

Latent Evidence Policy/Procedure 00-LES-2

TO: All Latent Evidence Staff

FROM: SAC Jerry Richardson

SUBJECT: Final Quality Control Review (00-LES-2 is revised)

Effective Date: April 15, 2002

It is the responsibility of each analyst to ensure a final quality review is conducted on all case files prior to transferring the evidence to the Evidence Control Unit. This procedure must also be followed when evidence has been transferred to another section of the laboratory and the case file is routed to the Clerical Services Unit.

The case analyst should have the next available analyst or section secretary conduct this review to ensure the following:

All note pages contain the correct laboratory case number, appropriate page numbers, pertinent dates, and the original handwritten initials of the analyst.

The cover sheet must include the reviewer(s) signature and the total number of pages of all notes.

Strikeouts and interlineations are initialed correctly and blank areas are lined out and initialed.

Once this review is completed, the reviewing analyst should initial and date the upper right hand corner of the cover sheet.

Failure to have the final QC review conducted will result in an initial counseling session. Subsequent incidents will be followed by disciplinary action deemed appropriate by the Special Agent In Charge.

