

<b>Section 3</b>	<b>Documentation</b>
------------------	----------------------

### 3.1 Current Procedures Manual

A copy of the current technical procedures used for the processing and examination of all evidence received by the Latent Evidence Section will be accessible to each Forensic Impression Analyst.

### 3.2 Operational Guidelines

#### 3.2.1 Receipt, Identification, Storage, and Handling of Evidence Submitted to the Crime Lab.

Bureau guidelines for the receipt, identification, storage, and handling of evidence submitted to the Crime Lab are documented in the SBI Evidence Accountability policy. A copy of this policy is found in the SBI Policy and Procedure Manual.

#### 3.2.2 Guidelines For The Proper Recording of All Analytical Data

The following information will be recorded in the permanent file of every case submitted to the Latent Evidence Section for analysis.

1. An SBI Physical Evidence Examination Request Form (SBI-5).  
**See Appendix A**
2. An Item Analysis sheet or handwritten notes showing the condition of evidence containers, date the case was initiated, types of procedures used or examinations conducted on each item of evidence, the date that procedure was used, and the results obtained. **See Appendix A**
3. Any of the additional pre-printed pages of notes necessary to document what was done to or with the items of evidence by an examiner of the Latent Evidence Section. **See Appendix A**
4. The printouts resulting from an AFIS search may also be placed in the file.
5. A copy of all questioned footwear evidence submitted.

<b>Section 3</b>	<b>Documentation</b>
------------------	----------------------

6. The report generated by the Forensic Impression Analyst upon completion of his/her examination.
7. A cover sheet or a Case Information sheet for all of the notes will contain documentation that all latent print, footwear and tire track identifications, and footwear and tire track non-identifications were verified by a second qualified Forensic Impression Analyst, method identifications were recorded, any internal chain-of-custody, and that the file was reviewed by the Special Agent In Charge or other Forensic Impression Analyst designated by the Special Agent in Charge. **See Appendix A**

### 3.3 Material Safety Data Sheets (MSDS)

Material safety data sheets will be maintained on all chemicals and reagents used in the Latent Evidence Section. The Section Safety Officer will maintain a file of those sheets in the LASER Room (and they will also be accessible via the Crime Lab file server).

### 3.4 Schedules and Procedures for Maintenance, Inspections, Calibration and Test of Pertinent Equipment.

An inventory will be kept of all equipment used in the Latent Evidence Section as described in Section 4.1.2 of this document. Anytime a piece of equipment requires service or maintenance, this will be documented on an "Equipment Maintenance" Form described in Section 4.1.5 of this document. All equipment will be inspected annually as described in Section 4.1.5 of this manual. Inspection and Certification Logs will be kept on pertinent equipment as described in Section 4.1.6 of this document.

### 3.5 Records of Methods Validation

All records of in-house methods validation testing will be maintained in the Latent Evidence Section.

### 3.6 Personnel Records

The Special Agent In Charge of the Latent Evidence Section will maintain a



<b>Section 3</b>	<b>Documentation</b>
------------------	----------------------

3.10 Firearms Policy

Copies of the section firearms policy will be distributed to every employee and maintained in the section files. **See Appendix A**

Issue Date: \_\_\_\_\_ Supersedes: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Originating Unit: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Supersedes: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Originating Unit: \_\_\_\_\_