

Case File Review - Identification

Case File Reviewer:

Unit: _____

Case Number:
Analyst:
Case File Review does the report contain:
Title (are Supplemental or Revised Reports Identified)
Date of Report
Date Evidence Received/Requested
ID of Methods
Description of evidence/items tested
Is it clear that the results apply only to the items tested?
conclusions/opinions statement on reports
eliminations reported (where applicable)
is report understandable
Are conclusions supported by data?
Associations clearly identified
Uncertainty statement on report (Firearms for barrel length Only)
If applicable note about entry into database and search/search results
if conclusions cant be reached is the reason clearly communicated (Inconclusive results) and documented
Disposition of evidence on report
Case File Documentation
Initials as appropriate (cross outs, additions or on forms as needed)
Admin review and Tech review documented/draft report present
Date tested/sampled in documentation
Diagrams of sampling present where applicable
Is chain of custody complete? (reviewed by TR or AR)
Was the correct version of worksheets used? (check a sampling per unit - list form numbers)
Contain identity of staff performing work
Observations documented at time made
Legible, permeant in nature and complete so a second could evaluate or repeat under same conditions
Instrumental parameters included (if applicable)
If someone else prepares part of case - is analyst initialing all pages
Result of +/- controls documented (if appropriate)

Date of Review

Reviewers Notes:

[illegible]

Y = Yes, N = No, NA = Not applicable

If needed notes can be added at the bottom of this form under reviewers notes.

[illegible]



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[illegible]



[illegible]

[illegible]