
Administrative Procedures

1.0 Purpose – To establish administrative procedures in the Evidence Control Section (ECS) in Raleigh and Evidence Control Units in Triad and Western Laboratories.

2.0 Scope – This procedure applies to members of ECS and Laboratory employees performing duties related to Evidence Control.

3.0 Definitions – N/A

4.0 Procedure

4.1 Authority and Accountability

4.1.1 The ECS Section Supervisor (Supervisor) in Raleigh and Forensic Scientist Managers (FSM) in Triad and Western Laboratories are responsible for the day to day operation of the Section/unit, supervision of Section/unit personnel, internal and external Section/unit audits, and all other quality-related issues.

4.1.2 If the Supervisor/FSM is absent from the section, he/she shall designate an employee to assume temporary leadership of the Section.

4.1.3 The Supervisor/FSM shall designate a Section Safety Officer who shall be responsible for safety within the Section. The Section Safety Officer shall attend State Crime Laboratory safety meetings.

4.1.4 The Supervisor/FSM shall designate one or more FA Section Administrator(s) who shall be responsible for updating and implementing changes in FA.

4.1.5 The Supervisor/FSM shall designate a section Training Officer who shall be responsible for training new employees.

4.1.6 A record of the ECS employee's initials and signatures shall be maintained and updated by the Supervisor/FSM.

4.2 Quality Assurance

4.2.1 Twice per year (in June and December), the Supervisor/FSM and/or designee shall conduct a full inventory of the evidence contained in the evidence vaults to ensure placement and proper evidence handling. If no issues arise, inventory documentation shall be filed and notification of the inventory results shall be made to the Quality Manager as required by the Procedure for Evidence Management. If issues arise as a result of the inventory process, the Procedure for Corrective Actions and Non-Conformities shall be followed.

4.2.2 Twice per year (in March and September), the Supervisor/FSM and/or designee shall conduct a random audit for accountability and compliance with all evidence handling procedures. Evidence inspected for audits will be randomly selected, and the Evidence Control Review Form shall be completed. If no issues arise, the audit documentation shall be filed and notification of the audit results shall be made to the Quality Manager. If issues

arise as a result of the audit process, the Procedure for Corrective Actions and Non-Conformities shall be followed.

- 4.2.3** Evidence Technicians shall properly identify, secure, store, and transfer evidence according to both ECS and Laboratory procedures.

4.3 Access and Security

- 4.3.1** The exterior entrance to the ECS in Raleigh is secured and equipped with an Aiphone Video System which requires visitors to identify themselves prior to entering the receiving area lobby. Permission to enter shall be granted or denied by the Evidence Technician stationed in the receiving office. All evidence submissions and returns shall be conducted in the receiving area lobby. All evidence submissions and returns are carried out in the lobby of the Triad and Western Laboratories, outside of the controlled access areas.

- 4.3.2** Perimeter doors leading into ECS in Raleigh shall remain secured at all times. If it becomes necessary to leave a door open temporarily, the door shall be monitored at all times by ECS personnel and the Logistics Support Section shall be contacted.

- 4.3.3** All ECS vaults and evidence storage areas maintained by ECS personnel are limited-access rooms. Only authorized personnel shall be allowed inside these rooms unaccompanied.

4.3.4 ECS Vault in Raleigh Laboratory

- 4.3.4.1** Access to the ECS vault is controlled by both combination lock and card reader access.

- 4.3.4.1.1** Evidence Technicians shall sign the vault entry log when working in the vault during weekend hours.

- 4.3.4.2** Refrigerators and freezers in the ECS vault shall be utilized for storage of perishable evidence.

- 4.3.4.3** The last employee to leave the ECS in the Raleigh Laboratory each day shall shut the vault combination door.

4.3.5 ECS Vault in Triad Laboratory

- 4.3.5.1** Access to the Evidence vault is controlled by both card reader and key access.

- 4.3.5.1.1** Evidence Technicians shall sign the vault entry log when working in the vault during weekend hours.

- 4.3.5.2** Refrigerators and freezers in the ECS vault shall be utilized for storage of perishable evidence.

- 4.3.5.3** The last evidence technician to leave ECS in the Triad Lab shall lock the deadbolt on the vault.

4.3.6 ECS Vault in Western Laboratory

4.3.6.1 Access to the Evidence vault is controlled by both card reader and key access.

4.3.6.1.1 Evidence Technicians shall sign the vault entry log when working in the vault during weekend hours.

4.3.6.2 Refrigerators and freezers in the ECS vault shall be utilized for storage of perishable evidence.

4.3.6.3 The vault door remains locked when not in use in the Western Lab.

4.3.7 Latent Evidence Vault in Raleigh Laboratory

4.3.7.1 The Latent Evidence vault is controlled by both card reader and key access.

4.3.8 Firearm and Tool Mark Evidence Storage Room in Raleigh Laboratory

4.3.8.1 The evidence retention room located in the Firearms Unit is controlled by both card reader and key access.

4.4 Office Management

4.4.1 The names of personnel authorized to order supplies shall be maintained by the Supervisor/FSM in the Work Authorization Record.

5.0 Records

- Employee Work Hours
- Employee Initials/Signature Log
- Work Authorizations
- Laboratory Section Assignments
- Key Log
- Vault Card Access Log
- Weekend Vault Entry Log
- Evidence Control Review Form

6.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
10/16/2013	2	Made procedure applicable to all 3 labs by adding FSM and specific vaults in satellite labs; added wording to 4.3.1, & 4.3.3 for satellite lab; removed SBI from 4.3.2.; added 4.3.5, 4.3.6 and 4.3.9 to encompass security measures in satellite labs; added issuing authority to header
04/18/2014	3	4.2.1 - Changed Laboratory Director to Quality Manager , deleted FSM and added to include date of inspection
07/01/2016	4	4.2.1 Added a reference to the Evidence Management Procedure for how to document the Evidence Inventory; 4.2.2 – Changed the random audit from quarterly to one in March and one in September and referenced the Quarterly Review Form; 4.4 removed office supply ordering through the Mapper system;
01/25/2019	5	Updated references to Evidence Control Unit/ECU to Section/ECS in header and throughout document; removed State Crime Laboratory throughout document; 4.2.1 – Specified June and December, added and/or designee, removed documentation requirements, removed FA Manager; 4.2.2 – Removed FA Manager, Removed 4.3.4.1.2; Added freezers to 4.3.5.2; Added 4.3.6.2; Split 4.3.9 into 4.3.4.3, 4.3.5.3 and 4.3.6.3.