

	Quality Management System Procedure Pitt County Sheriff's Office Forensics Services Unit Issued by the Quality Manager	Effective Date: 2018/10/17	Ver: 1
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- 1.0 Purpose** This procedure specifies the required elements to become a case file reviewer.
- 2.0 Scope** - This procedure applies to qualified Personnel in the Pitt County Sheriff's Office Forensic Services Unit.
- 2.1 Prerequisites for beginning this module**
- 2.1.1** Have at least two years of casework experience in the field of forensics, or an equivalent amount of experience utilizing instrumentation and equipment found in the appropriate section.
 - 2.1.2** No misidentifications in casework.
 - 2.1.3** Be qualified to testify in court.
 - 2.1.4** Receive approval from the laboratory Quality Manager and section Technical Leader.
- 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 Administrative and Technical Section Review Checklist with the Technical Leader or his/her designee.
 - 3.1.3** Successfully complete a practical exercise by completing mock administrative and technical reviews as directed by the section Technical Leader (or his/her designee).
 - 3.1.4** Successfully complete a written competency exam with a minimum score of 85%. (Successful completion of an advanced course or laboratory training program with written competency test or final in the area of review will satisfy this requirement).
- 3.2 Practical/Laboratory Exercises**
- 3.2.1** The analyst will be given mock case files to review.
 - 3.2.2** The analyst will document, in writing, any issues they observe or any questions they would discuss with the caseworker.

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3.2.3 Any major discrepancies not found by the analyst shall be noted and discussed with the Technical Leader.

3.2.4 All significant mistakes relating to case notes and case reporting shall be discovered by the analyst in order to successfully complete this objective.

3.2.5 A copy of the sections Administrative and Technical Review Checklist and the mock case files shall serve as documentation for this exercise.

4.0 References

- Section Technical Procedures
- Section Administrative and Technical Review Checklist

5.0 Records

- See section training procedures

6.0 Attachments

N/A



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REVISION HISTORY

CURRENT VERSION	EFFECTIVE DATE	SUMMARY OF CHANGES
1	2018/10/17	Original Document.

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