

PREFACE

CREATION

This manual shall be referred to as the Technical Procedures and Training Program Manual for the Lead Worker and Processing Assistants assigned to the Crime Laboratory Evidence Control and Administrative Services.

INTENT

The purpose of the manual is to further explain section procedures and does not conflict with any other laboratory manual. The procedures set forth in this manual are in addition to policy matters set forth in the SBI Policy Manual, the NC General Statutes, the SBI Crime Laboratory Procedures Manual and the Evidence Field Guide.

MANUAL CHANGES

Any recommendations for additions, deletions or revisions to this manual should be directed to the section supervisor. Approved revisions will be dated and issued as soon as possible. It is the responsibility of each employee issued this manual to keep changes current.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each the Lead Worker and Processing Assistant issued this manual to know, understand and abide by the contents. A lack of knowledge of the contents of this manual will be no excuse for the failure to comply with the procedures contained herein.

1. Data Entry Into Laboratory Computerized Files

1. Evidence Submission

1. All cases submitted to the laboratory for analysis will be clocked in on the time clock with the correct time and date. All cases with the exception of drug and blood alcohols will be queried in the laboratory computerized systems for previous submissions (Refer to section I.C.1). If there is a notation on the submission sheet indicating there has been a previous submission reference a drug or blood alcohol, these cases will also be queried. If no record is detected, the case will be entered into the Laboratory Information Management System (LIMS) and assigned a new laboratory number. This number will be placed on all SBI-5(s), any corresponding paperwork from the requesting agency and matched with the stamped master file folder (Refer to section I.B.1).

Any administrative documents will be stapled to the left inside cover of the master file folder and will reflect the laboratory number and the processing assistants' initials in the upper right corner. If more than one section is involved with the case, copies are made of the administrative documents and stapled in the appropriate color coded file folder. (Examples of administrative documents: Part B of the SBI-5 form, address correction note sheet, requests from the District Attorney's office, etc.)

In instances where a case has previous submissions, the initial laboratory number will be assigned and written or circled in red ink on the SBI-5.

2. Two separate logs are maintained for tracking laboratory numbers. One log is for new cases and the second log is for resubmitted/additional submissions. Both logs will indicate the following: laboratory number, analyst(s) assigned to case, person entering case, technician receiving case and any additional information (ex. number of pages, crime scene, old laboratory number, etc.)
3. The processing assistants will determine which laboratory sections will be involved with the case and assign the appropriate analyst(s). The initials of the analyst(s) assigned will be written in the upper left corner of **ALL** SBI-5 forms by the processing assistants.

A rotation will be kept for the Firearm & Tool Mark

section, Latent section, Molecular Genetics Section, Documents & Digital Evidence section and special assignments for the Drug Chemistry section by the processing assistants. These rotations will inform the processing assistants as to which order to assign the analysts in the appropriate sections.

The processing assistants, at the end of the week, will e-mail the daily assignments listing the analysts and the laboratory number(s) for the Latent and Documents & Digital Evidence sections. The assignments for the Latent Section will be e-mailed to the Special Agent in Charge. The assignments for Documents & Digital Evidence will be sent to the section secretary. The special assignments for the Drug Chemistry section will be sent on a monthly basis to the Special Agent in Charge.

4. Evidence that is submitted to the laboratory with a SBI Master File Number assigned to the case should have the following information on all submission sheets.
 1. Submission sheet with date of offense prior to July 1, 1995 must have the following information: new master file number (1995-00000), old master file number (000-H-0-0), case agent assigned (CAA) and district in charge (DIC).
 2. Submission sheet with date of offense on or after July 1, 1995 must have the following information: new master file number, CAA and DIC.

NOTE: The new master file number format (YEAR-0XXXX) is the only number entered into LIMS.

If all information is not available on submission sheets, the new/old master file number must be queried in Case Record Management System (CRMS) to obtain the needed information. Once the information is obtained, add the information to **ALL** submission sheets in the appropriate section or in the top right-hand corner with your initials in red ink. If the information is not available, please contact Records Center. ONLY THE PROCESSING ASSISTANTS HAVE ACCESS TO THE CRMS PROGRAM. (Refer to CRMS Manual for instructions on querying master file numbers in program.)

5. Evidence that is submitted bearing a previously utilized laboratory numbering system (other than LIMS) will need to have a new laboratory number assigned. The

processing assistants will make a notation at the upper right corner of SBI-5 of the old laboratory number (Example: Cross Reference with Old Laboratory #XXXXXXX). The old laboratory number will be noted in the miscellaneous column on the log sheet and typed in the AContainer Description@ box in the evidence section in LIMS.

2. File Folders

1. Master file folders (manila) reflecting the laboratory number which is stamped by a numbering machine is the permanent folder for the laboratory.
2. Temporary file folders are used for resubmission of evidence in a case when an analyst is already assigned to a case.
3. Colored folders are used when evidence is submitted that require analysis in more than one section and the permanent folder has already been issued. Each section has a color coded file folder, as follows:
 - Blue - Latent Evidence
 - Green - Trace Evidence
 - Orange - Firearm & Tool Marks
 - Yellow - Drug Chemistry
 - Red - Molecular Genetics
 - Purple - Documents & Digital Evidence
 - Evidence Control and Administrative Services.

3. Data Entry of Submission Sheet(s)

1. Querying Laboratory Record: All cases except for drug and blood alcohols will be queried in LIMS by victim=s name, agency file number and SBI new master file number (if one is assigned). If the type of case is rape/sexual assault, the suspect=s name will also be queried to determine if the Molecular Genetics Section has already processed evidence from this suspect. If evidence has been previously submitted on any serology case with this suspect, the processing assistants will assign the same analyst. **Note:** If the date of offense is prior to November 5, 1999, the case is to be queried in the old laboratory computerized system using Crystal Reports as well as LIMS.
2. Entering Laboratory Record: All cases received will be entered into LIMS on the date received or as soon thereafter as is possible. Any cases not entered on date received are to be corrected by a LIMS System Administrator.

3. Data Modifications/Deletions : Except in unusual cases approved by the section supervisor, all cases received in the laboratory will be entered into LIMS and a laboratory number assigned and will remain in the system. Evidence which is rejected or the work stopped prior to transfer to a lab analyst will be updated in LIMS to show AWork Stopped@ with an explanation and authorizing individual. A memorandum to the file stating the reason for action taken initialed by the Processing Assistant and Lead Worker or Supervisor, and a copy of the SBI-5 must be placed in the case file folder as Administrative Documents. When evidence is rejected by a Technician, the memorandum to the file should also be initialed by that Technician. All modifications to laboratory records will be performed by the processing assistants. The processing assistants are responsible for the accountability of the data initially entered in case information.

No case deletions are to be made to the lab records. Any problems should be directed to the section supervisor.

(Refer to the help menu for instructions on querying and/or entering data into the systems.)

Issue Date: _____ Supersedes: _____
Prepared By: _____ Date: _____
Approved By: _____ Date: _____
Originating Unit: _____

2. Section Guidelines

1. Police Shooting Cases

1. All Bureau police shooting cases are to have APOLICE SHOOTING - RUSH@ at the top of all SBI-5(s) and should be highlighted. When the case is entered into LIMS, the processing assistants should mark the case as Priority.

2. The processing assistants will follow the section guidelines when assigning evidence in this type of case. (SEE ATTACHMENT A and REVISED COPY)

2. Drug Chemistry Section

1. The following types of cases will require prior approval of the Drug Chemistry SAC or designee before assigning laboratory number. They are: found property cases, poison cases and tampering cases.
2. The following special cases will be assigned on a rotation basis between the Chemist III=s as designated by the Drug Chemistry SAC. They are: cases from DECU, dilution, product tampering, steroids and other type cases based on instructions from the SAC.
3. DWI cases that contain both the blood alcohol kit and drug evidence will be assigned as follows: Blood alcohol kit will be assigned to the toxicologist on rotation and the drug evidence will be assigned to the regular drug chemist for that county. If the county of offense is from the western area, contact the Drug Chemistry SAC for assignment.
4. All liquor cases will be assigned to the toxicology section.

3. Latent Evidence Section

1. Rolls of film that contain photographs of footwear/tire impressions that require comparisons to known standards will be assigned to the Latent Evidence analyst assigned to the case. The analyst will be responsible for having the film processed.

4. Firearm and Tool Mark Section

1. Integrated Ballistic Identification System (IBIS) cases will be assigned to analyst(s) according to the following guidelines:
 1. All evidence bullets and cartridge cases that are submitted for *AIBIS entry only*@ are assigned a laboratory number **(Verify that there are no hidden examinations such as serial number restoration or to determine make of weapon)**. The evidence is assigned to the appropriate IBIS analyst.
 2. All guns that are submitted for IBIS entry will be entered into the system; however, follow the below guidelines.

(1) If an agency is submitting several guns that need to be entered into IBIS a new laboratory number is given and is assigned to the appropriate IBIS analyst. The processing assistant must ensure that the following guideline is being followed:

(1) Separate submission sheets are needed for each gun that is involved in different crimes. However, several guns can be listed on a single submission sheet if the guns were confiscated during a single incident.

(2) If an agency is submitting a gun they strongly feel is the weapon used in the crime, the evidence is assigned the laboratory number that is associated with case and is assigned to the analyst that is already involved. If no analyst is involved then assign the evidence to the next analyst on rotation.

3. All test bullets and cartridge cases that are submitted on the SBI-21 form (see Attachment B) **are not** to be entered into LIMS. The processing assistants are to contact the IBIS analyst or IBIS technician to come over and take custody of the items.

5. Documents & Digital Evidence

1. All video tapes will be assigned to the next analyst on rotation from the computer forensics unit.
2. All film or other photographic substantive evidence submitted on a SBI-5 form requesting still photographs will be entered into LIMS. These cases will be assigned based on a monthly rotation.

All film submitted on a SBI-6 form (Photo Worksheet) will be placed and locked in the lock boxes in the receiving lobby. If both lock boxes are locked and another agency is submitting film, a call is made to the Photo Lab for retrieval of the film.

3. All Audio cassette tapes will be processed through Evidence Control Unit and assigned to Documents and Digital section designee.

3. Processing of Case Files

1. Procedures for AHold For Pickup@ Files

1. The processing assistants are responsible for processing the file folders for mailing on all cases that are being held for pickup by agencies not regularly scheduled in Evidence Control Unit. The processing assistants will process the file folder by mailing the laboratory reports and stapling the case notes.

1. Case notes will consist of the following:

laboratory report, the SBI-5, the analyst=s notes (in page order) and any remaining copies of the laboratory report. The case notes will be stapled together in the left corner in the aforementioned order. All other documents including the synopsis page of the SBI-5, fax sheets, DCI messages, district attorney requests, etc. are considered Administrative@ and shall be stapled to the inside left cover of the file folder. Administrative documents should reflect the laboratory number and initials of the individual stapling the document to the file folder in the upper right corner.

2. The processing assistant who staples the notes together shall place the section, their initials and the date on the back of the outside of the file folder in the lower, right-hand corner. Example: ECU/SC/XX/XX/XXXX.

2. Distribution of Laboratory Reports

1. When processing **drug reports** the following copies are distributed.
 - (1) The requesting officer receives a copy of the laboratory report.
 - (2) The District Attorney receives a copy of the laboratory report, copy of the SBI-5 and copy of the chain of custody with signatures from LIMS.
 - (3) If a SBI File Number is typed on the report, the following guidelines are followed:
 - (1) SBI Agent receives a copy of the laboratory report and the District Attorney=s copies as mentioned above.
 - (2) The Special Agent in Charge of the agent=s district receives a copy of the laboratory report.
 - (3) Records Center receives a copy of the laboratory report, copy of the SBI-5 and

copy of chain of custody with signatures from LIMS.

- (4) A copy of all drug reports is placed in a box labeled ANFLIS@.

When applicable, the District Attorney, Special Agent in Charge and Record Center copies are forwarded to Administrative Services for mailing.

2. When processing other types of reports the following copies are distributed.

- (1) The requesting officer and the District Attorney receives a copy of the laboratory report.

- (2) If a SBI File Number is typed on the report, the following guidelines are followed:

- (1) The SBI Agent receives a copy of the laboratory report along with the District Attorney=s copy with a copy of the SBI-5 and chain of custody without signatures from LIMS.

- (2) The Special Agent in Charge of the agent=s district receives a copy of the laboratory report.

- (3) Records Center receives a copy of the laboratory report, copy of the SBI-5 and copy of chain of custody without signatures from LIMS.

- (4) The Clerk of Court for each county

receives a copy of the laboratory report on all DWI offenses.

When applicable, the District Attorney, Special Agent in Charge and Record Center copies are forwarded to Administrative Services for mailing.

3. The processing assistants are responsible for maintaining a copy of the laboratory report of these type cases in a file folder for each evidence technician. At the time the file folder is processed for mailing, a copy of the laboratory report will be made and marked with the evidence technician=s initials and the date the evidence was turned over to the evidence technician (this information is obtained from the chain of custody in LIMS). Once the case has been picked up, the laboratory report will be shredded.

The processing assistants will maintain an updated list of these type cases showing the agency=s name, officer=s name and submitting officer=s name (if available), evidence technician=s initials, laboratory number and type of case. This list is maintained in a file named HOLD.EXL under the Excel program on the computer. Three copies of the file will be printed out - one for display in the lobby and the other copies for the processing assistants= use.

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Supersedes: 2/20/03

Prepared By: Deborah Burwell

Date: 6/15/03

Approved By: _____

Date: _____

4. Office Management

1. Composition

1. Occasionally evidence received via mail, UPS or courier needs to be returned to the requesting agency. A letter is composed and typed stating the reason for the return of evidence. The letter will be signed by either the section supervisor or designee. These letters are formatted and saved in WordPerfect for later use.
2. When evidence is rejected at time of submission, a memorandum is composed and typed stating the reason for the rejection of evidence. The memorandum will be from the processing assistants and initialed/dated by the section supervisor or evidence technician that was involved. These memorandums are formatted and saved in WordPerfect for later use.

2. Daily Accountability

1. A count of the total number of cases received for the day and week is maintained.

3. Weekly Statistical Report

1. A Weekly Statistic Report is compiled for Evidence Control Unit to show the total number of cases that are still in the possession of the evidence technicians. The report is sent to the Assistant Director=s office and is due by 8:30 am the following Monday of each week. A copy of this report is also given to the section supervisor along with the individual reports from the evidence technicians.

4. DNA Database Blood Samples

1. DNA blood samples will be maintained in the technician=s area for pick up by the employee(s) of the DNA Database Unit. Samples are received both by mail and in person. The processing assistants will receive and sign for any samples that are received in person.

5. Subpoenas

1. Subpoenas for the crime laboratory are received in person from a deputy of the Wake County Sheriff=s Department at the Evidence Control Unit. The processing assistants are responsible for scanning the subpoenas to ensure the ones received are for the agent(s) assigned to the crime laboratory only. If the subpoenas are for other agents in the Bureau, the processing assistants will determine which district the agent is assigned to and provide the street address for that district office. If the subpoenas are for retired agents of the crime laboratory, the processing assistants will provide the address and telephone number of that person.
2. The processing assistants will then send the subpoenas to the Court Coordinator for processing. Once completed the Court Coordinator will send a copy of the subpoenas back to Evidence Control Unit to be picked up by the deputy of the Wake County Sheriff=s Department.

6. Office Supplies

1. All office supplies are ordered through the Mapper System on the computer. (Refer to Mapper System Manual, section Requisition and Inventory Control System for instructions.)
2. A log sheet is kept for everyone in section to sign when supplies are taken from the supply cabinet. The processing assistants will monitor and control the supplies. Any discrepancies or misuse will be reported to the supervisor. Supplies will also be monitored for quality performance and any problems addressed to Support Services.

7. NC Accounting System/Purchase Ticket

1. If the purchase price (including shipping and handling) is \$500 or higher, the order must be entered into the NC Accounting System. The information concerning the purchase is forwarded to the appropriate person for entry. (Refer to NC Accounting System Manuals for instructions.)
2. If the purchase price (including shipping and handling) is less than \$500, then a purchase ticket must be completed. (Refer to Mapper System, section Purchase Ticket for instructions.)

8. Justice Leave System

1. The processing assistants will enter leave for all section employees except for the supervisor. A monthly report is produced prior to the 15th of the following month for supervisor=s review. (Refer to Mapper System Manual, section Justice Leave System for instructions.)

9. UPS Tracking System

1. The processing assistants are responsible for tracking packages that are shipped via UPS through the UPS Tracking Software. The evidence technician will type two asterisks (**) beside the laboratory number if the package(s) needs to be tracked. Once the package has been tracked, the recipient=s signature is printed. The processing assistants will highlight the tracking number on the Daily Shipment Detail Report to indicate the package has been tracked. The laboratory number is written on the printout and sent to Clerical Services for filing. (Refer to UPS manual for instructions.)

5. Safety

1. Each Evidence Control employee shares in the obligation to maintain an awareness of their own safety as well as their co-workers, to incorporate good safe work practices into their daily activities, to report all work-related accidents and unsafe work conditions to his/her section supervisor, and to participate in the department/section safety program.
2. In addition to any procedures appearing in this section, refer and adhere to the procedures in the Crime Laboratory Procedures Manual, the Department of Justice Safety Manual, Laboratory Safety Manual, Chemical Hygiene Plan and the Bloodborne Pathogen Standard.