

November 1, 1994

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Inmate Labor

The State is evidently using prison labor for various jobs on our complex. Due to the large number of weapons and ammunition housed in the section, unless directly ordered by the Director or the Assistant Director in charge of laboratory operations, our policy from this date forward will be **not to allow prison labor** in the section regardless of who may be accompanying them.

cc: Assistant Director Harold Elliott
Legal Counsel John Watters

November 15, 1994

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Sign-out Policy

The section policy is that **whenever** an employee leaves the Bureau complex or will be at another location on the complex for more than (15) minutes, regardless of reason, it will be that employees responsibility to sign-out on the *In-Out Scheduler* on the door of the secretary's office.

The information placed on this board **will reflect** your destination, time of departure and expected time of return.

If for any reason you are required to stay at a location longer than scheduled it will be your responsibility to call and have the information on the *In-Out Scheduler* updated. When a next day return is required or there is a new destination this information is to be entered on the *In-Out Scheduler* no later than 0830 hours of that day. Example: If you travel to court on Tuesday and have to return or go to a different destination the next day make arrangements to call by 0830 Wednesday.

In addition during normal business hours (0800-1700 hrs) the section SAC is to be personally informed of any departure, other than lunch, that causes you to leave the Bureau complex. In the absence of the SAC his assistant or the section secretary is to be informed.

cc: Assistant Director Harold Elliott

April 18, 1995

To: Section Employees

From: SAC Douglas Branch

Subject: Section Directives

Section Policy and Procedures will be updated by written directives. These directives are to be maintained in a manual form by each employee along with any previous written Section Policies and Procedures.

Directives covering the same subject and bearing the newest issue date will supersede previously issued Section Policies, Procedures and/or Directives.

cc: Assistant Director Harold Elliott

April 20, 1995

TO: Special Agent Peter Ware

FROM: SAC Douglas Branch

SUBJECT: Vehicle Maintenance

Until further notice you are assigned the responsibility for maintenance on the Section's automobiles. This responsibility will include, but not be limited to, all scheduled maintenance, all unscheduled repairs, monthly inspection, monthly review of the mileage logs, insuring that each vehicle is washed and cleaned on a monthly basis.

It will be permissible to delegate some of these responsibilities to other section members however, it is your responsibility to insure that the maintenance, as outlined, is done on a monthly basis.

cc: Section Employees

July 20, 1995

TO: Special Agent David Santora

FROM: SAC Douglas Branch

SUBJECT: Vehicle Maintenance

Until further notice you are assigned the responsibility for maintenance on the Section's automobiles. This responsibility will include, but not be limited to, all scheduled maintenance, all unscheduled repairs, monthly inspection, monthly review of the mileage logs, insuring that each vehicle is washed and cleaned on a monthly basis.

It will be permissible to delegate some of these responsibilities to other section members however, it is your responsibility to insure that the maintenance, as outlined, is done on a monthly basis.

cc: Section Employees

July 24, 1995

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Contacting General Service

General Services is **not to be contacted** either directly or through Sheriff Butler (or designee) without first getting permission from this agent.

July 25, 1995

TO: Special Agent Eric Goodman

FROM: SAC Douglas Branch

SUBJECT: Chemical Supplies and Work Room

Effective August 1, 1995 you will be responsible for maintaining the sections chemicals, chemical supplies and the work/hood room. These duties will include but not be limited to:

- 1) Maintaining the proper type and amount of all chemicals and related supplies used by the section.
- 2) Ensuring that fresh chemicals for GSR are made at least on a monthly basis and that the date of manufacture appears on the containers.
- 3) That a sufficient amount of treated photographic paper is on hand.
- 4) That a sufficient amount of etching compounds are on hand to restore serial numbers. These container should also show the date of manufacture.
- 5) That the work/hood room stay neat and orderly. This also includes the supply/fire/acid cabinets.

With permission of the SAC you will be authorized to delegate these duties if the need arises. However, no permission is needed in approaching and insuring that each section member leaves the work/hood room neat and orderly after each use.

July 26, 1995

TO: Special Agent C. A. Marshburn

FROM: SAC Douglas Branch

SUBJECT: Firearm Reference Collection and Destruct Weapons

Effective August 1, 1995 you will be responsible for the firearm reference collection and destruct weapons. Your responsibilities will include but not be limited to:

- 1) Insuring that all policies and procedures reference FA and destruct weapons are followed.
- 2) Maintenance of all the FA weapons.
- 3) Inventory of all FA weapons.
- 4) Proper records are maintained on all FA and destruct weapons.
- 5) That the FA/evidence room is kept neat and orderly.

Note: It is our intent to collect **only two (2)** of any one type of firearm (same make, model and caliber). No Firearm should be received without a “use and/or destruct” court order.

cc: Section Employees

July 27, 1995

TO: Section Agents

FROM: SAC Douglas Branch

SUBJECT: Flex Time

Section Agents will be permitted to utilize flex time as long as no staffing/scheduling problems arise and the following conditions are met:

- 1) You must have a starting time between 0700 and 0900 (Mon. thru Fri.).
- 2) The section SAC is to be informed of your desire to work flex time.

August 11, 1995

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Expense Account Purchases

Do to a policy change it will be permissible to claim, on expense accounts, up to fifty dollars (\$50.00) worth of purchases for supplies. However, the following conditions must be met:

- 1) **Prior** approval must be obtained from the section SAC. In the SAC's absence, from the division Assistant Director.
- 2) A legible copy of the receipt must be given to the SAC immediately after the purchase.

August 16, 1995

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Section Security and Safety

All fire doors located in the section (two at each end of the hall and the main entrance) are to remain closed at all times with the following exception:

1) The hall fire door located at the secretary office may remain open only while the cleaning crew is on the floor.

September 6, 1995

TO: Section Agents

FROM: SAC Douglas Branch

SUBJECT: Police Involved Shootings

Police involved shootings are to be worked as a **RUSH**. For the purpose of these type of cases, **RUSH** means that the report is completed and ready to be typed within ten (10) working days (with the exception of any outstanding gun traces). If for any reason a police involved shooting case cannot be completed within this time frame, the section SAC or his designee is to be informed prior to the end of the ten (10) day deadline.

All police involved shooting cases are to contain the following information in the report:

- 1) Trigger pull and function of all firearms involved.
- 2) Maximum gunshot residue distance determination on all firearms involved.
- 3) Gun traces on all non-departmental firearms.

cc: Assistant Director Harold Elliott
Chief Investigator Dowdy

December 20, 1995

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Calibration of Balances

Each employee with a balance will be responsible for calibrating his/her balance in the first full week of every month. Your *Weekly Activity Summary* should reflex control number CL, code 499 and "calibrate balance", under remarks.

The agent responsible for the chemicals will also be responsible for any balances assigned for general section use.

December 20, 1995

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Section Copies of Laboratory Reports

The section will maintain copies of all case reports and supporting information for a period of five (5) years and P-copies of case reports indefinitely. These case file copies will be maintained in the section's designated file area. The sections secretary will be responsible for maintaining these files.

Access to these files (other than P-copies) will be limited to the section secretary, *IBIS* technician and agents during normal laboratory working hours (Mon - Fri. 0800 -1700 hrs). Other than normal working hours, access will be limited to the section's SAC and assistant supervisor. The file cabinets are to remain locked except during normal working hours. Access to the P-copies are limited to the section's SAC, secretary and assistant supervisor.

When a file is removed from the file cabinet for any length of time, a blank file folder with the name of the agent who will have custody of the file is to be placed in the file cabinet in the space vacated by the case file. When a case file is no longer needed it is to be returned immediately to the section 's secretary for filing.

At the beginning of each year the section's secretary will be responsible for destroying the copies of case files that are five (5) years old or older. The exception to this will be the P-copy of each case report which will be maintained in the sections files indefinitely.

No section employee will maintain their own copies of case files.

December 28, 1995

TO: Section Agents

FROM: SAC Douglas Branch

SUBJECT: Police Shooting and Large Exhibit Cases

Effective January 1, 1996, this agent is to be informed by E-mail of each police shooting case and/or case which either due to type or number of exhibits submitted will take more than four (4) continuous workdays to complete.

The following information is required:

- 1) Examiners Name
- 2) Case number
- 3) Date of submission

cc: Sylvia Barbour

July 11, 1996

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Directive 96-2, Decontamination of Work Area

Effective immediately all equipment in the common work area used while processing clothing or any other item that may represent a bio-hazard must be decontaminated upon completion of each case. All items that have been exposed to blood should be treated as though a bio-hazard is present. Decontamination should be carried out with 10% chlorinated bleach solution or non-diluted denatured Ethanol. Tables and hood areas should be sprayed and wiped down, while any tools used must be soaked.

Microscopic equipment and balances in personal laboratories are to be decontaminated a weekly bases.

cc: Assistant Director B.C. Matthews

July 11, 1996

TO: Section Agents

FROM: SAC Douglas Branch

SUBJECT: Section Directive 96-3, Use of Fume Hoods

There is to be **only one** case at the same time in each of the single fume hoods or in each section of the double fume hood. All evidence containers and/or items of evidence (if the evidence container is open) are to have the appropriate identify marks. The only exception to this directive will be for a firearm which must be soaked and cleaned before marking or a article(s) of clothing so putrefied that it must be dried before marking.

NOTE: Reference the two exceptions to this directive, **only one** identified and open container and its contents will be allowed in each single fume hood or section of the double fume hood at the same time until all items of evidence are marked and recorded.

cc: Assistant Director B. C. Matthews

July 24,1996

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Directive 96-4, Ammunition Checkout Form

Starting August 1, 1996 a *Ammunition Checkout Form* must be completed for every round(s) of ammunition taken from the section's stock ammunition.

cc: Assistant Director Matthews

July 2, 1996

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Directive 96-1, Trigger Pull Weight

Effective immediately the trigger pull weights of all firearms submitted in cases from Halifax County are to be stated in the case results. This is per the request of the District Attorney of Halifax County.

cc: Assistant Director B. C. Matthews

April 10, 1997

TO: Section Employees

FROM: SAC Branch

SUBJECT: Section Directive 97-1, Lunch Hour

In a normal eight (8) hour workday (starting and ending times are between 7:00 a & 6:00 p), section employees are to take their lunch hour between the hours of 11:00 a and 2:30 p.

June 24, 1997

TO: Section Employees

FROM: SAC Douglas Branch

SUBJECT: Directive 97-2, Quality Assurance

Effective the date of this memorandum the following procedures (where applicable) will be required for all casework:

1) All chemical tests used for casework will require a Quality Control Check (QCC). This will be identified in your notes by placing QCC+ for a positive check, QCC- for a negative check and QCC+/- for positive and negative checks. The QCC indicator is to follow the description of the test conducted. **No QCC is required for acids and acid based reagents used to restore serial numbers.**

2) All chemicals used in casework are to be listed in your case notes, as well as the method of application. Method of application can be the type of test conducted (i.e.; Griess Test, Sodium Rhodizonate Test).

Examples:

- a) The serial number area was treated with Fry's reagent by rubbing with a Q-tip. You could state the chemical identifier $\text{HCl} + \text{CuCl}_2$ instead of Fry's Reagent.
- b) A Griess Test (QCC+/-) was conducted on the clothing.
- c) A Sodium Rhodizonate Test (QCC+/-) was conducted on the clothing.
- d) Using a Q-tip and distilled H_2O , a swab was made of the gunshot hole in the victim's face and checked for lead residues by conducting a Sodium Rhodizonate Test (QCC+/-).

3) Before conducting a Sodium Rhodizonate Test a positive and negative QCC must be conducted. The Chemical Officer will prepare cotton swabs containing lead residues for the positive test. The control sheet (QCC) that was used for the Griess Test or a sterile Q-tip maybe sprayed for the negative check.

It will be permissible to use formatted forms which describe the test and the chemicals used. Following each test description there should be a space to show that the Quality Control Check was conducted.

July 21, 1997

TO: Section Employees
FROM: SAC Douglas Branch
SUBJECT: Directive 97-3, IBIS Entries

Effective July 22, 1997, the **date** that test and/or evidence are turned over for entry into IBIS is to be documented in case notes.

Note: This is the date turned over which may not be the date entered.

August 28, 1997

TO: Section Employees

FROM: SAC Douglas Branch

**SUBJECT: Directive 97-4, Change in Command
in the Firearm and Tool Mark Section**

As you are aware, I will be on a sabbatical from my duties as SAC of this Section to attend the A.O.M.P. course. In my absence Special Agent Ron Marrs will assume the duties as SAC of the Firearms and Tool Mark Section. His duties as SAC will commence September 3, 1997 and rescind immediately upon my return.

c: Director Coman
Assistant Director Matthews

June 29, 1998

To: Firearm and Tool Mark Section Employees

FROM: SAC Douglas Branch

SUBJECT: Directive 98-2, DISPOSITION OF HUMAN REMAINS

EFFECTIVE DATE : June 29, 1998

The Section occasionally receives human remains as evidence/standards in cases. We will store this material in section evidence refrigerator/freezer. The destruction of human remains can **ONLY** be done pursuant to court order so it is imperative that we notify officers of this fact.

When this Section returns human remains to investigating agencies, the Disposition section of lab report will contain the following statement:

NOTE: Evidence in this case being returned includes human remains which need to be kept frozen to avoid degradation and annoying odors. Human remains may **ONLY** be destroyed pursuant to a court order, so you should seek an **ORDER FOR DESTRUCTION** to dispose of these remains as soon after the judicial disposition of this case as possible.

TEMPORARY PROCEDURE FOR HANDLING POLICE SHOOTING CASES

Due to the backlog of cases in the Firearms Section, the following temporary procedures are effective July 16, 2001 in Evidence Control on all Police Shooting Cases submitted by Bureau Agents.

- 1) If all evidence submitted is going to Firearms, it will not be treated as a priority case. It will be accepted by ECU and delivered routinely to the examiner assigned. It will not be marked as a priority case in LIMS.
- 2) If all evidence submitted is going to Firearms and the SBI-5 is marked "Rush", the case will be marked and treated as a Priority case.
- 3) If evidence is going to firearms in conjunction with any other section of the laboratory or any evidence is assigned solely to any other section(s) of the laboratory, all assignments will be treated and marked in LIMS as priority. This will apply whether or not the SBI-5 is marked "Rush". (This is the same procedure we have been operating under)

Examples of Priority Handling

- 1) 10 items are submitted for firearms with a GSR kit, or
- 2) only a GSR kit is submitted, or
- 3) Only firearms evidence is being submitted and the case is marked "rush"