

**Crime Laboratory Directive No. 96-01**

**Effective Date: March 15, 2003**

**TO:** All Crime Laboratory Personnel

**FROM:** Assistant Director Jerry Richardson

**SUBJECT: Crime Laboratory Directive System Established - Updated**

The *Crime Laboratory Directive System* is designed and created as a communications tool to provide all Crime Laboratory employees with a clear and timely explanation of additions or modifications to existing Crime Laboratory Procedures. The directive system establishes a format for the preparation, distribution, and retention of communications related to procedural issues.

1. Crime Laboratory Directives are issued only by the Assistant Director of Crime Laboratory Services and are binding until formally rescinded or self canceled. Crime Laboratory Directives will be issued on Bureau letterhead in a memorandum format.
2. On an annual basis, all Crime Laboratory Directives will be reviewed to determine if they should be canceled, revised, or continued in their present form. At that time, all appropriate Crime Laboratory Directives will be incorporated into the *SBI Policy and Procedure Manual*.
3. Crime Laboratory Directives will be issued to all laboratory supervisory personnel who will be responsible for disseminating the information to all personnel under their command. All personnel will be responsible for knowledge of and compliance with the information set forth in each Crime Laboratory Directive. The system for ensuring that all section personnel have reviewed each directive will be established by the section supervisor.
4. Within each section, Crime Laboratory Directives will be assembled in a single *Crime Laboratory Directive Manual* (three ring binder) and placed in an accessible location for reference by all personnel. Crime Laboratory Directives will be indexed chronologically and purged, updated and revised upon receipt of revisions or other changes.
5. All Crime Laboratory Directives will include an effective date, a number indicating the calendar year of issuance, and will be consecutively numbered for that year.

cc: Director Robin P. Pendergraft