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. Mark any paperwork in the case jacket with the Laboratory Identification number (when necessary) and the Analyst's initials, typically in the upper right hand corner.

3. Place the completed Quality Record Worksheets in the labeled case jacket.

4. Place the completed General Reagent Sheet (FBQR-09) in the case jacket, if reagents are used.

5. If further examination is required, print the appropriate LIMS Evidence Transfer Receipt and/or fill out the Request for Examination Sheet (FBQR-10).

6. For cases in which a Forensic Biology report is issued, follow the instructions below. (Forensic Biology reports may not be issued in cases examined under Case Management Work Instruction-01 or those with only a Biology Knowns request.)

7. Place any additional paperwork in the case jacket.:
   a. Casework Checklist Review Sheet (FBQR-12)
   b. Evidence Receipt
   c. FBQR-10
   d. Conversation/Message Forms
   e. LIMS Evidence Transfer Receipt
   f. Other

D. 8. 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. Disposition of evidence
      gg. Report statements (see below)
      hh. The signatures of the *Analyst* and *Technical Reviewer*, located above these designations
      ii. 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 to another section for further examination, forward the appropriate paperwork.
   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.

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 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.

13. <u>The following are suggested report statements:</u>
[ ] = 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 method**
      - All examinations were conducted macroscopically unless otherwise noted.

      - Serological results reflect the analysis of a portion of the sample tested.

D. 13. 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

- [ ] gave a positive result(s) with a color screening test(s) for the presence of blood.

- A color screening test(s) for the presence of blood was/were performed on [ ]. Blood was not detected with this/these test(s).

- A color screening test(s) for the presence of blood was/were performed on [ ]. No distinguishable color change(s) was/were observed. Therefore, this/these test(s) was/were determined to be inconclusive.

- No blood-like stains were noted on [ ].

cc. RSID-Blood/ABAcard HemaTrace

- [ ] gave a positive result(s) with an immunological test(s) for the presence of human glycophorin A/human hemoglobin, a component(s) of human blood.

- An immunological test(s) for the presence of human glycophorin A/human hemoglobin, a component(s) of human blood, was/were performed on [ ]. Human blood was not detected with this/these test(s).

- An immunological test(s) for the presence of human glycophorin A/human hemoglobin, a component(s) of human blood, was/were performed on [ ]. No distinguishable immunological reaction(s) was/were observed. Therefore, this/these test(s) was/were determined to be inconclusive.

dd. Takayama

- [ ] tested gave a positive result(s) with a microcrystal test for the presence of blood.

- A microcrystal test for the presence of blood was performed on [ ]. Blood was not detected with this test.

D. 13. d. dd.

- A microcrystal test for the presence of blood was performed on [ ]. No distinguishable crystals were identified upon microscopical examination. Therefore, this test was determined to be inconclusive.

ee. Ouchterlony

- [ ] gave a positive(s) result with an immunological species test utilizing anti-[ ] antiserum.
- An immunological species test utilizing anti-[ ] antiserum was performed on [ ]. Biological material of [ ] origin was not detected with this test.
- An immunological species test utilizing anti-[ ] antiserum was performed on [ ]. No distinguishable immunological reaction was observed. Therefore, this test was determined to be inconclusive.

ff. Red blood cells

- Red blood cells were identified upon microscopical examination of [ ].
- Red blood cells were not identified upon preliminary microscopical examination of [ ].

e. **Semen**

aa. Spermatozoa

Kit/Extract Smears

- Spermatozoa were identified upon microscopical examination of [ ].
- Spermatozoa were not identified upon microscopical examination of [ ].
- The head portion of one (1) spermatozoon was identified upon microscopical examination of [ ].

AP smears

- Spermatozoa were identified upon microscopical examination of a sample/portion of [ ].
- The head portion of one (1) spermatozoon was identified upon microscopical examination of a sample/portion of [ ].

D. 13. e. bb. Acid Phosphatase

- [ ] (each) consisted of [#] swabs. These swabs gave positive results when tested for the presence of acid phosphatase, a color screening test for semen. One (1) swab/a portion of one (1) swab from [ ] was extracted.
- [ ] gave positive result(s) when tested for the presence of acid phosphatase, a color screening test for semen. [ ] from [ ] was extracted.
- [ ] was/were tested for the presence of acid phosphatase, a color screening test for semen. Acid phosphatase was not detected with this test.
- [ ] was/were tested for the presence of acid phosphatase, a color screening test for semen. No distinguishable color change was observed. Therefore, this test was determined to be inconclusive. [ ] from [ ] was extracted.
- If an AP swab was used to make a smear, eliminate the 'extracted'statement.

cc. ABAcard p30

- This/these extract(s) gave a positive result(s) with an immunological test for the presence of p30, a component of semen.
- An immunological test for the presence of p30, a component of semen, was performed on this/these extract(s). Semen was not detected with this test.
- An immunological test for the presence of p30, a component of semen, was performed on this/these extract(s). No distinguishable immunological reaction was observed. Therefore, this test was determined to be inconclusive.

f. **Amylase**

- [ ] gave a positive result(s) with a color screening test for the presence of amylase, a component of saliva.
- A color screening test for the presence of amylase, a component of saliva, was performed on [ ]. Saliva was not detected with this test.
- A color screening test for the presence of amylase, a component of saliva, was performed on [ ]. No distinguishable color change was observed. Therefore, this test was determined to be inconclusive.

D. 13 g. **RSID-Urine**

- [ ] gave a positive result(s) with an immunological test for the presence of Tamm-Horsfall protein, a component of urine.

- An immunological test for the presence of Tamm-Horsfall protein, a component of urine, was performed on [ ]. Urine was not detected with this test.

- An immunological test for the presence of Tamm-Horsfall protein, a component of urine, was performed on [ ]. No distinguishable immunological reaction was observed. Therefore, this test was determined to be inconclusive.

h. **Urobilinogen**

- [ ] gave a positive result(s) with a color screening test for the presence of urobilinogen, a component of feces.

- A color screening test for the presence of urobilinogen, a component of feces, was performed on [ ]. Feces were not detected with this test.

- A color screening test for the presence of urobilinogen, a component of feces, was performed on [ ]. No distinguishable color change was observed. Therefore, this test was determined to be inconclusive.

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 material(s) was/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 material(s) was/were noted on [ ].
- No tissue-like material(s) was/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.

D. 13. 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.

- 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. **Disposition of evidence**

- Submission(s)/Item(s) #[ ] will be returned to the (appropriate) Submitting Agency.

t. **Further Analysis**

- *Further analysis upon request

<u>The following statement is to be included at the end of each report:</u>

- 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)
4. Case Management Work Instruction-01