

	QD-PM 3.0 Casework Reception and General Procedures	
	<i>Document #: 2983</i>	<i>Page 1 of 3</i>
	<i>Revision #: 1</i>	<i>Issued Date: 12/28/2017</i>
	<i>Document Manager: Cheryl Lozen</i>	<i>Approved By: Jeffrey Nye</i>

3.1 Case Reception

3.1.1

Cases are generally received in person, by U.S. Mail, UPS, FedEx, or other commercial carrier at the laboratory's front desk. Cases are logged into Forensic Advantage by laboratory administrative staff that ensures an FSD-7 Laboratory Examination Request form is received and scanned into the Object Repository.

Case acceptance is based on the FSD's submission policies.

3.2 Evidence Storage

Follow normal laboratory evidence storage policies and procedures.

Evidence for cases in progress may be stored in a limited access area such as a laboratory area, locked office or locked drawer/file cabinet.

3.3 Casework Procedures

3.3.1

Remove the evidence from the storage location and transfer the evidence to personal custody, for exam, in Forensic Advantage.

3.3.2

Break down the evidence in Forensic Advantage & assign examinations accordingly. When practical, evidence shall be marked with the laboratory number, an item number and initials. Evidence must be marked prior to being imaged. Descriptions of each item of evidence received shall be noted in the case record. Non-evidence items received (for example, attachments to known exemplars with no writing) may be described in the actual evidence item description.

3.3.3

Image the evidence for inclusion in the case record.

3.3.4

Perform the appropriate examinations and complete the appropriate worksheets in Forensic Advantage. If paper worksheets are used, the paper worksheet and supporting examination documentation will be scanned and placed into the Object Repository of Forensic Advantage. In this event, this will be noted in the worksheet in Forensic Advantage that the examination documentation may be found in the Object Repository.

3.3.5

Case notes and case documentation shall include all items examined (unless physically prohibited) and shall be sufficient to support the examinations conducted and conclusions rendered, to the level that in

	QD-PM 3.0 Casework Reception and General Procedures	
	<i>Document #: 2983</i>	<i>Page 2 of 3</i>
	<i>Revision #: 1</i>	<i>Issued Date: 12/28/2017</i>
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the absence of the examiner, another qualified examiner or supervisor would be able evaluate what was done and interpret the data. In addition, notes of observations and conclusions, arrows, diagrams, or other means of noting items of significance, must sufficiently delineate exemplar material used in the comparison process to support the given conclusion. It is understood that it may not be possible, practical or necessary to mark all items of significance.

3.3.6

Complete appropriate worksheets in Forensic Advantage comprising examination documentation supporting any findings.

3.3.7

Build and complete the laboratory report in Forensic Advantage.

3.4 Administrative & Technical Review

3.4.1

Upon completing a case the examiner will request an administrative and technical review in Forensic Advantage.

3.4.2

Completion of forensic document examination administrative and technical reviews shall be documented through the Forensic Advantage case review screen.

3.4.3

A qualified examiner in the QD Unit will conduct a thorough review for accuracy and completeness of all case related materials, including the report, worksheets, images, spectra, or any other case documentation. The technical review shall include a review of documented observations and opinions offered by the examiner for technical accuracy and completeness.

3.4.4

All reports shall be technically and administratively reviewed in accordance with the FSD Laboratory Operations Manual 2.6.

3.4.4.1

Instances may occur when a single examiner is working in the QD Unit (others are on travel or vacation) and due to the number of available staff, an administrative and technical review may need to be conducted by transmitting review materials to an examiner remotely via electronic means. In this event, documentation of this occurrence, including reasons for the remote review together with materials used to accomplish the review, documenting compliance with 2.6 of the FSD Laboratory Operations Manual, shall be made a permanent part of the case record.

	QD-PM 3.0 Casework Reception and General Procedures	
	<i>Document #: 2983</i>	<i>Page 3 of 3</i>
	<i>Revision #: 1</i>	<i>Issued Date: 12/28/2017</i>
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3.5 Evidence Return

3.5.1

When returning evidence, ensure that all evidence is accounted. Return evidence according to Evidence Section 4.6 of the FSD Laboratory Operations Manual.

REFERENCE

FSD Laboratory Operations Manual

Questioned Documents Procedures Manual