

Procedure for Stop Work Orders

- 1.0 Purpose** – To establish the procedure for the completion of Stop Work Orders.
- 2.0 Scope** – This procedure applies to employees of the Evidence Control Section, employees performing duties related to Evidence Control, and analysts preparing Stop Work Reports. This procedure does not apply to case records associated with CODIS hit confirmations or notifications.
- 3.0 Definitions**
- **Administrative Document** – Documents pertaining to a case other than the Request for Examination of Physical Evidence Form, Laboratory Report and Case Notes.
 - **Case Record** – The body of work for one examination.
 - **Forensic Advantage (FA)** – The Laboratory's electronic information management system.
 - **Object Repository** – The module within FA into which all documents, data and other files are uploaded. FA has Section, Case, Case Record Object and Item Repositories.
 - **Criminal Justice Law Enforcement Data Services (CJLEADS)** – A secure, centralized database of comprehensive, up-to-date information about offenders for use by state and local criminal justice professionals.
- 4.0 Procedure**
- 4.1** Stop Work notifications may be received from the District Attorney's (DA's) offices and/or submitting agencies. Documentation regarding the Stop Work notification and court disposition, if available, shall be scanned and placed in FA. A note referencing the stop work notification shall be made in the Case Record. If Stop Work notification is received via FA web, then proceed to step 4.2. In addition, evidence submissions that fail to meet Laboratory acceptance criteria shall be assigned a Laboratory number in FA and processed as a Stop Work case. Forensic Scientist Managers shall ensure all stop work case records are completed.
- 4.1.1** The Laboratory receives auto-generated lists of cases identified by a computer search of CJLEADS for active cases in Forensic Advantage that are potentially adjudicated. Once a month, this list of cases is sent by the Laboratory to the respective DA's Office for review. The lists are stored in the Evidence Control Section Objects and the name of the file shall be noted in the case comments. At the time the Laboratory receives initial notification that the case may be adjudicated, the priority code of the case records shall be changed to 200 and analysis is halted. If the DA's Office does not respond within 30 days of receiving the case list, the case record(s) will be treated as a stop work as directed in **4.2**, **4.3**, or **4.4** and the evidence returned to the submitting agency unless the evidence is a sexual assault evidence collection kit. A comment shall be placed into the case record as directed in **4.8.4** or in the Laboratory Report as directed in **4.13**.
- Note:** Case records that involve testing of sexual assault evidence collection kits must have confirmation from the DA's Office before terminating the examination and returning the evidence.
- 4.2** If a Stop Work notification is received and the evidence is in possession of a Forensic Scientist, the Laboratory employee who received the notification shall message the Forensic Scientist and update the status of the case record in FA to indicate Stop Work Status (Priority value of 2) within two

business days of receipt. If analysis of the evidence has not begun, the Forensic Scientist shall complete either the Evidence Return Inventory Form according to **4.5** or print out the Full Case Report according to **4.8**. If analysis has begun, the Forensic Scientist shall complete the Stop Work Report according to **4.13** and the Procedure for Reviewing Laboratory Reports.

- 4.3** If a Stop Work notification is received and the evidence is still in Evidence Control's Vault, the Laboratory employee who received the notification shall update the case status of all pending case records to indicate Stop Work Status (Priority value of 2) within two business days of receipt. The Forensic Scientist Manager or designee shall complete either the Evidence Return Inventory Form according to **4.5** or print out the Full Case Report according to **4.8**.
- 4.4** If a Stop Work notification is received and the evidence is in the possession of an employee or a storage location not assigned to Evidence Control, the Laboratory employee who received the notification shall update the case status of all pending case records to indicate Stop Work Status (Priority value of 2) within two business days of receipt. The Forensic Scientist Manager or designee shall complete either the Evidence Return Inventory Form according to **4.5**, or print out the Full Case Report according to **4.8**.
- 4.5** If the Evidence Return Inventory Form is used, it shall document the reason the evidence is being returned un-worked or destroyed as follows:
- 4.5.1** The following item(s) of evidence is/are being returned per (method of notification) from (source of notification) by (method of return-FCM, UPS, etc.):
Agency Item(s) #____ or Sub-Item(s) #.
- 4.5.2** The analysis on (Item #____) has been terminated and the evidence has been destroyed per the submitted destruction order from (source of court order).
- 4.6** A pdf document of the Evidence Return Inventory Form shall be created and imported into the stop work case record.
- 4.7** If the stop work notification directs the Laboratory to destroy toxicology evidence, the destruction shall be performed according to the Procedure for Toxicology Evidence Handling.
- 4.8** If a printout of the Full Case Report will be generated, a statement shall be placed in the comment section of the case record to document the reason the examination is being terminated and disposition of evidence. Examples:
- 4.8.1** The enclosed evidence is being returned per (method of notification) from (source of notification) by (method of return – FCM, UPS, etc.).
- 4.8.2** The analysis on (Item # ____) has been terminated and the evidence has been destroyed per the submitted destruction order from (source of court order).
- 4.8.3** The analysis of this case was outsourced in accordance with an agreement with the District Attorney's office.
- 4.8.4** A notification was received from an automated cross-check between CJLEADS and the Laboratory's case management system which indicated this case appears to have been

adjudicated. A request for confirmation has been made to the DA's Office and the 30 day hold on examination has expired. All pending examinations are being discontinued and the evidence will be retained for pick-up unless otherwise authorized. A request for reinstatement of examination must come via the DA's Office.

4.8.5 The enclosed evidence is being returned by (method of return – FCM, UPS, etc.) because it does not meet submission criteria.

4.8.6 The evidence will be retained until otherwise authorized.

NOTE: Click "Save/Close" after adding comments.

4.9 All evidence shall be assigned to the Case Record in FA. When using the Full Case Report method, an evidence address label shall be printed as follows when an agency has authorized the return of the evidence by mail or courier.

4.9.1 Select the item(s) of evidence and click on the evidence transfer button.

4.9.2 Select Return to Agency as the transfer type, select the appropriate return method, click "Return to Inv. Off." and click on the Address Label button.

4.9.3 Ensure that the address shown matches the address on the submission form. If the correct address is not displayed, click on the red "X" until the correct address is populated. Click "OK" to print address label.

NOTE: Address label must be printed on dedicated Zebra printer using 2x3 label stock.

4.10 The stop work case record shall be terminated after importing the Evidence Return Inventory Form or adding statements into the comment section of the case record. The stop work case record shall be published. When publishing the case record, type "Stop Work" in the comment section and remove the check mark for Lab Report and Worksheet if none exist.

4.11 Once the process is completed and the Evidence Inventory Return Form or Full Case Report is printed, the evidence shall be returned, retained, or destroyed as stated on the form or comment section in the case record. To print out the Full Case Report: open the case record; select "File"; select "Print"; select "Case (Default)"; and select the format "FAS Standard Case Report for 2.33".

4.12 Multiple stop work case records – if the Evidence Return Inventory Form is used, it shall be imported into the Case Object Repository. If the Full Case Report method is used the statement shall be placed in the comment section of each stop work case record.

4.13 If the stop work order is received and the case is in the process of being examined, the Forensic Scientist shall prepare a Laboratory Report using the following guidelines.

4.13.1 When a request for termination of analysis is received and work on that case has started, all technical analysis conducted on evidence shall end and a Report shall be generated. If the Forensic Scientist has not completed his/her Report at the time of the request for termination

of a case, a statement to this effect shall be included in the Report for each Section with outstanding examinations. The following statement shall be included in the Report:

4.13.1.1 The Laboratory received notification that this case no longer requires examination. The analysis of this case has been terminated. No results or conclusions are being reported.

4.13.1.2 A notification was received from an automated cross-check between CJLEADS and the Laboratory's case management system which indicated this case appears to have been adjudicated. A request for confirmation has been made to the DA's Office and the 30 day hold on examination has expired. All pending examinations are being discontinued. A request for reinstatement of examination must come via the DA's Office. No results or conclusions are being reported.

4.13.2 If all analytical work has been completed, but no report was generated at the time the termination request was received, the following statement shall be included in the Report:

4.13.2.1 The Laboratory received notification that this case no longer requires examination. The analysis of this case was completed prior to that notification; however, the Laboratory Report was not generated. No results and conclusions are being reported.

4.13.2.2 A notification was received from an automated cross-check between CJLEADS and the Laboratory's case management system which indicated this case appears to have been adjudicated. A request for confirmation has been made to the DA's Office and the 30 day hold on examination has expired. The analysis of this case was completed prior to that notification; however, the Laboratory Report was not generated. All pending examinations are being discontinued. A request for reinstatement of examination must come via the DA's Office. No results or conclusions are being reported.

4.13.3 If all analytical work has been completed and a report has been generated, but the review(s) is/are not complete at the time the termination request is received, the Forensic Scientist shall report the results. The following statement shall be included in the Report:

4.13.3.1 The Laboratory received notification that this case no longer requires examination. The analysis of this case was completed prior to that notification; therefore, the results and conclusions are included below.

4.14 The functions described herein may be performed by a Forensic Scientist Manager/Supervisor or his/her designee.

5.0 References – N/A

6.0 Records

- List of Authorized Reviewers
- Destruction Verification Form

7.0 Attachments – N/A

| Revision History | | |
|-------------------------|----------------|---|
| Effective Date | Version Number | Reason |
| 09/17/2012 | 1 | Original ISO Document |
| 12/07/2012 | 2 | Clarified stop work flow to include evidence in vault and evidence in technician's possession as well as a time limit for status update. This document was moved from ECU Section Procedure to the Lab-wide procedures due to multi-Section applicability. |
| 02/01/2013 | 3 | 4.6 - added Procedure for Reporting Results |
| 03/08/2013 | 4 | Added 4.8 |
| 08/16/2013 | 5 | Clarified all of Procedure 4.0 to align the communication process with the message function in FA and to eliminate the lab report requirement if no work has been started. |
| 10/16/2013 | 6 | 4.5 and 4.6 - added destruction order instructions and wording for inventory form; 2.0 - added wording to clarify scope; 4.7 – added that the evidence must be assigned to the case record containing the Evidence Return Inventory Form; 4.8 - clarified instructions; added issuing authority to header; removed SBI-5 form references. |
| 04/18/2014 | 7 | 4.1 - removed reference to US mail, 4.2, 4.6 through 4.9 – added information about placing statement in comment section of case record; 4.5.1 – added Sub-Item(s)#, modified 4.3,4.4, by adding the technician shall complete the evidence return inventory form or print out the full case report, added 4.11 |
| 08/29/2014 | 8 | 4.1 - added option for case record object repository and clarified steps to be followed for Stop Works received via first class mail; 4.3 - added supervisor if employee no longer employed |
| 10/31/2014 | 9 | 4.1 - added ability to place scanned stop work notification anywhere in FA; 4.4 - added storage location and Forensic Scientist Manager notification and added Forensic Scientist Manager or designee for completing the stop work; 4.5.1 and 4.8.1 - removed unanalyzed; 4.7 - made destruction verification a standalone item and added a requirement for verification of documentation authorizing destruction; Added Destruction Verification Form as a record. |
| 02/27/2015 | 10 | 4.8.3 - Added statement for outsourced cases; updated issuing authority in header |
| 10/19/2015 | 11 | 4.2 and 4.3 - updated section reference 4.8.1 - deleted "are" 4.8.4 – added statement for cases that do not meet submission criteria |

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| 04/28/2017 | 12 | 4.1 – added Forensic Scientist Manager responsibility to ensure stop works are completed. 4.3 and 4.4 – removed messaging requirement 4.3 – added Manager or designee responsibility for completing stop work 4.4 – replaced technician with employee 4.8.5 – added retained until otherwise authorized 4.11 – added retained |
| 03/15/2019 | 13 | 3.0 – added CJLEADS 4.1.1, 4.8 – added workflow and reporting for automated stop work notifications 4.2 – updated reference for stop work Laboratory Reports 4.13 – added instructions on reporting stop works on Laboratory Reports |