to a Database of Organizations and Groups Relative to Individuals Appearing in Court as Forensic Document Examiners.
J. Forensic Document Examination and Daubert Presentation, Kirsten Jackson.

2.3 Practical Exercise
The trainee will complete the Legal History of Forensic Document Examination practical exercise.

The trainee will complete Handwriting practical exercise #33.

3 Assessment
The trainer will ensure satisfactory completion of the practical exercises.

3.1 Competency Test
Trainee will complete a competency test in the form of mock trial at the completion of the Legal Aspects and Testimony unit.

3.2 Evaluation
The trainee and trainer will complete the checklist upon completion of the module.
### Revision History

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</table>
PREPARATION AND TESTIMONY OF A FORENSIC DOCUMENT EXAMINER

Duration  4 weeks

Purpose  To acquaint the trainee with how to prepare and testify in court as a forensic document examiner

Prerequisite  None

1 Objectives

1.1 Theoretical
The trainee will gain knowledge on pre-trial conferences with attorneys, how to prepare themselves for court, prepare demonstrative exhibits for court and how to testify as an expert witness.

1.2 Practical
Following the completion of module the trainee will be able to:
   A. Discuss the testimony of forensic document examiners with attorneys
   B. Have a pre-trial conference with attorneys
   C. Prepare a demonstrative exhibit for court
   D. Discuss professional courtroom demeanor
   E. Testify as an expert witness
   F. Present clear and concise responses to questioned document testimony questions

2 Training Outline

2.1 Lesson Plan
   A. Pre-trial Conference
   B. Demonstrative Exhibits
   C. Testifying in court

2.2 Required Readings
   A. Speaking as an Expert- Stephen Mckasson & Carol Richards: Chapter 5.
   B. Forensic Testimony- Michael Bowers: Chapters 7 & 8.
   C. How to Excel During Cross-Examination- Steven Babitksy & James Mangraviti: Chapter 5.
   D. Principles of Forensic Handwriting Identification and Testimony- Smith.


2.3 Practical Exercise

The trainee will complete the Preparation and Testimony of a Forensic Document Examiner practical exercise.

3 Assessment

The trainer will ensure satisfactory completion of the practical exercise and competency test.

3.1 Competency Test

The trainee will complete a competency test in the form of a mock trial at the completion of the Legal Aspects and Testimony unit using Handwriting practical exercise #33.

3.2 Evaluation

The trainee and trainer will complete the checklist upon completion of the module.
## Revision History

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# Questioned Documents Training Checklist

## Overview of Forensic Document Examination

<table>
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<tr>
<th>QD-TM-01: Training Program Overview</th>
<th>Trainee Initials</th>
<th>Date Completed</th>
<th>Trainer Initials/Date</th>
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</thead>
<tbody>
<tr>
<td>Awareness of the Questioned Documents Training Manual Master Document List</td>
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<tr>
<td>Awareness of the trainee responsibilities and records required for the Questioned Documents Training Notebook</td>
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<table>
<thead>
<tr>
<th>QD-TM-02: Fundamentals of Forensic Document Examination</th>
<th>Trainee Initials</th>
<th>Date Completed</th>
<th>Trainer Initials/Date</th>
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<tbody>
<tr>
<td>Microscope Practical</td>
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<tr>
<td>Basic Terminology Practical</td>
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<table>
<thead>
<tr>
<th>QD-TM-03: Report Writing and Case Review</th>
<th>Trainee Initials</th>
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<tbody>
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<td>Report Writing Practical</td>
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<tr>
<td>Observed Performance</td>
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<tr>
<td>Case Review/Verification Observation</td>
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<tr>
<td>Supervised Performance</td>
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<tr>
<td>Complete a mock report</td>
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<tr>
<td>Complete technical and administrative review of a mock report and related mock case record</td>
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## Handwriting Examination

<table>
<thead>
<tr>
<th>QD-TM-HW-01: Introduction to Handwriting Examination</th>
<th>Trainee Initials</th>
<th>Date Completed</th>
<th>Trainer Initials/Date</th>
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<tbody>
<tr>
<td>Introduction to Forensic Document Examination Practical</td>
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<tr>
<td>Terminology of letters and features of handwriting Practical</td>
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<table>
<thead>
<tr>
<th>QD-TM-HW-02: Characteristics of Handwriting Identification</th>
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<tr>
<td>HW Practical #1: Natural Variation</td>
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<td>HW Practical #2: Class vs. Individual Characteristics</td>
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<td>HW Practical #3</td>
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<th>QD-TM-HW-03: Genuine Handwriting</th>
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<tr>
<th>QD-TM-HW-04: Examination of Handwriting Evidence and Handwriting Comparison</th>
<th>Trainee Initials</th>
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<td>HW Practical #10</td>
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# Questioned Documents Training Checklist

## Evidence Examination and Physical Document Examination

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<th>Evidence Examination and Physical Document Examination</th>
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<tbody>
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<td><strong>QD-TM-PDE-01: Paper Batch and Edge Matching</strong></td>
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<tr>
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## Image Enhancement Examinations

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<td>Education and Qualifications of Examiners of Questioned Documents, JFS, Vol. 1, No. 3, pp. 35-42, July 1956</td>
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<td>The Evolution of Questioned Document Examination in the Last 50 years, JFS, Vol. 33, No. 6, pp. 1310-1318, November 1988</td>
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<td>Examination of a Document Case, JFS, Vol. 10, No. 4, pp. 433-440, October 1965</td>
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<td>Handwriting Identification and Graphology, JFS, Vol. 9, No. 4, pp. 477-484, February 1964</td>
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<td>Perception and Handwriting Identification, JFS, Vol. 12, No. 1, pp.102-111, January 1967</td>
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<td>Forensic Examination of Peculiar Writing Systems, JFSS, Vol. 13, pp. 143-152, 1973</td>
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<td><strong>QD-TM-HW-02: Characteristics of Handwriting Examination</strong></td>
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<td>Investigation of Class Characteristics in English Handwriting of the Three Main Racial Groups: Chinese, Malay and Indian in Singapore, JFS, Vol. 50, No. 1, pp. 177-184, January 2005</td>
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<td>Frequency of Certain Characteristics in Handwriting, Pen-Printing of Two Hundred People, JFS, Vol. 8, No. 2, pp. 250-259, April 1963</td>
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<td>A Study of Handwritings by Twins and Other Persons of Multiple Births, JFS, Vol. 5, No. 1, pp. 121-131, January 1960</td>
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<td>Was This Document Written with the Left Hand?, Vol. 6, No. 3, pp. 321-330, July 1961</td>
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<td>Drugs and Questioned Document Problems, JFS, Vol. 6, No. 1, pp. 76-87, January 1961</td>
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<td>Effects of Drugs on Handwriting, JFS, Vol. 10, No. 3, pp. 335-346, July 1965</td>
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<td>Consideration of the Writer’s Health in Identifying Signatures and Detecting Forgery, JFS, Vol. 14, No. 2, pp. 157-166, April 1969</td>
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<td>The Investigation of Suicide Notes, JFS, Vol. 5, No. 1, pp. 48-71, January 1960</td>
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- Ames on Forgery – Ames
- Forgery Detection – Harrison
- Forgeries Over Genuine Signatures, JFS, Vol. 14, No. 4, pp. 463-468, October 1969
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<td>Court Ordered Handwriting Exemplars- How Effective?, JFS, Vol. 18, No. 4, pp. 448-454, October 1973</td>
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<td>Handwritten Entry Research, JFS, Vol. 24, No. 2, pp. 503-510, April 1979</td>
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<td>Admissibility of Standard Writings, JFS, Vol. 10, No. 4, pp. 441-445, October 1965</td>
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### Evidence Examination and Physical Document Examination

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<td>The Role of Paper in Questioned Document Work, JFSS, Vol. 13, No. 2, pp. 91-95, April 1973</td>
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<td>Striation Evidence in Counterfeiting Cases, JFS, Vol. 28, No. 2, pp. 360-371, April 1983</td>
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<td>Envelope Association Through Manufacturing Characteristics, JFS, Vol. 22, No. 4, pp. 815-818</td>
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<td>Mechanical Addressing Methods, JFS, Vol. 21, No. 2, pp. 422-426, April 1976</td>
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<td>Paper Tapes and Labels Encountered in Document Examination, JFS, Vol. 11, No. 4, pp. 496-506, October 1966</td>
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<td>The Examination of Commercial Printing Defects to Assess Common Origin, Batch Variation, and Error Rate, JFS, Vol. 55, No. 1, pp. 136-140, Jan. 2010</td>
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<td>Examination of Anonymous Letters, unpublished technical PowerPoint provided by Bonnie L. Beal and Courtney King, ASQDE 2013 (to be completed after practical)</td>
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<td>Charred Documents, Their Handling and Decipherment, Journal of Criminal Law and Criminology, Vol. 43, No. 6, pp. 812-826, 1953</td>
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<td>Decipherment of Charred Documents, Journal of Criminal Law and</td>
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<td>Criminology, Vol. 38, No. 5, pp. 542-546, January/February 1948</td>
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<td>Writing Obscured by Bloodstains, William L. Leaver, SAFDE, October 1992</td>
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## QD-TM-PDE-04: Typewriting/Examination of Carbon Ribbon Evidence

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<td>Identification of Indented Typewritten Entries with Characters Present on a Lift-Off Correction Ribbon, JFS, Vol. 37, No. 6, pp. 1610-1620, November 1992</td>
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<td>Methods of Associating Typewriter Ribbons and Correcting Tapes with a Questioned Text, JFS, Vol. 34, No. 5, September 1989</td>
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## Image Enhancement Examinations

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<td>Indentations and Anonymous Letters, JFS, Vol. 9, No. 2, pp. 265-270, April 1964</td>
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- Automatic Counterfeit Protection System Code Classification-Beusekom, Schreyer, and Breuel

## Miscellaneous Questioned Document Examinations

### QD-TM-MISC-01: Rubber Stamp Examination

- Forensic Examination of Rubber Stamps - Jan Kelly: Chapters 2, 3, 4, 5, and 7
- Rubber Stamp Examination - Gary Herbertson

### QD-TM-MISC-02: Checkwriter Examination

- Check Protector Monograph

### QD-TM-MISC-03: Seal Examination

- Forensic Examination of Rubber Stamps - Jan Kelly: Chapter 1
- The Examination of Notary Seals, JFS, Vol 7, No 4, pp. 899-911, October 1982

### QD-TM-MISC-04: Document Preparation and Sequence Determination

- Examination of Sequence of Strokes with an Image Enhancement System, JFS, Vol. 33, No. 1, pp. 244-248, January 1988
- Determining the Sequence of Ball-Point Pen Writings- A New Method?, JFS, Vol. 23, No. 1, pp. 142-148, January 1978
- Typewriting Versus Writing Instrument: A Line Intersection Problem, JFS, Vol. 34, No. 6, pp. 1329-1335, November 1989

## Legal Aspects and Testimony

### QD-TM-LEG-01: Legal History of Forensic Document Examination

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