A. Purpose:

All personnel will adhere to the quality assurance standards as set forth in Division of Scientific Service's (DSS) Quality Manual. The following are the guidelines for Multimedia and Image Enhancement Section quality assurance program.

B. Procedure

1. Technical and Administrative Reviews

Technical reviews will be conducted on all reports generated in which case analysis was performed. The technical reviewer will be denoted by the electronic signature on the right side of the final report. The technical reviewer will date and initial the milestone sticker and technical/administrative review checklist (QR: MMIE Checklist). The technical reviewer's initials are not required on all the pages. The completion of MMIE Review Checklist will indicate that a technical review of all pages in the case jacket was conducted. After completion of the technical review, the case jacket may be forwarded to a third party for the Administrative review. The Administrative Reviewer will check for spelling, grammatical or numerical errors or any other discrepancies as necessary. The administrative reviewer will date and initial the milestone sticker and complete their portion of the review checklist (QR: MMIE Checklist).

Reports are generally not issued for duplication requests when the entire media is being copied. Reports are also not generally issued for video retrievals service requests unless additional enhancement/editing type analysis was performed to duplicate the evidence submitted. A review is conducted of the paperwork and the request is released by the reviewer completing the Technical Review milestone in LIMS. Since there are no technical findings, a report is not issued and an Administrative Review is not conducted.

2. Lab Case Folders

Lab Case folders shall be maintained when an item of evidence is submitted for analysis. Case folders shall include case notes, request for examination forms and evidence receipts, reports or any other documentation at the discretion of the person completing the report. An electronic scan of the case folder will be conducted after completion of the case. This scan will be maintained on the laboratory server to be available for Discovery/FOIA purposes.

3. Report Writing

Reports generated will be written according to the guidelines set forth in the DSS Quality Manual SOP GL-11. The results of analysis will be communicated on the report in an accurate, clear, unambiguous and objective manner. All reports will be issued on letterhead and they will contain the following:

- Laboratory Case Number
- Submitting Agency
- Submitting Agency Address
- Submitting Agency Case Number
- Date of Request of Examination
- Date of Completed Report
- Name of person or commanding officer requesting testing
- Evidence examined by examiner
- Methodology of testing
- Results of Examinations
- Conclusion of testing if applicable
- Samples or items created and the disposition of the evidence

The report should indicate the testing conducted as requested on the Request for Analysis (RFA).

4. Supplemental Reports

Additional evidence and forensic analysis requested for the same Laboratory Case will be reported on a report titled “Supplemental Report”. A numerical designation will be added to the report title to indicate the chronological sequence of the additional supplemental reports.

5.Amendments to Reports

If a report must be amended to provide revised/corrected information, the amended report shall be titled with the wording “AMENDED REPORT”.