

Crime Laboratory Directive No. 98-09
Effective Date: August 7, 2003

TO: Laboratory SAC=s and Supervisors

FROM: Assistant Director Jerry Richardson

SUBJECT: Laboratory Case Files - Revised

Procedure 35 of the SBI Policy and Procedure Manual details how laboratory case files and notes will be generated and stored. In light of past ASCLD/LAB inspections of the laboratory, the following procedures will be followed to clarify and compliment the information found in Procedure 35 of the SBI Policy and Procedure Manual.

- § Draft reports will be removed from the case file jacket by the analyst prior to dissemination of the Laboratory Report. The ONLY authorized Laboratory Report is the one generated by the analyst.
- § The case file is defined as the Laboratory Report, the SBI 5 form and the laboratory case notes of the analyst.
- § Each page of the laboratory case notes will bear the laboratory case number, the analyst=s name, signature, or initials, the page number, and the date of activity.
- § It is the responsibility of the analyst preparing the case record to make sure that administrative records and case file records are in their proper place in the case file jacket. However, Clerical Services personnel are to check that administrative records are not inadvertently stapled to lab case files when they staple the Laboratory Report and SBI 5 to the lab notes.
- § Clerical Services Unit personnel who add phone logs, fax cover sheets, or other administrative records to case file jackets MUST add the lab case number to the upper right corner of the document and staple this material to the inside front of the case file jacket.

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§ Occasionally analysts will receive a FAX, DCI, E-mail message or phone call from an officer or District Attorney to discontinue analysis on the case. The laboratory report will state that Aanalysis of evidence in this case was discontinued pursuant to a request made by (Name) on (Date) received via (Fax, DCI and E-mail message, or via phone).@ Since statements made in the report MUST be supported by lab notes, the supporting document (fax, DCI and E-mail message, or phone log) in this scenario will be considered case notes and MUST bear the appropriate identifiers.

§ The Crime Laboratory Physical Evidence Destruction Report (SBI-69F) will be treated like the SBI-5 and will be considered to be part of the laboratory case file. Any other approved destruction of evidence form in use in the laboratory will also be treated as a case file record.

cc: Director Robin P. Pendergraft