

March 5, 1999

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE 99-DCS-1

EFFECTIVE DATE: March 5, 1999

TO: Drug Chemistry Section

FROM: SAC Irvin Lee Allcox

SUBJECT: Activity Codes for Weekly Activity Report

In order to make the activity codes on the Weekly Reports more uniform within the Section, chemists should follow the below listed guidelines:

Chemists are to use codes 400 or 410 to designate the time spent analyzing their evidence as well as reviewing and signing their own laboratory reports.

Chemists are to use codes 400 or 410 to designate the time spent receiving, identifying, transferring, and documenting evidence.

Chemists are to use codes 300 or 310 to designate the time spent on routine office work and paperwork, including weekly activity and overtime reports, expense reports, training requests, statistics reports, etc.

Chemists are to use codes 300 or 310 to designate the time spent on administrative activities, such as meetings, vehicle inspections, vehicle repairs, inventories, and ordering supplies.

Chemists are to use code 499 to designate the time spent on laboratory duties other than casework and research and development, such as preparing reagents and standards, instrument calibration, instrument repair, etc. Chemists are to list the specific activity under the ARemarks@ section on the Weekly Activity Report whenever they use the 499 code. There is no overtime code for the laboratory duties listed as 499.

Chemists in training are to use codes 600, 610, 601, or 611 to designate the time spent observing court testimony by another chemist.

In order to document the time spent by Chemist IIIs on management activities:

Chemist IIIs are to use codes 500 or 510 to designate the time spent on management duties.

Chemist IIIs are to use codes 500 or 510 to designate the time spent for the technical and administrative review of laboratory reports of other chemists.

Chemist IIIs are to use codes 500, 510, 501 or 511 to designate the time spent for court evaluations of other chemists.

Chemist IIIs are to use codes 500 or 510 to designate the time spent on inspections of the drug standards and equipment of other chemists.