

FORENSIC SECTION POLICY MANUAL

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Receiving of Evidence

Date Approved/Revised: October 10, 1985

Guiding principles: It is important to receive evidence in a manner which preserves its integrity. If the evidence is received in a sealed condition, the need for an evidence technician in any court proceeding will be minimized. It is essential to document the chain of custody of all evidence received.

Standards:

1. Whenever possible, all evidence will be received by an evidence technician.
2. Inspect the seals on all evidence. A proper seal is one which cannot be opened without readily visible disruption, typically tape with initials, or a heat seal with initials.
3. Barring unusual circumstances, all unsealed evidence that is delivered in person must be sealed by the submitting party.
4. When unsealed evidence is not personally submitted, the criminalist who is assigned the case should either seal the evidence in the presence of an evidence technician or take immediate possession of the evidence. If the criminalist is unavailable, the evidence technician should seal the evidence in the presence of the supervisor, if available.
5. Neither staples nor unsigned heat-seals constitute proper seals. Stapled or heat-sealed evidence received by mail should be handled according to #3 or #4 above.
6. A receipt will be prepared for all evidence, except for blood kits and toxicology. The original will be returned to the submitting party and a copy kept in the case file.
7. All evidence items shall be marked with a case number and, when applicable, an item number. The item number is determined by counting the total number of items submitted and designating the individual item as 1 of __, 2 of __, etc. If the evidence is an addition to a case previously submitted, use the original case number with an alphabetical suffix (Lab No. 17325A 1 of __, 2 of __, etc.).
8. Information about the evidence, including chain of custody, will be transferred to the logbook. Chain of custody should also be documented on the evidence container(s).
9. Unless the submitted evidence requires special handling or storage, it will be placed in the evidence vault until it is checked out for analysis. Some types of evidence require special handling or storage. Upon receipt of the evidence, these requirements should be ascertained and the evidence handled accordingly.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Handling of Evidence in the Laboratory

Date Approved/Revised: October 10, 1985

Guiding principle: There should be a written record which verifies who has custody of which evidence at all times. If possible, unsealed evidence should be sealed in the presence of the examiner or stored so that only the examiner has access to it.

1. To document the transfer of evidence from the custody of the evidence technician to the analyst, both parties must sign the logbook. When the analyst retrieves evidence from a refrigerator or freezer, it should be noted in the logbook; e.g., "from freezer", etc.
2. The seals on the evidence should be inspected by the receiving party as the evidence is taken into custody. Evidence should never be transferred from one person to another unless it is sealed, except when passed from one analyst to another. The only exception is evidence received by mail unsealed. In that case the analyst should immediately take possession and make a record of that fact.
3. If possible, drug evidence and evidence which has financial value should be stored in a locked box in the laboratory when the examiner is not present.
4. Net weight or net count of drug evidence analyzed should be stated in the report. The weight or count of the substance before analysis should be reported as net weight and the weight or count of substance after analysis should be reported as residue weight or count. Residues cannot normally be weighed, but 1/2 should be saved whenever possible.
5. The evidence should be resealed before it is returned to the evidence technician.
6. No more than 1/2 of the evidence normally should be used in the examination. Permission to use more than 1/2 should be obtained from the prosecutor. In trace cases, save the remainder of the extract. The reasons should be documented in the case notes.
7. Evidence returned to the evidence technician should be handled in the reverse of # 1 above.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Returning Evidence to Submitting Parties

Date Approved/Revised: October 10, 1985

Guiding principles: When evidence is returned to a submitting party, this act should be documented. The evidence should be returned only to a party that has the legal responsibility for it.

1. All evidence which is mailed, except blood kits and toxicology, should be returned by United Parcel Service with an Acknowledgement of Delivery (ADD) card attached. When the ADD card is returned to the laboratory it should be placed in the case folder. Pocatello may return Twin Falls Investigative Services evidence by registered mail.
2. Evidence returned in person should be recorded on the laboratory copy of the report.
3. Chain of custody information should be recorded on the evidence container(s) and in the logbook.
4. Evidence should be returned to the submitting party or his agency. With the submitting official's release, evidence can be returned to whomever the submitting party chooses. It will be given to the party named in a valid court order. Also, it should be released to any party designated by the prosecutor, once he/she has taken charge of the case. When evidence is released to anyone but the submitting agency, there should be a written release from the submitting official or the prosecutor. If for some reason it is either not possible or practical to get a written release, then the permission to release the evidence should be carefully documented some other way.
5. If the analyst determines that the evidence or part of it should be forwarded to another analyst within the State Forensic Lab system, no release is required. If the submitting agency requests a test which our system does not perform, or if the examiner decides that a test that is not done by our staff should be performed, that agency or the prosecutor should be consulted before forwarding the evidence to an outside agency. Document the consultation.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Protecting Evidence from Loss and Contamination

Date Approved/Revised: October 10, 1985

Guiding Principle: Once an analyst has taken possession of evidence, he/she has a responsibility to preserve its maximum evidentiary value. Diligence should be exercised to ensure that loss, cross-contamination and/or cross-transfer do not diminish the value of the analyses.

Standards:

1. All items should remain unsealed for as short a time as possible and be well marked. Temporary closures (paper clips, clamps, etc.) should be used to minimize loss and cross-transfer while the evidence is open.
2. Trace evidence must be preserved. Clean paper should be placed under any items which carry potential trace evidence, such as hairs or fibers. When practical, the first "lay-out" paper may be used as a wrapper for all subsequent handling of the item.
3. If a portion of an item is removed for testing, either that sample shall be marked or placed in a marked container. As a general principle, use no more of the evidence than necessary for a destructive test.
4. Diligence should be used to protect the evidence from contamination through transfer of fingerprints, body secretions, and hairs and fibers from the examiner.
5. Any items requiring special storage conditions for maximizing evidential value shall be held in those preferred conditions to the maximum extent feasible (arson evidence in closed containers, bloodstains cold and dry, etc.).
6. Trace questioned and trace known samples either should be opened and then resealed before comparison, or opened and retained in separate work areas and then prepared for comparison before they are brought to a work station for comparison.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Locks and Key Distribution

Date Approved/Revised: October 10, 1985

1. All ingress/egress points to the laboratory will have proper locks. They should be locked at all times when not under the direct supervision of a staff member. Keys to these locks will be limited to authorized personnel and a record of their distribution will be kept by the laboratory supervisor.
2. The laboratory will be secured during vacant hours by an intrusion alarm. Keys to activate/deactivate the alarm will be limited to authorized personnel only and records of their distribution will be kept by the laboratory supervisor.
3. (Boise guideline only) The main evidence vault will be equipped with proper locks. The vault should be locked at all times. Keys to these locks will be limited to authorized personnel only and records of their distribution will be kept by the laboratory supervisor.

(Pocatello & Coeur d'Alene guideline only) The vault must be locked at all times when crime laboratory employees are not present within the laboratory. Because individual criminalist's lockers are located in the vault, and the vault may not always be locked, individual lockers must be secured whenever personnel are not present within the vault. Keys to lockers will be limited to authorized personnel and records of their distribution will be maintained.
4. (Applies only to laboratories having separate rooms with locks.) The individual rooms in the laboratory will be equipped with proper locks. These will not normally be locked; however, unusual situations may require that one or more of the rooms be locked to control internal traffic to these areas. Keys to the individual rooms will be limited to authorized personnel and records of their distribution will be kept by the laboratory supervisor.
5. Each criminalist will have an area for short-term evidence storage that is equipped with a proper lock. Keys to these locks will be limited to authorized personnel and records of their distribution will be kept by the laboratory supervisor.

Subject of Policy: Locks and Key Distribution

6. (Boise guideline only) The laboratory supply of bulk quantities of controlled substances will be stored in the high security drug standards cabinet (also referred to as the primary standards cabinet), which will be located in the main evidence vault in Boise. The primary standards cabinet will be equipped with a proper lock. Keys to this lock will be limited to authorized personnel and a record of their distribution will be kept by the laboratory supervisor.
7. In each laboratory, a supply of small amounts of controlled substances will be stored in the low security drug standards cabinet (also referred to as the secondary standards cabinet), which will be located in an area accessible to all criminalists.
8. (Boise guideline only) Duplicate keys for all locks in the laboratory will be stored in an area equipped with double locks. These duplicates are intended for emergency use only. Keys to one lock or the other will be limited to and divided among authorized personnel. Access to this storage area will require two individuals who have been assigned a key to the opposite lock.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Use of Primary Standards

Date Approved/Revised: October 10, 1985

The procedure for obtaining drug standards from the primary standards cabinet is as follows:

1. An evidence technician must unlock the main evidence vault and accompany the criminalist to the locked primary standards cabinet.
2. Upon removal of a primary standard, a logsheet reflecting the specific drug and date is signed by the criminalist and evidence technician.
3. Before removing any sample from its container, the criminalist determines the container's gross weight and enters it on an inventory form.
4. After removing the necessary amount of the primary standard, a second gross weight is determined and entered on the inventory form. This weight must be verified by a second party, who must initial the inventory form.
5. The primary standard is returned to the locked primary standards cabinet and the logsheet is once again signed and dated by the criminalist and evidence technician. The inventory form referred to in steps #3 and #4 is completed by the criminalist and returned to the evidence technician at the same time that the standard is returned and the logsheet is signed. In addition to the gross weights, this form reflects the specific standard used, the date, and the intended use of the standard.
6. Inventories of the primary standards will be conducted periodically.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Use of Secondary Standards

Date Approved/Revised: October 10, 1985

The secondary standards cabinet is intended for storage of small amounts of controlled substances. With the exception of marihuana, which will be limited to five grams, Schedule I and II drugs will be limited to 100 milligrams. All other controlled substances will be limited to one gram or five tablets/capsules. The procedure for obtaining secondary standards follows:

1. An inventory sheet is created when a drug is added to the secondary standards. This card reflects the specific drug, source, date added, and the initial weight.
2. When unusually large amounts of material are removed, the amount should be recorded on the inventory card.
3. Small amounts of material used for routine purposes (TLC standard, crystal test, etc.) need not be recorded.
4. Inventories of the secondary standards will be conducted periodically.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Visitors to the Laboratory

Date Approved/Revised: October 10, 1985

All persons entering the area of the laboratory past the front office area who have not undergone a background security check, or who are not current employees of the forensic section, must sign the visitors' logbook and be accompanied by a staff member. The logbook reflects the staff member accompanying the guest, the date, and the times of arrival and departure.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: After-Hours Work

Date Approved/Revised: October 10, 1985

The procedure for documenting after-hours work is:

1. The criminalist must enter the lab through the front office door and deactivate the intrusion alarm.
2. The alarm company is called and the criminalist identifies himself by name and personal identification code. (Boise only)
3. The criminalist signs a logbook which reflects the date, times of arrival and departure, and the reason for entering the laboratory after hours. (Boise only)
4. Before departing the laboratory, the criminalist must again call the alarm company, identify himself by name and personal identification code, and activate the intrusion alarm. (Boise only)

The following guidelines apply to Boise only:

Under certain circumstances, the alarm company may contact the local police for dispatch to the laboratory. These circumstances include:

1. Failure to deactivate the intrusion alarm upon entering the laboratory.
2. Failure to activate the intrusion alarm upon departing the laboratory.
3. Failure to identify oneself with the proper name or identification code.
4. Use of the standard phrase when calling the alarm company.
5. Manually activating the silent alarm.

(Boise only) Manually activated silent alarms are located in the front office area. One is under the top left side of the front counter, another is next to the light switch inside the main evidence vault, and two others are mounted on the underside of the evidence technicians' desks.

I have read and understand this policy.

POLICY NUMBER 2-6
POLICY SECTION: Laboratory Security

DATE 1 0 1

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Background Checks

Date Approved/Revised: October 10, 1985

All persons employed in the forensic section must undergo a background security check. These checks are intended to determine whether a prospective staff member has a criminal record that may render him unsuitable for employment in the forensic section.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Notetaking and Records Retention

Date Approved/Revised: October 10, 1985

Guiding principle: The records kept from each case should be extensive so that an independent examiner in this field can tell which tests were performed and which observations were made. From these records, an independent examiner should be able to reconstruct the reasoning that formulated each opinion stated in the pertinent report.

1. The tests performed and the observations made should clearly be stated in the notes for each case. For some simple analyses such as marihuana, the observations made could be fitted logically into a form. Some observations can be documented best by drawing a simple diagram of the observations made, for instance, with microcrystalline tests. Some observations can be best documented as simple photo copies such as thin layer chromatograms. Some observations can be best documented with photographs of the results or of the characteristics observed.
2. The examiner should generate and retain all graphs, spectra, and printouts associated with a case. These records should be in the case file.
3. The notes should contain a brief description of the evidence container, the evidence, the condition of the seals, and the date the evidence was opened. If the evidence is suspected of being a controlled substance, there should also be a net amount and a reserve amount.
4. The notes and supporting documents should all have the case number on them.
5. The original notes, the report, the evidence receipt, the police report, and all other documents generated while a case is being processed in the laboratory should be stored together in the central file of the laboratory.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Peer Review

Date Approved/Revised: October 10, 1985

Guiding principles: Analysis of some classes of evidence is subjective in nature. There may not be a standardized method of forming an opinion based on an evaluation of evidence. In these situations, it is extremely important to be sure that the opinions expressed are typical for an examiner presented with the evidence and analysis under review.

Subjective analysis such as hair comparisons, firearms comparisons, paint chip comparisons, arson examinations, and serological evidence should be peer-reviewed by a competent examiner.

1. Peer review is most important when strong opinions, positive or negative, have a major impact on a case. It is not so important for conclusions which have little or no impact upon a case.
2. Sometimes, for various reasons, peer review may not be possible. In those situations, the analyst should be extra cautious in drawing conclusions. The reason for the lack of peer review should be documented in notes.
3. Peer review does not have to be done on every item where multiple items share the same features. For instance, where ten questioned hairs match known hairs, only a representative known hair and a questioned hair need to be peer reviewed.
4. The person who peer-reviews should make a notation in the notes of the analyst. If the reviewer and the analyst cannot agree on the proper conclusion, then the matter should be arbitrated by the supervisor or another expert in that discipline.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Report Writing

Date Approved/Revised: October 10, 1985

Guiding principle: The purpose of a report is to summarize the finding of the analyst. The analyst should write the report so that it assesses properly all the factors regarding the evidence and meets accepted standards. The report should be written objectively with no regard for the impact the findings have on a case. A properly written report expresses the strengths and limitations regarding the evidence and the analysis.

1. The report should contain a very brief description of the material analyzed.
2. The report should contain an opinion based on the results of the analyses. This opinion should be fair, accurate, and complete. The opinion expressed in the report should be expressed clearly so that the reader will not give the opinion greater or lesser weight than the analyst intended. The fairness of the opinion is also a measure of how well the analyst formulates an opinion that properly assesses the results of the analysis within the context of the characteristics of the item being analyzed. A complete opinion expresses all the major strengths and weaknesses of an analysis. An opinion that is correctly stated should withstand attack. Attack should cause the opinion neither to diminish in value nor to gain value.
3. For controlled substances, the net weight and the reserve weight or weight consumed should be in the report. For tablets, a count can be substituted for weight. The schedule of the controlled substance should also be listed. For schedule I substances, whether the substance is narcotic or non-narcotic should be in the report according to the Controlled Substance Act.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Casework Review

Date Approved/Revised: October 10, 1985

Guiding principle: Casework review has two purposes. The first and most important reason is to ensure that the opinion expressed in the report is justified by the analysis performed. The second reason is to ensure that the analyst is following all the guidelines in the casework documentation policies plus other policies which may be established from time to time.

1. The reviewer should ensure that the details of each test are listed and the observations described in the notes. (Photocopies, drawings, instrument readouts, and photographs are ways of describing observations).
2. The reviewer should ensure that all printouts and supporting documentation have been generated and retained.
3. There should be a brief description of the evidence and the container in the notes.
4. If the evidence is a controlled substance there should be a net weight and a reserve weight (weight used) in the notes and on the report. The drug should be scheduled on the report.
5. The notes and supporting documents should have the case number.
6. Evidence of peer review, where appropriate, should be in the notes.
7. The condition of seals should be noted.
8. The report should contain a brief description of the evidence and an opinion. The reviewer should ensure that the opinion meets accepted standards and is justified by the analysis performed.
9. If the evidence contains a controlled substance, the reviewer should check to ensure that only one-half of the sample is consumed. (Not always possible)
10. The reviewer should check to see that the work performed was accurate.
11. Case reviews should be done as much as possible before the report goes out.
12. If the reviewer finds errors or omissions in the casework documentation, that person has the obligation to ensure that an improper report does not leave the laboratory. Minor errors should be called to the attention of the analyst only. The supervisor should be made aware of continual or frequent errors.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Releasing Case Results

Date Approved/Revised: October 10, 1985

Guiding principle: During the investigative phase of a crime, release of Forensic Section results to unauthorized parties could jeopardize the investigation or possibly place the life of the investigator in danger.

1. When giving laboratory results to telephone callers, extreme caution must be exercised! If the caller is authorized to receive the results (see the rest of this policy for those guidelines), then the following guidelines must be adhered to.
 - A. If the caller is authorized to receive the results, and the voice of the caller is recognized, then the results can be given out.
 - B. When the caller's voice is not familiar, if possible, refer the caller to someone who is familiar with his/her voice to decide if he/she is authorized to obtain the results.
 - C. If the caller is authorized to receive the results, but his/her voice is not familiar, call the party back using a phone number known to belong to the agency that employs the caller, or ask the caller to come to the laboratory in person.
2. The written or verbal report can be released to any employee of the submitting agency once you are positive the receiver is an employee of that agency.
3. Results can be given to the prosecutor or his/her staff if the evidence was submitted by a law enforcement officer from the prosecutor's jurisdiction. Suitable precautions regarding the identity of the prosecutor or staff member should be taken.
4. Reports on evidence submitted by a defense attorney for a client or by a defendant in a criminal proceeding should only be released to the defense attorney, his client, or any other person authorized by that attorney.
5. If a defense attorney wants results regarding evidence submitted by the prosecution to the laboratory, the defense attorney must demonstrate one of the following:
 - A. Written permission of the prosecutor or the submitting party. If verbal permission was given to release results, the laboratory must confirm the permission.
 - B. An appropriate discovery
 - C. An appropriate court order

Subject of Policy: Releasing Case Results

6. If a prosecutor wants to obtain the results of evidence submitted by the defense, the previous guidelines apply.
7. The results of blood alcohol tests on accident victim blood samples should only be released for statistical purposes unless a court order concerning their release is obtained.
8. Occasionally, a report needs to be released to a party other than the submitting agency or the opposing attorney in the case. Normally, this should be done only on the written authorization of the submitting party. In an extreme emergency, the report could be released based on the verbal consent of the submitting party. This release should be documented in writing. The person releasing the evidence should be certain that it is really the submitting party that is giving permission for the release of the report.
9. The criminalist has the obligation to discuss his/her findings, interpret the conclusions, and state the strengths and weaknesses of his/her examination on evidence with the prosecutor and the defense attorney. The analyst should not discuss an examination with an attorney until the attorney has demonstrated that he/she is entitled to the results or that the attorney has obtained the results through legitimate means as discussed elsewhere in this policy.

I have read and understand this policy.

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POLICY SECTION: Casework Documentation

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Case Record Storage & Disposition

Date Approved/Revised: October 10, 1985

1. Retention of records: According to the letter dated Sept. 12, 1984 from Marc Haws of the Attorney General's Office, there was at that time no clear guideline for the retention of Forensic Section records. Until guidelines are approved by the Director of Administration, no case files will be destroyed. In addition to the case files, it is recommended that at least one other file system be retained which indicates the suspects' and victims' names associated with the case files, which could be searched either chronologically (log books) or alphabetically (card file of suspects). Case files will consist of all of the documentation for a particular case, with the exception of certain material kept in notebooks which pertain to several cases (such as data from alcohol quantitations, enzyme runs, etc.). These exceptions shall be cross-referenced in the case notes.
2. Storage of case records: Case records, both active and inactive, will be stored in a place which is accessible only to members of the Forensic Section. Ideally this area will have a low potential for record damage from fire, water, prolonged high heat, high humidity, and insects. A duplicate of the case report only (not lab notes, etc.) will be stored at a branch of the Forensic Section other than the issuing Branch.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Laboratory Reports - Originals vs. Copies

Date approved/Revised: UNDER CONSIDERATION ONLY

Guiding Principle: Although the section has made certified copies from NCR copies of laboratory reports in the past, a certified copy is usually made from the original.

1. After November 1, 1986 the typed or handwritten originals of all Forensic Section reports will be retained at the laboratory where the report was generated.
2. A certified copy of the report will be returned to the investigator along with the evidence. Copies or certified copies as appropriate will be forwarded to other investigators and attorneys.
3. As of November 1, 1986 the only acceptable reason to remove an original report from the laboratory is to make a copy of that report.
4. If this policy is adapted by the section, this policy will be amended to include more specific guidelines about the certification language on the copies of the report and whether or not the original will be notarized.

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POLICY SECTION: Casework Documentation

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Destroying Case Records or Reports

Date Approved/Revised: August 19, 1986

Guiding principles: Occasionally a document must be destroyed that has a suspect's name on it. For instance, a case report may have to be retyped due to an error by the typist or the criminalist. This sort of documents should be destroyed in such a manner that someone cannot casually look through the trash and see a suspect's name.

1. These documents must be retained at the laboratory in a secure area until they can be properly destroyed.
2. These documents can be burned in an incinerator.
3. These documents can be put through a paper shredder.
4. These documents can be taken to the dump and folded into a pile of garbage.

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I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Accepting Evidence from Law Enforcement Officers, Prosecutors, and Public Defenders

Date Approved/Revised: May 1, 1986

Guiding principles: It is one of the chief responsibilities of the forensic section to provide support for law enforcement officers, prosecutors, and public defenders. In order to provide the most timely service, it is important to limit the services provided to those situations which will assist in resolving criminal cases.

1. Evidence will be accepted only if the laboratory has a trained analyst, accurate methodology, and the proper reagents to analyze the evidence. It is recognized that in specific situations no specific training or methodology may exist. These cases should be accepted only if the analyst has a background that will allow him to devise suitable tests and accurately evaluate the results.
2. Evidence will be accepted for analysis only if it will assist in the identification of suspects, resolution of criminal charges against an individual, or in establishing whether a crime took place. Cases will not be accepted if the purpose of the examination is to satisfy the curiosity of a law enforcement official or any other individual.
3. Cases will be accepted from all the law enforcement agencies, prosecutors, and public defenders in the state.
4. Cases will be accepted for quantitation for one reason only. That reason is for the safety of narcotics officers. If narcotics officers have made one purchase from an illicit drug dealer and anticipate further drug purchases, their cases can be quantitated if requested. It establishes their credibility and protects their safety. Quantitations for other purposes must be cleared with the section manager.
5. The section will provide support at crime scenes subject to certain guidelines.
 - A. Crime scene support will not be provided in clear-cut suicides. Since the forensic section encourages law enforcement agencies to treat suicides as possible homicides, the staff has to be somewhat flexible in their willingness to provide support at suicides. However, when the death is unquestionably a suicide, the staff should not be involved.
 - B. If a potential crime scene represents any security threat, it should be secured by law enforcement officers before forensic section staff enters. If a crime scene represents a security threat, forensic section staff will not remain at the site unless they are protected by law enforcement officers.

I have read and understand this policy.

POLICY SECTION: From Whom and Why Casework is Accepted

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Accepting Evidence from Private Defense Attorneys or From Suspects in Criminal Cases

Date Approved/Revised: May 1, 1986

Guiding principle: A suspect in a criminal case, his private attorney, or his private investigator, are entitled to receive the same services from the forensic section as the prosecution.

1. The Forensic Advisory Board has suggested and the Forensic Section has adopted the policy that casework submitted by non-indigent criminal suspects, their attorneys, and their investigators should be analyzed on a fee basis. The charges are \$50.00 per hour bench time and \$50.00 portal to portal for testimony regarding this analysis, plus travelling expenses.
2. The criteria for accepting evidence in these cases is identical to the criteria for accepting evidence from the prosecution.

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POLICY SECTION: From Whom and Why Casework is Accepted

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Accepting Evidence for Health Related Reasons

Date Approved/Revised: May 1, 1986

Guiding principle: Health practitioners may occasionally need to know the identity of a suspected drug for various health reasons.

1. All of these health-related cases must be submitted through a health practitioner or some agency and/or practitioner knowledgeable in the pharmacology of drugs. After new rules are instituted these cases will be done on the basis of the bench time cost. (Hours of bench time taken times the correct hourly cost of bench time.)
2. "Concerned parent cases" must be treated according to the criteria in the previous paragraph.
3. Samples submitted for health reasons that probably involve interstate commerce such as Mexican arthritis preparations or the black chinese herbal pills should be referred to the F.D.A. in Seattle. In April of 1986 the person to contact at F.D.A. is Lloyd Johnson (206) 442-5302.

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POLICY SECTION: From Whom and Why Casework is Accepted

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Accepting Casework in Civil Matters

Date Approved/Revised: May 1, 1986

Guiding Principle: The Forensic Section chiefly performs examinations in criminal matters. Some health related cases are also examined by the Forensic Section. However, absolutely no casework will be analyzed in situations where the need for the analysis is based solely on a civil suit.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Subpoena and Testimony Policy for the Prosecutor When the Staff Performed Analysis for a Law Enforcement Agency or is in the Chain of Custody for Criminal Cases

Date Approved/Revised: October 10, 1985

Guiding principles: There are several considerations when scheduling court testimony through subpoenas. The receiving of subpoenas should be done in a way that has court acceptance and is logical. Subpoenas should also be processed so that multiple subpoenas for an individual have a minimal impact upon the criminal justice system. Finally, employees who schedule vacation well in advance of the reception of a subpoena are still entitled to that vacation.

1. All subpoenas for an individual will be accepted by the laboratory for a given day unless the person has scheduled leave or training for that day.
2. If more than one subpoena is received for an individual for a given day, then those subpoenas should be assigned a priority based on the seriousness of the crime. The subpoena for the most serious crimes should be given the highest priority, etc.
3. If more than one subpoena is received for an individual for a given day but the crimes are of equal seriousness, then the subpoenas should be given priority on the basis of the chronological order of receipt by the laboratory.
4. The priority for a subpoena can change from day to day due to conflicts between the two different ways of establishing priority.
5. When a subpoena is received, the current priority of the subpoena should be established. The agency that sent the subpoena should be notified by letter if his/her subpoena is not a number-one priority and also of the other pending subpoenas. If the priority of the subpoena changes, a new letter should be sent.
6. Vacation or essential training approved by the laboratory director will have priority over a subpoena if it was approved by the laboratory director. Sometimes a compromise can be arranged if a conflict occurs. The prosecutor may be willing to take a pre-recorded deposition or fly the person back for trial. The travel time back to the trial would be work time. The party issuing the subpoena will pay the expenses for the criminalist's return to home base. If the subpoena is for a very serious crime such as homicide, there will have to be some flexibility in this provision of the subpoena policy. No payment regarding these types of cases should be required from the courts. However, if payment is voluntarily made by the FBI or other federal agencies, it should be turned over to the Bureau of Laboratories.

POLICY SECTION: Subpoena and Testimony Policy

Subject of Policy: Subpoena and Testimony Policy for the Prosecutor when the Staff Performed Analysis for a Law Enforcement Agency or is in the Chain of Custody for Criminal Cases

- 7. When subpoenas for testimony in criminal cases are received, subpoenas where examinations were performed have priority over subpoenas where no examination was performed. Cases in which the staff might be subpoenaed where no examination was involved include driving under the influence involving the Intoximeter 3000 and subpoenas concerning questions of policy, the alcohol rules and regulations, etc. Subpoenas for the Intoximeter 3000, the Intoxilyzer 5000 and the Alco-Sensor III should be placed in a pool without priority and honored in chronological order.

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POLICY SECTION: Subpoena and testimony policy

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Subpoena and Testimony Policy when the Staff Performed Analysis but the Court Proceeding is Civil

Date Approved/Revised: October 10, 1985

Guiding Principle: Attorneys in civil cases sometimes need the testimony of a criminalist regarding the results of an examination which cannot be reproduced. In these cases, the laboratory will recover costs but not try to generate a profit.

1. The criminalist will appear at these civil hearings as part of his/her routine job duties.
2. Subpoenas for these hearings will be given a lower priority than for subpoenas for any criminal proceeding. The attorney should be informed of the priority of the subpoena if it is not a number one priority.
3. The attorney will be billed by the Bureau of Laboratories for all travel expenses plus \$50.00 per hour portal-to-portal.
4. A criminalist will appear at civil hearings to testify about the rules and policies for breath testing or about the calibration of a particular breath testing instrument. This policy statement is subject to the other conditions regarding priority and charges which are stated elsewhere in this policy.

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POLICY SECTION: Subpoena and Testimony Policy

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Testifying in Criminal Cases for the Defense

Date Approved/Revised: October 10, 1985

Guiding Principle: The defense and the prosecution should have access to the staff in Criminal Cases.

1. A subpoena from a defense attorney in a criminal case in which the analyst performed analysis for the prosecution should be honored and given a priority like any routine criminal subpoena.
2. In regards to testimony, the same services that are provided to the prosecutor should be provided at no charge to the public defender.
3. If a defense attorney who is not a public defender subpoenas a criminalist to a criminal hearing, in regards to work performed for the defense or where no examination was performed, the attorney will be billed for the time spent in appearing at these trials (paragraph 4 gives the exception to this policy). The charges will be \$50.00 per hour, plus expenses at the state rate. If analysis was performed, the subpoena should be given a priority based on the severity of the crime and the date the subpoena was received. If no examination was performed, the subpoena should be given a lower priority than any subpoena where examination was performed in a criminal case.
4. If a privately hired defense attorney subpoenas a criminalist to testify about the Intoximeter 3000, the Intoxilyzer 5000, or the Alco-Sensor III, the following guidelines for charging apply.
 - A. The criminalist should appear and testify at state expense about policies, rules and regulations, and instrument operations and design.
 - B. If the testimony regards other expert witness testimony, the attorney should be billed for time and expenses.
5. All fees will be collected by and turned over to the Bureau of Laboratories.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Priorities of Testimony

Date Approved/Revised: October 10, 1985

Highest Priority

1. Pre-arranged vacation
2. Pre-arranged training
3. Criminal cases where examination was performed.
Establish priority by seriousness of the crime and the date subpoena was received.
4. Testifying in criminal hearings when no examination was performed.
5. Testifying in civil hearings where examinations were conducted in the course of a criminal investigation.

Lowest Priority

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Evaluation of Testimony

Date Approved/Revised: October 10, 1985

Guiding Principle: The goal of courtroom testimony is to present verbally the conclusions stated in the report. The goal of the criminalist should be to present them accurately with the strength justified by the findings. If an attorney attempts to make the conclusions appear stronger or weaker than is warranted, the criminalist should, through testimony, attempt to bring the strength of the conclusion back to a reasonable level.

1. Each criminalist will be evaluated using the enclosed form by his or her supervisor at least once annually.
2. Preferrably, the evaluation should be done in person. If that is not possible, then both the defense attorney and the prosecuting attorney should fill out the evaluation form and mail it directly to the supervisor.
3. An evaluation done by the attorneys involved may reveal potential problems. If so, the supervisor should read a transcript of the testimony to make an independent judgement.
4. The focus of the evaluation is to build on strengths and to correct deficiencies. Hopefully, the evaluation will be more of a learning experience than a judgmental experience.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Expert Witness Testimony in Civil Cases Where No Exam Was Performed

Date Approved/Revised: July 18, 1986

1. A criminalist will not testify in civil hearings on state time unless:
 - A. That criminalist previously performed analysis in a related criminal case.
 - B. The criminalist is subpoenaed to testify about the rules and policies for breath testing or the calibration of a particular breath testing instrument.
2. Any criminalist is free to provide expert witness testimony or other services not provided by the forensic section on his or her own time, using comp. time, vacation time, or non-working hours.
3. If a criminalist elects to provide services in a civil matter on his/her own time, that criminalist will not use any state instrumentation, reagents, or utilities to provide the service.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Proficiency Testing Guidelines

Date Approved/Revised: October 10, 1985

Guiding Principle: Proficiency testing provides significant information about the quality of analyses performed. Like typical casework, it reveals the strengths and weaknesses of screening techniques and analytical procedures, and demonstrates the training level and competency of individuals. Proficiency testing has tremendous educational value. It can be used to try new analytical techniques (if agreed to before the test), test the adequacy of techniques, demonstrate adequate training, and learn new techniques from other participants.

1. If proficiency tests are available in a forensic discipline, each fully trained examiner shall participate in at least one proficiency test in that discipline during the course of a calendar year.
2. Most proficiency tests shall be performed by two or more individuals. The examiners will compare results after the completion of the proficiency test. This includes methodology, analytical results, and conclusions.
3. When a staff member analyzes a proficiency test with ingenuity, that methodology should be documented and distributed to the rest of the staff.
4. The laboratory supervisor will review all proficiency testing results. Any failures will be made known to the analyst who completed the test. Together the supervisor and analyst will determine the nature of the error (i.e. typographical, judgement or observation, lack of equipment, etc.). Depending on the nature of the error they will agree on the remedy and document the corrective action taken. This documentation need not be lengthy. It should include a statement of the problem, a solution to the problem, and measures to see that it will not reoccur. This statement of corrective action should be attached to the proficiency test results.
5. Results of proficiency tests may have some impact on personnel decisions regarding employees. However, the focus is on long-term performance and not on the results of individual proficiency tests. Individuals who generally perform better than average, or who regularly make important errors on proficiency tests, could be affected in regards to performance ratings, promotions, meritorious raises, and job retention. Failure to complete a proficiency test as assigned, if not excused, will result in a downgraded rating for that domain in the performance evaluation. If the analyst has a reason to anticipate that a proficiency test cannot be completed by the deadline, he/she should notify the supervisor before the due date.
6. Each branch laboratory supervisor has the responsibility to oversee and evaluate proficiency testing in that laboratory. In addition, each branch manager will collect and maintain appropriate records regarding proficiency tests performed in that laboratory. The records include test results, quick results, summaries, and corrective action. The overall file in Boise will duplicate these files.

Subject of Policy: Proficiency Testing Guidelines

7. The same resources utilized in routine casework can also be utilized in proficiency tests. This includes co-workers, instrumentation, techniques, etc.
8. Infrequently, a proficiency test will be done as a training exercise. It is not necessary to retain the results of these tests nor is it necessary to have a written statement of corrective action.
9. All proficiency test records will be retained for three years and then destroyed.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Resolution of Technical Problems

Date Approved/Revised: October 10, 1985

STANDARDS

1. The individual analyst should monitor the examination for proper technical performance. Danger signals would include but not be restricted to: failure of blank samples to give negative results, failure of controls to give appropriate qualitative or quantitative results, and non-reproducibility of the same procedure on the same sample. Typical corrective action could include: checking for reagent deterioration, checking instrument controls for proper setting, etc. The analyst is expected to pursue the cause of the deviation and take sufficient action to ensure and document that the problem has been corrected. If he/she cannot find a solution to the problem then the analysis should not depend on the results of the questionable procedure.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Adoption of New Procedures

Date Approved/Revised: October 10, 1985

Any new or unusual analytical procedure must be thoroughly tested using known controls prior to use on casework. The tests should be performed on materials similar to those encountered in case material and be completely documented. All new procedures must be based on principles that are accepted by the scientific community or supported by data gathered and recorded in a scientific manner. Time and cost factors, as well as specificity and accuracy, should also be considered when developing new procedures.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Reagent Reliability

Date Approved/Revised: October 10, 1985

All reagents frequently used on submitted evidence will be routinely tested using appropriate standards and controls. All reagents should be labeled, initialed, and dated. The dates should reflect the date the reagent was initially made and the dates the reagent was checked for its reliability.

Reagents not routinely used should be made fresh before use and tested using proper standards and controls before use on case material.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Maintenance and Calibration Schedule

Date Approved/Revised: October 10, 1985

Weekly

- Check compressed gas supply. Order new tanks if no full ones stored.
- *Turn in dirty lab coats.
- *Take dirty dishes to dish washer.
- *Obtain de-ionized water for reagents.
- Record temperature of all refrigerators, freezers and incubators.
- *Empty serology waste blood recepticle(s).
- Check to see pH meter electrode properly immersed.

Monthly

- Test all components of alarm system.
- Test eyewash faucets.
- Check balances for accuracy in optical range.
- Clean balance area as needed to prevent corrosion and dirt contamination.
- Clean water baths, if needed.
- Run polyethylene test scan on FTIR, or other IR.
- Add water to refrigerated circulating bath, if needed.
- If pH meter not used recently, check calibration.

Semi-Annually

- Test overhead showers.
- Test hood velocities.
- Run indene on FTIR (Boise only).
- Check centrifuges for brush wear.

Annually

- Clean and defrost refrigerators & freezers, as needed.
- Replace water in circulating cold bath, if needed.
- Check speed of centrifuges with strobe-tach.
- Check all water bath, refrigerator, and incubator thermometers vs. known standard.

Under Contract - Yearly

- Balances: Cleaning, accuracy check.
- Microscopes: Clean, lubricate, adjust.
- Fire extinguisher maintenance.

*Not equipment/instrument maintenance and calibration, but generally beneficial for housekeeping/safety.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Training and Qualifications of Criminalists

Date Approved/Revised: July 18, 1986

Guiding principle: It is essential that all personnel are properly qualified and properly trained in order to provide services competently.

1. The laboratory director must have a minimum of a bachelors degree in natural science. The director must also have formal training in management before or after becoming Laboratory Director. It is desirable for the director to have two years of supervisory experience prior to becoming a laboratory director and five years of experience as a bench level criminalist.
2. All criminalists at the bench level must have a minimum of a bachelors degree in a natural science or criminalistics.
3. Before doing examinations independently in a specific discipline, a criminalist must demonstrate proficiency in the following areas and must be trained in these areas:
 - A. Instrument operation and theory
 - B. Methodology protocol and theory
 - C. Other applicable theory and facts
 - D. Correct examinations of unknowns
4. Trainees may perform examinations without meeting all these criteria provided that they are closely supervised and cosigned in the examination.
5. Before testifying as a qualified examiner, the criminalist must demonstrate adequate preparation through a mock court or a question and answer session. The trainee should observe pertinent testimony by qualified examiners if available. The review process during training will serve as the question and answer session.
6. The examiner should have knowledge of the statistics and data bases for evidence in which he/she assigns probabilities.
7. The job description, education/training required with the duties performed must be consistent.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Writing and Following Procedure Manuals

Date Approved/Revised: July 18, 1986

Guiding principles: In order to assure that a quality result can be obtained, protocols must be established to assure that acceptable procedures are used and that the materials necessary to conduct these procedures properly are used.

1. All routinely performed examinations must be available in written form in a procedure manual. The written technical procedure must be based on methodology generally accepted in the field or by data gathered and recorded in a scientific manner.
2. The written technical procedure must designate appropriate controls and adequate instrumentation in addition to methodology.
3. The instruments used must be properly calibrated, if so required.
4. When performing an examination for which a technical procedure has been established, the criminalist must use standards, reagents, quality control, and/or instrumentation as designated by the written procedure. These items must all be adequate for the written procedure.
5. Experimental results are usually obtained with a standard and/or quality control. These results should be documented in the case notes or elsewhere as appropriate.
6. The criminalist must perform the examination according to the written procedure, except in rare circumstances. These circumstances involve instrument breakdown, a rare sample, etc. The reasons for the deviation must be clearly justified. The deviation must also be an accepted technique.
7. The procedure manual must be updated as procedures change.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Intra-Laboratory Smith Widmark Proficiency Testing
for Ethanol

Date Approved/Revised: January 30, 1986

Two 50-liter carboys will be made up at the Central Laboratory, one of approximately .100% alcohol content and the other of at least twice the value of the first. One liter of each solution will be sent to Pocatello and Coeur d'Alene Forensic Laboratories, where they will be analyzed by the Smith Widmark method. The results from the three laboratories will be averaged to give value of the carboys. Unusual results will be investigated.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Policies and Definitions

Date Approved/Revised: April 23, 1986

Guiding principles: The purpose of our goals and objectives is to give the laboratory direction. The forensic section has to know where it is headed so it can figure out how to get there.

Standards:

1. Goals are the statements of purpose defining the mission of the forensic section. Goals define the needs the forensic section is attempting to meet and the manner in which those needs should be met. Goals should be reviewed annually.
2. Objectives are measurable, definable accomplishments which further the goals of the organization. These are clearly defined tasks that can usually be achieved in 1 to 2 years. These objectives should be renewed annually.
3. Goals and objectives should be relevant to the needs of the community served by the forensic section.
4. These goals and objectives need to be developed so they can be understood and supported by the whole staff of the forensic section.

I have read and understand this policy.

POLICY SECTION: Goals and Objectives

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Goals

Date Approved/Revised: April 23, 1986

Guiding principle: The purpose of these goals is to define what needs the forensic section is attempting to meet and the manner in which those needs should be met. These goals provide a statement of purpose defining the mission of the forensic section.

1. Provide crime laboratory services to the criminal justice system of Idaho.
2. Provide only those services for which there is:
 - A. Proper training - competent personnel
 - B. Adequate equipment
 - C. Sufficient need to justify the training and equipment
3. Provide accurate and timely analysis; less than one month turn-around.
4. Provide accurate, comprehensive, and impartial court testimony that is understandable to the primary receiver.
5. Write precise and readable reports that are understandable to the primary receivers.
6. Keep libraries updated.
7. Keep staff updated through training, scientific meetings, and reading of the literature.
8. Strive to upgrade our methodology by implementing newer/better techniques as the field progresses.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Section Objectives, 1987 Fiscal Year

Date Approved/Revised: June 10, 1986

Guiding Principle: Objectives should be measurable, definable accomplishments which further the goals of the forensic section.

One Year Objectives

1. Second firearms examiner internally trained. - Wally and Kurt
2. Rebuilding to be done:
 - A. Clean eating area in Coeur d'Alene. - Bob and Rick
 - B. Decide if changes need to be made in Pocatello in terms of workspace and eating area. If so, decide an approach. Modify present structure or find another location. - Don and Rick
3. Have adequate safe cars to travel in. - Rick
4. Get the branch labs equipped with wide-bore capillary columns. - Bob and Don
5. Standardized training courses for the Intoximeter 3000, the Alco-Sensor III, and the Intoxilyzer 5000. - Donna
6. Appropriate enzyme systems running in the branch labs. - Ann, Bob, Don, and Pam
7. Be ASCLD approved. - Staff
8. Balance the workload and staffing and have the staff feel positive about this balance. - Rick, Don, and Bob
9. Have Don Wyckoff either quit doing hairs or achieve journeyman status for this endeavor. - Ann and Don
10. Rick, Don, and Bob each visit 20 sheriffs and/or police chiefs.
11. Rick to work with secretaries and find out what training or meetings would be useful and work to find that training.
12. Determine equipment and manpower needs to provide full toxicological services to the county coroners. - Bob
13. Determine manpower needs for doing toxicology in Boise or Pocatello. Also decide whether this course is justifiable.

Long term objectives - 2 years or more

1. Upgrade branch lab I.R.S. to F.T.I.R.
2. Cease testifying in breath alcohol cases.

I have read and understand this policy.

POLICY SECTION: General Laboratory Operation

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Ordering and Control of Supplies

Date Approved/Revised: June 10, 1986

Guiding principles: Supplies and materials should be kept in sufficient quantity to ensure work delays do not occur due to their depletion. A workable balance should be maintained between exercising adequate control over the expenditure of funds for supplies, and imposition of an overly cumbersome ordering procedure.

1. Some common chemical supplies are kept in the central storeroom in Boise under Aaron Wolter's control. Forensic Section members may collect these supplies when in Boise, or follow his policies to have them sent to the Branch Forensic Labs. Out of courtesy, please make him aware if shelf stocks are getting low.
2. Common office supplies are available from the Bureau of Supplies. Orders for these items in the Central Branch may be made verbally or in writing to Cheryl Crisler. Branch lab orders should be submitted to the Section Manager, as with other orders.
3. To order supplies not available from the central storeroom: Fill out an order form. All such orders must be OK'd by the Section Manager or the acting assistant, in his absence. After approval, the form will be given to Aaron (except in Boise, where it will be given to Ann Bradley so she may retain the yellow copy).
4. In general, Ann Bradley is responsible for facilitating the ordering of materials and supplies for the section. Notify her when incoming supplies arrive, or if they are overdue. She is responsible for finding alternate sources, record keeping for the Boise Branch's orders, and general trouble shooting.
5. Every section member is responsible for actively maintaining adequate supplies. In general, when supplies are noticeably low, write up an order or obtain new stock from the central storeroom.
6. Print shop orders must have a special form completed. After completing this form, submit the orders to Mary Ferguson.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of policy: Retention and Circulation of Journals and Books

Date Approved/Revised: June 1, 1986

Guiding Principles: The laboratory should maintain an adequate forensic library to include literature published in the areas of expertise and services offered by the laboratory. A system or procedure must exist to encourage a review of new literature by the appropriate personnel.

1. Each branch of the Forensic Section should have in its library collection, each book or other literature regularly consulted for analysis or used for training purposes.
2. Only one copy of books and other literature used for background information may be purchased. This literature will be circulated to each branch of the Forensic Section when new. It can be recirculated upon request. It will be stored at whichever branch seems most appropriate.
3. The Forensic Section will purchase and retain all the major journals pertaining to the examinations performed in the Forensic Section. When new, each journal will be circulated to each branch of the Forensic Section. The journals will be stored at whichever branch seems most appropriate.
4. All circulating literature will be accompanied by a routing slip to ensure access by each person who should see it.

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POLICY SECTION: General Laboratory Operation

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Ordering Capital Outlay, Repairs, Journals, and Books

Date Approved/Revised: August 18, 1986

1. All capital outlay purchases and repairs over \$300.00 must be approved by the section manager.
2. All capital outlay purchases over \$100.00 must be approved by the bureau chief.
3. All capital outlay purchases over \$500.00 must be put out for bid. Requisitions should be written up and put out for written bid through the Division of Purchasing. The Accounts Payable clerk can help with preparation of the requisition.
4. When repairs are needed to an instrument, the first step is to get an estimate of the repair cost. Often this will involve forwarding the instrument to the repair technician in order for them to make an estimate.
 - A. If the cost of the repair is under \$500.00, obtain a purchase order from the Purchasing clerk (Aaron).
 - B. If the cost of the repair is greater than \$500.00, then the Bureau must requisition the repair and get three (3) written bids. Typically, Forensic Section repairs are of an emergency nature and can only be performed by a single source. In this case, first obtain an estimate on the repair (if possible) and give the estimate to the Accounts Payable clerk. She will then obtain a purchase order for the repair. If you cannot get a reliable estimate before the repair, then you still need to contact the Accounts Payable clerk, have the instrument repaired, and have the Accounts Payable clerk forward that amount to purchasing to get a purchase order.
5. The purchase of all books and journals must be approved by the section manager and the bureau chief.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Introduction

Date Approved/Revised: October 22, 1986

The establishment of a safe working environment in the laboratory presents many unique problems. Chemical, biological, and physical hazards are encountered daily by all laboratory employees. The support of management and supervisory personnel are major factors involved in a successful safety program. The section safety officer, management, and supervisors must believe in safety, participate in safety, and show by example that safety must always be considered. A good safety program can be measured by a reduction in the number of accidents, amount of property damage, and number of man-hours lost. Safety is a cost containment program from which all employees will benefit.

The objective of the Laboratory Safety Program is to provide a safe, healthy, and comfortable working environment for employees and visitors to the laboratory. Achievement of this objective will require strong emphasis on accident prevention and an attitude of safety awareness by each laboratory employee. The responsibility for achievement of this objective is divided among laboratory management, section manager, lab supervisors, section safety officer, and the individual employee. Training, investigation, and enforcement are supervisory and management responsibilities, with the ultimate responsibility for employee safety resting on the Laboratory Director.

RESPONSIBILITY FOR LABORATORY SAFETY

A. MANAGEMENT

1. Establish safety policies.
2. Provide a safe and healthy working environment.
3. Comply with health and safety regulations.
4. Assess the progress of the safety program.
5. Review and act on recommendations developed by the safety officer.
6. Provide adequate funds for a safety program.
7. Provide safety equipment.

B. SUPERVISOR

1. New employee safety orientation.
2. Establish safe working procedures.
3. Daily observation of laboratory for hazards.
4. Eliminate hazardous situations.
5. Report laboratory accidents.
6. Develop a positive attitude toward accident prevention.
7. Train employees in the use of safe practices.

Subject of Policy: Introduction

C. SECTION SAFETY OFFICER

1. Assist supervisor in implementing safety policies.
2. Perform routine checks on operation of safety equipment.
3. Monitor safety conditions in laboratory.
4. Report safety hazards to supervisor.

D. EMPLOYEE

1. Use safety equipment (eye protection, pipettes, hoods, etc.).
2. Follow safe laboratory practices.
3. Report all accidents and injuries.
4. Report hazards to supervisor.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Procedure for Reporting Accidents and Injuries

Date Approved/Revised: October 22, 1986

All laboratory accidents and personal injuries that occur in the Central or Branch Laboratories should be reported within three working days to the Bureau's personnel clerk AND to the lab supervisor on the Bureau's "Report of Accident or Injury" report form. These forms may be obtained from the Bureau's personnel clerk. Any accident that involves personal injury, no matter how slight, or results in damage or loss of relatively expensive laboratory equipment should be reported. Examples of personal injury accidents that need to be reported are cuts, burns, puncture wounds, eye injuries, falls, and strained muscles.

In the case of personal injury, the employee should notify his supervisor and immediately seek medical help if necessary. The employee should tell the physician, or the emergency room staff, that the injury is job related and a worker's compensation claim may be filed. Within three days, the employee must file an accident report with his supervisor and with the personnel clerk using the form described above. If an Industrial Accident form needs to be completed, the employee will receive a copy of a detailed form that must be completed and returned to the personnel clerk within five working days of the accident. The Industrial Accident form will be submitted to the Industrial Commission by the personnel clerk for their review. Bills for medical services and medications should be sent directly to the Industrial Commission.

Check with your supervisor or the personnel clerk for further information on reporting and handling laboratory accidents.

I have read and understand this policy.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Orientation of New Employees

Date Approved/Revised: October 22, 1986

It shall be the responsibility of the section supervisors to see that all new employees receive an orientation concerning laboratory safety procedures and policies within the first week of employment. This orientation will include, but is not limited to, the following topics:

1. Method of reporting laboratory accidents and types of accidents to be reported.
2. Fire drill procedures.
3. Safety practices pertaining to their particular area of work.
4. Eating, drinking, and smoking areas.
5. Physical tour of laboratory building with emphasis on those areas of increased risk.

New employees should be given the opportunity to review and sign the Laboratory Safety Manual within the first month of employment and should be told of the location of this manual for quick referral when needed.

I have read and understand this policy.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Lab Visitors and Tours

Date Approved/Revised: October 22, 1986

VISITORS

All laboratories are off limits to anyone except staff members. Staff members must use discretion when showing visitors through the lab and are responsible for their health and safety while in the laboratory area.

TOUR GROUPS

1. All tours are to be scheduled through lab supervisors, who will be responsible for the safety of tour participants within their sections.
2. All tours must be guided by a forensic section staff member.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: General Housekeeping

Date Approved/Revised: October 22, 1986

1. The individual employee is responsible for cleaning all spills, leaks, or drips from bottles and glassware broken in the laboratory.
2. It is the responsibility of laboratory bench personnel to prevent the exposure of other personnel to corrosive, toxic, or infectious agents by removing or neutralizing these agents before the glassware is submitted to the washroom.
3. Biologically contaminated glassware and materials will be decontaminated as needed.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: First Aid

Date Approved/Revised: October 22, 1986

1. All forensic section employees should know what individual in their facility is trained to perform first aid, CPR, and the Heimlich procedure. Each new employee should be informed of this during his/her orientation. If this information changes, the branch lab supervisor or the safety officer will inform the forensic section staff.
2. Each branch lab will maintain a first aid kit for treating minor injuries. All staff members should know the location of the first aid kit.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Protective Equipment and Wearing Apparel

Date Approved/Revised: October 22, 1986

LABORATORY COATS

Laboratory coats are worn to protect employees from chemical and biological hazards. Lab coats also help minimize the distribution of hazardous materials throughout the laboratory and prevent the distribution of these materials outside the laboratory.

1. Laboratory coats will be provided for all laboratory employees who are exposed to chemical or biological hazards.
2. These coats are to be worn while working in the laboratory.
3. These coats are to be laundered when soiled.
4. Laboratory coats should not be worn outside the laboratory, nor should they be worn in designated clean areas. Designated clean areas include the lunch and coffee-break areas, library, and conference rooms.

PROTECTIVE EQUIPMENT

1. Safety glasses or face shields will be provided and worn when the possibility of splashing liquids into the eyes exists, or the danger of flying particles exists, or any other hazard to the eyes is present.
2. Safety buckets are available for carrying bottles of liquid (acids, solvents, etc.).
3. Protective gloves and tongs will be used when handling hazardous agents or hot solutions.
4. Respirators appropriate for the task at hand should be worn when working with substances such as dusts, aerosols, or liquids which emit vapors, any of which contain dangerous microorganisms, are carcinogenic, or are toxic.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Food, Beverages, and Smoking

Date Approved/Revised: October 22, 1986

1. Each laboratory supervisor shall designate a "clean" area where food and beverage may be consumed. The same or separate area may also be designated for smoking. A clean area may not include any of the following locations:
 - a. Bench areas where samples are analyzed.
 - b. Areas where chemicals are stored or used.
 - c. Areas where evidence is handled in any manner.
2. No food or drink is to be consumed or stored outside of the clean area. Food and drink should only be stored in refrigerators designated for that purpose, and never in refrigerators containing laboratory supplies or evidence.
3. Laboratory glassware or equipment should never be used for preparing or storing food or beverages.
4. Protective equipment such as gloves and lab coats will not be allowed into clean areas.
5. Employees should never eat or drink intermittently while performing evidence analysis. Lab coats should be removed and hands washed before moving to a clean area to consume food or beverages.
6. Smoking is not allowed outside those areas designated as smoking areas by the lab supervisor.
7. No evidence or reagents shall be brought into a clean area.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Compressed Gases

Date Approved/Revised: October 22, 1986

1. Cylinders of compressed gas must be secured at all times to prevent falling.
2. Valve safety covers must be in place when cylinders are not in use.
3. The names of the cylinder contents must be attached to the cylinder. Color coding is not acceptable.
4. Cylinders should be transported by hand truck or cart and not dragged or rolled.
5. Storage of cylinders within the laboratory should be minimized. If the gases are flammable, the room should be well ventilated. Storage of oxidizing gases should be separate from flammable gases.
6. Some gases have special precautions associated with their use. If gases other than hydrogen, nitrogen, helium, and compressed air are to be used, consult the MSDS for the compressed gas in question before bringing into the lab.
7. Never permit oil, grease, or readily combustible materials to come in contact with oxygen or nitrous oxide cylinders, valves, regulators, gauges, or fittings.
8. Do not use compressed gas from a cylinder except through a pressure reducing regulator.
9. After changing a cylinder of flammable gas, check all fittings and connections with a leak detecting solution or device.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Fire Safety and Control

Date Approved/Revised: October 22, 1986

A. In case of fire:

1. Immediately extinguish fire if it is small and can easily be contained with an available fire extinguisher. Be aware of the possible production of toxic gases, and use extreme caution. Notify the supervisor that the fire has occurred.
2. If a co-worker catches fire, do what is necessary to make the person drop to the floor and roll to smother the flames. Safety showers and fire extinguishers may also be used if close at hand. Get immediate medical attention for the person and inform the supervisor.
3. If a fire occurs or is discovered that cannot be readily contained or extinguished, immediately pull the nearest alarm, then leave the building.

B. Exit procedures:

1. All employees and visitors must leave the building immediately whenever the fire alarm sounds. Fire exit routes will be marked on charts near every door.
2. As you leave the room, close the windows, turn off the lights, and close the door.
3. Forensic section personnel should meet in a designated spot 50-100 feet from the building. If anyone is missing, notify firefighters immediately on arrival.
4. Remain outside until instructed to return to the building.

C. Fire extinguishers:

Use the type of fire extinguisher appropriate for the type of fire.

<u>TYPE OF FIRE</u>	<u>EXTINGUISHER TYPE</u>
paper, trash, etc.	water, carbon dioxide, dry chemical, foam
flammable liquids, gas, oil, etc.	carbon dioxide, dry chemical, foam, Halon
electrical, computer, or instrumentation	Halon or CO2 (avoid using dry chemical if at all possible)

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of policy: Storage of Flammable Liquids

Date Approved/Revised: October 22, 1986

1. Metal safety cans, specifically designed for storage of flammable liquids, are preferred containers for these materials.
2. No more than 125 milliliters (one-fourth pint) of each flammable solvent may be stored outside of a storage cabinet approved for flammable liquids. All larger volumes of flammable liquids should be stored in an approved safety cabinet or something similar. Under no circumstances should more than 50 gallons of flammable liquids be stored inside the laboratory area.
3. If a refrigerator is used to store flammable liquids, it must be of the explosion-proof type. It is much better to store solvents on open, well-ventilated shelves.
4. Flammable liquid storage cabinets should never be located in high traffic areas of the lab or where they might cut off escape routes in the event of a fire.
5. Do not store acids in the same cabinet with flammable liquids.
6. Ethers should not be purchased in quantities that cannot be used within a reasonably short period of time. The amount stored should be kept to an absolute minimum.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Chemical Hazards and Controls

Date Approved/Revised: October 22, 1986

A. General Precautions

1. All personnel performing laboratory procedures should wear laboratory coats.
2. Mouth pipetting is strictly forbidden.
3. Discard chipped and broken glassware.
4. Wear disposable gloves when handling chemical solutions which are highly toxic and/or easily absorbed through the skin. Make sure that the type of glove is appropriate for the material being handled.
5. Regular handwashing is good laboratory practice. Hands should be washed at least each time the employee takes a break from bench work.
6. Safety glasses should be worn at all times when transferring corrosive materials. Eye glasses are not an acceptable substitute. Contact lenses are a definite hazard since corrosive liquids seep behind the lense and cause a severe burn. Contact lenses are not recommended for laboratory personnel. The wearers of contact lenses should use safety glasses whenever working with dangerous chemicals.
7. Develop the habit of keeping your hands away from your mouth, nose, eyes, and face.
8. The laboratory should be kept as clean as possible. Discard the contents of all unlabeled storage containers.
9. Burns, cuts, or abrasions should receive immediate first aid. Report all laboratory accidents to your supervisor.
10. Never use laboratory apparatus for the preparation or serving of food.
11. Empty all glassware and rinse before sending it to the dishwashing area.

Subject of Policy: Chemical Hazards and Controls

B. Handling of Reagents and Chemicals

1. Label all reagent containers with the name and concentration of reagent, date prepared, and name of person who prepared the reagent, and expiration date if appropriate.
2. Wipe or wash acid drops off the outside of bottles before returning bottles to shelf.
3. When handling toxic chemicals, or when a procedure may involve the production of toxic fumes, be sure that the process is performed in a chemical fume hood.
4. Never taste any chemical; smell extremely cautiously.
5. The best source of data on the hazards associated with any chemical is the Material Safety Data Sheet, provided by the manufacturer of the chemical. The laboratory should maintain the MSDS for all chemicals it stores. Each employee should consult the MSDS before handling any new substance for the first time, or any time there is a question about a particular chemical.
6. Some substances used in the forensic lab are known or suspected carcinogens. They should always be used in a hood, if at all possible, if vapors or dust might be generated. Appropriate gloves should always be worn when the risk of skin contact is present.
7. All carcinogenic substances should be so labeled on both primary and secondary containers.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Chemical Fume Hoods and Ventilation

Date Approved/Revised: October 22, 1986

1. The following recommendations for hood face air velocity are taken from the American Conference of Governmental Industrial Hygienists:
 - A. 100 CFM/sq. ft. for nuisance odors, corrosive materials, moderately toxic materials, and tracer quantities of radioisotopes;
 - B. 150 CFM/sq. ft. for highly toxic materials and low MPC (maximal permissible concentration) radioactive materials;

Hood face air velocity is also called capture velocity and is expressed by cubic feet of air/min./sq. ft. of hood opening.

2. Hoods having a front pull-down sash frequently will not exhibit an adequate face velocity with the sash in its fully raised position. The amount the sash must be lowered to provide adequate face velocity should be determined. A stop should be placed in the mechanism operating the sash so that it cannot be raised further, or the highest point that the sash can be raised during operation should be clearly marked. Operations with toxic materials must not be carried out in the hood unless the sash is at or below the mark. Air velocity measurements in a hood are taken by placing the velocity measuring device inside the hood and lowering the sash to the appropriate mark.
3. Fume hoods used for handling toxic, carcinogenic or otherwise hazardous materials should be kept uncluttered. Items in the hood may restrict the airflow, defeating the purpose of using the hood.
4. In order to meet the needs of both safety and economy, laboratory ventilation systems must effectively remove air-borne toxic and flammable materials and, at the same time, exhaust a minimum volume of air. Make-up air should be supplied to replace the air removed by exhaust systems. Ventilation systems should be designed so that air flow moves from corridors into the laboratory. When air flow is correctly balanced, air pressure in the corridor is higher than in the laboratory.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Storage of Chemicals - Incompatible Chemicals

Date Approved/Revised: October 22, 1986

When storing chemicals, separate those reagents which might react together to produce dangerous fumes, fire, or explosion.

<u>Chemical</u>	<u>Keep Out of Contact With</u>
Acetic acid	Chromic acid, Nitric acid, Perchloric acid, Peroxides, Permanganates, Glycol
Acetylene	Chlorine, Bromine, Copper, Fluorine, Silver, Mercury
Ammonia, anhydrous	Mercury, Chlorine, Iodine, Bromine, Calcium hypochlorite, Hydrofluoric acid (anhydrous)
Ammonium Nitrate	Flammable liquids, Chlorates, Nitrates, Sulfur, Finely divided organic or combustible materials
Aniline	Nitric acid, Hydrogen peroxide
Bromine, Chlorine, Fluorine	Ammonia, Acetylene, Butadiene, Methane, Propane Hydrogen, Benzene, Turpentine
Carbon, activated	Calcium Hypochlorite, All oxidizing agents
Chlorates	Ammonium salts, Metal powders, Sulfur, Finely divided organic or combustible materials
Chromic acid (cleaning solution)	Acetic acid, Naphthalene, Camphor, Glycerin, Alcohol, Flammable liquids, Turpentine
Copper	Acetylene, Hydrogen peroxide, Sodium azide
Flammable liquids	Ammonium nitrate, Chromic acid, Hydrogen peroxide, Nitric acid, Sodium peroxide, Halogens

Subject of Policy: Storage of Chemicals - Incompatible Chemicals

<u>Chemical</u>	<u>Keep Out of Contact With</u>
Oxalic acid	Silver, Mercury
Perchloric acid	Acetic acid, Alcohol, Paper, Wood, Flammable liquids
Potassium, Sodium, Lithium	Carbon tetrachloride, Water, Carbon dioxide
Potassium Permanganate	Glycerine, Ethylene glycol, Benzaldehyde, Sulfuric acid
Silver	Acetylene, Oxalic acid, Tartaric acid, Ammonium compounds

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Handling of Evidence

Date Approved/Revised: October 22, 1986

The exposure of non-technical laboratory personnel, police officers, and members of the court system to health hazards should be as minimal as possible. The following guideline should be followed to promote this philosophy.

A. Biological Hazards

1. Stained materials should be submitted in appropriately packaged and secured containers.
2. If evidence arrives broken or leaking, a criminalist should be consulted for proper handling procedures.
3. Never reuse mailing or shipping containers which have been contaminated.
4. Biological stain evidence should not be opened in the evidence reception area.
5. The evidence reception area should be occasionally sanitized with hypochlorite, Amphyl, etc. The area should be immediately sanitized if a liquid biohazard leaks or is spilled there.

B. Drug Evidence

1. Treat all drugs samples as if potentially toxic.
2. Avoid skin contact with drug samples, and avoid breathing dust.
3. Use caution when opening evidence packaging. Be aware of hazards such as syringes and broken glass. Never blindly remove evidence from an evidence container.

C. Firearm Evidence

1. Firearms submitted in person must be rendered safe before being accepted by the laboratory. If a firearm arrives by any other route, and the evidence technician cannot determine whether the weapon is safe, a firearms examiner should be consulted before handling the weapon.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Spill Control

Date Approved/Revised: October 22, 1986

Spills pose a significant threat to the health of the laboratory staff. Caution should be taken in cleanup procedures. Those procedures listed below are for large spills but should be considered for any spill.

For any type of chemical spill, rubber gloves, spill pillows, filtered air masks, laboratory coats, or rubber aprons should be available for use as needed. Store this equipment away from the probable area where spills might occur so that it can be accessed safely in the event of a spill.

1. Acid - Cover the contaminated surface with sodium bicarbonate or a soda-ash and slaked lime mixture (50-50), or with a spill pillow. Mix and add water if necessary to form a slurry. Scoop up slurry and wash down the drain with excess water. Wash site with soda-ash solution.
2. Caustic Alkali, Ammonia - Solids should be swept up, diluted and neutralized with 6M-HCL in a large bucket, then washed down the drain with a large excess of water. Solutions should be neutralized and mopped up, or absorbed in a spill pillow. Discharge the residues to the sewer with a large excess of water.
3. Hydrocarbons, Alcohols, Ketones - Eliminate all source of ignition and flammables.
 - A. Gases - Keep concentration of gas below the explosive mixture range by forced ventilation. Remove the tank to an open area and allow dissipation to the atmosphere. Hearing protection should be considered when rapidly discharging a tank. Attempt to cap the valve outlet and return the tank to the supplier.
 - B. Liquids and Solids - Local water management control boards should be consulted in advance to determine the quantity and nature of chemicals which can be flushed into the sewage system. In the event the quantity of spill cannot be disposed of by flushing, these alternatives may be pursued:
 1. Absorb or sweep onto paper, evaporate in the hood, and then burn the paper and chemical in a suitable container while in the hood or adequate ventilation.
 2. Absorb into an inert, absorbent material, seal in an airtight container, and dispose of in a method which is in compliance with local Public Health Guidelines.
4. The Material Safety Data Sheet provided by the manufacturer lists clean-up and disposal procedures for each chemical. If in doubt about the spill control procedure for a particular chemical, consult the MSDS.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Biological Hazards Safety Policy

Date Approved/Revised: October 22, 1986

1. Do not eat, smoke or drink in the laboratory work areas.
2. Do not mouth pipette any liquid.
3. Avoid creating aerosols: open vacutainer stoppers slowly and tilt stopper towards yourself, avoid forceful expulsion of fluids from pipettes, fill centrifuge tubes leaving ample space between meniscus and tube rim.
4. Gloves should be worn whenever liquid biological fluids are handled. They are advised when handling dried stains which might come in contact with the skin surface.
5. Laboratory coats should be worn when working with biological specimens. These coats should be laundered frequently. If working with biological fluids where a significant amount of liquid is likely to get on one's clothes, consider the use of a disposable plastic apron and/or disposable lab coat.
6. Materials to be discarded which are contaminated with body fluids, or reagents made from body fluids, should be placed in a biohazard bag to be autoclaved.
7. Counter tops should be disinfected after processing biological fluids or dry serological evidence, using 10% bleach. This same disinfectant should be used on any area where blood has spilled, provided it will not damage the area. Attention should be given to laboratory equipment such as test tube racks, automatic pipettors, pipette bulbs, etc., so that any visible contamination is, at a minimum, washed off with soap and water.
8. Lab coats and gloves should be removed when leaving the area where physiological fluids are being examined. Wash hands after removing coat and gloves, and whenever the hands are contaminated by a biological hazard.
9. Consult with persons trained in biohazard safety and control if questions arise and/or if a serious spill occurs which might present a hazard to the analyst or others.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Electrical Safety

Date Approved/Revised: October 30, 1986

1. Avoid use of extension cords on instrumentation if at all possible. If an extension cord must be used, make sure it is adequate to handle the load.
2. Never overload a power outlet.
3. All equipment will be grounded and use three-pronged plugs unless supplied by the manufacturer with a two-pronged plug.
4. If damaged or defective power cords or wiring is noticed, notify the supervisor, safety officer, or building maintenance personnel.
5. Route all power cords away from traffic areas.
6. All circuit breakers will be labelled with the location or item serviced. All equipment will be labelled with the number or location of the circuit breaker which protects it so power can be shut off rapidly in an emergency.

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FORENSIC SECTION POLICY MANUAL

Subject of Policy: Instrumental Hazard and Safety

Date Approved/Revised: October 30, 1986

Almost all laboratory equipment and instrumentation possesses some safety hazard. These hazards include, but are not limited to, extreme high or low temperatures, high voltage, high gas pressure, open flame, and high speed rotation or vibration. Common sense is often the best guideline in dealing with laboratory equipment. The following guidelines should always be observed.

1. An individual should only be allowed to use equipment if he has been trained to do so, and is familiar with the equipment's operation, inherent hazards, and safety features.
2. Where potential for shock hazard exists, insulating floor mats are recommended.
3. Long hair and loose clothing should be secured if there is a risk of tangling, catching fire, etc.

SPECIAL EQUIPMENT PRECAUTIONS

1. Electrophoresis equipment - High voltages, power leads, and energized aqueous tanks create unique electrical hazards for this equipment.
 - a. Safety interlocks must be installed on all electrophoresis tanks to eliminate hazards of electrical shock.
 - b. All electrical terminals should be shielded and not exposed.
 - c. Power supplies should be located relative to the tanks so as to reduce possibilities of electrical short circuits from contact with liquids.
 - d. Where practical, ground fault interruptors should be installed on electrical outlets where electrophoresis equipment will be used.
 - e. Insulating rubber floor mats are recommended.
2. Laser radiation sources
 - a. Follow all manufacturer's instructions regarding operation and safety.
 - b. Never look directly at the beam or at any object in the beam's path which could reflect the beam.

I have read and understand this policy.

FORENSIC SECTION POLICY MANUAL

Subject of Policy: Firearms Handling and Test-Firing

Date Approved/Revised: October 30, 1986

General Safety Procedures

1. All firearms being submitted or handled shall be given a preliminary safety inspection to insure that the weapon is unloaded or in a safe condition.
2. No firearms should be loaded in the laboratory except in defined test-firing areas.
3. No firearm will be pointed at another person.
4. If doubt exists as to the safety of direct firing, a remote firing device should be employed.
5. Immediately report any unexpected occurrence to the administration via the laboratory supervisor.
6. It is recommended that all personnel who conduct test-firings be instructed in a course in the proper handling of firearms.

Test-Firing Safety

1. All test-firing should be conducted in the presence of another person acting as an observer.
2. All personnel in a test-firing area should wear suitable safety glasses and hearing protection.
3. Verbally announce the commencement of firing and/or clear the areas when test-firing is to begin.

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Subject of Policy: Firearms Handling and Test-Firing

4. Check the bore of the firearm for obstruction prior to loading.
5. The firearm should only be loaded in the test-firing area.
6. Only forensic section staff members may fire weapons into the bullet trap.
7. Due to the potential lethality of a misfire, only those who need to be present should be in the room at the time of test-firing. The examiner conducting the test-firing has complete control over who will be in the room when firing commences. In any event, visitors should have proper eye and ear protection, and should be behind a partition if possible.
8. If enough firing on a short term basis takes place, appropriate precautions should be taken. The firing area should be checked for lead residues at least yearly. At the discretion of the firearms examiner, a blood lead determination may also be requested.

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FORENSIC SECTION PROCEDURE MANUAL

HAIR AND FIBER EXAMINATIONS GENERAL PROCEDURES

1. In general, examiners will follow the FBI's methods and training on the microscopic examination of hair and fiber evidence. Selected literature from the FBI's training manual follows. Examiners will need to modify their guidelines to suit the individual laboratory situation (i.e. no scraping rooms are available).
2. It is recommended the following microscopes be available: a stereomicroscope for sample recovery and for screening, and a good quality comparison microscope with 40, 100, 250, and 400X capability. The light source should be adjusted to give as similar illumination as possible on the 2 specimens (intensity and hue).
3. The Committee on Forensic Hair Comparison is attempting to standardize terminology, definitions, and to suggest a protocol for hair examinations. Its preliminary report follows and an effort should be made to use its terms to describe hair features and to follow the protocol, when feasible. These may be modified as the Committee completes its work. Also, it is recognized that the examiner may be limited by the quality of the evidence submitted.
4. General procedures for a fiber/fabric exam follow. Reference samples of some fibers may be found in the "Reference Collection of Synthetic Fibers" prepared by the U.S. Dept. of Commerce, National Bureau of Standards. For details on performing microscopic observations of fibers (including solubility testing observed with the microscope) and reference materials on the significance of these findings, consult the FBI Hair & Fiber Course notebook. Other tests of a non-instrumental nature, such as the thin-layer chromatography of extracted fiber dyes, are described there also.
5. This laboratory will not attempt to identify animal hairs other than to specify they are "animal" as opposed to human. An individual examiner may, depending on his/her experience and the adequacy of the reference collection available, provide information that the hair "resembles" or "may be" a certain animal type. The report should leave no doubt that this is a less than conclusive finding, however. The examiner shall have adequate animal hair reference samples available to support any statement of observed similarity.
6. With regard to fiber, fabric, and hair comparisons, no statement will be made which assigns a numerical probability that two microscopically similar exhibits had a common origin. There is one exception to this: In the case of a physical match with sufficient individualizing characteristics that a conclusion of common origin can conclusively be reached (physical match of a torn fabric piece, a broken button, etc.). An examiner may testify on the frequency with which he or she has personally observed a particular characteristic (ie. green-dyed hair, blue cotton fibers, etc.) but this does not fulfill the requirements of a foundation for a probability statement.

FORENSIC SECTION PROCEDURE MANUAL

HAIR AND FIBER EXAMINATIONS
LIST OF ATTACHMENTS

General Care & Maintenance of Microscopes
Modified Kohler Illumination - Microscope Adjustment
Calibration of Ocular Scale
Common Types of Microscopes (April 1981)
Evidence Handling Procedures in M.A.U. (F.B.I., April 1980)
Handling of Fibrous Evidence - Notes
Preliminary Report - Committee on Forensic Hair Comparison
(C.L.D. Vol.12, No. 3, July 1985)

Scientific Aids: "Fiber and Fabric Analysis", F.B.I. Law Enforcement Bulletin,
December 1953

Examination of Fibrous Evidence by Shirley Green, M.A.U., F.B.I.
Direction of Twist: Yarns and Cordage (1/8/79)
Diagram of Plain Knit and Plain Weave
Obtaining "Complete" Known Samples from Fabrics
Two Examples of Rope Construction
Carpet Construction
Some Variables Concerning Carpet Construction

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FORENSIC SECTION PROCEDURE MANUAL

FIREARM EXAMINATIONS

All procedures utilized when conducting firearm examinations must be generally recognized and accepted by other experts in the field. The general procedures are well established and appear in many references such as AFTE Training Manual, etc. Any procedure that is not known to be previously documented and accepted in the field must be supported by data gathered and recorded in a scientific manner prior to use on evidence material.

When conducting firearm examinations, appropriate control samples must be used in order to check or verify the findings of the examination. Examples of such controls include:

1. Use of nitrite test strips when performing the Greiss test
2. Use of lead test strips when performing the sodium rhodizonatites
3. Intercomparison of known test rounds prior to any comparison of questioned rounds to known tests

The area of firearm examinations is a very broad field and, depending on the requirements of the particular case, the procedures employed in conducting the examinations can vary greatly. However, the following outline covers general procedures that may be utilized in a "typical" firearms case involving a fired bullet, cartridge case, or weapon submitted for comparison or other examination.

I. Evidence Description

All items on which examinations are conducted should be described in one's notes and in the report. A description of the containers, seals, and other pertinent information should be included in one's notes.

II. Bullet Examinations

- A. Examine for any trace evidence adhering to the bullet. If present, remove and preserve for possible further examinations.
- B. If necessary, clean bullet to remove any other material not requiring further examination.
- C. Macroscopic examinations
 1. Type of bullet
 2. Weight of bullet
 3. Physical features (cannelures, jacket type, mushrooming, skidding, etc.)

FIREARM EXAMINATIONS, CON'T.

- D. Class characteristics
 - 1. Caliber
 - 2. Number of lands & grooves
 - 3. Direction of rifling twist
 - 4. Land and groove widths
- E. CLIS or other Fired Ammunition Reference (FAR) Files
 - 1. Refer to these files to determine if bullet consistent with being fired from suspect weapon before conducting any test firing or microscopic comparisons
 - 2. Determine possible weapons that could have been used to fire the submitted bullet for "no-gun" cases
- F. Individual characteristics
 - 1. Test fire suspect weapon to obtain known samples for comparison to questioned bullet. A minimum of three test fires are required whenever possible.
 - 2. Intercomparison of test fires to determine which characteristics are unique to the weapon and reproducible from round to round
 - 3. Comparison of test fires to questioned bullet
- G. Conclusions

The conclusions are based on the opinion of the firearm examiner as to the uniqueness of the class/individual characteristics shown between the test and questioned bullets. All positive identifications are subject to peer review.

III. Cartridge case examinations

- A. Macroscopic examination
 - 1. Headstamp
 - a. Caliber
 - b. Manufacturer
 - 2. How loaded (factory vs. hand)
 - 3. Location of marks, scratches, nicks, dents, etc.
- B. Individual characteristics
 - 1. Test fire suspect weapon to obtain known samples for comparison to questioned cartridge case. A minimum of three test fires are required whenever possible.

FIREARM EXAMINATIONS, CON'T.

2. Intercomparison of test fires to determine which characteristics are unique to the weapon and reproducible from round to round. Several marks on the case may be present and suitable for comparison. These include:
 - a. Firing pin impression
 - b. Breech/bolt face impressions
 - c. Extractor/ejector marks
 - d. Chambering marks
 - e. Clip marks
 - f. Miscellaneous unique marks
3. Comparison of the test fires to the questioned case. Any of the previously listed marks may be used in the comparison to determine if the questioned case was fired and/or ejected from the suspect weapon.

C. Conclusions

The conclusions are based on the opinion of the firearm examiner as to the uniqueness of the class/individual characteristics shown between the test and questioned cartridge cases. All positive identifications are subject to peer review.

IV. Weapon examinations

A. Macroscopic

1. Make
2. Model
3. Caliber
4. Serial number
5. Loaded or unloaded
6. Miscellaneous observations
 - a. Debris, blood, tissue on weapon or in barrel
 - b. Major defects, other marks
 - c. Condition of interior of barrel

B. Test firing of weapon

1. Use water trap, cotton trap, or other appropriate media for trapping bullets
2. Note any malfunctions or difficulty encountered in loading and firing weapon
3. If applicable, note ejection pattern of fired cartridge cases

V. Distance determinations

Distance determinations are conducted according to the attached standard procedure.

FORENSIC SECTION PROCEDURE MANUAL

FORENSIC SEROLOGY

EVIDENCE HANDLING AND STORAGE

If no case report or letter of transmittal is received, the evidence technician should immediately request one.

General evidence procedures have already been outlined in policy memos. (seals, chain of custody)

The following types of evidence should be placed in the refrigerator:

- liquid blood
- blood stains on metal objects
- sex crime kits and victims clothing (a criminalist usually starts these cases soon and then places items in appropriate storage areas)

Freezer Evidence

- bloodstained clothing
- non-metallic items with blood stains (if size not too large)
- vaginal washings
- feces
- tissue

Hood or ventilated area (room temperature)

- wet clothing or wet objects for drying - then to appropriate cold temperature storage.