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NCSBI MOLECULAR GENETICS SECTION

Administrative Orders Manual

Order 96-ADM-4    Last Update : October 15, 2000

Revised Date: December 2, 2002

SUBJECT : Delegation of Responsibility

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Due to the ever increasing complexity of our work, the following job assignments have been made. Individuals with the assigned duties described below will have both the responsibility and the authority to carry out these duties. Individuals listed below will be responsible for informing the Special Agent In Charge when significant events transpire in their assigned area of responsibility.

1.    SECTION MONTHLY CAR REPORTS - Mark Boodee

Preparation of the required state car reports for Support Services Section.

2.    BODY FLUID IDENTIFICATION TRAINING OFFICER - Mike Budzynski

Trains new employees in the identification of body fluids.

3.    DNA TRAINING OFFICER - David Freeman

Trains analysts in the use of PCR based STR typing test methods.

4.    CODIS MANAGER - Buddy Early

Installs software, trains analysts in CODIS functions, operates CODIS searching functions, and acts as a liaison between the SBI, other CODIS Laboratories, and the FBI. The CODIS Manager and his assistants are the only individuals allowed to upload profiles to the State and National Indexes.

5.    CODIS ASSISTANT MANAGER -Mark Boodee

The DNA Database Manager is to act as the Assistant to the CODIS Manager and is to be prepared to act in his stead to conduct searches and handle communications with the National Database. This individual will be given CODIS privileges accordingly.

6.    SECTION SAFETY OFFICER - David Freeman

Represent the Section on safety issues, monitor accidents, ensure compliance with state and federal regulations, conduct training of new employees, and note areas of non-compliance. Will be the Section representative on the hazardous material spill control team and be certified to handle chemical emergencies.

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7. LUMINOL AND PHENOLPHTHALEIN TRAINING FOR CRIME SCENE SEARCH SPECIALISTS - Suzi Barker

Train new crime scene search specialists in the use of phenolphthalein and luminol, monitor their work product, and evaluate their proficiency through direct observation and review of reports.

8. SBI SEXUAL ASSAULT AND SUSPECT EVIDENCE COLLECTION KITS - Suzi Barker

Track inventory, prepare bids, and ship kits to requesting agencies. Provide training when necessary in proper evidence collection methods.

9. UNIT QC OFFICERS -

Monitor equipment function and calibration, prepare reagents and solutions, perform QC checks on supplies and commercially purchased materials.

DNA UNIT - Mike Budzynski

DNA DATABASE - DNA Database Manager

BODY FLUID IDENTIFICATION UNIT - Jenny Elwell

Unit QC officers are to inspect QC records kept by other individuals within their Units and are to report non-compliance to the SAC. All analysts are directed to fully comply with the QC records directives found within the Molecular Genetics Section Quality Assurance Manual.

10. CAR CAPTAINS-

Responsible for maintaining, inspecting, and handling paperwork on State Cars will be assigned as necessary. Each agent in the Section is assigned to a car. When you are on-call or have to go to court, you are to drive the auto assigned to your group, if at all possible. Team Captains or designees are to inspect the cars to ensure they are maintained in good working order and clean.

The need for cars to travel to and from court and training missions is their primary use and take precedence over use by the on-call person. Any car in the

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Section inventory that is available will be relinquished for this purpose.

Any employee who notices problem, defects, or safety problems with any state car is to notify the SAC or designee for that car's maintenance immediately. All vehicles are to be returned with no less than 3/4 of a tank of gas present.

Car reports and requests for non-routine repairs and maintenance are to be handled by the SAC or designee.