

Deviation Request Form (DRF)

Directions: The Initiator will complete Sections A through C. Additional continuation pages can be included if necessary.

Initiator	Amanda W. Thompson			Date	3/22/2018			
A. Requested deviation applies to (Technical Procedure – include specific section):								
Section 5.0 of the Laboratory Administrative Policy and Procedures. Add new section.								
B. Requested deviation:								
5.0 The Forensic Scientist Manager or Section Supervisor shall electronically maintain a current job description for each employee. Add section 17.0 (see attached).								
C. Necessity for the deviation:								
The State Crime Lab is moving to paperless job descriptions. Job Descriptions will be maintained electronically within the Laboratory system. The State Crime Lab is implementing a more formalized technical leader selection process.								
D. Technical review and Authorization (to be completed by the Quality Manager and/or Technical Leader) Comments(to include merits and impacts):								
Approved	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Duration	1 year or procedure revision		
Signature	Timothy G. Suggs			Date 4/4/2018				
<small>Digitally signed by Timothy G. Suggs DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdoj.gov, c=US Date: 2018.04.04 15:23:18 -04'00'</small>								
E. Quality Assurance Authorization (to be completed by the Quality Manager, Forensic Scientist Manager or designee)								
Acceptable within general QA guidelines and good laboratory practice?					<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Significant negative impact to Crime Laboratory Quality System?					<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Restrictions/limitations:								
<input checked="" type="checkbox"/>	Authorized	<input type="checkbox"/>	Rejected	Signature	Timothy G. Suggs		Date	4/4/2018
<small>Digitally signed by Timothy G. Suggs DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdoj.gov, c=US Date: 2018.04.04 15:23:48 -04'00'</small>								

Technical Leader Selection and Appointment

- 17.0 Technical Leader Selection** - The Forensic Scientist Manager (FSM) of the Raleigh Laboratory Section shall appoint technical leader(s) for the technical discipline(s). For disciplines that involve multiple laboratory locations, the FSM of the Raleigh Laboratory section shall include the FSM of the other laboratory locations in the selection process. The selection process shall be implemented as follows.
- 17.1** Upon technical leader vacancy, the FSM shall announce the vacancy to the scientists in the discipline. All eligible forensic scientists interested in being technical leader shall submit a memorandum of interest to the FSM of the respective Raleigh Laboratory section. In order to be considered for the technical leader position, Forensic Scientists must:
- 17.1.1** Meet the training and experience requirements of a Forensic Scientist III.
 - 17.1.2** Meet the requirements as outlined in the FBI Quality Assurance Standards to be the technical leader for DNA or DNA Database.
 - 17.1.3** Possess a minimum “Meets Expectations” work performance history for the previous 18 months.
- 17.2** Scientists shall be given five business days to submit the memorandum.
- 17.3** The FSM(s) that supervise the discipline shall jointly review each interested scientist’s qualifications and schedule a time to meet and discuss the technical leader collateral duties with each scientist. Following the joint discussion with each scientist, the technical leader selection shall be made and forwarded to the Assistant Director of Technical Operations and the Quality Manager for review. After consensus is reached, the final appointment of the selected scientist shall be made by the Raleigh FSM.
- 17.4** Technical leader appointments shall be made for a maximum of a three year term except for the DNA Technical Leaders. DNA Technical Leaders shall work with the applicable FSMs on the length of the appointment. At the end of the term, the selection process shall be repeated. Forensic scientists that have previously served as a technical leader may reapply for the vacant technical leader position.

Administrative Policy and Procedures

- 1.0 Purpose** - The policy and procedures described in this document shall provide standard administrative policies and procedures for all personnel assigned to the State Crime Laboratory (Laboratory).
- 2.0 Scope** - These administrative policies and procedures shall apply to all personnel of the Laboratory.
- 3.0 Chain of Command** - The chain of command for all personnel assigned to the Laboratory shall be as follows:
- 3.1** Technician or Forensic Scientist.
 - 3.2** Forensic Scientist Supervisor (if defined in Section).
 - 3.3** Forensic Scientist Manager (or designee) or Section Supervisor (or designee).
 - 3.4** Assistant Director (or designee).
 - 3.5** Lab Director (or designee).
 - 3.6** NC Attorney General (or designee).
- 4.0 Personnel File** - The Forensic Scientist Manager or Section Supervisor shall maintain a personnel file for each employee.
- 5.0 Job Description** - The Forensic Scientist Manager or Section Supervisor shall maintain a current job description in the personnel file of each employee.
- 6.0 New Employee Checklist** – The New Employee Checklist shall be completed by a new employee and Forensic Scientist Manager or designee. Once completed, the checklist shall be maintained in the employee's personnel file.
- 7.0 Statement of Qualifications** – A Statement of Qualifications for each employee shall be maintained on the Section shared drive. The Statement of Qualifications shall be reviewed and updated on an annual basis.
- 8.0 Work Authorizations** – The Forensic Scientist Manager, Section Supervisor, and/or discipline Technical Leader shall maintain on the Laboratory intranet a work authorization list that indicates the type of analysis/work, instrumentation, and review level authorized for each employee.
- 9.0 Work Hours**
- 9.1** Normal business hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.
 - 9.2** Alternate work schedules – Alternate work schedules may be authorized by the Forensic Scientist Manager or Section Supervisor if the schedule is advantageous to the employee and the Laboratory. Alternate work schedules shall be submitted in writing and approved by the Forensic Scientist Manager or Section Supervisor prior to an employee operating under the alternate work schedule. The Forensic Scientist Manager or Section Supervisor shall ensure adequate staffing during normal business hours.

- 9.2.1** Allowable alternate work schedules shall not begin prior to 6:00 A.M. and not extend beyond 7:00 P.M.
- 9.2.2** Once approved, the alternate work schedule shall become the employee's permanent work schedule until a subsequent request is approved or until changed by Laboratory management to meet the needs of the agency. The absence of a request shall automatically place an employee in the normal business hour category.
- 9.2.3** Changes to work schedules shall be permissible only with the prior approval of the Forensic Scientist Manager, Section Supervisor or designee.

9.3 Overtime Hours – Overtime hours may be mandated by Laboratory management.

10.0 Daily Check-In

- 10.1** It shall be the responsibility of all Section employees, while out of the Section conducting Laboratory business (e.g., court, crime scenes, meetings, etc.), to contact the Section Office Assistant or designee each day.
- 10.2** The purpose is to obtain any messages or learn of any important business that must be dealt with that day, allowing sufficient time to conduct that business. In addition, the employee shall advise the Office Assistant of the expected return to the office or the need to return to court, crime scene, etc. the following day.

11.0 Leave

- 11.1** All employees requesting leave shall submit a leave request at least one week prior to the leave. The leave request shall be given to the Forensic Scientist Manager/Section Supervisor for approval. Prior to submitting the leave request to the Forensic Scientist Manager/Section Supervisor, the employee shall review the court calendar to determine if the employee is under subpoena for the requested leave period. If the employee is under subpoena for the period of time for which he/she is requesting leave, the number of subpoenas shall be recorded on the leave request. Prior to approving the requested leave, the Forensic Scientist Manager/Section Supervisor shall review the court calendar to ensure that the employee has correctly documented the number of subpoenas associated with the leave period. The Forensic Scientist Manager/Section Supervisor shall forward the leave request to the Office Assistant to record the leave on the Section calendar.
 - 11.1.1** If the employee determines that he/she is under subpoena for the leave period requested, it is his/her responsibility to contact the appropriate District Attorney's Office(s) to inquire as to whether the leave can be accommodated. The employee shall notify the court coordinator, via email, of the resolution of the issue. The employee shall copy his/her manager/supervisor on all related correspondence with the court coordinator.
- 11.2** The Office Assistant or Section Supervisor shall notify the Laboratory Court Coordinator of the leave or absence. The Laboratory Court Coordinator shall advise the court system of this leave; however, the employee shall be responsible for appearing in court when not released by court officials.

11.3 If there is need for unexpected leave, the employee shall call the Forensic Scientist Manager/Section Supervisor or designee between the hours of 8:00 A.M. and 10:00 A.M. and request leave. Upon return to the office, the employee shall submit a leave slip for approval. When leave is required and the total hours cannot be determined in advance, the employee shall obtain prior approval from the Forensic Scientist Manager and complete a leave slip with the appropriate number of hours upon return to the office.

11.4 If an employee is sick and requesting leave, the employee shall contact the Forensic Scientist Manager/Section Supervisor or designee between the hours of 8:00 A.M. and 10:00 A.M. Each day thereafter that the employee remains absent, the employee shall call the Section Forensic Scientist Manager or designee to advise of his/her condition and expected date of return.

11.5 Community service leave (as set forth in the State Personnel Manual) shall have prior approval by the Forensic Scientist Manager, Section Supervisor or designee.

12.0 On-Call

12.1 Each Section shall maintain an on-call program, designated by the Forensic Scientist Manager, to ensure the availability of Forensic Scientists on a 24 hour/seven day basis.

12.2 All Forensic Scientists qualified to perform casework shall participate.

12.3 An employee requesting leave during on-call assignments shall arrange for a replacement to serve in this capacity. This change shall be approved in advance by the Forensic Scientist Manager or designee and noted on the master on-call schedule.

13.0 Sign In/Out – Each Section shall maintain a log or other sign out sheet for employees to record entering and leaving the Section.

14.0 Vehicles – Vehicles for use by Laboratory employees shall be managed by the Logistics Section. Each time a vehicle is used, the mileage log shall be completed so that data can be reported back to Motor Fleet Management monthly.

15.0 DNA Samples – All newly hired employees shall give a DNA sample for inclusion in the Forensic Biology Section Database of Employees for the purpose of exclusion of adventitious DNA profiles in casework. This sample shall be collected on the first day of employment or as soon as possible thereafter.

16.0 Separating Employees – When employees leave the employment of the Laboratory, all keys, access badges, and equipment shall be returned. A Memorandum shall be prepared to notify the District Attorneys of the separation. The Laboratory Separation Checklist shall be completed and placed in the employee's personnel file.

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header; removed old 3.5 SBI director from chain of command; 9.1 – changed Bureau to Laboratory; 10.0 – removed SBI-108; grammar
10/31/2014	3	10.1, 10.1.1 – added clarification on steps for leave request; 17.0 – added timing of collection of employee DNA sample
12/19/2014	4	3.0 – added Assistant Director; 11.3 – removed Mapper requirement
10/19/2015	5	7.0 – added location to maintain; 10.1 – removed Leave Authorization Slip and replaced with leave request; 12.0 Building Occupancy and 13.0 Security – removed and incorporated into the Procedure for Laboratory Security; 14.0 – updated for Laboratory motor pool
04/28/2017	6	6.0 – added new employee checklist 8.0 – added discipline Technical Leader 12.0 – removed phone duty requirement 16.0 – added requirements for separating employees