

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

The following contingency plan has been developed by the Division Director, the Laboratory Quality Assurance Manager and DNA Deputy 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. The DNA Deputy Director and DSS Director will, within 7 days of the DNA TL position being vacated, designate an individual from the DNA Unit 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 Assurance Manager.
  - a. This individual must be a full time employee of the laboratory, and must meet the educational and coursework requirements of the current 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 Division Director will inform the NDIS custodian and the State CODIS Administrator of the designation of the Interim Technical Leader.
2. If the Division Director is unable to identify a qualified individual for the Technical Leader position, 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 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 1<sup>st</sup> external FBI QAS audit. If the individual meets the criteria of the QAS assessment the DNA Deputy Director and Division Director may then choose to designate the individual as the Technical Leader of the DNA unit.
  - a. The Division Director reserves the right to replace the Interim Technical Leader if required by the needs of the DSS.

- b. The Division Director 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 current DNA QAS audit document and the Division DNA Unit SOPs.
  - a. Upon acceptance of the appointment the Technical Leader will meet with the DNA Deputy Director, CODIS Administrator and FB/DNA Quality Assurance Manager (or Quality Manager) as appropriate to develop a plan to assess the current condition of the unit. The Technical Leader may choose to appoint individuals to assist in the assessment of the unit. A general outline will be developed that will allow the Technical Leader to record the review of the documents required by the QAS audit document. These include those documents required by the current QAS document (method validations, unit methodologies and the educational requirements and training documents of the unit 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 Unit 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):

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Quality Section Representative	Date

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DNA Deputy Director	Date

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Director	Date