

Crime Laboratory Directive No. 03-01
Effective Date: March 28, 2003

TO: Laboratory SAC's and Supervisors

FROM: Assistant Director Jerry Richardson

SUBJECT: Literature Review

In an effort to ensure that all Crime Laboratory Personnel have the opportunity to review appropriate new technical literature, each SAC/Supervisor may allow each employee at least four hours per calendar month for this activity. The time allowed for each employee to conduct this literature review will be at the discretion of the SAC/Supervisor and should be monitored to ensure that all employees are included in this activity. SAC/Supervisors may also allow employees to conduct controlled research projects during this time that may be deemed appropriate and approved on a case by case basis.

The SAC/Supervisor should require at a minimum that each employee present a short written report or note to the SAC/Supervisor to document this review and/or research. All documentation related to this activity should be maintained within the section training files.

cc: Director Robin P. Pendergraft