

SUBJECT:	LABORATORY CASE PRIORITIZATION
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CASE PRIORITIZATION

Unless one or more of the following circumstances apply, cases received by any SBI Crime Laboratory facility shall be worked by each analyst in the chronological order in which they are submitted.

- A. When grouping like cases allows for efficiency in analysis and grouping and working like cases will not affect the turn-around-time for an analyst's oldest open case by more than two working days.
- B. When a request has been made by an investigating officer or District Attorney to work a case for investigative assistance and the results could reasonably be expected to provide significant assistance to an ongoing investigation.
- C. When a trial has been scheduled and is set to proceed and the results of the laboratory analysis are needed for the trial.
- D. When the value of the evidence will be significantly reduced if it is not analyzed expeditiously.
- E. When one analyst needs to complete his/her analysis before another analyst can receive the evidence and perform an analysis which needs to be performed for any of the above reasons.

SUPERVISORY APPROVAL OF CASE PRIORITIZATION

When a case worked out of order for any reason will affect turn-around time for other cases by more than two working days, approval must be obtained from the Special Agent In Charge prior to working the case.

PRIORITY AND RUSH CASE STATUS

The following definitions shall apply to the terms *PRIORITY* and *RUSH* when these terms are used to label the status of a case in the laboratory:

Priority - The assigned analyst will stop working any other case assigned and begin working a priority case immediately.

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Rush - The assigned analyst may continue and complete work on any case in progress and schedule any rush case as the next case to be worked.

WEEKLY STATUS REPORT OF POLICE SHOOTING, PRIORITY, AND RUSH CASES

Each Special Agent in Charge will provide a status report of all Police Shooting, Priority, or Rush cases to the Assistant Director of Crime Laboratory Services prior to 9:00 AM on Monday (or the first work day) of each week. The data should reflect information on any Police Shooting, Priority, or Rush case currently in the section or completed since the last weekly status report.