

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. Documentation regarding the court disposition, if available, shall be scanned and placed in the Case Object Repository in FA. 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 and the evidence is in possession of a Forensic Scientist, the Laboratory employee who received the notification shall message the Forensic Scientist and update the status of the case record in FA to indicate Stop Work Status (Priority value of 2) within two business days of receipt. If analysis of the evidence has not begun, the Forensic Scientist shall complete the Evidence Return Inventory Form according to 4.5. If analysis has begun, the Forensic Scientist shall complete the Stop Work Report according to the Laboratory Procedure for Reporting Results and the Procedure for Reviewing Laboratory Reports.
- 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 message the receiving technician and update the case status of all pending case records to indicate Stop Work Status (Priority value of 2) within two business days of receipt.
- 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 message the technician and update the case status of all pending case records to indicate Stop Work Status (Priority value of 2) within two business days of receipt.
- 4.5** An Evidence Return Inventory form shall be generated by the employee(s) specified in 4.2-4.4 and returned with the evidence. The form shall document the reason the evidence is being returned un-worked. A pdf document shall be created of this form and imported into the stop work case record. If multiple stop work case records in the same case are processed by the same employee, the document shall be imported into the first stop work case record.

- 4.6** All stop work case record(s) shall be terminated after importing the Evidence Return Inventory form. All stop work case records shall be published. When publishing the case record, remove the check mark for Lab Report and Worksheet if none exist.
- 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
08/16/2013	5	Clarified all of Procedure 4.0 to align the communication process with the message function in FA and to eliminate the lab report requirement if no work has been started.