Procedure for Stop Work Orders

1.0   **Purpose** – To establish the procedure for the completion of Stop Work Orders.

2.0   **Scope** – This procedure applies to employees of Evidence Control and Administrative Services (ECU), employees performing duties related to Evidence Control, and analysts preparing Stop Work Reports.

3.0   **Definitions**

- **Administrative Document –** Documents pertaining to a case other than the SBI-5, Laboratory Report and Case Notes.
- **Case Record –** The body of work for one examination.
- **Forensic Advantage (FA)** – The Laboratory's electronic information management system.
- **Object Repository** – The module within FA into which all documents, data and other files are uploaded. FA has Section, Case, Case Record Object and Item Repositories.
- **SBI-5 –** The Laboratory's Request for Examination of Physical Evidence.

4.0   **Procedure**

4.1   Stop Work notifications may be received from the District Attorney's offices and/or submitting agencies. In addition, evidence submissions received via US Mail that fail to meet Laboratory acceptance criteria shall be assigned a Laboratory number in FA and processed as a Stop Work case.

4.2   If a Stop Work notification is received by the Laboratory and the evidence is in possession of a Forensic Scientist, the Laboratory employee who received the notification shall notify the Forensic Scientist by email and shall update the status of the case record in FA to indicate Stop Work Status (Priority value 2) within two business days of receipt. The Forensic Scientist shall complete the Stop Work Report according to **4.6**.

4.3   If a Stop Work notification is received and the evidence is still in an ECU Vault, the Laboratory employee who received the notification shall terminate any pending Laboratory case records, shall update the case status to indicate Stop Work Status (Priority value of 2), and shall create an ECU case record for the analyst who received the evidence into the Laboratory within two business days of receipt. A pdf document shall be created by the technician preparing the Stop Work Report from any notes or documents that are contained in the original case record. This pdf document shall be included in the ECU case record.

4.4   If a Stop Work notification is received and the evidence is in possession of a Technician not assigned to ECU, the Laboratory employee who received the notification shall terminate any pending Laboratory case record, shall update the case status to indicate Stop Work Status (Priority value of 2) and shall create an ECU case record for the Technician in possession of the evidence within two business days of receipt. A pdf document shall be created by the technician preparing the Stop Work Report from any notes in the original worksheet or case record. This pdf document shall be included in the ECU case record.

4.5   Once an ECU case record has been created, the Technician shall complete a worksheet within FA documenting the reason the evidence is being returned un-worked, and select the appropriate disposition for the evidence return.

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4.6 Once the worksheet is complete, a Stop Work Report shall be generated by the analyst or technician preparing the Stop Work Report and scheduled for review. See the Laboratory Procedure for Reporting Results and the Procedure for Reviewing Laboratory Reports for further information regarding reviews.

4.7 Once the review is completed and the report is finalized, the evidence shall be returned as stated in the report.

4.8 The functions described herein may be performed by a Forensic Scientist Manager or his/her designee.

5.0 **References –** N/A

6.0 **Records**

- List of Authorized Reviewers

7.0 **Attachments** – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
12/07/2012	2	Clarified stop work flow to include evidence in vault and evidence in technician's possession as well as a time limit for status update. This document was moved from ECU Section Procedure to the Lab-wide procedures due to multi-Section applicability.
02/01/2013	3	4.6 - added Procedure for Reporting Results
03/08/2013	4	Added 4.8