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## **Procedure for Release from Supervised Case Work and Reviewer Training**

- 1.0 Purpose** – This procedure specifies the requirements for release from supervised friction ridge analysis and impression casework and the release to conduct reviews.
- 2.0 Scope** - This procedure applies to Forensic Scientists in Latent Evidence at the Raleigh, Triad and Western locations of the State Crime Laboratory.

**Friction Ridge Analysis - Latent Print Comparisons** - Successful completion of a minimum of 100 cases with a full case review, 30 cases with a consultation prior to examination, and 6 months of supervised case work in the Latent Evidence Section (not to include proficiency tests, CODIS exams, or stop works) with no missed or erroneous identifications and approval from the Latent Evidence Training Coordinator will be required for release to conduct independent casework and reviews.

**Latent Print Processing** - Successful completion of a minimum of 30 cases with a full case review, 30 cases with a consultation prior to examination, and 6 months of supervised case work in the Latent Evidence Section (not to include proficiency tests, CODIS exams, or stop works) with no missed or erroneous identifications and approval from the Latent Evidence Training Coordinator will be required for release to conduct independent casework and reviews.

**Impression Evidence Analysis** - Successful completion of a minimum of 10 supervised impression evidence cases (not to include proficiency tests, or stop works) with no missed or erroneous identifications and approval from the Impressions Training Coordinator will be required for release to conduct independent casework and reviews.

Initial release to conduct reviews occurs after a pre-determined supervisory period of friction ridge analysis casework. Upon completion of the supervisory period, the analyst will be required to successfully complete a written exam on conducting reviews. When an analyst completes supervised impression evidence analysis, he/she will not be required to complete an additional exam on conducting reviews.

### **3.0 Procedure**

#### **3.1 Objectives**

- 3.1.1** Review the Laboratory and Section policies and procedures governing evidence handling, note taking and report writing.
- 3.1.2** Discuss the Lab Wide Procedure for Reviewing Laboratory Reports with the Training Coordinator or his/her designee.
- 3.1.3** Discuss the method of case file review with the Training Coordinator or his/her designee.
- 3.1.4** Successfully complete a written exam with a minimum score of 85 %.

#### **3.2 Study Questions**

- 3.2.1** Who is responsible for ensuring the accuracy of the technical aspects of a case record?
- 3.2.2** List at least 2 important elements to consider when reviewing case files.

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- 3.2.3** What is required in the FA Case Record when a Forensic Scientist discovers a discrepancy with submitted item(s)?
- 3.2.4** What are the 5 functions of a technical review according to the Procedure for Reviewing Laboratory Reports?
- 3.2.5** Which review has to be scheduled and completed first: a combined admin/tech or a verification review?
- 3.2.6** What items must be reviewed with special care on an amended laboratory report?
- 3.2.7** How are handwritten notes documented in the FA system?
- 3.2.8** Are ACE-V sheets required in the case file?
- 3.2.9** What documents are required to be in the CROR for a processing case? A comparison case involving an identifiable latent print and a SAFIS search?
- 3.2.10** Seal status documentation is required for which layer(s) of packaging during note taking?
- (Yes/No) Outer container
  - (Yes/No) Middle layers of officer packaging
  - (Yes/No) Innermost layer of suspect packaging

#### **4.0 References**

*North Carolina State Crime Laboratory Latent Section Technical Procedures*

*North Carolina State Crime Laboratory Latent Administrative Procedures*

*North Carolina State Crime Laboratory Procedure for Reviewing Laboratory Reports*

#### **5.0 Records – Training file**

#### **6.0 Attachments – N/A**

Revision History		
Effective Date	Version Number	Reason
10/19/2015	1	Original Document
04/07/2017	2	Header Update and 4.0 – Removed Digital reference.
02/01/2019	3	Section 2.0: modified training completion requirements for processing and comparison. Changed number references to be numerals only and not spelled out throughout document