

Latent Evidence Section

Technical Field Assistance Guidelines

The following guidelines have been established to assist with requests for technical field assistance for the Latent Evidence Section. Please review each procedure to ensure all requirements are understood prior to responding to crime scene searches and other technical field assistance.

1. The on-call analyst is considered the main on-call person and will have their contact information entered into the SBI mapper system during their assigned on-call times. The assisting on-call analyst will not have their contact information on the mapper system; however, should be available to respond to all requests for technical field assistance during assigned periods of time.
2. The analyst designated on-call will be notified when crime scene assistance is requested. It will be the responsibility of the on-call analyst to notify the assisting agent(s) of the request and coordinate the response to the scene. The on-call analyst should discuss the details of the crime scene with the requesting agents and determine if the technical field assistance requires more than one analyst. If it is determined that only one analyst is needed, the main on-call analyst will respond to the scene to provide technical field assistance. In the event that the main on-call analyst needs assistance while at the scene, the assisting analyst may also be called to respond or bring additional equipment.
3. When a request for technical field assistance is received, notify the supervisor or the designated acting supervisor prior to responding. The Assistant Director of the Crime Laboratory must approve all requests involving multiple sections. Clandestine Laboratory requests must have the approval of the supervisor of the Drug Chemistry Section. Agents dispatched for technical field assistance will remain at that crime scene and/or respond to subsequent requests for related field assistance regardless of the circumstances.
4. The on-call analyst working a crime scene will be responsible for issuing a report concerning the crime scene activities and processing the evidence upon their return to the laboratory. Analyst assisting at a crime scene may assist the on-call analyst in the processing of evidence from the crime scene if such assistance is requested. The report should also include the time the agent was notified as well as actual time the agent leaves the laboratory, arrives at the crime scene, completes the technical field assistance and returns to the Crime Laboratory. When multiple sections respond to a single crime scene, the agents may elect to issue one report which incorporates all activities of the technical field assistance.

5. The technical field assistance form will be prepared and submitted to ECU by the end of the next working day. When multiple sections are involved in the response, it will be the responsibility of responding agents to ensure any related LIMS entries are accurate.
6. The analysis of evidence brought to the laboratory will be placed in chronological order with other cases unless the case is designated a “Rush” or “Priority” by the supervisor or designated acting supervisor.
7. In the event that the on-call agent is sick, in court, in Bureau-sponsored training, definitely scheduled for court, or otherwise deemed unavailable by the supervisor, alternate analysts will be dispatched.
8. In the event of a second request for assistance while the on-call analyst and assisting analyst are responding to a request for technical field assistance, alternate analysts will be notified.
9. All analysts will maintain clothing suitable for crime scene assistance at the laboratory during working hours. Delays to obtain clothing are unacceptable and do not meet expectations unless the analyst has not had reasonable time to launder clothing from a previous bureau related assignments.
10. The main on-call analyst will be responsible for determining that all necessary equipment is loaded into the crime scene response vehicle. The on-call analyst will be responsible for replenishing crime scene supplies after each trip and determining that all crime scene equipment is properly stored in the designated crime scene equipment area upon return.
11. Analysts in the on-call status will be responsible for making arrangements with someone of equal status (ie. A senior analyst vs. analysts in training) to be designated on-call in their place prior to requesting annual leave. If a change is made in the on-call roster, the original on-call analyst will be responsible for notifying the section secretary and the supervisor of the change. No request will be considered by the supervisor to make non voluntary changes unless the request is a bonafide emergency. Examples of **non emergency** requests include social activities, recreational events, school or other personal plans.
12. Daily and weekly changes may be effected in the on-call roster; however, these changes must be approved by the supervisor or acting supervisor. On-call personnel who cannot find a voluntary replacement will remain on-call. Analyst on-call may take leave and remain on call if they will be in the Raleigh area and response time will be within acceptable guidelines.

13. All analysts in the on-call and assisting status may drive a bureau vehicle during the assigned period; however, you are cautioned that the use of state vehicles to conduct personal business is **strictly prohibited**. The section vehicle coordinator will determine which vehicle may be used for on-call purposes and approve the use of alternate vehicles when applicable. All state vehicles will be made available to other analysts as needed for bureau business.
14. The crime scene response vehicle (Blue Bronco) will be used for all crime scene responses unless it has been checked out by another section or is unavailable. This vehicle will be used for technical field assistance and will not be used as an on-call vehicle. In the event this vehicle is being used by another section, an alternate section vehicle may be utilized for crime scene responses.
15. Analysts will be provided pagers during the on-call period and a list of all telephone and pager numbers for all section staff will be provided to each analyst. The section secretary will be responsible for periodically updating these lists. Telephone lists should be readily available to the analyst when coordinating crime scene activities.
16. All analysts in the on-call status will be on-call twenty-four (24) hours a day seven days a week for the period specified. Weekly on-call assignments will be active until 07:59 A.M. of following Monday morning when pagers should be turned over to the next analyst.
17. No alcoholic beverages should be consumed by an analyst in the on-call status. Reporting for duty under the influence of alcohol may be grounds for dismissal.
18. All analysts should plan their overtime work schedule to allow a sufficient number of hours to respond to crime scenes. An analyst not having a sufficient number of hours to respond to a crime scene during any assigned period of time is unacceptable unless extreme circumstances exist.
19. Supervisor discretion will apply during the hours of 8:00 A.M. to 5:00 P.M. to ensure all analysts receive adequate exposure to crime scenes.
20. In the event of major disasters, all analysts of the section may be requested to respond and provide assistance without regard to the on-call system.

Feel free to contact the Supervisor in Charge or the Acting Supervisor should you have any questions.

