

**Crime Laboratory Directive No. 98-03**

**Effective Date: May 14, 1998**

**TO:** Laboratory SAC=s and Supervisors

**FROM:** Assistant Director Jerry Richardson

**SUBJECT: Designation of Laboratory Quality Manager - Revised**

Forensic science=s role in the administration of justice requires that intensive measures be undertaken to ensure the overall quality of scientific findings. To accomplish this, a quality system has been created within our laboratory. To ensure the on-going effectiveness of our quality system, Deputy Assistant Director Bill Weis will serve as the North Carolina State Bureau of Investigation Crime Laboratory Division Quality Manager. Special Agent in Charge Joe Reavis will serve as the Quality Manager for the Western Regional Laboratory.

The Quality Manager is responsible for coordinating all of the activities required to implement and maintain quality.

The scope of the Quality Manager=s responsibilities and authority are as follows:

- § Ensure that all required quality manuals are created, maintained, and up to date (includes all manuals related to the quality system), and evaluate the effectiveness of all policies and procedures related to the quality system.
- § Track evaluation of testimony records to ensure adherence to all applicable standards and procedures, and to provide periodic feedback to the laboratory management team regarding annual compliance.
- § Coordinate the purchasing, creation, and tracking of proficiency tests (all types) to ensure adherence to all applicable standards and procedures and provide periodic feedback to the laboratory management team regarding annual compliance.
- § In conjunction with the appropriate Special Agent in Charge, to objectively investigate technical problems, develop and propose remedial actions, and track and verify their implementation.
- § Monitor laboratory practices to verify continuing compliance with standards and procedures.
- § Periodically assess the adequacy of report review activities throughout the laboratory.

- § In conjunction with the Annual Internal Audit Coordinator (SAC Troy Hamlin), select, train, and evaluate internal auditors.
- § In accordance with ASCLD-LAB guidelines, and in conjunction with the Annual Internal Audit Coordinator, prepare an annual Internal Audit Report of the Laboratory Division.
- § Schedule and coordinate other quality system audits which may be necessary to ensure the effectiveness of the overall quality system.
- § Ensure the proper and thorough validation of all new technical procedures and recommend acceptance or rejection of each new procedure to the Assistant Director of Laboratory Operations.
- § Periodically review the overall quality system and propose corrections and improvements to the Assistant Director of Laboratory Operations.

The designation of a Quality Manager in no way relieves any other laboratory manager or employee from active participation in or commitment to the laboratory=s overall quality efforts.

The Quality Manager will carry out all responsibilities in a fair, impartial, and objective manner. The Quality Manager will have direct access to the Assistant Director of Laboratory Operations. Changes or modifications to the quality system will be reviewed with and approved by the Assistant Director of Laboratory Operations prior to implementation. All employees of the Laboratory Division are expected to cooperate fully with the Quality Manager.

cc: Director Robin P. Pendergraft