

	<b>QM 4.0 General Requirements</b>	
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	Document Manager: Ryan Larrison	Approved By: Ryan Larrison

## 4 General Requirements

### 4.1 Impartiality

#### 4.1.1

The Michigan State Police (MSP) Forensic Science Division (FSD) is required to comply with all MSP Official Orders. Official Orders 1 and 2 specifically contain policies to ensure that all personnel are free from any undue pressures and influences. Additional information may also be found in [LOM 1.11 Personnel Issues](#).

#### 4.1.2

The FSD Division Commander reports directly to the Deputy Director of the Field Support Bureau of the Michigan State Police. This allows for independence of the FSD from the rest of the organization.

Executive management has the authority to set policy for FSD. Additionally, Key management has the authority to set supplemental policy within their scope of responsibility (Laboratory or Discipline). Executive and Key management shall be committed to creating policy that promotes an environment of impartiality.

#### 4.1.3

The MSP FSD has conflict of interest and supplemental employment policies set forth in Official Orders 1, 2, and 033 that provide guidance concerning any situations that could lessen confidence in the competence, impartiality, judgment or operational integrity of the FSD Laboratory system.

##### 4.1.3.1

The Forensic Science Division is committed to good professional practice. The concepts contained within the ANAB Guiding Principles of Professional Responsibility for Forensic Service Providers and Forensic Personnel form the foundation for professional excellence. Official Order 1, Article 4 Code of Conduct provide additional clarification regarding the commitment to good professional practice by laboratory employees.

The Laboratory Director shall ensure that the [ANAB Guiding Principles of Professional Responsibility for Forensic Service Providers and Forensic Personnel](#) is reviewed annually by all laboratory personnel. The review may be conducted during a laboratory meeting or administered individually through Qualtrax. If the principles are reviewed during a meeting, the Laboratory Director shall review the principles and allow for feedback and/or questions from the employees. If the principles are reviewed individually, laboratory personnel are encouraged to direct feedback and/or questions to their respective Laboratory Director. Verification and documentation of the laboratory personnel review of the principles shall be documented, retained and appropriate action taken when necessary.

#### 4.1.4

The MSP FSD is committed to the on-going evaluation of risks associated with impartiality. The MSP FSD identifies risks to its impartiality by:

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- Ensuring each employee completes a CS-1783 Disclosure of Interest form annually as required by Civil Service Commission Rule 2-8.
- Maintaining an internal process that allows employees to report potential risks to impartiality. Risks to impartiality will be listed and evaluated as part of the annual management system review.
- Ensuring that employees complete a PD-14 Supplemental Employment form prior to engaging in supplemental employment and annually thereafter.
- Annually reviewing the Guiding Principles of Professional Responsibility for Forensic Service Providers and Forensic Personnel.
- Monitoring courtroom testimony for elements of impartiality such as freedom from bias, neutrality and lack of prejudice.

### 4.1.5

A reported risk to impartiality may be handled through the Department's Professional Standards section or [LOM 2.11 Discrepancies and Corrective Actions](#), dependent upon the specific details of the risk to impartiality.

## 4.2 Confidentiality

### 4.2.1

The Michigan State Police (MSP) Forensic Science Division (FSD) has policies and practices to protect contributor's confidential information obtained or created during the performance of its activities (see LOM [3.3 Laboratory Reports](#), [LOM 3.2 Using Forensic Advantage](#), MSP Official Orders 1 and 5). These commitments shall be legally enforceable.

The MSP FSD shall inform the customer in advance, of the information it intends to place in the public domain.

Except for information that the customer makes publicly available, or when agreed between the FSD and the customer, all information is considered proprietary information and shall be regarded as confidential. (LOM 1.15 Release of Information)

### 4.2.2

When required by law to provide confidential information, the customer shall be notified unless it is prohibited by law ([LOM 1.15 Release of Information](#)).

### 4.2.3

Information about the customer, obtained from sources other than the customer, shall be considered confidential between the customer and FSD. The source of the information shall be confidential to the FSD and shall not be shared with the customer unless agreed to by the source of the information. [LOM 1.15 Release of Information](#).

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#### 4.2.4

Personnel, including any internships, committee members, contractors, personnel of external bodies, or individuals acting on behalf of MSP FSD shall adhere to policies and procedures regarding confidentiality except as required by law ([LOM 1.15 Release of Information](#)).