



# Oklahoma State Bureau of Investigation Criminalistics Services Division Request for Training

## OSBI Laboratory Outreach: *You Heard It Here First!*

CLEET Accredited Course #22-2576 (4 hours)

*Since 1953 the Oklahoma State Bureau of Investigation's Criminalistics Services Division (OSBI Laboratory) has provided a multitude of forensic science services to law enforcement agencies operating within Oklahoma. In an effort to continually update our law enforcement partners, the OSBI Laboratory is offering a free, in-person training course about the OSBI Laboratory that is also worth 4 hours of CLEET credit. This training is designed for both new and seasoned officers. It has been updated to include information about each laboratory unit and location, all available laboratory services, service limitations, and other evidence-related information as it pertains to evidence collection, packaging, and evaluation, as well as laboratory submission tips. Information about new instruments and changes in some of the laboratory's programs to better serve officers will be shared during the training. The training is provided at no cost to your agency and is provided in a 4-hour session. Please note, at this time the OSBI Laboratory does not have an online version of this training available.*

**To be added to the OSBI training schedule and best accommodate your request, please complete both pages of this form and return it to:**

### **Grace Helms**

Administrator  
Criminalistics Services Division  
Oklahoma State Bureau of Investigation

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OSBI Forensic Science Center  
800 E. 2<sup>nd</sup> Street  
Edmond, OK 73034

## Your Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Your Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

*Street Address*

*City*

*ZIP Code*

## Are You Available to Host a Training Session Provided by OSBI?

Would your agency be willing to host this training? *If you mark **YES**, OSBI Laboratory staff will come onsite to your agency or an alternate facility of your choosing (coordinated by you/your agency) to provide the training for your agency free of charge.*

YES  NO

*If you marked **YES**, complete the questions below. If you marked **NO**, skip the rest of this section.*

What are your top 2 preferred dates for OSBI to come onsite and provide training?

Date \_\_\_\_\_ Date \_\_\_\_\_  
*1<sup>st</sup> Choice* *2<sup>nd</sup> Choice*

What is the best time of day for OSBI to provide training? Please mark all that apply.

Morning  Afternoon

Are you interested in OSBI providing two separate training sessions – one in the morning and one in the afternoon, to better accommodate the schedules of your staff?

YES  NO

Anticipated total number of individuals who will attend the training (rough estimate)?

\_\_\_\_\_ *Approx. # of participants*

Is a computer and large screen available at the hosting location for viewing the training presentation materials?

YES  NO

Would your agency be willing to work with other surrounding agencies to accommodate a larger regional or area group training?

YES  NO

## Training Sessions Provided at the OSBI

Are you willing to travel to the OSBI Forensic Science Center in Edmond to attend training?

YES  NO

*If you marked **YES**, complete the questions below. If you marked **NO**, skip the rest of this section.*

When would you like to attend a training session? Please mark all that apply.

Next Available Class    
 Next 30 Days    
 Next 3 Months    
 Next 6 Months    
 Within the Next Year

What is the best time of day for you to attend a training session? Please mark all that apply.

Morning  Afternoon

## Other

Is there any other information OSBI should know regarding your request for training?