Technical Procedure for Conducting Reviews

1.0 Purpose - This procedure describes how to conduct technical, administrative, clerical, verification, and full case reviews.

2.0 Scope - This procedure applies to all reviews of Laboratory casework conducted within the latent discipline.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Case record with all applicable notes, worksheets, reports, administrative documents and SBI-5 forms
- Technical, administrative, and clerical review sheets
- Full Case Review Form
- Computer with Forensic Advantage (FA) application

4.2 Reagents – N/A

5.0 Procedure

5.1 Technical, Administrative, Clerical, and Verification Reviews

5.1.1 Technical and administrative reviews shall be a combined review. The technical and administrative review shall be documented in the Review Details of the Case Record within the FA System.

5.1.2 Clerical reviews shall be documented in the Review Details of the Case Record within the FA System.

5.1.3 Verification reviews - All latent ridge detail impression identifications (fingerprint, palmprint, footprint, and CODIS) and impression (footwear, tire track, and glove) identifications shall be verified through the FA System prior to conducting the technical and administrative review. Footwear, tire track and glove impression non-identifications (eliminations) shall be verified. The verification review shall be documented in the Review Details of the Case Record within the FA System.

5.1.4 The Forensic Scientist shall schedule the verification review first. Once complete, the Forensic Scientist shall schedule a combined technical and administrative review in FA. If no verification review is required, the Forensic Scientist shall schedule a combined technical and administrative review.

5.1.5 The clerical review shall be conducted after completion of the verification (if applicable), technical, and administrative reviews.

5.1.6 The Forensic Scientist shall ensure that all Case Communication Logs and CVs are imported and/or shared to the Case Record Object Repository.

5.2 Timely Reviews

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5.2.1 Timely reviews are critical to the efficient flow of case work in the Section. The reviews shall be executed as expeditiously as possible. Each working day, Forensic Scientists shall schedule time to conduct reviews.

5.2.2 Forensic Scientists shall check the Section calendar to ensure reviewers are projected to be in the office before scheduling. The Forensic Scientist shall notify the reviewer.

5.3 Full Case Reviews

5.3.1 A full case review shall be conducted on all cases involving a death. These reviews shall be in addition to any cases randomly selected by the Forensic Scientist Manager or designated In-Charge. The Forensic Scientist Manager may assign other Forensic Scientists within the section to conduct full case reviews. A difference of opinion in any part of the review shall be handled as provided in the Laboratory Procedure for Reviewing Laboratory Reports.

5.3.2 The Forensic Scientist requesting the full case review shall be responsible for the following:

5.3.2.1 Ensuring all evidence containers remain unsealed until the review is complete. In the event the evidence is sealed inadvertently, the Forensic Scientist completing the case is responsible for opening all containers.

5.3.2.2 Ensuring all evidence is available to the Forensic Scientist reviewing the case upon request. In the event of bulky, hazardous, or other cases with special circumstances, alternate arrangements for the review are acceptable.

5.3.2.3 Ensuring the technical and administrative review is scheduled with the Forensic Scientist Manager or designated Forensic Scientist.

5.3.2.4 Enter and approve the full case review form in the case record object repository.

5.3.3 The Forensic Scientist Manager or designated Forensic Scientist conducting the full case review shall be responsible for the following:

5.3.3.1 Ensuring all technical and administrative details of the case are reviewed pursuant to the criteria noted for full case reviews.

5.3.3.2 Viewing all evidence to ensure that appropriate processing methods have been utilized in the case.

5.3.3.3 Evaluating and comparing all latent lifts, photographs, and/or images.

5.3.3.4 Completing the Full Case Review form (see example below) and furnish to requesting Forensic Scientist.

5.4 Standards and Controls – N/A

5.5 Calibration – N/A

5.6 Sampling – N/A

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5.7 Calculations – N/A

5.8 Uncertainty of Measurement – N/A

6.0 Limitations - N/A

7.0 Safety - N/A

8.0 References – N/A

9.0 Records – N/A

10.0 Attachments – Full Case Technical Review Form

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
12/07/2012	2	5.2.2 Review timeline edit

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Latent Evidence - Full-Case Review

Case Number: R2010- **Type of Case:** Larceny
Analyst: L. R. D'Amour **Reviewed By:** **J. A. Byrd**

Labeling of Evidence/Packaging	**X or N/A**	**Examination**	**X or N/A**
Case Number Noted	X	Processing within Approved Standards	X
Date(s) Received/Opened	X	Prints/Impressions Preserved	N/A
Initials	X	Elimination Prints located	N/A
Item Numbers	X	Comparison Conducted	N/A
Lab Item Number	X	Database Entries	N/A
Remediation	N/A	Accurate and Complete Results	X
Barcode	X	**Report In Compliance :**	**X or N/A**
Case Notes:	**X or N/A**	Items Submitted	X
Original Initials	X	Type Examination Requested	X
Sufficient Documentation	X	Results	X
Bench Notes	X	Disposition	X
Item Designation	X	Header Info Accurate	X
Strike-outs Initialed	N/A	Address Change Documented	N/A
Verification(s)	N/A	Report Supports/Corresponds with Analysis	X
Identifications Saved/Retained	N/A	**Additional Documentation:**	**X or N/A**
Consultation Notation	X	Administrative Page(s)	N/A
Blank Spaces Lined Out	N/A	Communication Log(s)	N/A
Items Entered into Object Repositories	N/A		
REVIEWER NOTES X or N/A			
Negative Results Verified/Review Conducted	X		
Additional Work Required (If Applicable)	N/A		
Additional Work Completed (If Applicable)	N/A		
Additional Comments: N/A			

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