

LATENT EVIDENCE POLICY/PROCEDURE 01-LES-02

TO: All Latent Evidence Staff

FROM: SAC Jerry Richardson

SUBJECT: Full Case Reviews

Effective Date: May 15, 2001

A full case review will be conducted on all homicide cases completed within the Latent Evidence Section. These reviews will be in addition to any cases randomly selected by the Special Agent In-Charge or designated In-Charge. The SAC may also assign other senior analysts within the section to conduct full case reviews on homicide cases completed during any given period.

To comply with this procedure, the analyst completing a homicide case will be responsible for the following:

- 1) Ensuring all evidence containers remain unsealed until the review is complete. In the event the evidence is inadvertently sealed, the analyst completing the case will be responsible for opening all containers.
- 2) Documenting the chain-of-custody portion on the Information Sheet for the transfer of evidence to the analyst reviewing the case.
- 3) Ensuring all evidence is available to the analyst reviewing the case upon request. In the event of bulky, hazardous or other cases with special circumstances, alternate arrangement for the review are acceptable.
- 4) Ensuring the administrative review is scheduled with the SAC or designated senior analyst. The technical review may be scheduled with other analysts.

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The SAC or designated senior analyst conducting the review will be responsible for the following:

- 1) Ensuring all administrative details of the case are reviewed pursuant to the criteria noted for full case reviews.
- 2) Viewing all evidence to ensure that appropriate processing methods have been utilized in the case.
- 3) Evaluating and comparing all latent lifts, photographs and/or images.
- 4) Completing the full case review form and providing a copy to the analyst and the SAC for documentation to the Latent Evidence Section Proficiency Test Files.

In the event there is a difference of opinion in any part of the review, the case should be referred to the SAC or designated In-Charge for resolution.