	<p align="center"><b><i>Latent Procedure</i></b></p> <p><b>Pitt County Sheriff's Office Forensics Services Unit</b>  <i>Issued by Technical Leader</i></p>	<p><b>Effective Date:</b> 2018/10/23</p>	<p><b>Ver:</b> <b>3</b></p>
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## **Technical Procedure for Conducting Reviews**

**1.0 Purpose** - This procedure outlines how to conduct technical, administrative, clerical, verification, and full case reviews.

**2.0 Scope** - This procedure applies to all reviews of Laboratory casework conducted within the latent discipline.

### **3.0 Definitions –**

- **Master Case File** – All-encompassing documentation stored in RMS, image/data drives and hard case file for case documents, Images, charts and supportive data cross referenced by master case number.
- **Technical Review sheet:** Form to be filled out on all technical, full case/supervised and administrative reviews.

## **4.0 Equipment, Materials and Reagents**

### **4.1 Equipment and Materials**

- Case record with all applicable notes, worksheets, reports, administrative documents and evidence submission forms
- Technical, administrative, and clerical review sheet

### **4.2 Reagents – N/A**


## **5.0 Procedure**

### **5.1 Technical, Administrative, Clerical, and Verification Reviews**

**5.1.1** Technical and administrative reviews shall be conducted in accordance with QSP# 5-9-4 Procedure for Administrative and Technical Review.

**5.1.2** Verification reviews as a part of Technical Review - All latent ridge detail (fingerprint, palmprint and footprint,) identifications shall be verified prior to conducting the full technical and administrative review. Friction Ridge identifications and exclusions shall be verified prior to conducting the technical review, the evidence (latent lifts, photographs, scans, and/or known standards/exemplars) shall be retained in the Case File for the duration of the review process. Once the verification review is complete the latent evidence shall be returned to evidence control with all necessary legible copies retained in the case file. The verification review shall be documented in the review details of the case record within Master Case file.

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**5.1.3** The Examiners shall schedule the verification review first. Once complete, the Examiners shall schedule a combined technical and administrative review. If no verification review is required, the Examiners shall schedule a combined technical and administrative review.

## **5.2 Full Case Reviews**

**5.2.1** A full case review (Examination of all evidence and results) shall be conducted on all cases involving a death or case that is worked by Analyst that is under supervisor review. These reviews shall be in addition to any cases randomly selected by the Technical Leader or Quality Manager. The Technical Leader may assign other Examiners within the section to conduct full case reviews. A difference of opinion in any part of the review shall be handled as provided in the Laboratory Procedure for Reviewing Laboratory Reports.

**5.2.2** The Examiners/Technicians needing the full case review shall be responsible for the following:

**5.2.2.1** Ensuring all evidence containers remain unsealed until the review is complete. In the event the evidence is sealed the examiners completing the case is responsible for opening all containers. In the event that the case contains comparison evidence, the evidence (latent lifts, photographs, scans, and/or comparison standards/exemplars) shall remain in the case file for the duration of the review.


**5.2.2.2** Ensuring all evidence is available to the Examiners reviewing the case. In the event of bulky, hazardous, or other cases with special circumstances, alternate arrangements for the review should be made in accordance with policies and procedures.

**5.2.2.3** Ensuring the technical and administrative review is scheduled with the Examiners Manager or designated Examiners.

**5.2.3** The Examiner conducting the full case review shall be responsible for the following:

**5.2.3.1** Ensuring all technical and administrative details of the case are reviewed pursuant to the criteria noted for full case or supervised case reviews.

**5.2.3.2** Viewing all evidence to ensure that appropriate processing methods have been utilized in the case.

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**5.2.3.3** Evaluating and comparing all latent lifts, photographs, and/or images. Upon the completion of the comparison review, the evidence in the reviewer's custody shall be transferred back to the working analyst.

**5.3 Standards and Controls – N/A**

**5.4 Calibration – N/A**

**5.5 Sampling – N/A**

**5.6 Calculations – N/A**

**5.7 Uncertainty of Measurement – N/A**

**6.0 Limitations - N/A**

**7.0 Safety - N/A**

**8.0 References – N/A**

**9.0 Records – N/A**

**10.0 Attachments – N/A**



## ***Latent Procedure***

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### **REVISION HISTORY**

<b>CURRENT VERSION</b>	<b>EFFECTIVE DATE</b>	<b>SUMMARY OF CHANGES</b>
1	2016/07/01	Original Version
2	2018/04/01	Removed Supervised case review reference , Change revision history table, Issue date changed to effective date, Rev# to Ver#
3	2018/10/23	Added reference to Technician, Deleted reference to impression evidence. Added under supervisor review for full case review , fix spacing and grammar issues

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