

NC SBI CRIME LAB
STANDARDS AND
CRITERIA
August 2003

SECTION 1

MANAGEMENT & OPERATIONS

1.1.1.1 (I) DOES THE LABORATORY HAVE A WRITTEN STATEMENT OF ITS OBJECTIVES?

YES NO

[Goals & Objectives of the SBI Laboratory](#)

[Lab Quality Assurance Manual - Objectives & Management](#)

1.1.1.2 (I) DO THE OBJECTIVES APPEAR TO BE RELEVANT TO THE NEEDS OF THE COMMUNITY SERVICED BY THE LABORATORY?

YES NO

The SBI Crime Lab is a full service forensic laboratory created by the General Assembly in 1937 that accepts cases/evidence from any law enforcement agency in North Carolina including federal agencies. The SBI Annual report for 2002 shows the efforts made by the Crime Lab to meet this criteria.

[SBI Crime Lab Annual Report 2002](#)

[NC General Statute 114-16 - Forensic Laboratory](#)

1.1.1.3 (D) DOES THE LABORATORY STAFF UNDERSTAND AND SUPPORT THE OBJECTIVES?

YES NO

The SBI Lab Objectives are posted throughout the laboratory and a hard copy is disseminated to all personnel.

1.1.2.1 (I) DOES THE LABORATORY OR ITS PARENT AGENCY HAVE A FORMAL WRITTEN BUDGET?

YES NO

The Crime Lab has its own budget and is managed by the Deputy Assistant Director.

[Crime Lab Budget](#)

[SBI Fiscal Management Policy](#)

1.1.2.2 (I) IS THE BUDGET ADEQUATE TO MEET THE WRITTEN OBJECTIVES?

YES NO

The Crime Lab's budget during the past five years has allowed the lab to increase its capabilities to support its objectives. Many new scientific instruments have been added using allocated budget funds, and these can be viewed in each individual section.

[2003 SBI Crime Lab Equipment Order](#)

In 2003, the NC General Assembly has authorized the hiring of 17 new Analysts for the Molecular Genetics Section to address the high caseload and the backlog of untested rape kits in NC.

1.1.2.3 (E) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR HANDLING AND PRESERVING THE INTEGRITY OF EVIDENCE?

YES NO

Evidence handling & preservation can be found in the SBI Policy & Procedures Manual.

[SBI Evidence Procedures \(Lab\)](#)

[SBI Physical Evidence Policy](#)

[Laboratory Quality Assurance Manual - Evidence](#)

Crime Lab Directives: [98-06](#); [98-11](#); [98-14](#)

1.1.2.4 (E) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR LABORATORY SECURITY?

YES NO

Procedures governing Crime Lab security may be found in SBI Policy & Procedures Manual Section 01.

[SBI Lab Security Procedures](#)

1.1.2.5 (E) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR THE PREPARATION, STORAGE, SECURITY AND DISPOSITION OF CASE RECORDS OR REPORTS?

YES NO

Procedures for preparation, storage, security & disposition of case records or reports may be found in SBI Policy & Procedures Manual Sections 20 & 35.

[SBI Policy for Records & Reports](#)

[SBI Procedures for Lab Records & Case Files](#)

[Lab Quality Assurance Manual – Case File Records](#)

Crime Lab Directives: [98-09](#); [98-12](#)

1.1.2.6 (D) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR THE CONTROL OF MATERIALS AND SUPPLIES?

YES NO

Policy governing materials & resource management may be found in the SBI Policy & Procedure Manual Section (Policy 08).

[SBI Policy & Procedure Manual - Material Resource Management](#)

[Lab Quality Assurance Manual – Equipment & Instruments](#)

1.1.2.7 (E) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR THE CALIBRATION OF EQUIPMENT AND INSTRUMENTS?

YES NO

[Laboratory Quality Assurance Manual – Equipment & Instruments](#)

[Technical Procedure Manuals – Tables of Content](#)

1.1.2.8 (D) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR THE INVENTORY OF EQUIPMENT AND INSTRUMENTS?

YES NO

Inventory of equipment is governed by SBI Policy & Procedures Manual (Procedure 01)

[SBI Equipment Accountability Procedures](#)

[Laboratory Quality Assurance Manual – Equipment & Instruments](#)

1.1.2.9 (I) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR DUTY HOURS?

YES NO

Normal work schedules for State Employees may be found in the NC State Personnel Manual (Section 3).

[State Personnel Policy - Work Schedule](#)

Duty Hours of SBI employees are governed by SBI Policy & Procedures (Procedure 01).

[SBI Personnel Duty Hours](#)

Copies of weekly work/hour reports are filed in each section for all employees. Also, each section may have administrative orders addressing this standard

1.1.2.10 (I) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR LEAVE TIME?

YES NO

The amount of leave time for the State of North Carolina employees is governed by Office of State Personnel Manual (Section 5).

[State Personnel Policy - Leave](#)

The mechanism to request/take leave is contained in the SBI Policy & Procedures Manual (Procedure 01).

[SBI Leave Policy](#)

1.1.2.11 (D) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR JOB REQUIREMENTS AND DESCRIPTIONS?

YES NO

Job descriptions for each position title for each Crime Lab Section.

[SBI Laboratory Job Descriptions](#)

1.1.2.12 (D) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR PERSONNEL EVALUATIONS AND OBJECTIVES?

YES NO

Personnel evaluations are governed by the policies & procedures in the NC Office of State Personnel Manual (Section 10).

[State Personnel Policy - Performance Management](#)

The evaluation period is from May 1st through April 30th each year. Performance evaluations for the current year is filed in each section for each employee.

[SBI Performance Evaluation Policy](#)

1.1.2.13 (D) DO CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES EXIST FOR EMPLOYEE GRIEVANCES?

YES NO

Grievance policies and procedures for state employees may be found in the NC State Personnel Manual (Section 7).

[State Personnel Policy - Discipline/Appeals/Grievances](#)

1.1.2.14 (I) DOES THE LABORATORY HAVE AND USE A MANAGEMENT INFORMATION SYSTEM?

YES NO

The SBI Crime Laboratory utilizes a computer based Laboratory Information System (LIMS). The manual for this system is not in digital format, however, a hard copy is maintained by the Deputy Assistant Director and will be available to ASCLD-LAB Inspectors.

1.2.1.1 (D) DOES THE ORGANIZATIONAL STRUCTURE GROUP THE WORK AND PERSONNEL IN A MANNER THAT ALLOWS FOR EFFICIENCY OF OPERATION, TAKING INTO ACCOUNT THE INTERRELATION OF VARIOUS FORENSIC DISCIPLINES?

YES NO

SBI Crime Lab organizational charts. Each Section will have an O-Chart on file.

[Lab Quality Manual – Planning & Organization](#)

[SBI Master O-Chart](#)

[SBI Crime Lab O-Chart](#)

1.2.1.2 (D) HAS THE LABORATORY DIRECTOR CONSIDERED AND TAKEN APPROPRIATE ACTION TO CORRECT ANY DISCREPANCIES WITH REGARD TO NUMBERS OF PERSONNEL WHEN GROUPING WORK AND RESOURCES?

YES NO

The Crime Lab Director has reorganized sections within the laboratory in the past year to correct discrepancies and realign workload. Reallocations of certain positions have been sought to allow sections to run more efficiently and to realign supervisory responsibilities.

1.2.2.1 (I) IS THE LABORATORY DIRECTOR'S AUTHORITY WELL DEFINED?

YES NO

[SBI Master O-Chart](#)

[SBI Crime Lab O-Chart](#)

[NC General Statute 114-16 - Forensic Laboratory](#)

1.2.2.2 (I) DOES THE LABORATORY DIRECTOR HAVE AUTHORITY COMMENSURATE WITH RESPONSIBILITIES?

YES NO

[Lab Quality Assurance Manual – Planning & Organization](#)

[Attorney General's Press Release – AD J. Richardson](#)

1.2.2.3 (I) IS THERE SUFFICIENT DELEGATION OF AUTHORITY?

YES NO

[Crime Laboratory O-Chart](#)

1.2.2.4 (I) IS AUTHORITY OF SUPERVISORS COMMENSURATE WITH THEIR RESPONSIBILITIES?

YES NO

SBI Policy & Procedure Manual governs organizational structure of the Agency and its Divisions.

[SBI Policy & Procedures Manual - Organization](#)

[Lab Quality Assurance Manual – Objectives & Management](#)

1.2.2.5 (I) IS EACH SUBORDINATE ACCOUNTABLE TO ONE AND ONLY ONE IMMEDIATE SUPERVISOR PER FUNCTION?

YES NO

[Crime Laboratory Section O-Charts](#)

1.2.2.6 (I) ARE PERFORMANCE EXPECTATIONS ESTABLISHED AND ARE THEY UNDERSTOOD BY LABORATORY PERSONNEL?

YES NO

Personnel evaluations are governed by the policies & procedures in the NC Office of State Personnel Manual (Section 10).

State Personnel Policy - Performance Management

The evaluation period is from May 1st through April 30th each year. Performance evaluations for the current year is filed in each section for each employee. Each supervisor evaluates his/her employee(s) and these are reviewed with, and signed by, the respective employee. If performance does not meet expectations, the supervisor will counsel employee and in some instances, set up a work plan where goals are set and measured periodically.

SBI Performance Evaluation Policy

1.3.1.1 (D) IS THERE CONSTRUCTIVE DISCUSSION BETWEEN SUPERVISORS AND SUBORDINATES?

YES NO

All Supervisors conduct formal discussions with employees during the Performance Evaluation process each year. Also, all supervisors maintain an office in each section and interact daily with all employees. All management personnel attend management training which encourages open dialogue with subordinates.

SBI Performance Evaluation Policy

State Personnel Manual - Performance Management

1.3.1.2 (I) DO SUPERVISORS CAREFULLY AND OBJECTIVELY REVIEW LABORATORY ACTIVITIES AND PERSONNEL?

All Supervisors review case status, weeklies and case submission reports.

SBI Policy & Procedure Manual – Reports & Records

1.3.1.3 (D) DO THE SUPERVISORY TECHNIQUES ENCOURAGE CREATIVE, OBJECTIVE THINKING AND RECOGNIZE MERITORIOUS PERFORMANCE?

YES NO

Supervisors are encouraged to recognize outstanding work by employees. This recognition may be made by commendation on a Section, Division or Bureau level.

[SBI Commendation Procedures](#)

Commendations for individual employees will be found on file in each Lab Section.

1.3.2.1 (D) DO CLEAR VERTICAL, HORIZONTAL AND DIAGONAL CHANNELS OF COMMUNICATION EXIST WITHIN AND EXTERNAL TO THE LABORATORY?

YES NO

[Index of Organizational Charts](#)

1.3.2.2 (D) ARE VERTICAL CHANNELS OF COMMUNICATION USED FOR ADMINISTRATIVE FUNCTIONS?

YES NO

[Index of Organizational Charts](#)

[Index of Lab Directives](#)

1.3.2.3 (D) ARE STAFF MEETINGS HELD ON A REGULAR BASIS

YES NO

Regular Section meetings are mandated by SBI Policy & Procedures. Documentation of these meetings are maintained by each Lab section.

[SBI Procedures for Staff Meetings](#)

1.3.3.1 (E) DOES THE LABORATORY HAVE AND USE A DOCUMENTED TRAINING PROGRAM IN EACH FUNCTIONAL AREA FOR EMPLOYEES WHO ARE NEW, UNTRAINED OR IN NEED OF REMEDIAL TRAINING?

YES NO

Training Manuals for new, untrained or Analysts in need of remedial training are maintained with each Section of the SBI Laboratory. Memos, documenting the successful completion of a training program, are written to each Analyst's training file.

1.3.3.2 (I) DOES THE LABORATORY HAVE AN EMPLOYEE DEVELOPMENT PROGRAM?

YES NO

The Laboratory Director makes every effort to allow personnel to attend conferences & training throughout the year.

A list of all training received by personnel throughout their career is logged and retrievable from each Section through the SBI's time management program called Mapper. This data cannot be hyperlinked but will be available for Inspectors.

A spreadsheet of personnel training and costs for spring 2003 is linked.

[2003 Crime Lab Training](#)

The Statement of Qualifications of each Analyst will include a list of memberships in professional organizations and attendance of specialized courses. (go to Section 2 for links to each Lab Section's Statement of Qualifications)

1.3.3.3 (I) DOES THE FORENSIC LIBRARY CONTAIN CURRENT BOOKS, JOURNALS, AND OTHER LITERATURE DEALING WITH EACH FUNCTIONAL AREA?

YES NO

The Crime Lab has a library of major journal publications in the field of Forensic Sciences and is maintained on the 2nd floor lobby area. Upon receipt of new journals, the Deputy Assistant Director will advise all Lab employees via e-mail of the new arrival. Copies of these e-mails are maintained in the Deputy Assistant Director's files.

1.3.3.4 (I) DOES A SYSTEM EXIST TO ENCOURAGE EACH EXAMINER TO REVIEW APPROPRIATE NEW LITERATURE?

YES NO

Upon receipt of any new scientific journal, the Deputy Assistant Director will send an e-mail to all employees informing them of the arrival of that journal.

[New Journal Notifications - 2003](#)

[Lab Directive 03-01](#)

1.4.1.1 (E) DOES THE LABORATORY HAVE A WRITTEN OR SECURE ELECTRONIC CHAIN OF CUSTODY RECORD WITH ALL NECESSARY DATA WHICH PROVIDES FOR COMPLETE TRACKING OF ALL EVIDENCE?

YES NO

[SBI Policy & Procedure Manual – Documentation of Case Transactions](#)

[Lab Quality Assurance Manual – Evidence Handling](#)

1.4.1.2 (E) IS ALL EVIDENCE MARKED FOR IDENTIFICATION?

YES NO

[Laboratory Quality Assurance Manual - Evidence](#)

[Laboratory Quality Assurance Manual – Internal Quality](#)

[SBI Policy & Procedure Manual – Laboratory Evidence Handling](#)

1.4.1.3 (E) IS EVIDENCE STORED UNDER PROPER SEAL?

YES NO

[Laboratory Quality Assurance Manual - Evidence](#)

[SBI Policy & Procedure Manual – Evidence Seals](#)

[Lab Directive 98-11](#)

[SBI Administrative Order 03-05](#)

1.4.1.4 (E) IS EVIDENCE PROTECTED FROM LOSS, CROSS TRANSFER, CONTAMINATION AND/OR DELETERIOUS CHANGE?

YES NO

[Laboratory Quality Assurance Manual - Evidence](#)

[Laboratory Quality Assurance Manual – Internal Quality](#)

[SBI Policy & Procedure Manual – Evidence Protection](#)

Lab Directives [98-06](#); [98-14](#)

1.4.1.5 (E) IS THERE A SECURE AREA FOR OVERNIGHT AND/OR LONG-TERM STORAGE OF EVIDENCE?

YES NO

Each Analyst is assigned a laboratory work area that includes secure evidence storage areas for overnight and/or long term storage.

[Laboratory Quality Assurance Manual - Evidence](#)

1.4.2.1 (E) DOES THE LABORATORY HAVE A QUALITY MANUAL?

YES NO

[Laboratory Quality Assurance Manual](#)

[Index of Lab Directives](#)

1.4.2.2 (E) IS AN INDIVIDUAL DESIGNATED AS THE QUALITY MANAGER?

YES NO

The Quality Manager is:

Deputy Assistant Director Bill Weis

[Lab Directive 98-03](#)

[SBI Policy & Procedures Manual – Lab Quality System](#)

1.4.2.3 (E) DID THE LABORATORY CONDUCT AND DOCUMENT AN ANNUAL AUDIT OF ITS OPERATIONS AND SUBMIT AN ANNUAL ACCREDITATION AUDIT REPORT TO ASCLD/LAB BY THE REQUIRED DEADLINE?

YES NO

Annual internal audits (and DAB audits for Molecular Genetics Section) have been conducted in each section for the years 1999 through 2002. An annual accreditation report to ASCLD-LAB has also been made for each year.

All of the above cited reports are maintained by the Deputy Assistant Director and will be available to the ASCLD-LAB Inspectors as hard copies. The volume of material contained in these reports is too great to attempt links in this document.

[Laboratory Quality Assurance Manual - Annual Audits](#)

1.4.2.4 (E) DOES THE LABORATORY CONDUCT AND DOCUMENT AN ANNUAL REVIEW OF ITS QUALITY SYSTEM?

YES NO

[Laboratory Quality Assurance Manual - Annual Audits](#)

The Quality Assurance Manager continually reviews the Quality Assurance Program throughout the year. This is accomplished by reviewing & participating in all internal audits, reviewing & logging all proficiency tests, reviewing & maintaining court testimony records, reviewing & participating in Safety Committee functions, etc.

[2002 Annual Review of SBI Crime Lab Quality Assurance Program](#)

Prior to 2002, an annual review of the Quality Assurance was completed for each year and documented by the Crime Laboratory Director initialing & dating each internal audit.

1.4.2.5 (E) ARE THE PROCEDURES USED GENERALLY ACCEPTED IN THE FIELD OR SUPPORTED BY DATA GATHERED AND RECORDED IN A SCIENTIFIC MANNER?

YES NO

SBI Crime Laboratory Technical Procedures Manuals for each section has been sent to each 2003 ASCLD-LAB Inspector.

Note: Because of the volume of files associated with these files for each discipline and the time constraints associated with producing this E-Criteria document, links to specific Technical Procedure Manual sections (chapters) could not be included in this Criteria file. However, links to the Table of Contents for each manual are included.

[Technical Procedure Manuals - Tables of Content](#)

[Lab Directive 03-02](#)

1.4.2.6 (E) ARE NEW TECHNICAL PROCEDURES SCIENTIFICALLY VALIDATED BEFORE BEING USED IN CASEWORK AND IS THE VALIDATION DOCUMENTATION AVAILABLE FOR REVIEW?

Validation of methods and instrumentation is governed by SBI Laboratory Quality Assurance Manual and these records for each validation study is maintained in the Sections.

[Laboratory Quality Assurance Manual - Validation](#)

1.4.2.7 (E) ARE THE TECHNICAL PROCEDURES USED BY THE LABORATORY DOCUMENTED AND ARE THE DOCUMENTS AVAILABLE TO LABORATORY PERSONNEL FOR REVIEW?

SBI Crime Laboratory Technical Procedures Manuals for each section has been sent to each 2003 ASCLD-LAB Inspector.

Note: Because of the volume of files associated with these files for each discipline and the time constraints associated with producing this E-Criteria document, links to specific Technical Procedure Manual sections (chapters) could not be included in this Criteria file. However, links to the Table of Contents for each manual are included.

[Technical Procedure Manuals - Tables of Content](#)

1.4.2.8 (E) ARE APPROPRIATE CONTROLS AND STANDARDS SPECIFIED IN THE PROCEDURES AND ARE THEY USED AND DOCUMENTED IN THE CASE RECORD TO ENSURE THE VALIDITY OF EXAMINATION RESULTS?

YES NO

SBI Crime Laboratory Technical Procedures Manuals for each section has been sent to each 2003 ASCLD-LAB Inspector.

Note: Because of the volume of files associated with these files for each discipline and the time constraints associated with producing this E-Criteria document, links to specific Technical Procedure Manual sections (chapters) could not be included in this Criteria file. However, links to the Table of Contents for each manual are included.

[Technical Procedure Manuals - Tables of Content](#)

Signature Logs for each Analyst are maintained in each Lab Section.

1.4.2.9 (E) IS THE QUALITY OF THE STANDARD SAMPLES AND REAGENTS ADEQUATE FOR THE PROCEDURE USED?

YES NO

SBI Crime Laboratory Technical Procedures Manuals for each section has been sent to each 2003 ASCLD-LAB Inspector.

Note: Because of the volume of files associated with these files for each discipline and the time constraints associated with producing this E-Criteria document, links to specific Technical Procedure Manual sections (chapters) could not be included in this Criteria file. However, links to the Table of Contents for each manual are included.

[Technical Procedure Manuals - Tables of Content](#)

1.4.2.10 (E) DOES THE LABORATORY ROUTINELY CHECK THE RELIABILITY OF ITS REAGENTS?

YES NO

Reagents are routinely checked, logged, labeled & dated. Specific reagent recipes/formulas and maintenance may be found in the Technical Procedure Manuals of each Section.

[Laboratory Quality Assurance Manual Equipment & Instruments](#)

1.4.2.11 (I) ARE THE INSTRUMENTS/EQUIPMENT ADEQUATE FOR THE PROCEDURES USED?

YES NO

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

1.4.2.12 (I) ARE THE INSTRUMENTS/EQUIPMENT IN PROPER WORKING ORDER?

YES NO

Each Section maintains service/maintenance records on their instruments. All service requests are promptly submitted to the Deputy Assistant Director for issuance of purchase orders if necessary. Most instrumentation is on yearly service/maintenance contracts or under warranty.

[Service/Maintenance Contracts of Lab Instrumentation 2002-2004](#)

1.4.2.13 (E) ARE THE INSTRUMENTS/EQUIPMENT PROPERLY CALIBRATED?

YES NO

All instruments for which calibration and/or certification is relevant are calibrated either by an external vendor or by internal procedures or certified by an external vendor. Calibration/certification records are maintained in each section in which the instrument is located.

[Laboratory Quality Assurance Manual – Equipment & Instruments](#)

1.4.2.14 (E) DO THE EXAMINERS GENERATE AND DOES THE LABORATORY MAINTAIN, IN A CASE RECORD, ALL THE NOTES, WORKSHEETS, PHOTOGRAPHS, SPECTRA, PRINTOUTS, CHARTS AND OTHER DATA OR RECORDS USED BY EXAMINERS TO SUPPORT THEIR CONCLUSIONS?

YES NO

All completed SBI Laboratory cases are maintained by the Evidence Control Unit. Each case record is physically maintained in a secure case records room.

[SBI Policy & Procedures Manual – Laboratory Records/Case Files](#)

[Laboratory Quality Assurance Manual – Case File Records](#)

Lab Directives [98-09](#); [98-12](#)

1.4.2.15 (E) DOES THE LABORATORY MAINTAIN CASE RELATED ADMINISTRATIVE DOCUMENTATION GENERATED AND RECEIVED IN A RETRIEVABLE FORM?

YES NO

All case related Administrative Documentation is to be included in the case files and stapled to the right side of the case file folder.

[SBI Policy & Procedures Manual – Laboratory Records/Case Files](#)

1.4.2.16 (E) DOES THE LABORATORY HAVE, USE AND DOCUMENT A SYSTEM OF TECHNICAL REVIEW OF THE REPORTS TO ENSURE THAT THE CONCLUSIONS OF ITS EXAMINERS ARE REASONABLE AND WITHIN THE CONSTRAINTS OF SCIENTIFIC KNOWLEDGE?

YES NO

All SBI Laboratory reports are technically reviewed by an Analyst qualified within that discipline.

[Laboratory Quality Manual – Technical Review](#)

1.4.2.17 (E) DOES THE LABORATORY CONDUCT AND DOCUMENT ADMINISTRATIVE REVIEWS OF ALL REPORTS ISSUED?

YES NO

All SBI Laboratory reports are administratively reviewed by another Analyst.

[Laboratory Quality Manual – Administrative Review](#)

1.4.2.18 (E) DOES THE LABORATORY MONITOR THE TESTIMONY OF EACH EXAMINER AT LEAST ANNUALLY AND IS THE EXAMINER GIVEN FEEDBACK FROM THE EVALUATION?

YES NO

All employees who testify in court are evaluated at least once each year (May 1st through April 30th). These evaluations are maintained in the Deputy Assistant Director's files and a master log is completed each year.

[SBI Court Monitoring Procedures](#)

[Master Log - Court Testimony 1999-2003](#)

1.4.2.19 (E) IF THE LABORATORY HAS AN INDICATION OF A SIGNIFICANT TECHNICAL PROBLEM, IS THERE A PROCEDURE IN WRITING AND IN USE WHEREBY THE LABORATORY INITIATES A REVIEW AND TAKES ANY CORRECTIVE ACTION REQUIRED?

YES NO

In the event of any technical problem, the Section Technical Leader is informed and the problem is brought to the attention of the Section Supervisor and the Laboratory Quality Manager. A plan to address the problem is formulated, implemented and monitored. Corrective Action files are maintained in the Deputy Assistant Director's office.

Laboratory Quality Assurance Manual – [Section 2.4.5](#); [Section 8.2](#)

[SBI Policy & Procedure Manual Technical Problems \(39-4\)](#)

1.4.3.1 (E) DOES THE LABORATORY HAVE A DOCUMENTED PROGRAM OF PROFICIENCY TESTING?

YES NO

Proficiency files are maintained by the Sections in which the Analysts' are assigned. A master log of proficiency tests is maintained by DAD.

[Laboratory Quality Assurance Manual - Proficiency Testing](#)

[SBI Policy & Procedures Manual – Proficiency Testing](#)

[1999-2003 Proficiency Test Master Log](#)

[Lab Directive 99-01](#)

1.4.3.2 (E) DOES THE LABORATORY PARTICIPATE IN PROFICIENCY TESTING PROGRAMS CONDUCTED BY APPROVED TEST PROVIDERS, OR BY OTHER EXTERNAL PROVIDERS(S) WHEN NO APPROVED PROVIDER IS AVAILABLE?

YES NO NA

[Laboratory Quality Assurance Manual - Proficiency Testing](#)

[SBI Policy & Procedures Manual – Proficiency Testing](#)

[1999-2003 Proficiency Test Master Log](#)

1.4.3.3 (I) WAS EACH EXAMINER PROFICIENCY TESTED ANNUALLY IN EACH SUBDISCIPLINE IN WHICH CASEWORK WAS PERFORMED?

YES NO

A Master Log of proficiency tests is maintained by the Quality Manager to show all analyst's compliance.

[1999-2003 Proficiency Test Master Log](#)

1.4.3.4 (I) DOES THE LABORATORY CONDUCT PROFICIENCY TESTING USING RE-EXAMINATION OR BLIND TECHNIQUES?

YES NO

The SBI Crime Lab has begun to conduct proficiency tests using re-examinations of cases submitted to the laboratory.

Prior to the 2003 ASLD-LAB the standard for this criteria was that the subject lab would need to conduct re-examination proficiencies in all disciplines. The SBI Crime Lab was not in compliance of this criteria.

However, the SBI Crime Lab is now using this proficiency testing method and expects to be in compliance for the 2003 standards of 50% of disciplines using this method before the start of the ASCLD-LAB inspection process on August 25, 2003.

[Lab Directive 03-04](#)

[1999-2003 Proficiency Test Master Log](#)

SECTION 2

PERSONNEL QUALIFICATIONS

- 2.1.1 (I) DOES THE LABORATORY DIRECTOR POSSESS A DEGREE IN A NATURAL SCIENCE, CRIMINALISTICS OR IN A CLOSELY RELATED FIELD, OR IS THE LABORATORY DIRECTOR SUPPORTED BY SCIENTIFIC PERSONNEL OF SUFFICIENT MANAGERIAL RANK AND AUTHORITY?

YES NO

The Laboratory Director is supported by the Deputy Assistant Director.

[Assistant Director Jerry Richardson's Qualifications](#)

[Deputy Assistant Director Bill Weis' Qualifications](#)

- 2.1.2 (D) DOES THE LABORATORY DIRECTOR HAVE AT LEAST FIVE YEARS OF FORENSIC SCIENCE EXPERIENCE?

YES NO

Assistant Director Jerry Richardson has been employed as a Latent Print Examiner since 1989. His complete employment record is maintained in the SBI Director's Office at Headquarters.

[Assistant Director Jerry Richardson's Qualifications](#)

- 2.1.3 (D) DOES THE LABORATORY DIRECTOR HAVE SOME FORMAL TRAINING IN MANAGEMENT?

YES NO

Assistant Director Jerry Richardson's Management training is documented in his personnel file maintained in the SBI Director's Office at Headquarters.

Management training includes a 12 week course in the Administrative Officers Management Program through NC State University.

[Assistant Director Jerry Richardson's Management Training](#)

2.1.4 (D) DOES THE LABORATORY DIRECTOR HAVE AT LEAST TWO YEARS OF MANAGERIAL EXPERIENCE?

YES NO

Assistant Director Richardson has been in a supervisory position since 1999 when he was promoted to Latent Evidence Supervisor.

[Assistant Director Richardson's Management Experience](#)

Controlled Substances

2.2.1 (E) DOES EACH CONTROLLED SUBSTANCE EXAMINER POSSESS A BACCALAUREATE DEGREE IN A NATURAL SCIENCE, CRIMINALISTICS OR CLOSELY RELATED FIELD AND DOES EACH HAVE EXPERIENCE/TRAINING COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO

Statements of Qualification are attached for entire section as of 8/4/03.

[Controlled Substances Personnel Qualifications](#)

2.2.2 (E) DOES EACH CONTROLLED SUBSTANCE EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.2.3 (E) DID EACH CONTROLLED SUBSTANCE EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.2.4 (E) DID EACH CONTROLLED SUBSTANCE EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Toxicology

2.3.1 (E) DOES EACH TOXICOLOGY EXAMINER POSSESS A BACCALAUREATE DEGREE IN A NATURAL SCIENCE, TOXICOLOGY, CRIMINALISTICS OR CLOSELY RELATED FIELD AND DOES EACH HAVE EXPERIENCE/TRAINING COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Statements of Qualification are attached for Toxicology Unit as of 8/4/03.

[Toxicology Personnel Qualifications](#)

2.3.2 (E) DOES EACH TOXICOLOGY EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.3.3 (E) DID EACH TOXICOLOGY EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.3.4 (E) DID EACH TOXICOLOGY EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Trace Evidence

2.4.1 (E) DOES EACH TRACE EVIDENCE EXAMINER POSSESS A BACCALAUREATE DEGREE IN A NATURAL SCIENCE, CRIMINALISTICS OR CLOSELY RELATED FIELD AND DOES EACH HAVE EXPERIENCE/TRAINING COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Statements of Qualification are attached for Trace Evidence Section as of 8/4/03.

[Trace Evidence Section Personnel Qualifications](#)

2.4.2 (E) DOES EACH TRACE EVIDENCE EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.4.3 (E) DID EACH TRACE EVIDENCE EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST IN EACH OF THE SUBDISCIPLINES PROCESSED PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.4.4 (E) DID EACH TRACE EVIDENCE EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Biology

2.5.1 (E) DOES EACH BIOLOGY EXAMINER POSSESS A BACCALAUREATE DEGREE IN A NATURAL SCIENCE, CRIMINALISTICS OR CLOSELY RELATED FIELD AND DOES EACH HAVE EXPERIENCE/TRAINING COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Statements of Qualification are attached for entire section as of 8/4/03.

[Molecular Genetics Personnel Qualifications](#)

2.5.2 (E) DOES EACH BIOLOGY EXAMINER PERFORMING DNA ANALYSIS HAVE EDUCATION, TRAINING AND EXPERIENCE CONSISTENT WITH THOSE REQUIRED BY THE QUALITY ASSURANCE AUDIT DOCUMENT?

YES NO NA

Statements of Qualification are attached for DNA Unit as of 8/4/03.

[DNA Analyst Qualifications](#)

2.5.3 (E) DOES EACH BIOLOGY EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

[Lab Directive 98-05](#)

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.5.4 (E) DID EACH BIOLOGY EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.5.5 (E) DID EACH BIOLOGY EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

2.5.6 (E) DID EACH BIOLOGY EXAMINER PERFORMING DNA ANALYSIS SUCCESSFULLY COMPLETE TWO ANNUAL PROFICIENCY TESTS FROM AN APPROVED TEST PROVIDER?

YES NO NA

Two external proficiency tests are given to each DNA Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Firearms/Toolmarks

2.6.1 (I) DOES EACH FIREARMS/TOOLMARK EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

YES NO NA

Statements of Qualification are attached for Firearms/Toolmarks Section as of 8/4/03.

[Firearms/Toolmarks Personnel Qualifications](#)

2.6.2 (E) DOES EACH FIREARMS/TOOLMARK EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.6.3 (E) DID EACH FIREARMS/TOOLMARK EXAMINER HAVE EXTENSIVE TRAINING FROM A QUALIFIED EXAMINER AND DOES EACH HAVE EXPERIENCE COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Firearms training manuals are maintained within the section. Each Firearms examiner undergoes a rigorous training program under the direction of experienced examiners and is documented in the training files maintained by the section.

2.6.4 (E) DID EACH FIREARMS/TOOLMARK EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.6.5 (E) DID EACH FIREARM/TOOLMARK EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Questioned Documents

2.7.1 (I) DOES EACH QUESTIONED DOCUMENT EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

YES NO NA

QD examiners [Dunn](#), [Currin](#) and Trainee [Carter](#) have Baccalaureate Degrees.

2.7.2 (E) DOES EACH QUESTIONED DOCUMENT EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.7.3 (E) DID EACH QUESTIONED DOCUMENT EXAMINER HAVE EXTENSIVE TRAINING FROM A QUALIFIED EXAMINER AND DOES EACH HAVE EXPERIENCE COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Documents examiners' training manuals are maintained within the section. Each Documents examiner undergoes a rigorous training program under the direction of experienced examiners and is documented in the training files maintained by the section.

2.7.4 (E) DID EACH QUESTIONED DOCUMENT EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.7.5 (E) DID EACH QUESTIONED DOCUMENT EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Latent Prints

2.8.1 (I) DOES EACH LATENT PRINT EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

YES NO NA

Currently, there are three (3) Latent Print Examiners that do not hold Baccalaureate Degrees.

Latent Evidence Personnel Qualifications

2.8.2 (E) DOES EACH LATENT PRINT EXAMINER UNDERSTAND THE INSTRUMENTS, AND THE METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.8.3 (E) DID EACH LATENT PRINT EXAMINER HAVE EXTENSIVE TRAINING FROM A QUALIFIED EXAMINER AND DOES EACH HAVE EXPERIENCE COMMENSURATE WITH THE EXAMINATIONS AND TESTIMONY PROVIDED?

YES NO NA

Latent print training manuals are maintained within the section. Each Latent Print examiner undergoes a rigorous training program under the direction of experienced examiners and is documented in the training files maintained by the section.

2.8.4 (E) DID EACH LATENT PRINT EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.8.5 (E) DID EACH LATENT PRINT EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

Technical Support

2.9.1 (E) DO TECHNICAL SUPPORT PERSONNEL MEET THE REQUIREMENTS OF THEIR JOB DESCRIPTIONS?

YES NO NA

[Index of Job Descriptions](#)

Statements of Qualification for:

**[S.Dennis \(Molecular Genetics\)](#); [J.West \(Molecular Genetics\)](#);
[J.Mahaffee \(Latent\)](#); [Stephanie Barnhouse \(IBIS\)](#);**

2.9.2 (E) ARE THE TECHNICAL SUPPORT PERSONNEL JOB DESCRIPTIONS AND THE DUTIES PERFORMED IN AGREEMENT?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.9.3 (E) DID EACH MEMBER OF THE TECHNICAL SUPPORT STAFF SUCCESSFULLY COMPLETE AN APPROPRIATE COMPETENCY TEST PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.9.4 (E) DID ALL TECHNICAL SUPPORT PERSONNEL SUCCESSFULLY COMPLETE AN APPROPRIATE PROFICIENCY TEST, ANNUALLY?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

2.9.5 (E) DID ALL TECHNICAL SUPPORT PERSONNEL PERFORMING DNA ANALYSIS SUCCESSFULLY COMPLETE TWO ANNUAL PROFICIENCY TESTS?

YES NO NA

No Technical Support personnel perform DNA Analysis in the Molecular Genetics Section.

Crime Scene

2.10.1 (E) DO CRIME SCENE EXAMINERS MEET THE REQUIREMENTS OF THEIR JOB DESCRIPTIONS?

YES NO NA

Criteria is not applicable. SBI Crime Lab does not seek accreditation in this discipline.

2.10.2 (E) DOES EACH CRIME SCENE EXAMINER UNDERSTAND THE EQUIPMENT, METHODS AND PROCEDURES USED?

YES NO NA

Criteria is not applicable. SBI Crime Lab does not seek accreditation in this discipline.

2.10.3 (E) DID EACH CRIME SCENE EXAMINER HAVE EXTENSIVE TRAINING FROM A QUALIFIED EXAMINER AND DOES EACH HAVE EXPERIENCE COMMENSURATE WITH THE EXAMINATIONS/DOCUMENTATION AND TESTIMONY PROVIDED?

YES NO NA

Criteria is not applicable. SBI Crime Lab does not seek accreditation in this discipline.

2.10.4 (E) DID EACH CRIME SCENE EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST (S) PRIOR TO PRIMARY RESPONSIBILITY FOR THE EXAMINATION, DOCUMENTATION AND PROCESSING OF A CRIME SCENE?

YES NO NA

Criteria is not applicable. SBI Crime Lab does not seek accreditation in this discipline.

2.10.5 (E) DID EACH CRIME SCENE EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Criteria is not applicable. SBI Crime Lab does not seek accreditation in this discipline.

Digital Evidence

2.11.1 (I) DOES EACH EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

YES NO NA

Two (2) Analysts have Baccalaureate Degrees with science courses ([Analyst Dilday](#) & [Analyst Trainee Hicks](#)).

One (1) Analyst ([Analyst Mishoe](#)) does not possess a Baccalaureate Degree, however, this will be re-mediated as of September 1, 2003.

2.11.2 (E) DOES EACH EXAMINER UNDERSTAND THE EQUIPMENT, PROGRAMS, METHODS AND PROCEDURES USED?

YES NO NA

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

2.11.3 (E) DOES EACH EXAMINER HAVE EXPERIENCE COMMENSURATE WITH THE EXAMINATIONS/DOCUMENTATION AND TESTIMONY PROVIDED?

YES NO NA

**Statements of Qualifications for:
[D.Mishoe](#); [J.Dilday](#); [E.Hicks](#)**

2.11.4 (E) DID EACH EXAMINER SUCCESSFULLY COMPLETE A COMPETENCY TEST IN EACH SUBDISCIPLINE PRIOR TO ASSUMING CASEWORK RESPONSIBILITY?

YES NO NA

Competency tests are contained within the Analyst's training file and is maintained in each Section.

2.11.5 (E) DID EACH EXAMINER SUCCESSFULLY COMPLETE AN ANNUAL PROFICIENCY TEST?

YES NO NA

Annual proficiency tests are given to each Analyst. Proficiency test files are maintained by each Section. A Master Log of proficiency tests for the entire Crime Lab is maintained by the Quality Manager.

[1999-2003 Proficiency Test Master Log](#)

SECTION 3

PHYSICAL PLANT

- 3.1.1 (I) DOES EACH EMPLOYEE HAVE ADEQUATE WORK SPACE TO ACCOMPLISH ASSIGNED TASKS?

YES NO

Schematic drawings of the entire Crime Lab show that each Analyst is assigned their personal office and/or laboratory where forensic analysis is conducted.

Schematic drawings are on file in each Section as well as maintained by SBI Support Services Supervisor.

[Laboratory Building Floor Plans](#)

- 3.1.2 (D) IS THERE SUFFICIENT SPACE PROVIDED FOR STORAGE OF SUPPLIES, EQUIPMENT AND TOOLS?

YES NO

Schematic drawings are on file in each Section as well as maintained by SBI Support Services Supervisor.

[Laboratory Building Floor Plans](#)

- 3.1.3 (I) IS THERE ADEQUATE SPACE AVAILABLE FOR EXAMINERS FOR WRITING REPORTS AND OTHER OFFICIAL COMMUNICATIONS?

YES NO

Schematic drawings of the entire Crime Lab show that each Analyst is assigned their personal office and/or laboratory where forensic analysis is conducted. The office areas have shelving, desks and file cabinets that contain records, reports, reference materials, etc.

[Laboratory Building Floor Plans](#)

3.1.4 (I) IS THERE ADEQUATE AND APPROPRIATE SPACE AVAILABLE FOR RECORDS, REFERENCE WORKS AND OTHER NECESSARY DOCUMENTS?

YES NO

Schematic drawings of the entire Crime Lab show that each Analyst is assigned their personal office and/or laboratory where forensic analysis is conducted. The office areas have shelving, desks and file cabinets that contain records, reports, reference materials, etc.

Laboratory Building Floor Plans

3.1.5 (I) IS ADEQUATE SPACE AVAILABLE FOR EACH INSTRUMENT TO FACILITATE ITS OPERATION?

YES NO

Laboratory Building Floor Plans

3.1.6 (D) ARE ACCESSORIES STORED NEAR EACH INSTRUMENT TO FACILITATE ITS USE AND OPERATION?

YES NO

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

3.2.1 (I) DOES THE PHYSICAL DESIGN PERMIT THE EFFICIENT FLOW OF EVIDENCE FROM THE TIME OF ITS ACCEPTANCE UNTIL ITS PROPER DISPOSAL?

YES NO

Laboratory Building Floor Plans

3.2.2 (D) DO THE RELATIVE LOCATIONS OF FUNCTIONAL AREAS FACILITATE THE USE OF EQUIPMENT AND INSTRUMENTS?

YES NO

Laboratory Building Floor Plans

3.2.3 (I) IS THERE ADEQUATE AND PROPER LIGHTING AVAILABLE FOR PERSONNEL TO CARRY OUT ASSIGNED TASKS?

YES NO

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

3.2.4 (I) IS THERE ADEQUATE AND PROPER PLUMBING AND WIRING AVAILABLE AND ACCESSIBLE FOR PERSONNEL TO CARRY OUT ASSIGNED TASKS?

YES NO

Schematics of the building plumbing, wiring, ventilation, climate control, etc are maintained by the Support Services Supervisor, Bill Vivolo and these schematics and/or personnel will be available to the inspection team.

3.2.5 (I) DOES THE LABORATORY HAVE PROPER GENERAL VENTILATION?

YES NO

Schematics of the building plumbing, wiring, ventilation, climate control, etc are maintained by the Support Services Supervisor, Bill Vivolo and these schematics and/or personnel will be available to the inspection team.

3.2.6 (I) IS THE HEATING, COOLING AND HUMIDITY CONTROL IN THE LABORATORY ADEQUATE?

YES NO

Schematics of the building plumbing, wiring, ventilation, climate control, etc are maintained by the Support Services Supervisor, Bill Vivolo and these schematics and/or personnel will be available to the inspection team.

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

3.3.1 (E) IS ACCESS TO THE OPERATIONAL AREA OF THE LABORATORY CONTROLLABLE AND LIMITED?

YES NO

Only employees of the Crime Lab have access to external & internal doors in the building where forensic analysis is conducted and records maintained. This is controlled by computer card readers that employees are issued upon their employment. Individual keys are also issued to each employee to allow access to their respective work areas.

Access & logs is controlled through the security system maintained by the Supervisor of Support Services only with the approval of the Laboratory Director.

[SBI Policy & Procedure Manual - Security](#)

Lab Directives [99-02](#); [98-13](#)

3.3.2 (E) DO ALL EXTERIOR ENTRANCE/EXIT POINTS HAVE ADEQUATE SECURITY CONTROL?

YES NO

Only employees of the Crime Lab have access to external & internal doors in the building where forensic analysis is conducted and records maintained. This is controlled by computer card readers that employees are issued upon their employment. Individual keys are also issued to each employee to allow access to their respective work areas.

Access & logs is controlled through the security system maintained by the Supervisor of Support Services only with the approval of the Laboratory Director.

[SBI Policy & Procedure Manual - Security](#)

3.3.3 (E) DO ALL INTERNAL AREAS REQUIRING LIMITED/CONTROLLED ACCESS HAVE A LOCK SYSTEM?

YES NO

Only employees of the Crime Lab have access to external & internal doors in the building where forensic analysis is conducted and records maintained. This is controlled by computer card readers & keys that

employees are issued upon their employment. Individual keys are also issued to each employee to allow access to their respective work areas.

Access & logs is controlled through the security system maintained by the Supervisor of Support Services only with the approval of the Laboratory Director.

[SBI Policy & Procedure Manual - Security](#)

- 3.3.4 (E) IS DISTRIBUTION OF ALL KEYS, MAGNETIC CARDS, ETC., DOCUMENTED AND IS DISTRIBUTION LIMITED TO THOSE INDIVIDUALS DESIGNATED BY THE LABORATORY DIRECTOR TO HAVE ACCESS?

YES NO

Only employees of the Crime Lab have access to external & internal doors in the building where forensic analysis is conducted and records maintained. This is controlled by computer card readers that employees are issued upon their employment. Individual keys are also issued to each employee to allow access to their respective work areas.

Access & logs is controlled through the security system maintained by the Supervisor of Support Services only with the approval of the Laboratory Director.

[SBI Policy & Procedure Manual - Security](#)

[SBI Crime Lab – Key List](#)

- 3.3.5 (E) IS THE LABORATORY SECURED DURING VACANT HOURS BY MEANS OF AN INTRUSION ALARM OR BY SECURITY PERSONNEL?

YES NO

[SBI Policy & Procedure Manual - Security](#)

- 3.3.6 (I) DOES THE LABORATORY HAVE A FIRE DETECTION SYSTEM?
YES NO

[SBI Policy & Procedure Manual - Security](#)

3.4.1 (I) DOES THE LABORATORY HAVE AN EFFECTIVE HEALTH AND SAFETY PROGRAM DOCUMENTED IN A MANUAL?

YES NO

[SBI Policy & Procedure Manual – Employee Health & Safety](#)

[Laboratory Quality Assurance Manual - Safety](#)

[Crime Lab Safety Manual](#)

3.4.2 (I) IS AN INDIVIDUAL DESIGNATED AS THE HEALTH AND SAFETY MANAGER?

YES NO

Drug Chemist Aaron Joncich is the Crime Lab’s Health & Safety Officer.

3.4.3 (I) IS THE HEALTH AND SAFETY PROGRAM MONITORED REGULARLY AND REVIEWED ANNUALLY TO ENSURE THAT ITS REQUIREMENTS ARE BEING MET?

YES NO

The Lab safety Officer will call for regular meetings of the Safety Committee and conduct annual inspections/audits as required by the Crime Lab Safety Manual.

[Crime Lab Safety Manual – Authority & Accountability](#)

[Lab Directive 98-04](#)

3.4.4 (I) DOES THE LABORATORY HAVE AVAILABLE AND ENCOURAGE THE USE OF SAFETY DEVICES, PARTICULARLY THOSE REQUIRED BY ITS HEALTH AND SAFETY MANUAL?

YES NO

[SBI Policy & Procedure Manual – Employee Health & Safety](#)

[Crime Lab Safety Manual](#)

3.4.5 (I) DOES THE LABORATORY HAVE PROPER EQUIPMENT AND MATERIAL AVAILABLE FOR THE HANDLING OF CARCINOGENIC, TOXIC AND/OR OTHER DANGEROUS MATERIAL SPILLS?

YES NO

[Crime Lab Safety Manual – Chemical Spills, Releases & Accidents](#)

3.4.6 (I) DOES THE LABORATORY HAVE SAFETY SHOWER AND EYE WASH EQUIPMENT IN APPROPRIATE LOCATIONS AND IN GOOD WORKING CONDITION?

YES NO

Eye Wash & Safety Showers are inspected monthly. These records may be found in each Lab Section.

[Crime Lab Safety Manual – Safety & Emergency Equipment](#)

3.4.7 (I) ARE SUFFICIENT EXHAUST HOODS AVAILABLE TO MAINTAIN A SAFE WORK ENVIRONMENT?

YES NO

No documentation available. Information may be obtained through interviews of personnel or observations by Inspectors.

[Crime Lab Safety Manual – Engineering Controls](#)

3.4.8 (I) ARE SUFFICIENT FIRST-AID KITS AVAILABLE AND STRATEGICALLY LOCATED?

YES NO

A First-Aid kit is located in an accessible area of each Lab Section.

Trauma kits are maintained by Teresa Powell & Adam Tanner (Firearms Section) who are EMT trained and will act as 1st Responders in the event of a medical emergency in the Crime Lab.

3.4.9 (I) DOES THE LABORATORY HAVE AN ADEQUATE NUMBER OF PERSONNEL HOLDING CURRENT CERTIFICATION IN FIRST-AID?

YES NO

Currently there are two (2) Analysts that hold EMT Certificates and are designated to respond to any medical emergency in the Crime Lab.

3.4.10 (I) IS APPROPRIATE SPACE PROVIDED FOR SAFE STORAGE OF VOLATILE, FLAMMABLE, EXPLOSIVE AND OTHER HAZARDOUS MATERIALS?

YES NO

[Laboratory Quality Assurance Manual - Safety](#)

[Crime Lab Safety Manual – Chemical Hygiene Plan](#)

[Lab Directive 98-14](#)

3.4.11 (I) ARE THE EMERGENCY EXITS FROM THE LABORATORY ADEQUATE FOR SAFE EXIT IN AN EMERGENCY?

YES NO

[Laboratory Building Floor Plans](#)

3.4.12 (D) IS THERE GENERAL CLEANLINESS AND APPARENT GOOD-HOUSEKEEPING IN THE LABORATORY?

YES NO

The Crime Lab employs a housekeeping staff that clean & maintain the facility.

[SBI Policy & Procedures Manual - Cleanliness of Assigned Areas](#)