

Contingency Plan for the Refilling of the DNA Technical Leader Position:

The following contingency plan has been developed by the Division Laboratory Director, the Laboratory Quality Manager and DNA Section Director to deal with the designation of a DNA Technical Leader (TL) in the event the current TL designee is, for whatever reason, unable to continue to serve in that capacity. It is the intention of this plan to comply with the FBI QAS audit document section 4.1.6 and provide the outline for this compliance.

1. 1. The DNA Section ~~Deputy~~ Director and ~~Division~~ Laboratory Director will, within 7 days of the DNA TL position being vacated, designate an individual from the DNA section as the "Interim DNA Technical Leader." A memo from DSS Laboratory Management to the appointee will be generated as documentation of this appointment, a copy of the memo will be maintained by the Division Quality Manager.
 - a. This individual must be a full time employee of the laboratory, and must meet the educational and coursework requirements of section 5.2 of the FBI QAS document.
 - b. The individual will have had a minimum of three years of Human Forensic DNA experience as a qualified analyst.
 - c. The appointed individual will be required to complete the FBI sponsored QAS auditor training within one year of appointment, (if not already completed)
 - d. The Laboratory Directors will inform the NDIS custodian of the designation of the Interim Technical Leader.
2. If the Laboratory Director ~~are~~ is unable to identify a qualified individual for the Technical Leader position, ~~they will complete~~ Appendix B of the QAS document ~~will be completed~~ and the CODIS Administrator will submit this along with a contingency plan to the NDIS custodian within ~~44~~ 5 business days of the position being vacated.
 - a. No new DNA casework will be started until the contingency plan is approved by the FBI.
3. The Interim Technical Leader will serve through the 1st external FBI QAS audit. If the individual meets the criteria of the QAS assessment the DNA Laboratory Director and Division Laboratory Director may then choose to designate the individual as the Technical Leader of the DNA Section.
 - a. The Laboratory Directors reserve the right to replace the Interim Technical Leader if required by the needs of the Laboratory.
 - b. The Laboratory Directors will inform the NDIS custodian of the change in status of the Interim Technical Leader, to Technical Leader.

4. The Interim DNA Technical Leader will have the responsibility and authority of the Technical Leader position as outlined in the DNA QAS audit document and the Laboratory DNA section SOPs.
 - a. Upon acceptance of the appointment the Technical Leader will meet with the DNA Section Director, CODIS Administrator and Division and Section Quality Managers as appropriate to develop a plan to assess the current condition of the section. The Technical Leader may choose to appoint individuals to assist in the assessment of the section. A general outline will be developed that will allow for the Technical Leader to review the documents required by the QAS audit document. These include those documents required by section 5.2.5 of the QAS document (method validations, section methodologies and the educational requirements and training documents of the section analysts).
 - b. The interim DNA Technical Leader will be expected to adhere to the guidance of the FBI QAS Audit document and to the Division and section SOPs. As part of this they will be expected to perform the review and audit duties as outlined in those documents.

Contingency plan reviewed and approved by (to be completed when put into use):

| | |
|------------------------------|---------------|
| _____ Quality Manager | _____ Date |
| _____ DNA Deputy Director | _____ Date |
| _____ Director | _____ Date |