

**ER SOP-03 Case Management and Data Entry**

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*Approved by Director: Dr. Guy Vallaro*

A. **Purpose:** To ensure that proper case management and data entry are followed for the Division of Scientific Services.

B. **Responsibility:** Evidence Control Officers or designees.

C. **Procedure:**

1. All original copies of paperwork associated with a submission should be maintained in the main case file. All agency submission paperwork should have a case barcode label placed on it and be date stamped to identify where it belongs and when it came in.
2. Evidence Control Officers or designees will make case file folders for all new cases. Files will be filed numerically, by laboratory number, under each year. Red file folders are used if the "Request for Analysis" form indicates that the evidence is related to a homicide, manslaughter, fatality, or untimely death. Yellow file folders are used if the "Request for Examination of Physical Evidence" form indicated that the evidence is related to a sexual assault. Green file folders are used for the submission of proficiency tests. The main file folders are located in the Evidence Receiving Unit. Other Sections in the Laboratory may use other color file designations.
3. Any additional activity, return of evidence, or change in case status shall be documented in writing and/or updated in the JusticeTrax system where appropriate.
4. Any additional written communication such as expedite letters, FOIA, discovery letters, court orders, etc. may be date stamped upon receiving and maintained in the main case file.