

Appendix III: Administrative Functions

I. INTRODUCTION

There are a variety of administrative functions necessary for the section to operate efficiently and effectively. Cases must be received, logged in and properly secured; properly marked for future identification; adequate notes must be recorded for examinations conducted; evidence should be worked in the correct order; and adequate reference files should be maintained for casework and testimony.

II. PROCEDURE

A. Evidence Receipt, Marking, Return and Security

All evidence submitted to the section will be handled as follows:

1. A completed electronic **Service Request** is submitted by the requesting customer in PLIMS. **Hard copies may be accepted due to extenuating circumstances.**
2. Evidence is received from the Property **and Evidence Management Division**. All evidence will be received in a properly sealed evidence envelope or other appropriate container.
3. All evidence received will be stored in the Questioned Document Evidence File **when not being worked.**
4. Upon completion of the examination(s), evidence submitted will be properly repackaged and returned to **the Property and Evidence Management Division** prior to the case being administratively reviewed.
5. All questioned evidence that contains any type of writing or printed material shall be scanned prior to being transferred to the Latent print section of the lab. The scans **will be entered into PLIMS.**
6. The door to the Questioned Document Section is to be secured when the examiner leaves the front office.
7. The Questioned Document Evidence File is to be locked during non-business hours.

B. Reports

A signed official report will be executed for each case examined by the section. At a minimum the reports will contain the following:

1. Header containing investigators name, date of report, complaint number and type of case.
2. Information about the date the evidence was submitted and by whom.
3. Examinations conducted
4. An "Items Submitted" section containing a description of the evidence submitted.
5. A "Results of Examination" section containing conclusions made as a result of the examination.
6. A "Remarks" section containing information which may aid the investigator and the disposition of the evidence.
7. The signature of the examiner.

C. Case Files

A case file will be established for each case submitted to the section for examination. At a

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minimum the case files will contain the following:

1. A copy of the Charlotte-Mecklenburg Police Property Report.
2. A copy of the Laboratory Evidence Analysis Request Form.
3. All notes taken during the examination to include charts from instrumental analysis and photocopies of ESDA results.
4. Photocopies of questioned and known material submitted in the case. If the volume of material is large, a representative sample of the material is acceptable.
5. If the case is submitted to perform a comparison of questioned material to the Bank Robbery Note File (BRNF) then only the items submitted need to be photocopied along with any exhibits contained in the BRNF that the questioned material is associated with.
6. The official report executed by the examiner for the case.

D. Case Priority

Cases will be worked chronologically based on their priority. The priority is as follows:

1. High Priority - Internal Affairs investigations, homicides, bank robberies and those going to court soon.
2. Low Priority – Fraud cases such as credit card fraud, forgery and embezzlement.

E. Reference Files

1. All questioned bank robbery notes will be photocopied and archived for future comparison. The photocopy will be stamped with the complaint number and "Reference File". Each time a new note is added to the file the appropriate information will be added to the Index for the file. If a questioned note is found to be in agreement with any item(s) in the bank robbery note file then the original note from the associated case will be pulled for comparison purposes. The bank robbery note file will be stored in the section evidence file.
2. The Questioned Document Section will maintain a genuine currency file for comparison purposes. Any additional currency added to the file will be listed on the index that accompanies the file. The genuine currency file will be stored in the section evidence file.
3. The section will maintain a Questioned Document Article Library containing magazine and journal articles about forensic document examination. These articles will be pertinent to casework and giving testimony.

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<u>History</u>	<u>Issue Date</u>	<u>Section(s) Revised</u>
Original Issue	11/18/99	N/A
1 st Revision	10/16/00	II C 3
2 nd Revision	9/4/01	II C 5 & 6
3 rd Revision	04/26/06	II A1;3-5&7; IIB1; and IIC1-3
4 th Revision	4/15/11	IIA1, IIA5, IIE1 and IIE2
5 th Revision	6/2/11	Added Division to Header and Issuing Authority to Footer
6 th Revision	10/13/11	Added III.II.3.B
7 th Revision	11/29/12	Added II.A.6 and Bank Robbery Notes to II.E.1
8 th Revision	4/6/14	Added information to II For the implementation of PLIMS

Approval

Director _____ Date:
Matthew C. Mathis

Issuance

Criminalist _____ Date:
Jeffrey S. Taylor