

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 (however titled) or designees.

C. Procedure:

1. All original paperwork associated with a submission should be maintained in the main case file. The "Request for Analysis" form and case related materials (such as warrants, consent forms, and case summaries) submitted by the agency should have a case barcode label placed on it.
2. Evidence Control Officers or designees will make main case file folders. These files will be stored in the Evidence Receiving Unit and filed numerically by laboratory number, under each year. The following colored file folders are used for the main case files to designate case type:
 - Red file folders - homicide, manslaughter, fatality, or untimely death
 - Yellow file folders - sexual assault
 - Green file folders - proficiency tests
 - Manila – all other cases
3. Any additional activity (such as a change in case status, phone inquiries etc.) should be documented in justice Trax in the "Synopsis" area of the Case Info tab.
4. Any additional written communications (such as expedite letters, FOIA requests, discovery letters, court orders) are included in the main case file. Such communications should be updated in the JusticeTrax system where appropriate.