

Section 1 Planning and Organization

1.1 Goals

It is the goal of this section to:

- 1.1.1 Provide state and local law enforcement agencies laboratory services for latent impression analysis (latent prints, footwear and tire track) and crime scene responses associated with an official criminal investigation.
- 1.1.2 Ensure the quality, integrity and scientific accuracy of this analysis through the implementation of a detailed Quality Assurance/Quality Control (QA/QC) program.

1.2 Scope

The QA/QC program described in this manual is intended to support latent impression analysis and footwear and tire track analysis, to ensure that each analyst is operating within established performance criteria, and to ensure that the quality and integrity of the analysis is maintained and is scientifically sound.

1.3 Program Objectives

The objectives of this quality assurance program are to:

- 1.3.1 Ensure uniformity and accountability in records and analytical techniques.
- 1.3.2 Measure quality performance with administrative and technical case reviews, and to be able to act on any discrepancies encountered.
- 1.3.3 Ensure the accuracy of the analysis conducted.
- 1.3.4 Document corrective actions taken.
- 1.3.5 Terminate non-conforming analyses and procedures.
- 1.3.6 Monitor personnel and equipment performance.
- 1.3.7 Ensure the use of documented and valid procedures and equipment.
- 1.3.8 Provide feedback to management on performance standards.

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- 1.3.9 Ensure that the latent impression analysis results are technically sound and/or legally defensible.
- 1.3.10 Provide guidelines to employees.
- 1.3.11 Ensure that the personnel performing this analysis have the appropriate level of training and education.
- 1.3.12 Ensure the analysts are competent in performing the analysis in interpreting results through a series of proficiency tests.
- 1.3.13 Provide a safe workplace.
- 1.3.14 Provide for competent external audits to see that the operating policies and procedures are being followed and that they are adequate.

1.4 Authority and Accountability

Individual analysts in the Latent Evidence Section with delegated responsibilities are empowered by the Special Agent In Charge to carry out these responsibilities and to act in his/her place.

This means, for example, that the Forensic Analyst III may reject any chemical supply, reagent, or procedure which fails to meet specifications. The Safety Officer is empowered to take appropriate actions in the event of a contamination problem.

Specific delegated responsibilities include:

- 1.4.1 The Special Agent In Charge is ultimately responsible for the Quality Assurance program pertaining to audits and all other delegated responsibilities.
- 1.4.2 The Forensic Analyst III or a designated Senior Analyst has the responsibility to see that the QC functions are being carried out in the Latent Evidence Section on a day to day basis.
- 1.4.3 The Forensic Analyst III or a designated Senior Analyst is responsible for the testing and validation of new reagents and equipment, developing,

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maintaining and communicating new and existing procedures and maintain and update manufacturer information.

- 1.4.4 The Supply Officers are responsible for maintaining adequate supplies and replenishing these supplies as well as coordinating the requisition of new supplies as needed for the section.
- 1.4.5 The Safety Officers are responsible for approving all new reagents and ensuring the proper usage of chemicals and equipment within the section as well as all safety related matters.
- 1.4.6 The Training Officer or a designated Senior Analyst is responsible for developing and updating the training program within the section and administering this program appropriately to all new analysts.
- 1.4.7 The Key Operators of each piece of equipment are responsible for the maintenance of the assigned equipment and ensuring that it is being used properly, and communicating necessary changes and updates to the section.

1.5 Organizational Structure

The organizational structure of the Latent Evidence Section, and how it relates to the overall organizational structure within the SBI, can be found on the organizational charts. **See Appendix H**

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