

	<b>QD-PM 1.0 Preface</b>	
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	<i>Document Manager: Cheryl Lozen</i>	<i>Approved By: Ryan Larrison</i>

## 1.1

The responsibilities and duties of a Michigan State Police Forensic Document Examiner are many and varied. Because of the infinite variety of circumstances that can be encountered in casework scenarios, specific cases may require adaptations of the usual or common procedures. References cited in the listed procedures are not the only reference for a specific topic. Additional reference material may exist which may be useful. The conscientious forensic document examiner should never hesitate to refer to the available literature, or consult with other qualified forensic document examiners, for assistance in solving a particular problem and/or to further explore new developments within the field.

## 1.2

The procedures contained in this manual cannot be considered all encompassing. They represent the basic foundations from which various types of routine forensic document examinations can be made and are intended to serve as guidelines only.

## 1.3

Procedures in this manual may have an ANSI AAFS Standards Board (ASB) Standard, ASTM International Standard/Guide, or a Scientific Working Group for Forensic Document Examination (SWGDOC) Standard, specific to the procedure being performed, listed in the reference material. In these procedures, the ASB Standard, ASTM International Standard/Guide or SWGDOC Standard is to be considered during the examination process.

Examiners are required to familiarize themselves with ASB Standards, ASTM International Standards/Guides and SWGDOC Standards, applicable to questioned document examinations and/or general forensic science practices, and the scientific underpinnings of each standard or guide.

For referenced ASTM Standards/Guides or SWGDOC Standards regarding technical procedures, criteria listed should be met or exceeded during the examination process, wherever reasonably possible.

For referenced standards or guides regarding overall laboratory practices, the FSD Laboratory Operations Manual is the controlling document.

Note: The ASTM International Standards/Guides and SWGDOC Standards of the same name contain the same content. For the most part, the ASTM documents are referenced in this manual. The ASTM documents are controlled documents and they are the most current consensus documents where referenced. Though a few of the ASTM documents are expired, they are still the most recent standards from a national consensus body.

## 1.4

### Questioned Documents Supplies

- Critical Items (consumables, supplies, and services) for QD:

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Item	Supplier	Justification/Information	Location of Documentation
Supplies needed to utilize the ESDA	Foster + Freeman	Other available supplies were evaluated and were not suitable	<a href="#">ESDA - Critical Consumable Supplies Testing</a>

- Other consumables, supplies and/or services used in the Questioned Document Unit may be important but are not deemed critical.

## 1.5

Reference material listed in or linked to this manual is not all inclusive and should be used as the beginning of researching the specific topic area.

### REFERENCE

SWGDOC Standards: [www.swgdoc.org/index.php/standards/published-standards](http://www.swgdoc.org/index.php/standards/published-standards)

ASTM International:

**E444 - 09** [Standard Guide for Scope of Work of Forensic Document Examiners](#)

**E1492 - 11(2017)** Standard Practice for Receiving, Storing, and Retrieving Evidence in a Forensic Science Laboratory

**E1732 - 19** Standard Terminology Relating to Forensic Science

**E2195 - 09** [Standard Terminology Relating to the Examination of Questioned Documents](#)