

TRACE EVIDENCE POLICY/PROCEDURE 98-TES-15

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Laboratory Case Reviews

EFFECTIVE DATE: July 9, 1998

The Trace Evidence Section will institute a peer review system for laboratory case files. Designated Senior Chemist will review case files in disciplines assigned by the Supervisor. These Chemist will review the report for errors and ensure the contents of the case file conform to standards set forth in Section 16.7 of the **Crime Laboratory Procedures Manual**.

The following designated chemists will review cases in their respective disciplines:

Larry Ford - Glass Analysis, Arson
John Bendure - Fiber Analysis, Explosives
Beth Flanagan - Paint Analysis, Pepper Spray Analysis
Chuck McClelland - Gunshot Residue
Jim Gregory - Hair Examination
Ken Culbreth - Elemental Analysis

The above listed Senior Chemist will have their case files reviewed by the Supervisor or his designee.

The files may be temporarily reassigned depending on leave, training, meetings or other activity that the designated Senior Chemist may be involved in.

The adjustments are to be made to insure that there are no undue delays in laboratory case reviews.

