

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

All personnel will adhere to the quality assurance standards as set forth in the Laboratory Quality Manual while performing work. The following are the guidelines for the Multimedia and Image Enhancement Section quality assurance program.

B. Responsibility:

Forensic Science Examiners

C. Procedure:

1. Technical and Administrative Reviews
 01. Technical and Administrative reviews will be conducted on all reports generated in which work was performed and documentation was required. These reviews will be conducted in accordance with the Laboratory Quality Manual GL-1 Section 5.10.3.4.
2. Lab Case Folders
 01. Lab Case folders should be maintained when reports are generated. These folders will be stored in a secure filing cabinet located in the Multimedia and Image Enhancement Section.
 02. Case folders should include case notes, submission forms associated with a written report, reports or any other documentation at the discretion of the person completing the report.
 03. Case Folders will be handled according to the Laboratory Quality Manual.
3. Report Writing
 01. When required reports will be written according to the guidelines set forth in the Laboratory Quality Manual GL-1 Section 5.10.2..

D. Sources of Error:

Not Applicable

E. References:

Division of Scientific Services Quality Manual

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of Qualtrax are considered uncontrolled.