# MICROANALYSIS REQUEST DATABASE

## USER MANUAL



Issue Date	History	
05/17/06	Original Issue	
<b>Approval</b>		
Director	Roger C. Thompson	Date:
	riogor et riionipoon	
<u>Issuance</u>		
Chief Criminalist	Jane S. Burton	Date:
	Jane 5. Durton	

Timothy A. French

Criminalist

Date:

### TABLE of CONTENTS

Section	Title	Page
1	Introduction	- 1
2	Entering Requests	- 1
3	Taking Possession of a Case	- 1
4	Cases that are not worked	- 2
5	Queries/Reports	- 2

#### 1 INTRODUCTION

The purpose of this manual is to familiarize new employees with databases employed in the Microanalysis Section of the laboratory to track requests for examination.

This document will also serve to set standardized guidelines for all personnel who enter data to follow. In order for the database to provide accurate information, the data must be entered in the same format each time by every analyst.

The database is currently located on the department R drive at:

 $R:\colored{Crimelab\colored} Note that the constraints of the colored colore$ 

Each person in the section will have a short-cut on their desktop PC to access the database.

#### 2 ENTERING REQUESTS

The requests for examination come from either detectives or officers. Once received, a request is date stamped with the date it is submitted to the lab. The case request is then entered into the database. This is done using the "Request Backlog" form in the database. Once the form opens, click on the "Add New Request" button and the form will show a blank record. The complaint number is entered and then the "Search for other requests for this case" button can be clicked to be sure that there is not an outstanding request already for this case. If there is, the report will show the request. Depending on the situation, the request will then either be placed into the case file with the existing request, given to the analyst that has already taken possession of the prior request, or in the case of a different examination type, a new case file may be generated. If a new request is being entered into the database, the following information needs to be filled in: date of request (the date the officer requested the exam), the type of case, the unit (serology, DNA or trace) and the type of exam.

In the situation where a DNA analyst is working/screening a serology case and then proceeds to perform DNA analysis on the evidence, a second request for the case will need to be entered into the database and the analyst will simply take possession of the new DNA request. In this case the date of the new (DNA) request is the date that it is entered into the database. Similarly, if someone other than a DNA analyst completes a serological screening and there is evidence that is suitable for DNA analysis, a new case file will be generated and a new entry made in the database.

#### 3 TAKING POSSESSION OF A CASE

### CHARLOTTE MECKLENBURG POLICE DEPARTMENT CRIME LABORATORY MICROANALYSIS SECTION

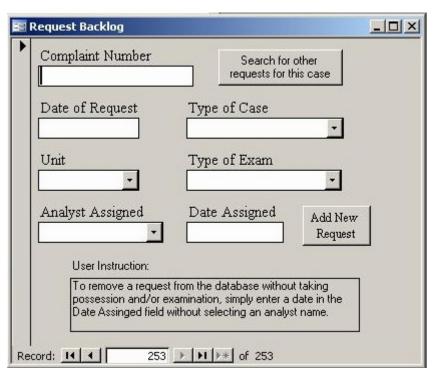
once the evidence is received. The data from the request database is not linked to the LIMS database

#### 4 REQUESTS THAT ARE NOT COMPLETED/WORKED

In the event that a request is no longer needed, the case is dropped or for any reason is not to be examined, a date will be entered in the "date assigned" field, but no analyst will be listed in the "analyst assigned" field. This will allow for searches of requests that were not worked. Therefore, if an analyst takes possession of a case that they feel may not be worked, they have two options. The first is that they should not enter their name in the analyst field until after they have had communications with the requesting officer. A second option is for the analyst to simply go back to that record and remove their name from the case when it is dropped. In this instance, someone searching for the case file will know who has the file once it is removed from the request stack.

#### 5 QUERIES/REPORTS

There are numerous queries and reports for generating lists for case prioritization and statistical calculations. New queries and reports may be written as needed.



Current data entry form.