
Technical Procedure for Conducting Reviews

1.0 Purpose - This procedure describes how to conduct technical, administrative, 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 evidence submission 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, 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 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.

5.1.2.1 The verification review may be conducted in the presence of the working analyst or the evidence may be transferred to the custody of the verifier for the duration of the review.

5.1.2.2 If the verification review is conducted in the presence of the working analyst, the verifying analyst shall make note in the verification review details or within the case record (e.g., the verification was conducted in the presence of the analyst.).

5.1.2.3 If the verification review is for a CODIS hit, then the verifying analyst shall document the on-screen CODIS verification in the verification review details.

5.1.3 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.

5.1.4 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 Full Case Reviews

5.2.1 A full case review shall be conducted on all cases involving a death (with the exception of Technical Field Assistance (TFA) narrative reports) and all cases completed by newly trained/released scientists for the duration of their supervised casework. 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.

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

5.2.2.1 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.

5.2.2.1.1 In homicide cases containing comparison evidence, the evidence (latent lifts, photographs, scans, and/or comparison standards/exemplars) shall be transferred into the custody of the reviewing analyst for the duration of the review and documented in FA. The reviewing analyst shall initial and date any evidence transferred into his/her custody.

5.2.2.1.2 In cases being completed by a newly trained/released scientist working under supervised casework, the comparison evidence containing identifications shall be transferred into the custody of the reviewing analyst and documented in FA. Reviews of evidence not containing identifications may be conducted in the presence of the working analyst or transferred to the custody of the reviewing analyst. Reviews conducted in the presence of the working analyst shall be documented on the Full Case Review Form.

5.2.2.2 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.

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

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

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

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

5.2.3.3 Evaluating and comparing all latent lifts, photographs, and/or images. Upon the completion of the comparison review, the evidence shall be transferred back to the working analyst and documented in FA.

5.2.3.4 Completing the Full Case Review form (see example below) and entering into the case record object repository.

5.3 Standards and Controls – N/A

5.4 Calibration – N/A

5.5 Sampling – N/A

5.6 Calculations – N/A

5.7 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 – N/A

| Revision History | | |
|------------------|----------------|--|
| Effective Date | Version Number | Reason |
| 09/17/2012 | 1 | Original Document |
| 12/07/2012 | 2 | 5.2.2 Review timeline edit |
| 07/31/2013 | 3 | 5.3.1 Added FCR exemption for TFA narrative reports |
| 10/31/2013 | 4 | Added issuing authority to header |
| 02/27/2014 | 5 | Added verification evidence transfer wording to 5.1.3, 5.3.2.1, and 5.3.3.3; 4.1- changed SBI-5 forms to evidence submission forms |
| 10/19/2015 | 6 | Header – updated issuing authority 5.1.3 – Added 5.1.3.1 and 5.1.3.2 to allow for verifications conducted in the working analyst’s presence 10.0 - Removed FCR form as an attachment since the form is a controlled document |
| 03/30/2017 | 7 | Header Update – Removed Digital reference. |
| 01/19/2018 | 8 | 1.0, 5.1, 5.1.2 & 5.1.5 – Removed the requirement for a clerical review. 5.3.1 & 5.3.2.1 – Amended Full Case Review Requirements regarding the transfer of evidence. |
| 02/01/2019 | 9 | 5.1.2.2: added place to note in person verification Added 5.1.2.3: on screen verifications Removed section 5.2. 5.2.2.1.1: added statement about initialing and dating evidence 5.2.2.1.2: corrected to say in person reviews documented on FCR form Removed 5.3.2.4 5.2.3.4: reviewer puts FCR form in OR instead of to working analyst |