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| Section 10 | Audits |
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10.1 Audits are an important aspect of the quality assurance program. They are an independent review conducted to compare the Latent Evidence Section's performance with a standard for that performance. These audits are designed to provide management with an evaluation of the Latent Evidence Section's performance in meeting its quality policies and objectives. These audits will occur at least once annually.

10.2 SBI Inspection

The Latent Evidence Section is routinely inspected by an SBI Inspection Team. This team is composed of several agents from various field districts or laboratory sections and the Assistant Director of Administrative Services of the SBI. A typical inspection will last one week. During this time, all phases of the operation of the section are scrutinized including: evidence handling and accountability, case turn-around-time, report writing, note taking, management practices, leave and time management policies, security, records security, inventory of equipment and supplies and personnel records.

10.3 Annual ASCLD-LAB Internal Audit

Each year, except the year of an ASCLD-LAB On-Site Inspection, the Latent Evidence Section will be audited by a special team composed of the following individuals but not limited to:

1. A laboratory Special Agent In Charge - other than the Latent Evidence Section
2. The Assistant Director of the Lab may solicit a qualified Latent Evidence analyst from an outside agency.
3. Two Special Agents from the Crime Laboratory (non-Latent Evidence Section Personnel).

These individuals will prepare a report for the Assistant Director of the Laboratory and the Special Agent In Charge of the Latent Evidence Section reviewing their findings on the following topic areas:

1. Is the Latent Evidence procedure manual being followed?
2. Is the Latent Evidence Section quality assurance manual being followed?

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3. Are safe lab practices being followed?
4. Is the Latent Evidence unit keeping current with new developments?
5. What needs can be addressed in the Latent Evidence Section?
6. Are the levels of continuing training and/or education adequate?
7. Are the proper records being kept?
8. Are all quality control measures being met?
9. Any other areas the inspectors wish to explore?
10. Findings and problems.
11. Action recommended and taken to resolve existing problems.
12. Suggested date of the next audit or inspection.

A copy of the audit forms to be used by this audit team may be found at the conclusion of this manual. **See Appendix D.**

The Special Agent In Charge will review all findings with the Latent Evidence Section and will maintain this report along with documentation of steps taken to resolve any problems detected.

Issue Date: _____ Supersedes: _____

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

Originating Unit: _____