



Wilmington Police Department Crime Laboratory  
Quality Management System Procedure  
Reporting Results

**1.0 Purpose**

This procedure describes the processes followed by laboratory personnel to report and release results of examinations and analyses.

**2.0 Discussion**

Reports reflect the results of examinations and analyses performed by laboratory personnel. To ensure accuracy and consistency, all laboratory reports undergo both technical and administrative review prior to release and distribution. Reports are released only to appropriate recipients to protect all confidential information in regard to customers, the department and the laboratory. Protection of confidentiality includes procedures for protecting the electronic transmission of results.

**3.0 Definitions**

- 3.1 Administrative review: Review of case records for consistency with laboratory policy and for editorial correctness.
- 3.2 Technical review: Review of all examination records and test reports to ensure the validity of the scientific results and conclusions.
- 3.3 Verification: A form of technical review where another qualified analyst conducts a thorough review of the evidence as a secondary analysis and the results are compared to the original analyst's findings.

**4.0 Procedures**

- 4.1 Reports are generated by the analyst who performed the examination or analysis or by other authorized/designated personnel. A report may be generated prior to technical review but is not finalized until a full technical and administrative review is completed.
- 4.2 All laboratory reports are considered finalized once the analyst has signed it and the administrative review has been completed.
- 4.3 Technical review procedures are located in discipline specific manuals.
- 4.4 Reporting Practices
  - 4.4.1 Reporting Practices for Forensic Alcohol Analysis Reports



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4.4.1.1 Report the presence and concentration of ethanol using the following statement:

The final reported alcohol concentration is \_\_\_\_\_ gram of alcohol per 100 milliliters of whole blood.

4.4.1.2 When another volatile is present, such as acetone, in the absence of ethanol, report the absence of ethanol using the following statement:

The final reported alcohol concentration is **0.00** gram of alcohol per 100 milliliters of whole blood.

Include with the report a memo stating the presence of the other volatile identified. The memo is distributed to the investigating officer with a copy of the report.

4.4.1.3 The uncertainty of measurement of the concentration of ethanol is reported using the following statement:

The final result is derived from two (or more) analyses with a mean of \_\_\_\_\_  $\pm$  \_\_\_\_\_ at a coverage probability of 99.8%.

4.4.2 Reporting Practices for Forensic Drug Analysis Reports

4.4.2.1 Report simple possession (no sub-items) using the following statement:

Item \_\_\_\_\_  
Results: \_\_\_\_\_ – Schedule \_\_\_\_\_  
Net Weight: \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s)

*For example:*

*Item 1*  
*Results: Heroin – Schedule I*  
*Net Weight: x.xxx  $\pm$  0.020 gram(s)*

4.4.2.2 Report Possession and Possession with Intent (PWISMD) containing subitems with the following statement:



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Item \_\_\_\_\_  
\_\_\_\_\_ (#) \_\_\_\_\_ were received and weighed together for a total gross weight of \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s). Contents of one (1) \_\_\_\_\_ containing \_\_\_\_\_ substance were tested and found to contain \_\_\_\_\_ (Schedule \_\_\_\_\_). The net weight of the contents of the one (1) tested \_\_\_\_\_ was \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s). The gross weight of the remaining untested \_\_\_\_\_ was \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s).

For example:

*Item 1*

*Five (5) wax paper bindles were received and weighed together for a total gross weight of x.xxx  $\pm$  0.020 gram(s). Contents of one (1) bindle containing a tan powder like substance were tested and found to contain Heroin (Schedule I). The net weight of the contents of the one (1) tested bindle was x.xxx  $\pm$  0.020 gram(s). The gross weight of the remaining untested bindles was x.xxx  $\pm$  0.020 gram(s).*

4.4.2.3 Report cases with weight thresholds/hypergeometric sampling with the following statement (at a minimum):

Item \_\_\_\_\_  
\_\_\_\_\_ (#) \_\_\_\_\_ were received and weighed together for a total gross weight of \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s). Contents of \_\_\_\_\_ (#) \_\_\_\_\_ containing \_\_\_\_\_ substance were tested and found to contain \_\_\_\_\_ (Schedule \_\_\_\_\_). The net weight of the contents of the \_\_\_\_\_ (#) tested \_\_\_\_\_ and the \_\_\_\_\_ (#) untested bindles was \_\_\_\_\_  $\pm$  \_\_\_\_\_ gram(s).  
Based on this hypergeometric sampling plan, there is a 95% confidence that at least 90% of the \_\_\_\_\_ (#) paper bindles contain \_\_\_\_\_ (Schedule \_\_\_\_\_).

For example:

*Item 1*

*One hundred and fifty-four (154) wax paper bindles were received and weighed together for a total gross weight of x.xxx  $\pm$  0.020 gram(s). Contents of twenty-six (26) bindle containing a tan powder like substance were tested and found to contain Heroin (Schedule I). The net weight of the contents of the twenty-six (26) tested bindles and the one hundred and twenty-eight (128) untested bindles was x.xxx  $\pm$  0.020 gram(s).  
Based on this hypergeometric sampling plan, there is a 95% confidence that at least 90% of the one hundred and fifty-four (154) paper bindles contain Heroin (Schedule I).*

4.4.2.4 Uncertainty of Measurement for Forensic Drug Analysis

4.4.2.4.1 All weights of specimens are reported with the measurement



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uncertainty in the following format: ...weight of \_\_\_\_\_  $\pm$  \_\_\_\_\_  
gram(s).

4.4.2.5.2 The following statement is included in all Forensic Drug Analysis reports where a weight uncertainty is reported:

All reported weights include the combined uncertainty at a coverage probability of 99.8%.

4.4.3 Reporting Practices for Friction Ridge Examination Reports

4.4.3.1 Report the prints or rolled impressions as of or not of comparable value and of or not of AFIS quality. A report template is provided for reporting the results of these examinations (QD012).

4.4.3.2 Report the type of examination performed.

4.4.3.3. Report the findings as Identification, Exclusion or Inconclusive.

4.4.3.4 Uncertainty of measurement is not applicable to these examinations.

4.4.4 Reporting Practices for Digital Evidence Forensic Examination Reports

4.4.3.1 A report template is provided for reporting the results of these examinations (QD013).

4.4.3.2 Report the type of examination performed.

4.4.3.3. Report the findings and indicate the method(s) used.

4.4.3.4 Include a summary of conclusions (as applicable)

4.4.3.5 Uncertainty of measurement is not applicable to these examinations.

4.5 Administrative reviews confirm that information required on a report, listed in Section 2.10 of the Quality Manual, is present and that information from the case record and Crime Lab Database or discipline specific Sample Information Log is accurately recorded. Administrative review procedures are located in discipline specific manuals.



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- 4.6 The administrative reviewer writes his/her initials in the “AR\_\_\_\_\_” space and dates at the bottom right corner of the report template to document that the administrative review has been completed and the information is accurate.
- 4.7 Discrepancies or errors identified by the reviewer are marked on the report and returned to the analyst, who produced the report, for correction. The analyst makes corrections and generates a new report to be given to the administrative reviewer.
- 4.8 If corrections need to be made to finalized reports, then the analyst must clearly mark on the original finalized report corrections to be made, strike through across the document and write “Amended” along the strike through. A new report is generated and clearly marked as “Amended” at the top of the report.
- 4.9 Technical and administrative reviews are completed prior to the release of reports.
- 4.10 Releasing Reports
- 4.10.1 Routine release of forensic alcohol analysis reports are to the following:
- District Attorney
  - Clerk of Court
  - North Carolina Division of Motor Vehicles (DMV)
  - North Carolina Department of Health and Human Services (DHHS), Forensic Tests for Alcohol (FTA) Division
  - Investigating Officer(s)
  - WPD Records (WPD cases only)
- 4.10.2 Forensic alcohol reports are released in hard copy or electronically to the above recipients. The District Attorney’s office and the Clerk of Court receive the fee request page with the report.
- 4.10.3 Routine release of all other analysis or examination reports are to the following:
- District Attorney
  - Investigating Officers (name reflected on report)
  - WPD Records Management System (WPD cases only)



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- 4.10.4 A list of addresses and distribution instructions for the above recipients is found in List of Recipients and Distribution Guidelines, QD010.
- 4.10.5 All laboratory reports (except forensic alcohol) are released in hard copy or electronically to the investigating officer(s) and to WPD Records Management System. They are released electronically to the District Attorney's office along with the technical data and other case record information.
- 4.10.6 Individual analysts or other authorized/designated personnel are responsible for the distribution of their completed reports to the above recipients.
- 4.10.7 Requests for reports from parties other than the above listed recipients are directed to the Forensic Lab Director who will assess the request and determine how the request is handled.
- 4.10.8 The Forensic Lab Director determines if the report may be released to the requestor and if the request must be made through the District Attorney's office or can be fulfilled by laboratory or department records personnel.
- 4.11 Recording the Review and Release of Reports
- 4.11.1 Once reports have been released, it is the analyst's or other authorized/designated personnel's responsibility to log the following information into the applicable sections of Crime Lab Database located on the shared network (Z:) drive:
- Technical reviewer
  - Technical review date
  - Administrative reviewer
  - Administrative review date
  - Date of distribution of reports (forensic alcohol)
  - Release of report/case record to District Attorney/RMS (all other disciplines)
- 4.7.2 The Forensic Lab Director uses the above recorded information and other database and log information to provide updates on laboratory and individual analyst case assignments, reviews and timelines for completion and to fulfill other requests for information from but not limited to the Administrative



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Services Captain, Deputy Chiefs, Assistant Chief of Police, Chief of Police and the Grants Manager.

**5.0 Health and Safety**

There are no specific health or safety requirements associated with these procedures.

**6.0 Records Management**

Laboratory personnel are responsible to store reports in the corresponding case record file. The Quality Manager is responsible to ensure the proper storage, backup and retention of all laboratory records. Laboratory personnel may be assigned to perform the duties in this procedure.

- 6.1 Forensic Alcohol and Drug reports
- 6.2 Friction Ridge Examination reports
- 6.3 Computer Forensics Examination reports

**7.0 References**

- 7.1 ISO/IEC 17025:2005, Section 5.10, Reporting the Results
- 7.2 Quality Manual, Section 2.10
- 7.3 List of Recipients and Distribution Guidelines, QD010

**8.0 Appendices**

None



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9.0 Revision Table

Revision #	Effective date	Revised by	Description of Revisions
Original Issue	10/01/2012	B. Pridgen	
#1	12/17/2014	B. Pridgen	Complete overhaul of 4.4. Change of report writing (4.1), distribution (4.10.6) and case log information (4.11.1) from analyst to include authorized/designated personnel
#2	04/01/2016	B. Pridgen	Changes to 4.2 and 4,10 to include Latent prints and computer forensics





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**Authorization**

This Standard Operating Procedure, Revision Issue #2, has been approved and authorized by:

\_\_\_\_\_  
Bethany P. Pridgen, MFS  
Forensic Lab Director

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Date

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Ralph M. Evangelous  
Chief of Police

\_\_\_\_\_  
Date