

QD SOP-1 Introduction and Overview of SOPs

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Document ID: 2188

Revision: 1

Effective Date: 1/4/2016

Status: Retired

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Purpose: Introduction to Question Documents Unit

Responsibility: Forensic Science Examiners assigned to Unit or performing casework in Unit

Overview of Procedures:

The procedures presented in these Standard Operating Procedures (SOPs) manual are in general, the duties of a Forensic Science Examiner, performing casework in the discipline of Questioned Documents.

The methodologies and procedures contained in this manual are not all encompassing. The wide variety of questioned document cases which can be encountered by the Questioned Document Unit precludes using this manual as an all-encompassing handbook for examination processes. Certain cases may require divergence from, and/or adaptations to, these written procedures. All non-standard methods when possible shall be validated before examinations are conducted. The Deputy Director shall be notified of deviation of methods to address prior to proceeding.

The competent examiner must also rely on his or her experience and training, reference materials available in various scientific and technical papers, publications and texts, consultations with experts in a specific field and/or exploring new developments within the questioned documents examination field.

The exact procedure(s) employed by an examiner of questioned documents is dependent upon the evidence submitted and the type(s) of examination(s) requested.

Sources of Error: Not applicable

References: See Bibliography/Reference Materials and SWGDOC