



Lab Assistant Program Policy

Effective: January 1, 2024

Objective: The objective of this policy is to establish the guidelines, requirements, and expectations for Lab Assistant(s) (LAs) in supporting LEVA training classes.

General Requirements

LAs are any LEVA members in good standing who are selected by the Executive Director to assist the instructors with helping students during LEVA classes. Each LA works under the direct oversight of the instructors. All LAs must agree to act professionally and to always adhere to the LEVA Code of Conduct while representing LEVA.

Applicant Prerequisites: There are separate general prerequisites for LAs at each level of LEVA training. Ideally, each LA will have previously attended each class they apply to assist and hold the requisite certification for that class, but exceptions can be made by the ED to select LAs based on the needs for the class and financial considerations. Any LEVA member who wishes to be considered as a LA should apply.

Level 1 LAs should be CFVT certified and at least semi-proficient with basic Windows computer functions and the following software:

- Adobe Photoshop
- Magnet DVR Examiner
- Axon Investigate
- Microsoft Word and Excel
- Other software as deemed necessary by the course Lead Instructor.

Level 2 LAs should be CFVT certified and at least semi-proficient in the following software:

- Adobe (Photoshop, Bridge, Premiere, and Audition)
- Amped FIVE
- ADAPT
- Media Info
- Microsoft Word
- Other software as deemed necessary by the course Lead Instructor.

Level 3 LAs should be CFVA certified and at least semi-proficient in the following software:

Adobe Photoshop

Microsoft Word

Other software as deemed necessary by the course Lead Instructor.

Level 4 LAs should be CFVA certified and at least semi-proficient in the following software:

Adobe (Photoshop, Bridge, After Effects)

Amped FIVE

ADAPT

Media Info

Microsoft Word

Other software as deemed necessary by the course Lead Instructor.

Application and Selection of LAs

LEVA members interested in serving as an LA must complete the “LA Application” found on the LEVA website. The Executive Director will maintain a spreadsheet of applicant names which will be made available to all instructors. When there is a need for an LA at a LEVA training event, individuals from the list will be reviewed to determine the most appropriate LA per class. Preference may be given to geographical location, experience, and/or availability of the LA to the training venue.

Selected LAs will be contacted by the Executive Director to determine their availability. Those LAs who agree to participate in the class will be provided with the lead instructor’s contact information and information needed to prepare travel arrangements. Following the training event, the Executive Director may request performance evaluations from the training staff of each LA’s performance and their recommendation for use in future classes. Evaluations of all first-time LAs will be essential to determine their suitability in future classes.

Responsibilities and Expectations

Arrival and Preparation: Unless otherwise directed, LAs should arrive at the training facility on setup day and stay until all LEVA equipment is repacked on the final day of training. During the week of training, the LAs may need to arrive early and/or stay late for class to assist students needing additional help. All LAs will be provided access to the course material prior to arrival. LAs shall review the material and be prepared to assist students during the practical exercises throughout the course.

Greeting and Assistance: LAs should be available to greet students to class each day and provide a welcoming environment for them to learn. They should be available to aid any student or instructor when needed and be proactive in helping students who appear to be

falling behind. LAs should be attentive to the student needs and remain in the classroom during instruction to provide them with the best learning opportunity available.

Dress Code and Impartiality: LAs shall dress in appropriate business casual attire and LEVA shirts are encouraged. To demonstrate impartiality among forensic video vendors and LEVA sponsors, LA's shall not wear any clothing that advertises any forensic tool or company (including LEVA shirts with vendor logos). Sworn LAs wearing a law enforcement uniform are the only LAs permitted to wear an exposed firearm during LEVA training. Any other LAs, who have legal credentials to carry a weapon, may only do so with the approval of the training host and only if the weapon is concealed during class.

Professionalism: LAs agree to always act professionally while representing LEVA and will follow the LEVA Code of Conduct. LEVA is a vendor neutral organization that does not endorse any software or hardware. LAs should avoid endorsement or disfavor of any vendors, products, or services. LAs should be engaged in the class and not excessively use a laptop or phone during practical exercises. To avoid distracting the students, any business or personal phone calls should take place outside the classroom.

Payment Procedures: All expenses incurred in preparation for a training event and during the event itself must be itemized on an invoice and submitted to the Executive Director in accordance with the LEVA Travel Policy. First time LAs are not paid a LA fee or a fee for travel/standby days. LAs will be reimbursed for travel expenses (airfare), lodging expenses (hotel), meals, and other expenses (parking, baggage, etc.) listed in the LEVA Travel Policy. This first LA experience is a probationary term for LEVA to determine the LA's suitability for this role. During subsequent LA training classes, the LA will be paid according to the compensation rates listed below.

Compensation

Returning LAs who served successfully during a previous class can be compensated at the following rates in addition to travel, lodging, and meal expenses.

\$250/Travel, Standby, and Setup Days (Travel days are calendar days; Standby days are the weekend days between two classes at a single location; and setup days are only paid to those people who help setup equipment at the training facility the day before classes start)

\$300/Instructional Days (actual days of classroom instruction).

\$500/Instruction Days if travelling overseas to training venues outside North America to serve as LAs.

If a LA employer pays the LA or provides for the LA's expenses during their participation with the class, LEVA will only reimburse those expenses not provided by their employer.

Deviations from the compensation plan must be approved by the Executive Director and with the concurrence of the Board of Directors.

Additional Benefits: Lab Assistants who successfully participate in one course within their certification period may accrue ten hours toward certification renewal. Successful participation in two or more classes within their certification period may accrue up to twenty hours toward certification renewal.

Any LA who serves as a primary instructor in their class for four or more hours during a day will receive Instructor compensation for that day rather than the LA rate.

X.PREVIOUS POLICIES

This policy shall supersede any previous LEVA Lab Assistant related policies.