

Document Title: Case Records and Reports

Controlled: Yes, with red stamp present

Controlled By: Quality Manager

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**A. PURPOSE:**

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

**B. RESPONSIBILITY:**

Forensic Science Examiners from the Connecticut State Forensic Science Laboratory who have been trained in case completion and writing of reports according to SOP-FB-31 (Training Manual) and SOP-GL-4 (LIMS/Justice Trax).

**C. DEFINITIONS:**

LIMS: Laboratory Information Management System

**D. PROCEDURE:**

1. A secure and password protected LIMS computer system is used in accordance with SOP-GL-5 (Ethics).
2. Place the Quality Record Worksheets in the labeled case jacket.
3. If further examination is required, fill out the Request for Examination (FBQR-10).
  - a. The original FBQR-10 is sent to the appropriate section/unit.
  - b. A copy of the FBQR-10 is placed in the case jacket.
4. If photos are taken:
  - a. Burn a copy of the photos to a CD.
  - b. Print out a thumbnail sheet of all photos taken.
  - c. Fill out the Data Sheet for Film Submitted form.
  - d. Place a copy of this form and the thumbnail sheet in the case jacket.
  - e. Send the original form and the CD to the Multi Media and Video Enhancement Section for storage.
5. Fill out the General Reagent Sheet (FBQR-09) and place in case jacket. An electronic copy of this quality record is separately maintained as a working copy and will be printed out with the appropriate information for use in casework.
6. Place any additional paperwork in the case jacket:
  - a. Casework Checklist Review (FBQR-12)
  - b. Evidence Receipt
  - c. Request for Examination of Physical Evidence Form
  - d. Conversation/Message Forms
  - e. LIMS transfer sheets

D. 6. f. Other

7. Generate a report through the LIMS computer system according to SOP-GL-4 (LIMS/Justice Trax),
  - a. Include the following:
    - aa. List of evidence with Laboratory submission numbers, include submitting agency item numbers if available
    - bb. Evidence description
    - cc. Results of examination/test(s) including:
      - Methods used in analysis
      - Sampling procedure
    - dd. Disposition of sample
    - ee. The following statements:
      - \*Further analysis upon request
      - \*\*All examinations were conducted macroscopically unless otherwise noted.
      - This report reflects the conclusions, opinions and/or interpretations of the Analyst and Technical Reviewer as indicated by their signatures below.
    - ff. The signatures of the *Analyst* and *Technical Reviewer*, located above these designations
    - gg. The *Analyst's* and *Technical Reviewer's* names and titles
  - b. Place a copy of the report in the case jacket.
  - c. If samples are being forwarded for further examination, send copies of the report, the Evidence Receipt and the Request for Examination of Physical Evidence form to the appropriate section/unit.
  - d. Supplemental Reports (additional evidence) and Revised Reports (corrections) will be identified within the report header. A letter will accompany the Revised Report referencing the original report.
8. Mark any paperwork in the case jacket in blue ink with the Laboratory Identification number and the examiner's (analyst's) initials in the upper right corner. The Technical Reviewer's initials are marked with blue ink in the lower right corner.
9. All paperwork in the case jacket and the report are reviewed by the Technical Reviewer and Administrative Reviewer (a Supervisor of the Forensic Biology Section or designee).
10. The Technical and Administrative Reviewers will check off, date and initial the Casework Checklist Review (FBQR-12).
11. The examiner (analyst) and the Technical Reviewer will complete the LIMS computer system milestones according to SOP-GL-4 (LIMS/Justice Trax) once the case review has been completed.
12. If requesting a known sample from the suspect in the report, send copies of the report and the Request for Examination of Physical Evidence form to the appropriate State's Attorney Office.

**E. REFERENCES:**

1. SOP-GL-4 (LIMS/Justice Trax).
2. SOP-GL-5 (Ethics).