

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. This procedure does not apply to case records associated with CODIS hit confirmations or notifications.
- 3.0 Definitions**
- **Administrative Document** – Documents pertaining to a case other than the Request for Examination of Physical Evidence Form, 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.
- 4.0 Procedure**
- 4.1** Stop Work notifications may be received from the District Attorney's offices and/or submitting agencies. Documentation regarding the Stop Work notification and court disposition, if available, shall be scanned and placed in FA. A note referencing the stop work notification shall be made in the Case Record. If Stop Work notification is received via FA web, then proceed to step 4.2. In addition, evidence submissions 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 either the Evidence Return Inventory Form according to **4.5** or print out the Full Case Report according to **4.8**. 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 or supervisor if the employee is no longer employed 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. The Technician shall complete either the Evidence Return Inventory Form according to **4.5** or print out the Full Case Report according to **4.8**.
- 4.4** If a Stop Work notification is received and the evidence is in the possession of a Technician or a storage location not assigned to ECU, the Laboratory employee who received the notification shall message the technician or Forensic Scientist Manager 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. The Technician, Forensic Scientist Manager, or designee shall complete either the Evidence Return Inventory Form according to **4.5**, or print out the Full Case Report according to **4.8**.

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- 4.5** If the Evidence Return Inventory Form is used, it shall document the reason the evidence is being returned un-worked or destroyed as follows:
- 4.5.1** The following item(s) of evidence is/are being returned per (method of notification) from (source of notification) by (method of return-FCM, UPS, etc.):
Agency Item(s) #____ or Sub-Item(s)#.
- 4.5.2** The analysis on (Item #____) has been terminated and the evidence has been destroyed per the submitted destruction order from (source of court order).
- 4.6** A pdf document of the Evidence Return Inventory Form shall be created and imported into the stop work case record.
- 4.7** If the stop work notification directs the Laboratory to destroy toxicology evidence, a Destruction Verification Form shall be completed and placed into the Section or Case Record Object Repository (depending on multiple case numbers on form). The employee completing the Destruction Verification Form shall ensure that each item listed on the form is present. In addition, the employee shall verify that documentation authorizing the destruction for each item is present.
- 4.8** If a printout of the Full Case Report will be generated, a statement shall be placed in the comment section of the case record to document the reason the evidence is being returned un-worked or destroyed as follows:
- 4.8.1** The enclosed evidence is being returned per (method of notification) from (source of notification) by (method of return – FCM, UPS, etc.).
- 4.8.2** The analysis on (Item # ____) has been terminated and the evidence has been destroyed per the submitted destruction order from (source of court order).
- 4.8.3** The analysis of this case was outsourced in accordance with an agreement with the District Attorney’s office.
- 4.8.4** The enclosed evidence is being returned by (method of return – FCM, UPS, etc.) because it does not meet submission criteria.
- NOTE: Click “Save/Close” after adding comments.
- 4.9** All evidence shall be assigned to the Case Record in FA. When using the Full Case Report method, an evidence address label shall be printed as follows for an agency that is not a “hold for pickup” agency:
- 4.9.1** Select the item(s) of evidence and click on the evidence transfer button.
- 4.9.2** Select Return to Agency as the transfer type, select the appropriate return method, click “Return to Inv. Off.” and click on the Address Label button.

- 4.9.3** Ensure that the address shown matches the address on the submission form. If the correct address is not displayed, click on the red “X” until the correct address is populated. Click “OK” to print address label.

NOTE: Address label must be printed on dedicated Zebra printer using 2x3 label stock.

- 4.10** The stop work case record shall be terminated after importing the Evidence Return Inventory Form or adding statements into the comment section of the case record. The stop work case record shall be published. When publishing the case record, type “Stop Work” in the comment section and remove the check mark for Lab Report and Worksheet if none exist.
- 4.11** Once the process is completed and the Evidence Inventory Return Form or Full Case Report is printed, the evidence shall be returned or destroyed as stated on the form or comment section in the case record. To print out the Full Case Report: open the case record; select “File”; select “Print”; select “Case (Default)”; and select the format “FAS Standard Case Report for 2.33”.
- 4.12** Multiple stop work case records – if the Evidence Return Inventory Form is used, it shall be imported into the Case Object Repository. If the Full Case Report method is used the statement shall be placed in the comment section of each stop work case record.
- 4.13** The functions described herein may be performed by a Forensic Scientist Manager/Supervisor or his/her designee.

5.0 References – N/A

6.0 Records

- List of Authorized Reviewers
- Destruction Verification Form

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.
10/16/2013	6	4.5 and 4.6 - added destruction order instructions and wording for inventory form; 2.0 - added wording to clarify scope; 4.7 – added that the evidence must be assigned to the case record containing the Evidence Return Inventory Form; 4.8 - clarified instructions; added issuing authority to header; removed SBI-5 form references.
04/18/2014	7	4.1 - removed reference to US mail, 4.2, 4.6 through 4.9 – added information about placing statement in comment section of case record; 4.5.1 – added Sub-Item(s)#, modified 4.3,4.4, by adding the technician shall complete the evidence return inventory form or print out the full case report, added 4.11
08/29/2014	8	4.1 - added option for case record object repository and clarified steps to be followed for Stop Works received via first class mail; 4.3 - added supervisor if employee no longer employed
10/31/2014	9	4.1 - added ability to place scanned stop work notification anywhere in FA; 4.4 - added storage location and Forensic Scientist Manager notification and added Forensic Scientist Manager or designee for completing the stop work; 4.5.1 and 4.8.1 - removed unanalyzed; 4.7 - made destruction verification a standalone item and added a requirement for verification of documentation authorizing destruction; Added Destruction Verification Form as a record.
02/27/2015	10	4.8.3 - Added statement for outsourced cases; updated issuing authority in header
10/19/2015	11	4.2 and 4.3 - updated section reference 4.8.1 - deleted "are" 4.8.4 – added statement for cases that do not meet submission criteria