

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 completed Quality Record Worksheets in the labeled case jacket.
3. Place the completed General Reagent Sheet (FBQR-09) in the case jacket.
4. If further examination is required, fill out the Request for Examination Sheet (FBQR-10).
  - a. The original FBQR-10 is sent to the appropriate section.
  - b. A copy of the FBQR-10 is placed in the case jacket.
5. 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.
6. Place any additional paperwork in the case jacket:
  - a. Casework Checklist Review Sheet (FBQR-12)
  - b. Evidence Receipt
  - c. Request for Examination of Physical Evidence Form
  - d. Conversation/Message Forms
  - e. LIMS transfer sheets
  - f. Other

- D. 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. Examination method
    - cc. Evidence description
    - dd. Results of examination/test(s)
    - ee. Disposition of sample
    - ff. Report statements (see p. 3)
    - gg. The signatures of the *Analyst* and *Technical Reviewer*, located above these designations
    - hh. The *Analyst's* and *Technical Reviewer's* names and titles
  - b. Maintain the draft report and a copy of the final 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.
  - 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 (when necessary), the examiner's (Analyst's) initials and the Technical Reviewer's initials. When possible, mark the Laboratory Identification number and Analyst's initials in the upper right corner and the Technical Reviewer's initials 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 Sheet (FBQR-12). The duties of the Technical and Administrative Reviewers are specified on this quality record.
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.

D. 13. The following are suggested report statements:

[ ] = appropriate description

a. Supplemental Report

- For a complete list of evidence examined and results obtained, please refer to the Forensic Biology Report dated [ ].

b. Examination/sampling methods

- 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. Blood

aa. Known Blood Sample

- A stain was made from a portion of item #1A (known blood sample).

bb. Kastle-Meyer/o-Tolidine

- [ ] located on [ ] gave a positive/negative/inconclusive result(s) with a screening test for the presence of blood.
- [ ] (each) consisted of [#] swabs. These swabs gave positive/negative/inconclusive result(s) with a screening test for the presence of blood.
- No blood-like stains were noted on [ ].

cc. RSID-Blood/ABAcad HemaTrace

- [ ] tested gave a positive/negative/inconclusive result with a confirmatory test for the presence of human glycophorin A, a component of human blood.
- [ ] tested gave a positive result with a confirmatory test for human hemoglobin, indicating the presence of human blood.
- [ ] tested gave a negative/inconclusive result with a confirmatory test for the presence of human hemoglobin, a component of human blood.
- [ ] tested gave negative results with confirmatory tests for the presence of human glycophorin A and human hemoglobin, components of human blood.

D. 13. d. dd. Takayama

- [ ] tested gave a positive/negative/inconclusive result(s) with a confirmatory test for the presence of blood.

ee. Ouchterlony

Species

- [ ] tested gave a positive result(s) with a species test that indicates the presence of [ ] blood.
- [ ] tested gave a negative/inconclusive result(s) with a species test for [ ] blood.

Human

- [ ] tested gave a positive/negative/inconclusive result(s) with a species test utilizing anti-human antiserum.

ff. Red blood cells

- Red blood cells were noted upon/during microscopical examination of the smear examined in item(s) [ ].

e. Semen

aa. Spermatozoa

Kit Smears

- A microscopical examination(s) for the presence of spermatozoa was/were positive/negative on the smear(s) examined in item(s) [ ].
- A microscopical examination(s) for the presence of spermatozoa was/were positive/negative on item(s) [ ].

Extract smears

- A microscopical examination(s) for the presence of spermatozoa was/were positive/negative on this/these extract(s).

AP smears

- A microscopical examination(s) for the presence of spermatozoa was/were positive on a sample/portion of this/these stain(s)/swab(s).

D. 13. e. bb. Acid Phosphatase  
Positive/Inconclusive

- [ ] located on [ ] gave a positive/inconclusive result(s) when tested for the presence of acid phosphatase, a screening test for semen. A portion of this/of each [ ] was extracted.
- [ ] (each) consisted of [#] swabs. These swabs gave positive/ inconclusive results when tested for the presence of acid phosphatase, a screening test for semen. One (1) swab from this item/each item was extracted. **OR** A portion of one (1) swab from this item/each item was extracted.
- If an AP swab is used to make a smear, eliminate the 'extracted' statement.

Negative

- [ ] located on [ ] gave a negative result(s) with a screening test for the presence of semen.
- [ ] (each) consisted of [#] swabs. These swabs gave negative results with a screening test for the presence of semen.

cc. RSID-Semen/ABACard p30

- This extract gave a positive/negative/inconclusive result with a confirmatory test for the presence of semenogelin, a component of semen.
- This extract gave a positive result with a confirmatory test for p30, indicating the presence of semen.
- This extract gave a negative/inconclusive result with a confirmatory test for the presence of p30, a component of semen.
- This extract gave negative results with confirmatory tests for the presence of semenogelin and p30, components of semen.

f. Amylase

- [ ] tested gave a positive/negative/inconclusive result(s) with a confirmatory test for the presence of amylase, a component of saliva.

g. RSID-Urine

- [ ] tested gave a positive/negative/inconclusive result(s) with a confirmatory test for the presence of Tamm-Horsfall protein, a component of urine.

h. Urobilinogen

- [ ] tested gave a positive/negative/inconclusive result(s) with a confirmatory test for the presence of urobilinogen, a component of feces.

D. 13. i. "Touch" DNA

- A sample(s) was/were collected from [ ] of this/these [ ] for DNA analysis.

- j. Trace Material
  - Trace material(s) was/were collected/removed from [ ].
  - Trace material(s) was/were noted on/in [ ].
  - No trace materials were noted on/in [ ].
- k. 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 materials were noted on [ ].
  - No tissue-like materials were noted upon/during microscopical examination of [ ].
- l. Physical Match
  - [ ] was found to physically fit to [ ], therefore, they were once part of the same item.
- m. Consumption
  - Since analysis may consume this/these sample(s), no further serological testing was conducted at this time.
- n. Not Examined At This Time
  - Submission(s)/item(s) # [ ] were not examined at this time.
- o. Retain
  - A sample(s) from submission(s)/item(s) # [ ] was/were retained at the Laboratory.
- p. Forward/Transfer Samples
  - A sample(s) from submission(s)/item(s) # [ ] was/were forwarded/transferred to the [ ] Section for further analysis/examination.
  - Submission(s)/item(s) # [ ] was/were forwarded/transferred to the [ ] Section for further analysis/examination.
- q. No suspect
  - If a suspect is developed in this case, please notify the Supervisor of the DNA Section as soon as possible.
- r. Requests for known samples from victim/suspect
  - Since no known hair samples were submitted from the victim/suspect, no hair examinations were conducted at this time.

D. 13. r.

- Known hair samples are requested from the victim/suspect for hair comparison purposes.

- A known biological sample is requested from the victim/suspect for comparison purposes.
- s. Further Analysis
  - \*Further analysis upon request

The following statement is to be included at the end of each report:

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

**E. REFERENCES:**

1. SOP-GL-4 (LIMS/Justice Trax).
2. SOP-GL-5 (Ethics).
3. SOP-GL-18 (Case Reviews)