

**Crime Laboratory Directive No. 98-09**

**Effective Date: August 7, 2003**

**TO:** Laboratory SAC's and Supervisors

**FROM:** Assistant Director Jerry Richardson

**SUBJECT: Laboratory Case Files - Revised**

Procedure 35 of the SBI Policy and Procedure Manual details how laboratory case files and notes will be generated and stored. In light of the recent ASCLD/LAB inspection of the laboratory, the following procedures will be followed to clarify and compliment the information found in Procedure 35 of the SBI Policy and Procedure Manual.

- All draft reports (whether handwritten or typed by the analyst or by Clerical Services) will be removed from the case file jacket by the analyst at the time the Laboratory Report is signed. The ONLY authorized Laboratory Report is the one generated by the analyst.
- The case file is defined as the Laboratory Report, the SBI 5 form and the laboratory case notes of the analyst.
- Each page of the laboratory case notes will bear the laboratory case number, the analyst's name, signature, or initials, the page number, and the date of activity.
- Administrative records are to be stapled to the inside covers of the case file jacket. All pages of administrative records MUST bear the laboratory case number (preferably in the upper right hand corner) in case they become dislodged from the file jacket. Examples of administrative records include the second page of the SBI form, copies of investigative reports from submitting officers, copies of forms found in the SBI Sexual Assault Evidence Collection Kits, and telephone/communication logs. Sections that have forms used by Clerical Services staff to update the computerized lab records will staple this form to the inside back cover of the case file folder.
- It is the responsibility of the analyst preparing the case record to make sure that administrative records and case file records are in their proper place in the case file jacket. However, Clerical Services personnel are to check that administrative records are

not inadvertently stapled to lab case files when they staple the Laboratory Report and SBI 5 to the lab notes.

- Clerical Services Unit personnel who add phone logs, fax cover sheets, or other administrative records to case file jackets MUST add the lab case number to the upper right corner of the document and staple this material to the inside front of the case file jacket.
- Occasionally analysts will receive a FAX, DCI and E-mail message or phone call from an officer or District Attorney to discontinue analysis on the case. The laboratory report will state that “analysis of evidence in this case was discontinued pursuant to a request made by (Name) on (Date) received via (Fax, DCI and E-mail message, or via phone).” Since statements made in the report MUST be supported by lab notes, the supporting document (fax, DCI and E-mail message, or phone log) in this scenario will be considered case notes and MUST bear the appropriate identifiers.
- The Crime Laboratory Physical Evidence Destruction Report (SBI-69F) will be treated like the SBI-5 and will be considered to be part of the laboratory case file. Any other approved destruction of evidence form in use in the laboratory will also be treated as a case file record.

cc: Director Robin P. Pendergraft