

SUBJECT:	INSPECTIONS
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INSPECTIONS

The Bureau utilizes inspection programs to support management's efforts to maximize the use of SBI resources and to satisfy the Bureau's high standards by assessing the Agency's efficiency and effectiveness; by evaluating the quality of the Bureau's operations; by ensuring the goals and objectives of the Bureau are being pursued; by identifying the need for additional resources; and, by ensuring that control is maintained throughout the Agency.

SUPERVISORY INSPECTIONS

- A. Supervisory Inspections are conducted by the supervisory personnel of each organizational component to determine if employees are adhering to the policies, procedures, rules, and regulations of the Bureau. These inspections will also include an inspection of facilities, property, evidence, equipment, activities, and personnel.
- B. Supervisory personnel will identify those Bureau policies, procedures, rules, and regulations relevant to their assigned area of responsibility and will ensure that these are being followed.
- C. Supervisory personnel will review the activities and operations of their assigned areas of responsibility as well as the activities of their assigned personnel on a weekly basis for adherence to the Bureau's policy and procedure.
- D. On a monthly basis, supervisory personnel will inspect their assigned facilities to ensure compliance with appropriate safety and security regulations.
- E. Supervisory personnel will periodically inspect all equipment and property at their assigned facility to ensure proper working condition and will monitor employee reports on the operation of the employee's assigned equipment.
- F. Supervisory personnel will conduct an annual inventory of all property and equipment assigned to their facility and personnel.
- G. The Special Agent in Charge or Supervisor of each organizational component will be responsible for conducting Supervisory Inspections and the correction of conditions discovered by the inspections but may delegate these responsibilities to subordinate supervisory personnel.

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- H. Conditions requiring correction will be noted and a reasonable time limit will be set for corrective action to be taken at which time a reinspection will be made. If the matter has not been corrected at that time, a memorandum on the deficiency and failure to correct will be prepared for subsequent administrative action.

STAFF INSPECTIONS

- A. Staff Inspections are in-depth examinations of the organizational components of the Bureau or of particular functions and are conducted by personnel who do not have control of the personnel, facilities, or procedures being inspected.
- B. The Special Agent in Charge of Professional Standards will coordinate and oversee all Staff Inspections. The Special Agent in Charge of Professional Standards and his or her designees have the authority to enter and inspect any secured areas for the purpose of conducting staff inspections. The Special Agent in Charge of Professional Standards also has the authority to access employee personnel files.
- C. A written report will be prepared for each Staff Inspection and submitted to the Director.
- D. Staff Inspections of each organizational component will be conducted every three years.
- E. The Special Agent in Charge of Professional Standards will select the Inspection Team members for each Staff Inspection Prior to each Staff Inspection, the Special Agent in Charge of Professional Standards will prepare an inspection format which will insure an objective review of Bureau facilities, property, evidence, equipment, personnel, and administrative and operational activities outside the normal supervisory inspection procedures and the chain of command.
- F. The Special Agent in Charge of Professional Standards will provide a copy of the inspection report to the Special Agent in Charge, Supervisor, and the appropriate Assistant Director of the inspected District/Section/Unit. The Special Agent in Charge or Supervisor is required to respond in writing to any deficiencies and/or exceptions to the findings within ten (10) working days after receipt of the report. The response should be made to the Director with a copy to the appropriate Assistant Director and the Special Agent in Charge of Professional Standards.
- G. After the written response is received, the Special Agent in Charge of Professional Standards will schedule a conference with the Director, the appropriate Assistant

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Director, and the Special Agent in Charge or Supervisor of the inspected District/Section/Unit to present the findings of the inspection report.

- H. It will be the responsibility of the appropriate Assistant Director to follow-up on the recommendations made and accepted by the Director as a result of the Staff Inspection. The corrective action taken as a result of the Director's inspection conference will be reported back to the Director by the Assistant Director by memorandum within sixty (60) days after the conference. A copy will be forwarded to the Special Agent in Charge of Professional Standards.

LABORATORY QUALITY ASSESSMENT AUDITS

In an effort to ensure complete, comprehensive, and accurate case work within the Laboratory, and to be in full compliance with the American Society of Crime Laboratory Directors - Laboratory Accreditation Board (ASCLD-LAB), annual internal quality assessment audits will take place.

Once each year, the entire laboratory system will undergo an internal quality assessment audit as required by ASCLD-LAB. This audit will provide the self-assessment needed by the Quality Manager and the Assistant Director of Crime Laboratory Services to complete the annual report to ASCLD-LAB, showing the laboratory system's compliance with the accreditation criteria.

A. AUDIT RESPONSIBILITY

The annual ASCLD-LAB quality assessment audit will be conducted at the direction of the Assistant Director of Crime Laboratory Services by the Laboratory Quality Manager.

B. SCOPE

The annual ASCLD-LAB quality assessment audit will focus on the compliance of each laboratory section to all applicable ASCLD-LAB criteria and to the section's Quality Assurance Manual.

C. INTERNAL AUDIT TEAM

The audit team(s) for the annual ASCLD-LAB quality assessment audit will be selected by the Quality Manager.

D. ANNUAL INTERNAL AUDIT REPORT

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In accordance with ASCLD-LAB guidelines, the Quality Manager will prepare an Audit Report of each Section/Unit in the Laboratory Division.

At the conclusion of the inspection, each Special Agent in Charge and Section Supervisor will be furnished with a report of the findings and/or recommendations of the audit team.

A report of the findings/recommendations as a result of the audit, along with any comments of the Special Agent in Charge or Supervisor, will be submitted to the Assistant Director of Crime Laboratory Services following each audit.

The original audit reports will be maintained by the Quality Manager, and a copy of each section's audit report will be maintained in the section's files.

The Laboratory Quality Manager will prepare a list of laboratory-wide quality issues for review and action by the Assistant Director of Crime Laboratory Services.

REVIEW

The Laboratory Quality Manager, will conduct a follow-up review of the laboratory to ensure compliance with any directed changes and/or to determine that action has been taken to address any noted deficiencies as a result of this audit. These findings will be made available to the Assistant Director of Crime Laboratory Services.

MOLECULAR GENETICS SECTION AUDIT

The Molecular Genetics Section is required by other national standards to undergo an external audit of its operations every year. This audit will be conducted by a DNA qualified examiner (who is part of the Potomac Region Auditing Group and/or a Mid-Atlantic Association of Forensic Sciences certified auditor) and a section safety officer from another laboratory section. The audit will be conducted using the audit document found in the Section Quality Assurance Manual. The original of the audit report will be maintained in the Section files and a copy will be forwarded to the Quality Manager and Assistant Director of Crime Laboratory Services for review.