

Section 7 Internal Quality Control

The following control measures will be applied to each occasion in accordance with established procedures in the Crime Laboratory and Latent Evidence Procedures Manuals

7.1 Bulk Evidence Storage

Items of evidence too large to be secured in an individual evidence storage locker will be placed in the designated area for bulk evidence within the section's evidence storage room or arrangements will be made with Evidence Control to store the item(s) in the main Evidence Vault. Evidence may be stored in assigned suite areas of the analyst if the analysis of the case is in progress.

Exception: Tires may be stored in the Footwear / Tire Track Laboratory as long as each analyst has the tire(s) securely contained with a chain and lock on the tire rack provided in the section. The entrance door to the Footwear / Tire Track Laboratory will be locked at all times.

7.2 Labeling Evidence and Evidence Containers

Each analyst will be responsible for properly marking all evidence containers upon receipt. After completing the case, the analyst will be responsible for labeling the evidence with identifying marks to ensure proper identification at a later date.

7.3 Verification of Identifications

When an analyst makes an identification, the identification will be verified by a second senior analyst to ensure accuracy.

7.4 Technical Case Review

All laboratory reports and case notes will be peer reviewed by an analyst with expertise in the discipline used during the analysis. The technical review must be documented on the case note cover sheet or other pages approved by the Special Agent In-Charge of the Latent Evidence Section. The review will be to such an extent as to determine that the conclusions of the analyst are reasonable and within the constraints of scientific knowledge. The technical review ensures that the results and conclusions drawn in the laboratory report are substantiated by the case notes.

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7.5 Administrative Case Review

After the technical review has been conducted, the Special Agent In Charge or a designee will review both the case notes and the report to ensure the result of the analysis is accurate and complete. The scope of the administrative review also includes an overall quality control check of the case notes and report.

7.6 Final Quality Control Check

After the case notes and report have been printed from LIMS, a final quality control check is conducted by another analyst or the Office Assistant. The scope of the final quality control check includes ensuring the appropriate number of reports have been printed with signatures attached and that all documents have been properly labeled in accordance with SBI Crime Laboratory policy.

7.7 Full Case Reviews

The Special Agent In Charge or a designated analyst will review each homicide case worked by each analyst to ensure all technical aspects of the case have been conducted. The review will be conducted when the final report has been submitted for review. The analyst will turn over all evidence, notes, and reports for a complete review of the chemical and processing methods utilized, sequence of processing techniques, applicable computerized searches and entries, preservation methods, safety issues, and evidence handling procedures.

It will be the responsibility of the analyst completing the case to open all containers and produce the required item(s) in a timely manner to the appropriate individual. Discrepancies will be documented and corrected at the discretion of the Special Agent In Charge. The Special Agent In Charge may implement additional requirements to include additional full case reviews of selected cases (i.e., drug violations, property crimes, violent crimes, etc.). The results of all completed case reviews are documented on the Latent Evidence case review form. See **Appendix C**.

7.8 Recording Identifications

All identifications effected within the Latent Evidence Section will be recorded in

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a manner in which they can be reproduced at any given time if needed. The Image Processing System will be the primary method used to record all identifications. A copy machine and/or the appropriate photographic equipment may be utilized to record such images. This will include all ten print identifications, elimination print identification and/or footwear and tire track cases. Unique identifying numbers also must be assigned to the images in an acceptable manner. Other methods of recording identifications may be approved by the Special Agent In-Charge.

Issue Date: _____ Supersedes: _____

Prepared By: _____ Date: _____
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Approved By: _____ Date: _____

Originating Unit: _____