

CASE RECORDS AND REPORTS**5.1 PURPOSE**

To complete case paperwork and write a report of examination results.

5.2 RESPONSIBILITY

Forensic Science Examiners from the Division of Scientific Services who have been trained in case completion and writing of reports according to FB SOP-26 (Training Manual and Checklist) and GL-4 (LIMS/Justice Trax).

5.3 DEFINITIONS

LIMS: Laboratory Information Management System

5.4 PROCEDURE

- A. A secure and password protected LIMS computer system is used in accordance with GL-3 (Security) and GL-4 (LIMS/Justice Trax).
- B. The case number and Analyst's initials must be on every page in the case jacket. The case number (when necessary to write) and Analyst's initials are typically written in the upper right hand corner.
- C. Place all completed Quality Record Worksheets in the labeled case jacket.
- D. Place the completed General Reagent Sheet (FBQR-09) in the case jacket, if reagents are used.
- E. If further examination in another Unit is required, print the appropriate LIMS Evidence Transfer Receipt and/or fill out the Request for Examination Sheet (FBQR-10). Include a copy of the print out or a copy of FBQR-10 for the FB case jacket as necessary.
- F. For cases in which a Forensic Biology report is issued, follow the instructions below. (Forensic Biology reports may not be issued for cases examined according to Case Management Work Instruction-01 (DNA Outsourcing and Sample Prep) or those with only a Biology Knowns request, Forensic Biology Sample Prep request or SEM Sample Prep request.)
- G. Place any additional paperwork in the case jacket. Examples may include but are not limited to:
 1. Casework Checklist Review Sheet (FBQR-12)
 2. Review Notes Worksheet (FBQR-21)
 3. Evidence Receipt/Request
 4. LIMS case notes as needed
 5. Conversation/Message Forms
 6. Amended Report Checklist Review Sheet (FBQR-12A)
 7. Other

- H. Generate a report (including Supplemental and Amended/Revised reports) through the LIMS computer system according to GL-4 (LIMS/Justice Trax).
1. Include the following:
 - a. List of evidence with Laboratory submission numbers, include submitting agency item numbers if available; Note: Include only the initials of the victim's name in a sexual assault case report.
 - b. Examination method
 - c. Evidence description
 - d. Results of examination/test(s)
 - e. Disposition of sample
 - f. Disposition of evidence
 - g. Report statements (see below)
 - h. The signatures of the Analyst and Technical Reviewer, located above these designations
 - i. The Analyst's and Technical Reviewer's names and titles
 2. Maintain the draft report and a copy of the final report in the case jacket.
 3. If samples are being forwarded to another Unit for further examination, forward the appropriate paperwork.
 4. Supplemental Reports (additional evidence) will be identified within the report header. Maintain a copy in the case jacket.
 5. Amended/ Revised Reports (corrections) will be identified within the report header.
 - a. A letter will accompany the Amended/Revised Report referencing the original report.
 - b. Maintain a copy of each in the case jacket.
- I. All paperwork in the case jacket and the report are reviewed by the Technical Reviewer and Administrative Reviewer (a Lead of the Forensic Biology Unit or designee).
- J. The Technical and Administrative Reviewers will check off, date and initial the Casework Checklist Review Sheet (FBQR-12) and Review Notes Worksheet (FBQR-21). The duties of the Technical and Administrative Reviewers are specified on quality record FBQR-12.
- K. The Analyst and the Technical Reviewer will complete the LIMS computer system milestones according to GL-4 (LIMS/Justice Trax) when their case review responsibilities have been completed.
- L. For additional information, please refer to GL-18 (Case Reviews).

5.5 SUGGESTED REPORT STATEMENTS

Serological test result statements, Trace material and Physical match report statements are included in the appropriate FB SOP.

[] = appropriate description

A. Supplemental Report

For a complete list of evidence submitted and results of examination obtained, please refer to the Forensic Biology Report(s) dated [].

B. Examination method

All examinations were conducted macroscopically unless otherwise noted. Serological results reflect the analysis of a portion of the sample tested.

C. General Description

- Submission/item # [] consisted of one (1)/a Sexual Assault Evidence Collection Kit containing the above-/previously listed items.*
- Submission/item # [] consisted of one (1)/a [].*

D. "Touch" DNA

A sample(s) was/were collected from [] of this/these [] and retained at the Laboratory/forwarded for DNA analysis.

F. Tissue-like Material

- Tissue-like material(s) was/were located on [].*
- Tissue-like material(s) was/were located upon/during microscopical examination of [].*
- No tissue-like material(s) was/were noted on [].*
- No tissue-like material(s) was/were noted upon/during microscopical examination of [].*

G. No further/serological testing

- No further testing was conducted on this/these [] at this time.*
- No further serological testing was conducted on this/these [] at this time.*
- No serological testing was conducted on this/these [] at this time.*

H. Consumption

Since analysis may consume this/these sample(s), no further serological testing was conducted at this time.

I. Not Examined At This Time

Submission(s)/item(s) # [] were not examined at this time.

J. Retain

A sample(s) from submission(s)/item(s) # [] was/were retained at the Laboratory.

K. Forward/Transfer Samples

1. *A sample(s) from submission(s)/item(s) # [] was/were forwarded/transferred to the [] Unit for further analysis/examination.*

2. *Submission(s)/item(s) # [] was/were forwarded/transferred to the [] Unit for further analysis/examination.*

L. No suspect

If a suspect is developed in this case, please notify the Case Management Unit as soon as possible.

M. Request for a known sample from victim/suspect

A known biological sample is requested from the victim/suspect for comparison purposes.

N. Disposition of evidence

1. Non-sexual assault evidence: *Submission(s)/Item(s) # [] will be returned to the (appropriate) Submitting Agency.*

2. Sexual assault evidence: *Submission [] will be retained at the Laboratory per Public Act No. 15-207.*

O. The following statements are to be included at the end of each report:

1. ***Further analysis upon request***

2. *This report reflects the test results, conclusions, interpretations and/or findings of the Analyst and Technical Reviewer as indicated by their signatures below.*

5.6 REFERENCES

- A. GL-3 (Security)
- B. GL-4 (LIMS/Justice Trax)
- C. GL-18 (Case Reviews)
- D. Case Management Work Instruction-01