

# **North Carolina State Bureau of Investigation**



## **Documents & Digital Evidence Section**

# **Directives**

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**JAMES J. COMAN**  
DIRECTOR

May 14, 1997

Directive 97-4

**MEMORANDUM**

TO: Questioned Documents Section Personnel

FROM: SAC David Dunn 

SUBJECT: ACTIVITY CODES

Attached is a listing of activity codes that should be used when recording your time on the weekly summary. Please take the time to review these codes. You should destroy any other lists that reflect the older codes. A standard procedure for weekly summaries from Administration is forthcoming.

DD:cc

Attachment



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## ACTIVITY CODES

### Type: Investigative

Code	OT	Activity
100	110	Investigation
101	111	Court
102	112	Inv. Travel
103	113	Wiretap
104	114	SRT Mission Travel
105	115	SRT Mission

### Type: Leave

Code	Activity
200	Annual
201	Sick
202	Compensatory
203	Administrative
299	Other

### Type: Administrative

Code	OT	Activity
300	310	Administrative
301	311	Administrative Travel
302	312	SRT Administrative Activity

### Type: Crime Lab

Code	OT	Activity
400	410	Case Work
401	411	Research & Development
499		Other

### Type: Management

Code	OT	Activity
500	510	Management Activity
501	511	Management Travel
502	512	Wiretap Management

### Type: Training

Code	OT	Activity
600	610	Receiving Training
601	611	Training Travel
602	612	Instructing
603	613	Coordinating Training
604	614	SRT Training
605	615	SRT Training Travel
606	616	SRT Instruction
607	617	SRT Coordinate Train/Prep

\*OT = Overtime



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JAMES J. COMAN  
DIRECTOR

March 13, 1998

Directive 98-3

MEMORANDUM

TO: SA M. L. Creasy  
SA T. J. Currin  
SA W. S. Worsham  
Ken Martin  
Cindy Clifton

FROM: SAC David Dunn *Dej*

SUBJECT: Evacuation Plan for the Questioned Documents Section

All personnel should exit out of either the North or South Section door into the hallway. Proceed north down the hallway and exit out through the double glass doors directly in front of the hallway. Once outside the building you should proceed north to the parking lot and meet in the northeast corner of the parking lot for a head count.

If the hallway is blocked, you should proceed through the south exit door located beside the break room. Proceed down the stairs to the ground floor and exit the building through the glass door. Once outside the building you should proceed to the south corner of the parking lot for a head count.

The SAC, Safety Officer, or Secretary should take the Questioned Documents Section Log Book with them upon exiting the building. This will enable them to determine an employee's whereabouts if they are not present for the head count.

DD:cc



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JAMES J. COMAN  
DIRECTOR

April 24, 1998

**Directive 98-4**

**MEMORANDUM**

TO: SA M. L. Creasy  
SA T. J. Currin  
SA W. S. Worsham  
Ken Martin  
Cindy Clifton

FROM: SAC David Dunn *DD*

SUBJECT: Vehicle Log

The vehicle log should be kept current at all times. Entries should be made daily. It will be the Agent On Call's responsibility to ensure the vehicle log is updated as required.

DD:cc



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JAMES J. COMAN  
DIRECTOR

**Directive 98-6**

**MEMORANDUM**

TO: SA M. L. Creasy  
SA T. J. Currin  
SA W. S. Worsham

FROM: SAC David Dunn *DD*

SUBJECT: **Obliterations / Attachments to Case Files**

DATE: August 14, 1998

Pursuant to the ASCLD-LAB Inspection findings, you are reminded of the following:

- ▶ Corrections should be made using a single strike through and initials should be present for each obliteration.
- ▶ All administrative materials and the attachments to be stored in case file folders should be labeled with the case number.
- ▶ It is the analyst's responsibility to see that this material is stapled to the inside front flap of the case file folder.

For further clarification of Bureau policy on case files, you may wish to review Section 16 of the Crime Lab Procedures Manual.

DD:cc



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BRYAN E. BEATTY  
DIRECTOR

Directive 00-1

MEMORANDUM

TO: M. L. Creasy Rhonda Hicks  
T. J. Currin Frankie Davis  
Ken Martin Jim Mahaffee  
Cindy Clifton Jim Trevillian  
Jerry Carter

FROM: SAC David Dunn 

SUBJECT: **Receiving Merchandise**

DATE: April 18, 2000

Effective immediately, any person accepting an order or merchandise is responsible for inventorying what you are signing for. Please read the invoice carefully to confirm that all of the order is accounted for. You are responsible and will be accountable for any orders that are signed for. Do not depend on Support Services to check invoices. You should verify this information yourself. After you have determined that everything is accounted for, please write the following information on the invoice:

O.K. to pay  
Print and Sign your name (not just initials)  
Date

If the order is for paper or chemicals with a standing PO, please be sure to also write the following number on the invoice:

0901-533130-13001341

If you have any questions or problems with this procedure, please contact me.

DD:cc



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BRYAN E. BEATTY  
DIRECTOR

Directive 01-1

MEMORANDUM

TO: SA M. L. Creasy  
SA T. J. Currin  
SA J. C. Carter  
Ken Martin  
Frankie Davis  
Jim Trevillian

FROM: SAC David Dunn 

SUBJECT: Court Calendar

DATE: April 26, 2001

It is your responsibility to check the court calendar posted on the Documents bulletin board every week. This calendar is updated and posted every Friday for the following week.

It has come to my attention that several of you are not reporting scheduled leave to Supervisor Rodema Richardson. She is in charge of the court calendar and, unless otherwise instructed, she schedules court cases for all of the SBI Crime Lab. If you know that you will be on annual leave, sick leave, scheduled training, or any other leave outside of the lab, you are required to notify her as soon as possible. Once she is notified, you are cleared for that time. Your subpoenaed appearance in court will precede any unscheduled leave. This policy should be adhered to at all times.

DD:cc

*cc: file*



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ROBIN P. PENDERGRAFT  
DIRECTOR

**Directive 01-2**

**MEMORANDUM**

TO: SA M. L. Creasy  
SA T. J. Currin  
SA J. C. Carter  
Ken Martin  
Frankie Davis  
Jim Trevillian  
Rhonda Hicks  
Cindy Clifton  
Jim Mahaffee

FROM: SAC David Dunn 

SUBJECT: Security Concern Regarding Personal Computers

DATE: September 25, 2001

It is mandatory that all personal computers be powered down when not in use. Please ensure every computer is powered down as required. The following e-mail message was forwarded to all DOJ employees from George J. Bakolia on September 25, 2001:

"I need to make you all aware of a security concern that might have major implications to our DOJ network, unless corrective action is taken.

A significant number of DOJ employees leave their personal computers on after work. This is not a good practice because a computer that has been left unattended and it is powered on, allows for easy access to DOJ applications and data. All personal computers should be turned off, when not in use. This is extremely important so that we can maintain some type of network security."

DCD:cc



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## **Directive 2003-1**

### **MEMORANDUM**

To: Documents & Digital Evidence Section Personnel

From: SAC David Dunn

Subject: Section Security & Safety

Date: March 12, 2003

The Documents & Digital Evidence Section shall be familiar with and adhere to safety procedures found in the NCSBI Crime Laboratory Safety Manual.

- Fire Alarm Procedures

The designated Safety Officer and SAC will be responsible for walking through the entire section to ensure that all personnel are out of the building. All personnel will report to the north end of the parking lot for a roll call. The section secretary is responsible for gathering the sign-in / sign-out log book and keep in his/her possession in the event of a fire alarm.

It should be noted that evacuation routes are posted in all offices.

- Close of Business Each Day

All personnel are responsible for locking and securing their work areas. All equipment and labs should be shut down and lights turned off. It is also the responsibility of the last section member working to ensure that all equipment, including the coffee pot, is off and the section is secure.

- After Hours / Weekend Work

When a section employee reports to work after normal work hours (7:00 A.M. - 6:00 P.M., Monday - Friday) it is their responsibility to report to the State Capitol Police Security Officer and inform him/her that they are working and what time you anticipate leaving. If you are working alone with hazardous materials or chemicals, inform the officer and have him periodically check on you.

Any employee who identifies a safety or security issue should notify the SAC and Section Safety Officer immediately.

DCD:cc

## **Directive 2003-2**

### **MEMORANDUM**

To: Documents & Digital Evidence Section Personnel

From: SAC David Dunn

Subject: Quality Control Officer

Date: April 4, 2003

Pursuant to the Quality Assurance Manuals, Section 1.4, the Quality Control Officer for the Digital Evidence Unit is S/A John Dilday and the Quality Control Officer for the Questioned Documents Unit is S/A Jerry Carter.

During the vacancy of the Documents Assistant position, Photographer Jim Trevillian is responsible for maintaining calibration logs, and quality control data from equipment manufacturers. Trevillian is also responsible for the safety within the section.

DCD:cc

cc: Section Employees

## **Directive 2003-3**

### **MEMORANDUM**

To: Documents & Digital Evidence Section Personnel

From: SAC David Dunn

Subject: Pager On-Call Responsibility

Date: July 29, 2003

The Questioned Documents Unit and Digital Evidence Unit each have their own unit pager. The unit pagers will be rotated at one month intervals. The agent on-call for the unit is responsible for responding to all pages. The section goal for response time is 15 minutes. To insure this response time is met, agents need to wear the pager at all times.

Any directive or order given by myself in reference to crime scenes or court appearances will not change unless authorized by the Assistant Director of the Crime Lab or the Director. If a directive or order is changed by the Assistant Director of the Crime Lab or the Director, the responding agent is responsible of informing me of the new directive or order as soon as possible.

Agents should clear out all messages on the pager, including voice mail messages, and install a new battery prior to turning the pager over to the next on-call agent.

DCD:cc

## **Directive 2003-4**

### **MEMORANDUM**

To: Documents & Digital Evidence Section Personnel

From: SAC David Dunn

Subject: Safety Measures

Date: July 29, 2003

Please be advised that the first aid kit is located on the secretarial cubicle wall in the hallway beside the mailboxes.

In case of a chemical spill, the spill pillows are located in two locations. In the Documents and Digital Evidence area they are located in the Instrument Lab (Room 1450D). In the Photo Lab they are located in the Film Processing Room (1475-2).

All chemical spills should be reported immediately to the SAC or designated supervisor and the Section Safety Officer. The situation will be assessed at that time, and if hazardous materials are involved contact will be made with the Crime Laboratory Safety Officer.

DCD:cc