

July 23, 2003

**Evidence Control & Administrative Services Section Policy/Procedure 03-ECU-1**

**TO:** All Evidence Control & Administrative Services Staff  
**FROM:** Chief Evidence Technician Deborah Burwell  
**SUBJECT:** Evidence Control & Administrative Services Section Policy/Procedure

**Effective Date:** July 15, 2003

By issuance of Evidence Control & Administrative Policy/Procedure No. 035-ECU-1, I am establishing the Administrative Section Policy/Procedure System. This system is designed and created as a communications tool to disseminate clear and understandable Section Policy and Procedure.

Effective July 15, 2003, the creation of new Section Policy or Procedures and any modifications or changes to existing Section Policy and Procedure will be communicated to all section staff by a written Policy/Procedure.

July 24, 2003

**Evidence Control & Administrative Services Section Policy/Procedure 03-ECU-2**

**TO:** All Evidence Control & Administrative Services Staff  
**FROM:** Chief Evidence Technician Deborah Burwell  
**SUBJECT:** Evidence Control & Administrative Services Section Policy/Procedure

**Effective Date:** July 15, 2003

The current and proper chain-of-command for all employees of the Evidence Control and Administrative Services Section is as follows:

Chief Evidence Technician Deborah Burwell

Assistant Director of the Crime Laboratory Jerry Richardson

Director Robin Pendergraft

Attorney General Roy Cooper

July 24, 2003

**Evidence Control & Administrative Services Section Policy/Procedure 03-ECU-3**

**TO:** All Evidence Control & Administrative Services Staff  
**FROM:** Chief Evidence Technician Deborah Burwell  
**SUBJECT:** Evidence Control & Administrative Services Section Policy/Procedure

**Effective Date:** July 15, 2003

Procedure for files requested for the purpose of Inspections and Grants:

Requesting personnel will provide a list of Laboratory Case Numbers in numerical order.

The list of requested case files will be retained by Administrative Services staff for the purpose of accountability.

Color coded cards for the respective discipline(s) of the files requested will replace the case file folder until which time the case file(s) are returned to the file cabinet.

July

Evidence Control & Administrative Services Section Policy/Procedure 03-ECU-4

TO: All Evidence Control & Administrative Services Staff

FROM: Chief Evidence Technician Deborah Burwell

SUBJECT: Evidence Control & Administrative Services Section Policy/Procedure

Effective Date: