

I. Case Management Case Evaluation

1. Cases are forwarded to the Case Management Unit from the Evidence Receiving Unit or are pulled from the backlogged cases.
2. Case management personnel evaluate each case as follows:
 - a. Rush/Expedite type cases (which may include court needs/dates, investigation needs, public safety threat or court orders)
 - b. Standard process type cases
3. Prior to the start of the examination, the submitting agencies may be contacted to determine case status and arrest status.
 - a. Batch according to submitting agencies when making status calls or emails. If there are numerous cases, an excel spreadsheet may be attached.
 - b. A copy of the case notes or email with the responses can be kept in case jacket or documented in case notes within JusticeTrax.
 - c. If an agency indicates that an arrest was made, the name and DOB of the suspect should be documented in case notes and entered in JusticeTrax under the "Individuals" tab, and the email can be added to the Evidence Receiving file (if received via email).
 - i. A search of the State of CT Judicial Website can be conducted.
 - ii. The information on this website will indicate if the case is still pending and the date of the next court date, or it can indicate if a conviction/plea has been entered in the case.
 - iii. If adjudication is noted and the case involves a Homicide or Assault, the State's Attorney's Office will be contacted for verification and notification of the case closure. If additional testing is necessary, the State's Attorney can contact the DSS Case Management Unit to reopen the testing request.
 - iv. If adjudication in a property-type crime is indicated, the lab request(s) can be closed.
 - d. If an agency indicates that the case has been closed at their department, this information may be documented in case notes within JusticeTrax.
 - i. With the exception of Sexual Assaults pursuant to Public Act No. 15-207, if the agency indicates that their investigation is closed (i.e. uncooperative victim, false complaint, victim does not want to proceed), this test request(s) may be closed in LIMS.

If the case involves a Homicide or Assault, the State's Attorney's Office will be contacted for verification and notification of the case closure. If additional testing is necessary, the State's Attorney can contact the DSS to reopen the testing request.

- ii. If the agency indicates that the case is inactive/pending new information and no arrest made, these cases may remain open for further testing.
- e. If the agency does not respond within a timely manner (may be as little as one week), this case may be forwarded for processing. Documentation of the communication attempt shall be placed in the case file. Further communication may be made after processing of the evidence if additional information is necessary.

II. Case Closure

1. If a case is closed, this request will be cancelled in LIMS and should be documented in case notes within JusticeTrax.
 - The evidence should be located and returned to the submitting agency as soon as possible after closure. A letter, a copy of the case notes, an email or a notation of case status (indicating the case has been closed) may be attached to the evidence to be returned.
 - If there is no evidence remaining at the DSS, a letter may be provided to the Evidence Receiving Unit to return to the submitting agency.
 - If any work was done on the case (samples prepped, evidence opened, etc) all analysts involved are notified that a notification should be issued.

III. Active Cases

1. If no closure is indicated in the case, and an arrest has been made; the Case Management Unit will evaluate the evidence submitted in this case for the presence of a consumption issue as described in the "State of CT – Procedure in Criminal Matters Practice Book – Section 40.9". Refer to CM-WI-04 (Consumption Letters) for guidance.
2. If no closure is indicated in the case and no arrest has been made, the Case Management Unit will forward the case file for processing.

IV. Rush Cases

1. A request for prioritization may come from law enforcement personnel, State's Attorneys, and/or judicial representatives. In general, the request should be directed to the Director of the Division of Scientific Services.

Rush/expedite cases may be identified by a sticker located on the front of the case folder.

Rush Level 1: The highest level expedited case. In general, the results may be associated with a public safety issue or a flight risk. These cases are approved by the Division of Scientific Services Director. Based on the needs associated with the case, analysts may need to work outside of normal laboratory hours. Typical turn-around time for these cases is **less than 48 hours**. (See GL 4 for guidance).

Rush Level 2: A case that is approved by the Division of Scientific Services Director or the appropriate Deputy Director to be expedited and prioritized. The priority is based on the specific needs associated with the case. These cases may require the analyst to work a minimal amount of time outside the normal laboratory working hours. Typical or expected turn-around time is **less than one week** or the time needed to meet judicial expectations. (See GL 4 for guidance).

Rush Level 3: A case that is approved by the Division of Scientific Services Director, or the appropriate Deputy Director to be expedited and prioritized. The priority is based on the specific needs associated with the case. There is no perceived public safety issue. These will be assigned and worked into the next set of testing performed. Typical turn-around time is **3 weeks**. (See GL4 for guidance).

Rush - Court date: A case that is approved by the Division of Scientific Services Director or the appropriate Deputy Director to be expedited and prioritized to meet judicial expectations. Typical turn-around time varies depending on the date needed for court purposes. Generally given a "JIT" (just in time) priority level. (See GL 4 for guidance).

2. The appropriate priority level will be chosen in JusticeTrax for each individual request made.

Note: There may be instances where (a) not all individual requests created for one case require expediting or (b) individual requests require different priority levels.