FORENSIC SERVICES POLICY MANUAL

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FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-100.00
POLICY SECTION: Administration

Subject of Policy: Mission of the Bureau of Forensic Services

Date Approved/Revised: January 5, 1994

Expanded Definition: The State of Idaho, Bureau of Forensic Services is dedicated to providing forensic science services to the criminal justice system of Idaho. The Bureau will provide the most cost effective services in the specialties of: 1) controlled substance analysis, 2) serology, 3) trace analysis and microscopy, 4) toxicology, 5) firearms/toolmarks, 6) DNA analysis, and 7) crime scene assistance.

The Bureau will maintain an open and honest relationship with all parties of the judicial system. As such, services are provided to the public defender as well as the prosecutor. Analysts will make every effort to provide timely and accurate reports.

Personnel within the Bureau will make every effort to foster support and trust among fellow employees, management, and user agencies. It is important that all employees emphasize a dedication to excellence and integrity when working for the people of Idaho.

Concise Definition: The mission of the Bureau of Forensic Services is to provide quality and impartial scientific analysis, testimony, crime scene investigation, education, and research to the criminal justice system.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-101.00
POLICY SECTION: Administration

Subject of Policy: Organization of the Bureau

Date Approved/Revised: March 12, 1997

.01 ORGANIZATIONAL CHART - The Bureau of Forensic Services is organized according to the following chart.

DIST 1 LABORATORY (Coeur d'Alene)	**DIST 3 LABORATORY** (Meridian)	**DIST 5 LABORATORY** (Pocatello)
(1) Supervising Criminalist	(1) Bureau Chief	(1) Supervising Criminalist
(2) Evidence Technicians	(1) Deputy Bureau Chief	(2) Evidence Technicians
	(1) Secretary	
(3) Criminalists	(2) Evidence Technicians	(3) Criminalists
	(6) Criminalists	
	(2) Lab Assistants	

Subject of Policy: Organization of the Bureau

.02 The counties within the respective laboratory service areas are:

DIST 1	DIST 3	DIST 5
Benewah	Ada	Bannock
Bonner	Adams	Bear Lake
Boundary	Blaine	Bingham
Clearwater	Boise	Bonneville
Idaho	Camas	Butte
Kootenai	Canyon	Caribou
Latah	Elmore	Cassia
Lewis	Gem	Clark
Nez Perce	Gooding	Custer
Shoshone	Jerome	Franklin
	Lincoln	Fremont
	Owyhee	Jefferson
	Payette	Lemhi
	Twin Falls	Madison
	Washington	Minidoka
	Valley	Oneida
		Power
		Teton

Subject of Policy: Organization of the Bureau

.03 CHAIN OF COMMAND - The Chain of Command requires that all official communications ascend and descend through lines of authority as described in the organizational chart. The chain of command will be strictly observed except as allowed in personnel grievances or when dictated by emergency circumstances.

This policy does not apply in reporting improper conduct or action by a supervisor.

When information is requested by individuals at any level, from Bureau personnel, the request will be honored. Failure to do so will result in disciplinary action.

Regional supervisors are responsible for informing staff members of the proper procedures and appropriate action regarding Bureau communications.

The Deputy Bureau Chief has authority commensurate with the Bureau Chief and acts in the Bureau Chief's capacity during his absence.

.04 RANKS AND TITLES - Bureau rank and titles, and the chain of command are as follows:

BUREAU CHIEF (1)

DEPUTY BUREAU CHIEF (1)

REGIONAL SUPERVISORS (2)

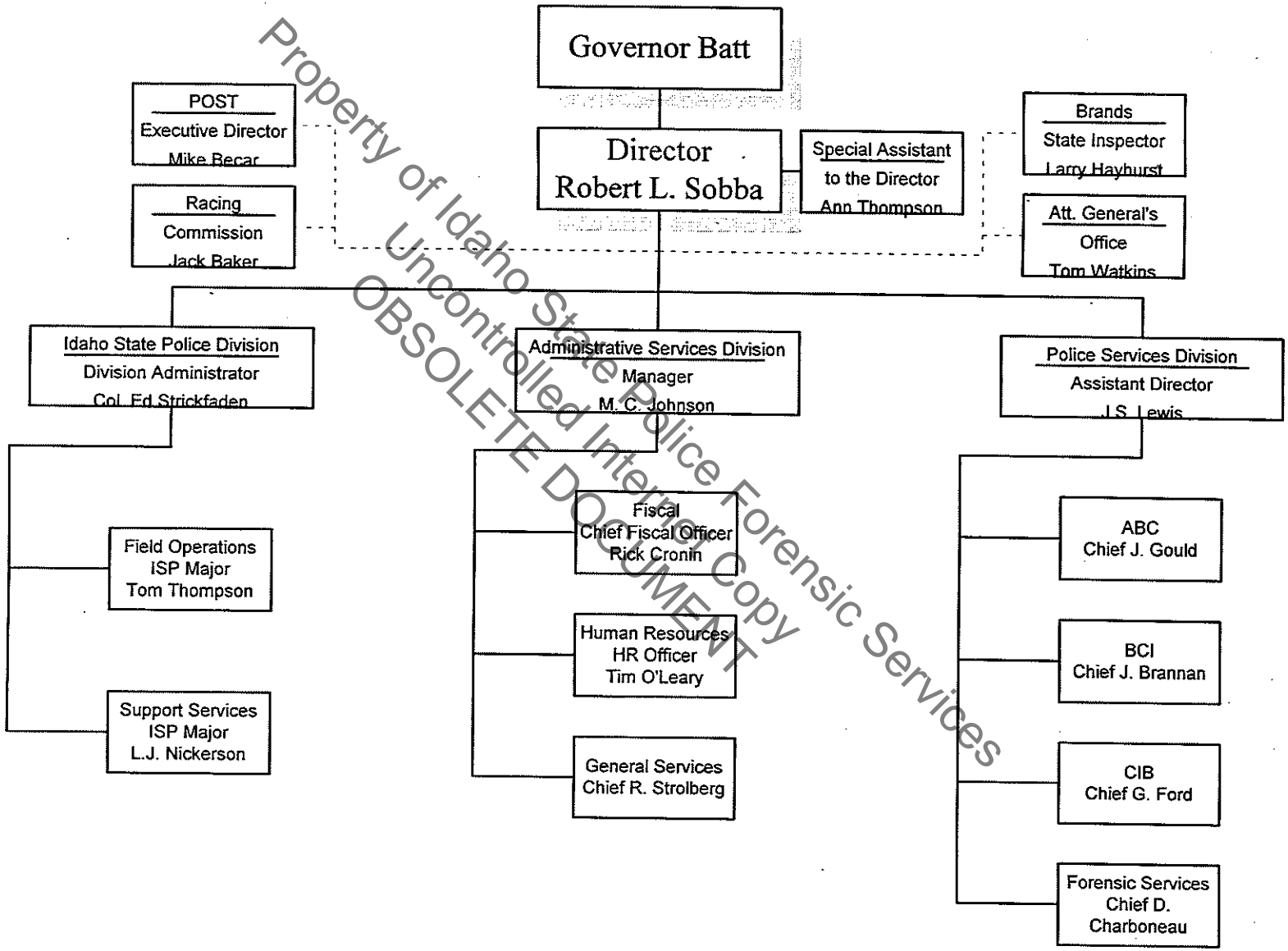
CRIMINALISTS (12)

EVIDENCE TECHNICIANS (6)

SECRETARY (1)

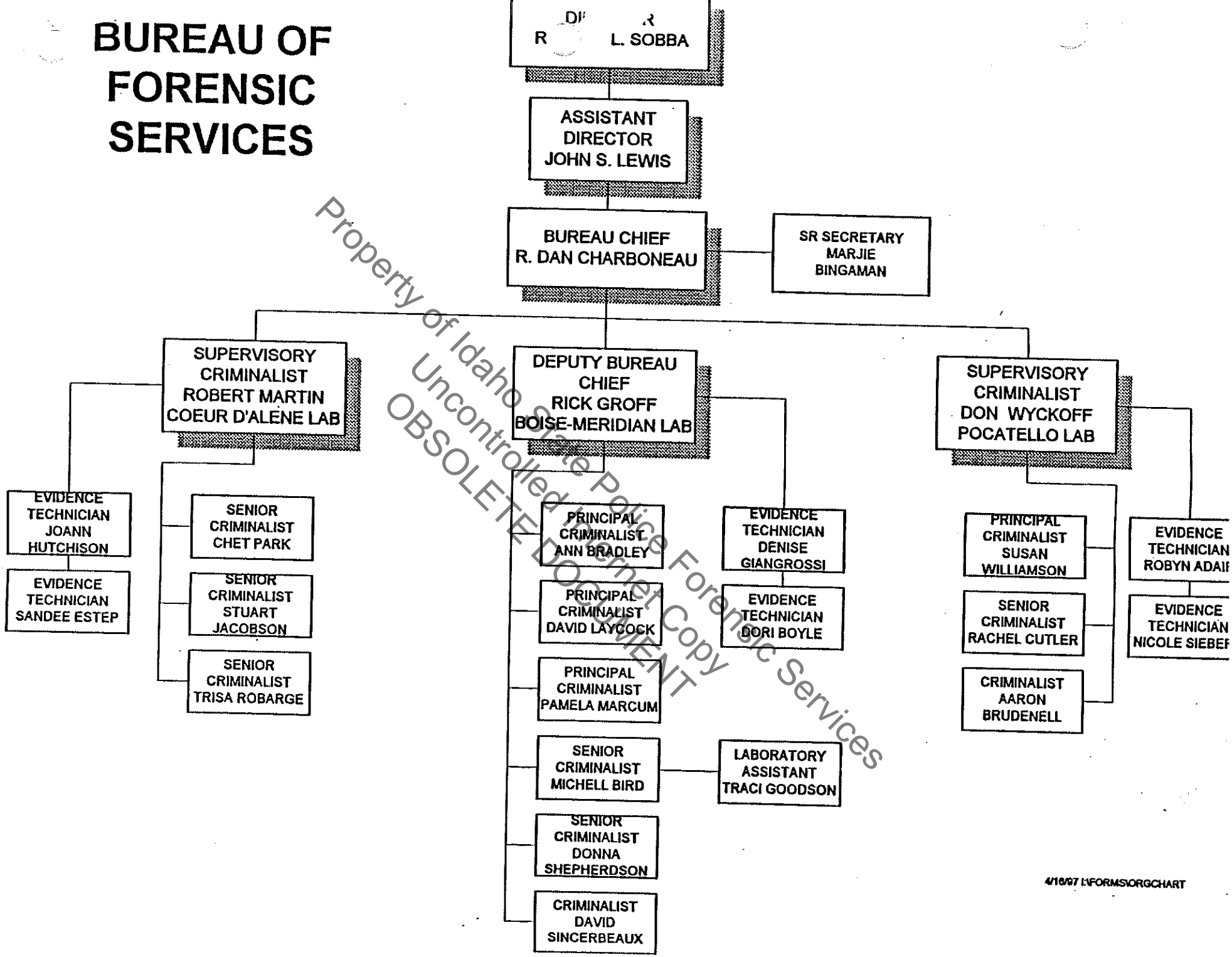
LABORATORY ASSISTANTS (2)

State of Idaho
Department of Law Enforcement



May 1997

BUREAU OF FORENSIC SERVICES



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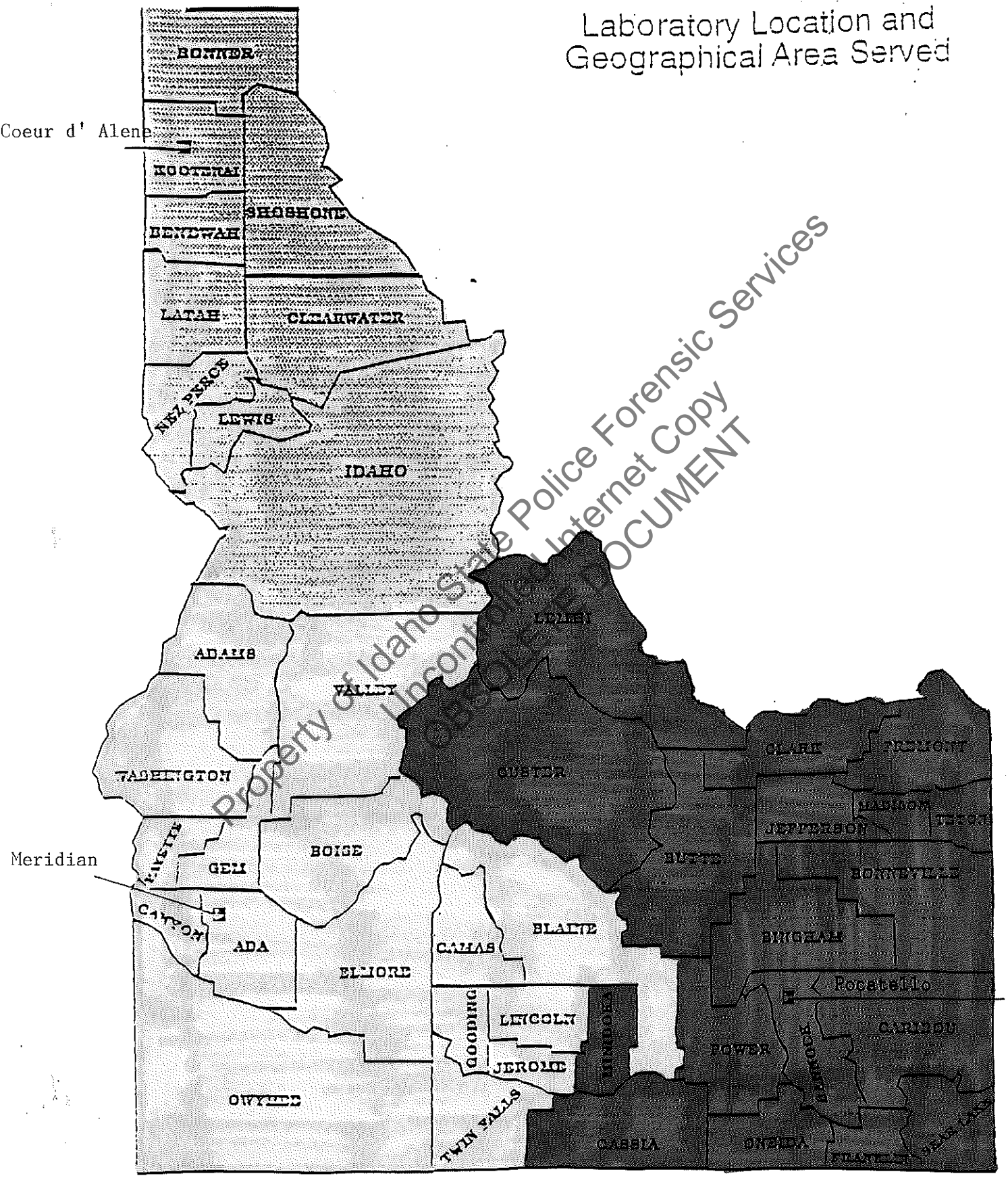
Laboratory Location and Geographical Area Served



FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-151.00
POLICY SECTION: Evidence Handling

Subject of Policy: Receiving Evidence

Date Approved/Revised: May 29, 1991

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

.01 Whenever possible, all evidence should be received by an evidence technician.

.02 Inspect all evidence seals. A proper seal is one which cannot be opened without visible disruption. Typically tape or a heat seal, overwritten with initials constitutes a proper seal.

.03 Barring unusual circumstances, all unsealed evidence that is delivered in person must be sealed by the submitting party.

.04 When unsealed evidence is not personally submitted, the criminalist 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 and notify a supervisor. The evidence receipt shall reflect condition of unsealed evidence when received in such a manner from a common carrier.

Toxicology and blood alcohol kits that are submitted unsealed, will be properly sealed by an evidence technician and this information noted on the receipt.

Subject of Policy: Receiving of Evidence

.05 Staples and unsigned heat seals do not constitute proper seals. Stapled, unsealed, or unsigned heat-sealed evidence received by mail should be handled according to .04 above.

.06 A receipt must be prepared for all evidence. The original will be returned to the submitting party and a copy kept in the case file.

.07 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 evidence is an addition to a case previously submitted, use the original case number with an alphabetical suffix (e.g.--#17325 A, 1 of __, 2 of __, etc.)

.08 Information about the evidence, including chain of custody, will be transferred to the logbook. Chain of custody should also be documented on all evidence containers.

.09 Unless the submitted evidence requires special handling or storage (i.e.--refrigeration or freezing), it will be place in the evidence vault until checked out for analysis. Evidence requiring special storage (i.e.--clandestine laboratory samples, physiological fluids, etc.) Shall be handled as required.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-152.00
POLICY SECTION: Evidence Handling

Subject of Policy: Handling Evidence in the Laboratory

Date Approved/Revised: May 30, 1991

Guiding principle: There should be a written record which verifies who has custody of evidence at all times and evidence should be stored so that only the examiner has access to it. Destructive analysis of evidence should consume as little of the sample as possible with notification of proper personnel if this cannot be accomplished.

.01 To document transfer of evidence and location, the criminalist 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). Urine and blood samples for alcohol or toxicological analysis need not be logged as to location within the laboratory.

.02 Evidence should not be transferred between evidence technician and analyst unless it is sealed. Evidence (except controlled substance material) may be passed from one analyst to another for purposes of analysis.

.03 Evidence which has financial value (e.g.--drugs, weapons, etc.) must be stored in such a way that only a single criminalist or any evidence technician has access to it at any given time.

.05 Evidence must be resealed prior to being returned to the vault or an evidence technician.

.06 Analysts should use as little sample as possible. If the analyst must use more than half of any sample, an attempt should be made to notify the prosecutor or the officer. The fact that a sample was totally consumed should be noted in any report. Conservation of evidence is the primary goal whenever destructive testing is involved.

Subject of Policy: Handling of Evidence in the Laboratory

.07 If an analyst determines that all or part of any evidence should be forwarded to another analyst within the Bureau, no release is required. Should analysis, for whatever reason be required outside this Bureau, (the analyst and supervisor will review such a request, and) the submitting agency or prosecutor (will be apprised of this need prior to) should be consulted before forwarding such evidence. Any consultation regarding transfer of evidence must be documented.

.08 Evidence returned to the evidence technician, for placement in the evidence vault after analysis, should be handled in reverse of .01 above.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-153.00
POLICY SECTION: Evidence Handling

Subject of Policy: Returning Evidence

Date Approved/Revised: May 30, 1991

Guiding principles: When evidence is returned to a submitting party, this action must be documented. Evidence should be returned only to the party having legal responsibility for it.

01. All evidence will be returned to the submitting party through either the U.S. Postal Service, United Parcel Service, or a representative or designee of the submitting agency. Any returned acknowledgement of delivery notice(s) are to be placed in case files.

.02 Evidence returned to an agency or individual is recorded on proper receipts or logbooks kept in the laboratory.

.03 Chain of custody information is recorded on any evidence containers and in the logbook.

.04 Evidence may be released to any party designated by the prosecutor, once authority of the case has been transferred. Evidence may be released to any party named in a valid court order. When evidence is released to persons outside the submitting agency, a written release must be received by this Bureau and this notice must be retained in the laboratory case files.

FORENSIC SERVICES POLICY MANUAL

POLICY MANUAL 91-154.00
POLICY SECTION: Evidence Handling

Subject of Policy: Protecting Evidence from Loss and Contamination

Date Approved/Revised: May 30, 1991

Guiding Principle: Once an analyst has taken possession of evidence the individual has the responsibility to preserve its integrity. Diligence should be exercised to ensure that loss or contamination and/or cross-transfer does not occur and thereby diminish the value of the evidence or its analysis.

.01 All items should remain unsealed for as short a time as possible. Temporary closures (paper clips, clamps, etc.) should be used to minimize loss and/or contamination while evidence is open.

.02 Trace evidence must be preserved. Clean paper should be placed under any items which carry potential trace evidence (e.g.--hairs or fibers). When practical, this collection paper can be used as a wrapper for subsequent handling of the item. Evidence containing question and known samples shall be opened and sealed in such a manner as to prevent cross-transfer or contamination during the preparation for and the actual analysis.

.03 If a portion of an item is removed for testing, that sample shall be marked or placed in a marked container.

.04 Any items requiring special storage conditions to maximize its evidentiary value shall be maintained in those preferred conditions to the maximum extent possible (e.g.--arson evidence in closed containers, bloodstains cold and dry, etc.).

FORENSIC SERVICES POLICY MANUAL

POLICY MANUAL 91-201.00
POLICY SECTION: Laboratory Security

Subject of Policy: Locks and Key Distribution; Access to the Controlled Substances Cabinet

Date Approved/Revised: June 7, 1991

.01 All ingress/egress points to the laboratory will have proper locks. They must 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.

.02 The laboratory will be secured during vacant hours by an intrusion alarm. Actuator codes to activate/deactivate the alarm will be limited to authorized personnel only and records of their distribution will be kept by the Bureau Chief.

.03 **(Meridian guideline only).** The main evidence vault must be locked at all times when crime laboratory employees are not present within the laboratory. Access to the evidence vault will be limited to an evidence technician, or BFS personnel only, when accompanied by an evidence technician.

(Pocatello & Coeur d'Alene guideline only). The vault must be locked at all times when crime laboratory employees are not present within the laboratory. Individual lockers must be secured during these periods as well. Keys to lockers will be limited to authorized personnel and records of their distribution will be maintained by the supervisor.

.04 **(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.

Subject of Policy: Locks and Key Distribution; Access to the Controlled Substances Cabinet

.05 Each criminalist will have an area of short-term evidence storage that is equipped with a proper lock. Keys to these locks will be limited to the individual criminalist and records of their distribution will be kept by the laboratory manager.

.06 **(Meridian guideline only).** The Bureau supply for bulk quantities of controlled substances will be stored in the high security cabinet (primary standards cabinet), located in the main evidence vault. The primary standards cabinet will be secured with double locks of different keys. Separate authorized personnel will maintain only one of the keys to this storage area, and access will require both individuals holding the complimentary keys. Keys to these locks will be limited to authorize personnel and a record will be kept by the laboratory manager.

.07 Each laboratory retains a supply of small amounts of controlled substances stored in a low security drug standards cabinet (secondary standards cabinet). This cabinet will be located in an area accessible to all criminalists.

.08 **(Meridian guideline only).** Duplicate keys are retained for emergency use only. These duplicate keys will be secured in a storage area having a double-key locking system. Separate authorized personnel will maintain only one of the keys to this storage area, and access will require two individuals holding complimentary keys.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-202.00
POLICY SECTION: Laboratory Security

Subject of Policy: Use of Primary Standards **(Meridian only)**

Date Approved/Revised: June 7, 1991

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

.01 Two designated criminalists, holding separate keys, are the only personnel with access to the primary standards cabinet.

.02 Prior to removing any drug standard from its container, the criminalist obtains a container gross weight for entry on the respective primary standard inventory form. After removal of the portion of standard needed, a final gross weight is obtained and entered on this same inventory form. Final gross weights must be verified by a second party, who then initials this inventory form.

.03 Primary standard containers are returned to this standards cabinet and the logsheet is again signed and dated by both parties. Individual drug inventory forms are completed by the criminalist and must contain weights, the date, and the intended use of any removed portion of the standard. All primary inventory files remain in the custody of the evidence technician.

.04 Inventories of the primary standards will be conducted annually. Procedures for conducting inventories are provided elsewhere in this document.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-203.00
POLICY SECTION: Laboratory Security

Subject of Policy: Use of Secondary Standards

Date Approved/Revised: September 26, 1994

The secondary standards cabinet is intended for storage of small amounts of controlled substances. With the exception of marihuana, which will be limited to fifty grams, Schedule I and II drugs will be limited to 300 milligrams. All other controlled substances will be limited to one gram or five tablets/capsules. The procedure for obtaining secondary standards is as follows:

.01 An inventory sheet is created when any drug is added to the secondary standards of the respective laboratory. This sheet reflects the drug name, source, date added, and the initial gross weight.

.02 All amounts of a secondary drug acquired for any analysis must be recorded.

.03 Inventories and files on secondary standards will be inspected annually by auditing personnel.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-204.00
POLICY SECTION: Laboratory Security

Subject of Policy: Laboratory Visitors

Date Approved/Revised: June 11, 1991

Persons entering the area of the laboratory where evidence is being analyzed and who are not employees of the Bureau of Forensic Services must sign the visitors logbook and be accompanied by a staff member. The logbook entry should reflect the staff member accompanying the guest, the date, times of arrival and departure, and the reason for the visit.

FORENSICS SERVICES POLICY MANUAL

POLICY NUMBER 91-205.00
POLICY SECTION: Laboratory Security

Subject of Policy: Background Checks
Date Approved/Revised: June 11, 1991

All persons employed by the Bureau of Forensic Services must undergo a background security check and will be required to take a polygraph examination administered by CIB personnel.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-301.00
POLICY SECTION: Casework Documentation

Subject of Policy: Laboratory Notes and Conclusions, Records Retention, and Casework Documentation

Date Approved/Revised: June 11, 1991

Guiding principle: The records kept on each case should be extensive enough to enable an independent examiner in the field to determine how testing and observations were conducted. An independent examiner should be able to reconstruct the reasoning that formulated any opinions stated in the report.

.01 The notes should contain an adequate description of the evidence container, the evidence, the condition of seals, and date the evidence was opened. Beginning net weight/count and the reserve weight/count or amount of material consumed, when evidence consists of controlled substances, will appear in reports and file notes.

.02 Case generated graphs, spectra, and printouts, or reproductions of such, must remain in the case file.

.03 Tests or observations should be clearly stated in the notes for each case. Simple analyses such as marihuana, require observations that could be fitted to a simple form. Results or observations can be documented by drawing diagrams (e.g.--microcrystalline tests) or making photocopies (e.g.--TLC plates). Results can also be documented with photographs (e.g.--electrophoresis plates).

.04 All notes and supporting documents must have the case number and analyst's initials present.

.05 The original notes, the final report copy, evidence receipts, any police reports provided, and other documents generated while a case is being processed in the laboratory should be stored together in the laboratory case file.

Subject of Policy: Laboratory Notes and Conclusions, Records Retention, and Casework Documentation

.06 A report's conclusion is based on the results of the analysis. This conclusion should be fair, accurate, complete, and expressed so that the reader will not give unreasonalble weight to it. The fairness of the opinion is a measure of how well the analyst formulates ideas that properly assess the results of an analysis. A complete opinion should express strengths and weaknesses of the analysis.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 97-302.00
POLICY SECTION: Casework Documentation

Subject of Policy: Casework Review

Date Approved/Revised: March 4, 1997

Guiding principle: Casework review has three roles. The first is to ensure that opinions expressed in the report are justified by the analysis performed. The second is to ensure that reports issued by this Bureau are editorially correct. The third is to ensure that the analyst is following casework documentation guidelines and policies which have been established.

.01 An adequate description of the evidence, packaging, and condition of seals should be present in all case files and/or reports. A reviewer must ensure that the details of tests and observations are described in the notes. Photocopies, drawings, instrument readouts, and photographs that are generated during the course of analysis must be present in the file. Controlled substance reports should include the schedule of any compounds identified if the schedule is not ambiguous.

.02 Evidence of peer review should be attached to, or present in the case file. Peer review notes should contain the initials of the reviewer and the date. At least 20% of all drug cases and toxicology cases from a particular analyst, and 100% of all other cases must be technically reviewed annually.

Definitions (from January 1997 ASCLD/LAB manual glossary.):

1. **Peer: An individual having expertise in a specific functional area gained through documented training and expertise.**

2. **Peer review: The review of casework for technical correctness.**

3. **Technical review: Review of bench notes, data, and other documents which form the basis for a scientific conclusion.**

Subject of Policy: Casework Review

.03 All reports issued by the Bureau of Forensic Services must be administratively reviewed.

Definition (from January 1997 ASCLD/LAB manual glossary):

Administrative review: a procedure used to check for consistency with laboratory policy and for editorial correctness. This review may be performed by the author of the report or other personnel.

.04 Case reviews should be done prior to the time the report goes out, or at the earliest convenience of the reviewer.

.05 When errors or omissions in casework are noted, the analyst has the obligation to ensure that an incorrect report does not leave the laboratory or is returned to laboratory and corrected if the report has already left the lab. The analyst should document to the reviewer that the errors were corrected. Minor errors of procedure need only be brought to the attention of the analyst. A manager should be made aware of continual, frequent, or serious errors.

.06 Reports should be reviewed by the laboratory manager whenever possible.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-303.00
POLICY SECTION: Casework Documentation

Subject of Policy: Releasing Case Results

Date Approved/Revised: June 18, 1991

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

.01 When giving laboratory results to telephone callers, extreme caution must be exercised. If the caller is authorized to receive the results, then the following guidelines **must be adhered:**

a. If the voice of the caller is recognized, then the results may be given out.

b. If a caller's voice is unfamiliar, politely break the conversation and return the call using a phone number known to belong to the agency employing the individual.

.02 The written or verbal report may be released to any employee of the submitting agency once BFS personnel have discerned the receiver is an employee of that agency.

.03 Results may be given to the prosecutor or his/her staff if the evidence was submitted by a law enforcement officer from a respective prosecutor's jurisdiction. Suitable precautions, as listed above, should be taken to ensure the identity of the prosecutor or staff member.

.04 Reports regarding evidence submitted by the public defender in a criminal proceeding may be released to the defense attorney or his client. The public defender must obtain a court order if any reports are to be provided only to his office or client.

Subject of Policy: Releasing Case Results

.05 If a defense attorney requests results from 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 request.

c. An appropriate court order.

.06 Occasionally a report needs to be released to a party other than the submitting agency or the attorneys in the case. This will be done only on the written authorization of the submitting party. When a report is released to an agency other than that associated with the case, a supervisor must be consulted prior to initiating any such action.

.07 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 examination with an attorney until such has demonstrated that he/she is entitled to the results or that the attorney has obtained the results through legitimate means as discussed above.** A supervisor must be made aware of such consultations prior to them being initiated.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-304.00
POLICY SECTION: Casework Documentation

Subject of Policy: Case Record Storage & Disposition

Date Approved/Revised: June 18, 1991

.01 Retention of records: Records will be retained following department guidelines. In addition to the case files, it is recommended that at least one other file system be retained which provides the suspect(s) and victim(s) associated with the case and which could be searched either chronologically (e.g.--log books) or alphabetically (e.g.--card file). 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 quantitation controls, enzyme photographs, etc.) These exceptions shall be cross-referenced in the case notes.

.02 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, heat, humidity, and other types of degradation. A duplicate of the case report (not lab notes, etc.) will be stored at the DLE warehouse in Meridian.

.03 There being no statute of limitations on homicide cases, files pertaining to these cases will be stored separately and kept indefinitely.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-305.00
POLICY SECTION: Casework Documentation

Subject of Policy: Destroying Case Records or Reports

Date Approved/Revised: June 18, 1991

Guiding principles: Occasionally a document must be destroyed that has confidential or sensitive information present. These documents should be destroyed in such a manner that information cannot be casually acquired.

01. Case documents must be retained at the laboratory in a secure area until they can be properly destroyed.

02. Documents, records, or files containing sensitive information can be burned or shredded. Prior to being destroyed a supervisor must approve and be signatory to such action.

03. Any duplicated, copied, or waste reports/files should be destroyed in a manner described above.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-401.00
POLICY SECTION: Casework Acceptance

Subject of Policy: Agencies Served by the Bureau of Forensic Services and Criteria for Accepting Evidence

Date Approved/Revised: June 18, 1991

Guiding principles: It is the chief responsibility of the Bureau of Forensic Services to provide support to law enforcement agencies, prosecutors, and public defenders. In order to provide the most timely service, it is important to limit the services to situations that will resolve criminal cases.

.01 The only evidence that will be accepted by the Bureau of Forensic Services will be from law enforcement agencies (city, county, state, or federal), prosecuting attorneys, and public defenders. No work will be done for private defense attorneys or the private sector in general. Deviation from these criteria must have Bureau Chief approval.

.02 Evidence will be accepted only if the laboratory has a trained analyst, accurate methodology, and the proper equipment to analyze the evidence. It is recognized that in certain situations no specific training or methodology may exist. These cases will be accepted only if the analyst has a background that will allow him to devise suitable tests and accurately evaluate the results and prior approval has been granted by supervisory personnel.

.03 Evidence will be accepted for analysis only if it will assist in the identification of suspects, resolution of criminal charges against an individual, or establish whether a crime took place. Cases will not be accepted for the purpose of satisfying the curiosity of law enforcement or other individuals.

POLICY NUMBER: 91-401.00 cont.
POLICY SECTION: Casework Acceptance

Subject of Policy: Agencies Served by the Bureau of Forensic Services and Criteria for Accepting Evidence

.04 Quantitation on controlled substances will be accepted only for the following reasons: 1) the safety of narcotics officers or to establish their credibility, when further purchases of an illegal drug are anticipated, and 2) when enhancement charges will be filed in subsequent court action. Quantitation for other purposes must be cleared with the Bureau Chief.

.05 Due to the increasing health risk associated with drug syringe/needle paraphernalia, the Bureau will no longer accept such evidence for analysis. If an officer feels the contents of such evidence is important to their case, then containers will be provided for any liquid washing to be analyzed.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-501.00
POLICY SECTION: Subpoena and Testimony Policy

Subject of Policy: Prioritization of Subpoenas and Testimony

Date Approved/Revised: June 20, 1991

Guiding Principle: Subpoenas require prioritization when accepted by the laboratory. Conflicts resulting from multiple subpoenas for a given date, should be remediated to produce minimal impact on the criminal justice system. However, analysts that have scheduled time away from the laboratory prior to the receipt of a subpoena should be given this time whenever possible.

.01 Regarding testimony, the same services that are provided to the prosecutor are provided at no charge to the public defender.

.02 Vacation and essential training should have priority over a subpoena when these have been approved previously by the Bureau. A supervisor should be notified when conflicts arise, and it should be their duty to see if a compromise can be reached. (The attorney may take a pre-recorded deposition or provide round trip transportation for the analyst to trial.) Travel time to and from the point of departure is considered work time. If the subpoena is for a serious crime such as a homicide, there will be flexibility in this policy.

.03 Subpoenas will be accepted and testimony provided to the prosecutor or public defender at no charge.

.04 Multiple subpoenas for a given day will be accepted for a criminalist. When a subpoena is received, the current priority of the subpoena should be established. The agency sending the subpoena will be notified by letter or some other means of the subpoena's priority, as it may be possible for the subpoenaing agency to resolve any conflicts. If the priority of the subpoena changes an updated notification will be provided.

Subject of Policy: Prioritization of Subpoenas and Testimony

.05 Subpoenas will follow the descending priority of:

a. Criminal cases where an examination was performed, regardless of whether the defense or prosecution has requested the testimony.

b. Criminal cases where no examination was performed, and the subpoena is from the prosecution or defense.

c. Civil hearings where examinations were conducted in the course of a criminal investigation.

.06 Any criminalist may provide expert witness testimony or other services not provided by this Bureau using compensatory time, vacation, or non-working hours. A criminalist should notifiy an immediate supervisor and gain approval prior to accepting such work. An application for secondary employment must be filed and approved with the Department prior to becoming involved in activity of this type.

.07 Payments, voluntarily made to an analyst, for services rendered at trial will be turned over to the Bureau.

.08 The Bureau of Forensic Services will accept subpoenas and testify for the prosecution in Driving Under the Influence cases only in the circumstances where:

a. The defense has acquired its own expert.

b. An unusual circumstance has occurred surrounding the administration of a DUI breath test which would show cause for expert testimony on the part of this Bureau.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-502.00
POLICY SECTION: Subpoena and Testimony Policy

Subject of Policy: Testimony Policy Regarding Civil Proceedings when Personnel have Performed an Analysis involving Criminal Charges

Date Approved/Revised: June 20, 1991

.01 The criminalist will appear at these civil hearings as part of his/her routine job duties. A criminalist must notify their immediate supervisor as soon as subpoenas involving such testimony are received.

.02 Subpoenas for these hearings will be given a lower priority than subpoenas for any criminal proceeding. The attorney should be informed of the priority of the subpoena.

POLICY NUMBER 91-503.00
POLICY SECTION: Subpoena and Testimony Policy

Subject of Policy: Evaluation of Testimony

Date Approved/Revised: June 25, 1991

Guiding Principle: Courtroom testimony provides a means for the criminalist to communicate results and conclusions stated in a report. The goal of the criminalist is to accurately present findings, explain analytical techniques, offer expert opinions, and make clear to the court any questions regarding a particular case. Evaluations are a way to improve a scientist's courtroom demeanor and testimony.

.01 Each criminalist will be evaluated by his/her peer or supervisor at least once annually.

.02 A reviewer will fill out the attached form following each evaluation. The evaluations will be kept for three years by the laboratory supervisor.

.03 Reviewers should discuss a critique with the analyst as soon as possible after the review process.

POLICY NUMBER 91-504.00
POLICY SECTION: Subpoena and Testimony Policy

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

Date Approved/Revised: June 25, 1991

.01 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 governing programs administered by this Bureau.

In both of these cases guidelines for charging for services will be followed.

.02 It may be possible for a criminalist to provide expert witness testimony or other services not provided by the Forensic Bureau on his/her own time, using compensatory time, vacation time, or non-working hours. Prior to doing such, the criminalist must notify the laboratory manager and get approval for secondary employment.

.03 If a criminalist elects to provide services in a civil matter on his/her own time, that criminalist cannot use any State of Idaho materiel or resources in providing this service.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-601.00
POLICY SECTION: Quality Control

Subject of Policy: Proficiency Testing Guidelines

Date Approved/Revised: June 25, 1991

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 test new analytical techniques, test the adequacy of analysis schemes, and demonstrate adequate training.

.01 If proficiency tests are available in a forensic discipline, each fully trained examiner will participate in at least one proficiency test in that discipline during the course of a calendar year.

.02 When a staff member analyzes a proficiency test with ingenuity, that methodology should be documented and distributed to the Bureau staff.

.03 The Deputy Bureau Chief will review all proficiency testing results. Any failures will be made known to the District Supervisor, the Bureau Chief, and the analyst who completed the test. Together the immediate supervisor(s) and the analyst will meet to determine the nature of the error (i.e.--typographical, judgement or observation, lack of equipment, etc.). Depending on the nature of the error they should reach a consensus on the remedy, and document the corrective action to be taken. This documentation need not be lengthy. It should include a statement of the problem, the solution to the problem, and measures to ensure the problem does not continue. This statement of corrective action should be attached to the proficiency test results.

Subject of Policy: Proficiency Testing Guidelines

.04 Proficiency test files will be kept for the current and previous two years.

.05 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 result 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.

.06 Each regional supervisor has the responsibility to oversee and evaluate proficiency testing in that laboratory. In addition, each regional supervisor will collect and maintain appropriate records regarding proficiency tests performed for that laboratory. The records include test results, summaries, and corrective action. The overall file in Meridian will duplicate these files. Proficiency records for the Breath Alcohol Program will be kept in agreement with the rules and regulations set up by the Department of Law Enforcement.

.07 The same resources utilized in routine casework can also be utilized in proficiency tests. This includes co-workers not involved in the proficiency testing, instrumentation, techniques, etc.

Subject of Policy: Proficiency Testing Guidelines

.08 Occasionally, a proficiency test will be used for 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.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-602.00
POLICY SECTION: Quality Control

Subject of Policy: Resolution of Technical Problems

Date Approved/Revised: June 25, 1991

STANDARDS

.01 The individual analyst should monitor the examination for proper technical performance. Danger signals would include but are not restricted to: 1) failure of blank samples to give negative results, 2) failure of controls to give appropriate qualitative or quantitative results, and 3) non-reproducibility of the same procedure on the same sample. When these type of problems arise, the analyst should report such, to the technical leader and laboratory manager.

Typical corrective action could include checking for reagent deterioration, checking instrument controls for proper settings, 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.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-603.00
POLICY SECTION: Quality Control

Subject of Policy: Adoption of New Procedures

Date Approved/Revised: June 25, 1991

New or unusual analytical procedures must be thoroughly tested using known controls prior to implementation 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, cost, specificity, and accuracy should also be considered when developing new procedures.

New procedures must ultimately pass muster with other analysts and the Bureau Chief. Changes in procedures and new methods or procedures must be written up by the analyst, and supporting documentation of results included with this. The method will then be disseminated for review and possible retesting. Once approved for inclusion into a methods manual, by general consensusreccommended by the laboratory managers, the method can become part of the routine methodology for a particular discipline.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-604.00
POLICY SECTION: Quality Control

Subject of Policy: Reagent Preparation

Date Approved/Revised: June 25, 1991

Guiding Principle: There must be adequate control over all reagents whether prepared in house or purchased commercially, to ensure that all reagents work properly or are discarded.

.01 All reagents and standards prepared in house will be dated and initialed.

.02 All reagents and standards used without quality control in casework must be checked when prepared to determine that they give the correct results in normal usage. In addition, the container must have an expiration date for that particular reagent. The expiration period is the time span in which there is certainty under normal circumstances that a reagent will produce the proper results.

.03 Many reagents with expiration dates may be used after the expiration date provided that they are checked for efficacy with each usage. However, materials which are prepared as quality control samples and are put through an analytical procedure with samples and standards may not be used after the expiration date.

.04 The reagent check must be documented in an appropriate location.

.05 All reagents which do not work properly will be immediately and properly discarded.

.06 Reagents not routinely used must be tested with proper controls at the time of use.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-605.00
POLICY SECTION: Quality Control

Subject of Policy: Writing and Following Procedure Manuals

Date Approved/Revised: June 25, 1991

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

.01 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.

.02 The written technical procedure must designate appropriate controls and adequate instrumentation in addition to methodology.

.03 The instruments used must be calibrated as required.

.04 When performing an examination for which a technical procedure has been established, the criminalist must use standards, reagents, quality control, and instrumentation as required.

.05 Experimental results are usually obtained while concurrently running a standard and/or quality control. These results should be documented in case notes as appropriate.

.06 The criminalist must perform an examination according to the written procedure, with few exceptions. Exceptions would include an unusual sample, instrument breakdown, or unusual circumstances warranting deviation from generally followed protocol. Reasons for this deviation must be justified and documented in case file. The deviation must follow a generally accepted scientific method. Supervisory approval must preceed procedural deviations.

.07 The procedure manual must be updated as procedures change.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-701.00
POLICY SECTION: Goals and Objectives

Subject of Policy: Policies and Definitions

Date Approved/Revised: June 25, 1991

Guiding principles: The purpose of goals and objectives is to give the laboratory system direction in meeting its mission.

.01 Goals define the mission and needs of the Bureau and outline the manner in which they will be met. Goals are reviewed annually.

.02 Objectives are definable and measurable accomplishments furthering the goals of the organization. Objectives are clearly defined tasks and are usually achieved in 1 to 2 years. These are also reviewed annually.

.03 Goals and objectives should be relevant to the needs of the law enforcement community, and communicated to staff so all understand the mission of this Bureau.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-702.00
POLICY SECTION: Goals and Objectives

Subject of Policy: Objectives

Date Approved/Revised: June 25, 1991

Guiding principle: The purpose of these goals is to define needs the Forensic Bureau is attempting to meet and the manner in which those needs should be met. These goals define the mission of the Bureau of Forensic Services.

.01 Provide crime laboratory services to the Law Enforcement Community within Idaho.

.02 Provide only those services for which there is :
a. Proper training and competent personnel.

b. Adequate equipment and proven or accepted scientific methods.

c. Sufficient need to justify training and equipment.

.03 Provide accurate and timely analysis; less than one month turn-around. If this is not possible, the supervisor should determine the reasons. No evidence should be backlogged for longer than 4 months.

.04 Provide accurate, comprehensive, and impartial court testimony that is understandable to the primary receiver.

.05 Write precise and readable reports that are understandable to the primary receivers.

.06 Keep libraries updated.

.07 Keep staff updated through training, scientific meetings, and literature.

.08 Strive to upgrade our methodology by implementing proven and accepted techniques as a discipline progresses.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-702A.00
POLICY SECTION: Goals and Objectives

Subject of Policy: Objectives

Date Approved/Revised: March 7, 1997

.01 Have technical leaders for each laboratory discipline. Accomplished by January, 1998.

.02 Have second analyst within all laboratory disciplines, for all services offered within the Bureau. Accomplished by January, 2000.

.03 Organize a Bureau of Forensic Services Advisory Committee, composed of a variety of personnel within the State's criminal justice profession, to offer guidance and assess needs of this Bureau's clientele. Accomplished by July, 1998.

.04 Acquire alternate light sources for each laboratory to enable a more complete assessment and collection of certain evidence types that come into each laboratory. Accomplished by July, 1998.

.05 Research and acquire specifications for an electronic evidence handling and data base system. Electronically link all Bureau laboratories. Accomplished by July, 1998.

.06 Offer complete state-wide crime scene response with Bureau personnel, for clandestine laboratories and major violent crimes. Accomplished by January, 1999.

.07 Acquire electronic networking to national data base for firearms. Accomplished by January, 1999.

POLICY NUMBER 91-801.00
POLICY SECTION: General Laboratory Operation

Subject of policy: Retention and Circulation of Journals and Books

Date Approved/Revised: June 25, 1991

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

.01 Each branch of the Bureau should have in its library, books, journals, or other literature regularly consulted for analysis and used for training.

.02 The Bureau will purchase and retain major journals pertaining to the examinations performed in the laboratory. When new, each journal will be circulated to respective branches of the Bureau.

.03 All circulating literature will be accompanied by a routing slip to ensure access by each employee.

POLICY NUMBER 91-802.00
POLICY SECTION: General Laboratory Operation

Subject of Policy: Crime Scene Assistance and Call-out

Date of Approval: October 1, 1991

.01 The Bureau of Forensic Services will provide support at crime scenes subject to the following guidelines.

A. When laboratory personnel are called to assist agencies at crime scenes the following procedure should be followed:

1. When called, determine the nature of the crime, the agency and officer requesting laboratory assistance, and any other information that may help identify the needs of the personnel at the scene.

2. Notify the Bureau Chief or his representative, relaying the above information.

3. The criminalist or Bureau Chief will then contact the Regional Supervisor for the Criminal Investigations Bureau (CIB) and communicate any information and request for assistance on their part. If assistance is required from the Bureau of Criminal Identification (BCI) notify these personnel as well. A list follows giving home and work phone numbers for personnel within CIB and BCI.

4. Notify any fellow criminalists that may be of assistance at the scene; proceed to the laboratory and collect any supplies required.

5. Laboratory personnel should identify themselves to law enforcement personnel who are present at a crime scene. Ensure that all requests for extra personnel and equipment follows chain of command through the primary officer or agency, once Bureau personnel have arrived on scene.

B. When crime scenes represent a security threat, law enforcement personnel must secure the scene prior to laboratory personnel becoming involved on site. Any time during the processing of a crime scene, that a security threat exists, and law enforcement personnel are not present, Bureau personnel will immediately leave the premises.

POLICY NUMBER 91-803.00
POLICY SECTION: General Laboratory Operation

Subject of Policy: Clandestine Laboratory Assistance

Date of Approval: October 1, 1991

.01 Bureau personnel called to assist at alleged clandestine laboratories must follow the notification procedure outlined for general crime scene call-out.

.02 **ONLY** those criminalists trained in the use of respirators and safety equipment requirements, hazardous chemicals, and clandestine laboratory manufacturing techniques will be allowed to enter a suspected site. Criminalists so trained will have completed the requisit coursework as outlined by this Bureau and the Department. **Prior to entry into such, Bureau personnel must don clothing and safety equipment commensurate to the circumstances. Prior to entering an alleged laboratory personnel should ensure that fire and safety personnel have been notified or are present.**

.03 **ONLY the minimum quantities** of clandestine laboratory products, precursors, or equipment will be collected by Bureau personnel assisting at these scenes. Samples collected at clandestine laboratories should consist of only a few milliliters of liquids or a very few grams of solids. Gases under pressure should never be collected in sampling containers. If larger quantities of products or equipment are to be collected, BFS personnel **will not** take charge of it.

.04 **AT NO TIME WILL BFS PERSONNEL ACCEPT OR ASSUME RESPONSIBILITY FOR ANOTHER AGENCY'S** chemicals, equipment, etc. collected at clandestine laboratory scenes. This Bureau will not accept for destruction or storage any chemicals other than those collected by its personnel at such scenes.

POLICY NUMBER 91-804.00
POLICY SECTION: Administration

Subject of Policy: Use of State Vehicles Assigned to BFS

Date Approved/Revised: May 29, 1991

.01 Use of state vehicles to transport friends and family members and/or facilitate personal business is strictly prohibited.

.02 Employees will be held responsible for operating vehicles in a safe and courteous manner.

.03 Employees will wear seat belts at all times while operating state vehicles.

.04 Employees shall not operate state vehicles while under the influence of alcohol/drugs or under the use of medication which would impair the employee's ability to operate a vehicle in a safe manner.

.05 Vehicle log books will be maintained in each vehicle at all times. All repairs, gas purchases, etc. will be logged into this book, documenting pertinent information. Each Regional Supervisor will ensure the book is complete and accurate.

.06 Each employee who operates a Bureau vehicle will have in their possession the Department of Law Enforcement issued photo I.D. and a valid State of Idaho drivers license.

.07 A spare set of keys will remain in the offices where vehicles are assigned.

.08 The state police frequency radios will be removed from cars and stored in the laboratory offices each night. The radios are not to be left in vehicles while personnel are away from station on overnight business. Prudence should dictate when to remove a radio if a car is taken home or while the vehicle is in transit.

Subject of Policy: Use of State Vehicles Assigned to BFS

.09 Maintenance of state vehicles is assigned to each District Supervisor and/or their appointee. Each employee should report any problems and/or repairs to the supervisor. The vehicles should be filled with gas and cleaned as needed after each use.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-901.00
POLICY SECTION: Laboratory Safety

Subject of Policy: General Safety Responsibility and Guidelines

Date Approved/Revised: June 25, 1991

Chemical, biological, and physical hazards are encountered daily by all laboratory employees. The support of all personnel is essential to providing a successful safety program. The Bureau is committed to providing a safe working environment. A quality safety program is measured by a reduction in: 1) the number of accidents, 2) the amount of property damage, and 3) the 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. Training, investigation, and enforcement are supervisory and management responsibilities, with the ultimate responsibility for employee safety residing with the Bureau Chief.

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.
6. Provide adequate funds for a safety program.
7. Provide safety equipment.

B. DEPUTY BUREAU CHIEF, DISTRICT SUPERVISOR, OR THEIR DESIGNEE

1. Provide new employee safety orientation.
2. Establish safe working procedures.
3. Being alert for laboratory hazards and eliminating such as they arise.
4. Report laboratory accidents.
5. Develop a positive attitude toward accident prevention.
6. Train employees in the use of safe practices.

7. Perform routine checks on operation of safety equipment.
8. Report safety hazards to the Bureau Chief or resolve the hazard.

C. EMPLOYEE

1. Use safety equipment provided.
2. Follow safe laboratory practices.
3. Report all accidents and injuries.
4. Report hazards to supervisor.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-902.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Procedure for Reporting Accidents and Injuries

Date Approved/Revised: June 25, 1991

All laboratory accidents and personal injuries that occur in the Bureau should be reported within three working days to the Bureau Chief or Deputy Bureau Chief using the Bureau's "Report of Accident or Injury" form. Any accident that involves personal injury, regardless of how minor, or results in damage or loss of relatively expensive laboratory equipment, must be reported. Examples of personal injuries that need to be reported are cuts, burns, puncture wounds, eye injuries, falls, and strained muscles.

In case of personal injury, the employee must notify his supervisor and immediately seek medical help if necessary. The employee should tell the physician or emergency room staff, that the injury is job related and that a worker's compensation claim is to be filed. The employee must file an accident report with his supervisor using the form described above, within three days of the mishap.

Should questions arise, check with a supervisor or the personnel representative for further information on handling and reporting laboratory accidents.

FORENSIC SERVICES POLICY MANUAL

POLICY MANUAL 91-903.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Orientation of New Employees

Date Approved/Revised July 3, 1991

It shall be the responsibility of the Deputy Bureau Chief and respective District Supervisor to ensure 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.

.01 Method of reporting laboratory accidents and types of accidents to be reported.

.02 Fire drill procedures.

.03 Safety practices pertaining to their particular area of work.

.04 Eating, drinking, and smoking area.

.05 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. The manual should be kept in a convenient location so that it may be referred to as needed.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-904.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Laboratory Visitors and Tours

Date Approved/ Revised: July 3, 1991

VISITORS

The laboratories are off limits to all except staff members. Staff must use discretion when showing visitors through the laboratory, and are responsible for the health and safety of visitors while on the premises.

TOUR GROUPS

.01 Tours must be approved by the Bureau Chief in advance. All tours are to be scheduled through the Bureau Chief, Deputy Bureau Chief, or District Supervistor are responsible for the safety of tour participants while on site.

.02 All tours must be conducted by a forensic staff member.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-905.00
POLICY SECTION: Laboratory Safety

Subject of Policy: General Housekeeping

Date Approved/Revised: July 3, 1991

.01 The individual employee is responsible for cleaning all spills, leaks, drips, etc. of reagents or chemicals, and any broken glassware in the laboratory. Faulty or non-functioning equipment should be repaired or brought to the attention of a supervisor so that the problem is remedied.

.02 It is the responsibility of the laboratory personnel to prevent the exposure of others to corrosive, toxic, or infectious agents by removing or neutralizing such, prior to having any equipment washed.

.03 Biologically contaminated glassware and materials will be decontaminated or disposed of as required.

.04 Each criminalist is responsible for keeping assigned work areas clean.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-906.00
POLICY SECTION: Laboratory Safety

Subject of Policy: First Aid

Date Approved/Revised: July 3, 1991

.01 All forensic employees should have training in or know the individuals in their respective facility trained in first aid, CPR, and the Heimlich procedure. Each new employee should be informed of this during his/her orientation. If this information changes, the supervisor will inform the Bureau staff.

.02 Each laboratory will maintain a first aid kit for treating minor injuries. All staff members should know the location of first aid kits and other safety equipment.

FORENSIC SERVICES POLICY MANUAL

POLICY MANUAL 91-907.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Protective Equipment and Apparel

Date Approved/Revised: July 3, 1991

LABORATORY COATS

Laboratory coats are worn to protect employees from chemical and biological hazards. Laboratory coats help minimize the chance of contamination by hazardous materials throughout the laboratory and prevent the distribution of these materials outside the laboratory work areas.

.01 Laboratory coats will be provided for all laboratory employees who are exposed to chemical or biological hazards.

.02 These coats are to be worn while working in the laboratory.

.03 These coats are to be laundered when soiled, and should in any event be laundered regularly.

.04 Laboratory coats will not be worn outside the laboratory, nor will they be worn in designated clean areas. Designated clean areas include the lunch and coffee-break areas, library, conference rooms, and individual offices.

PROTECTIVE EQUIPMENT

.05 Safety glasses or face shield and gloves will be provided and worn when the possibility exists for developing splashes, aerosols, or other hazards detrimental to exposed skin and face.

.06 Safety buckets are available and should be used whenever transporting bottles of hazardous materials (acids, solvents, etc.).

.07 Protective gloves and tongs will be used when handing hazardous agents or hot solutions.

.08 Respirators appropriate for the task at hand should be worn when working with substances such as dusts, aerosols, or liquids which emit vapors, containing dangerous microorganisms, carcinogens, or toxins.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-908.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Food, Beverages, and Smoking

Date Approved/Revised: July 9, 1991

.01 Each laboratory supervisor shall designate a "**clean**" area where food and beverages may be consumed. 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. Area where evidence is handled in any manner.

.02 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.

.03 Laboratory glassware or equipment must never be used for preparing or storing food or beverages.

.04 Employees should never eat or drink intermittently while performing analyses. Lab coats should be removed and hands washed before moving to a clean area to consume food or beverages.

.05 Smoking is not allowed in any State government owned building or that portion of a building leased by the State.

.06 No evidence, chemicals, etc. shall be brought into a clean area.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-909.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Compressed Gases

Date Approved/Revised: July 9, 1991

.01 Cylinders of compressed gas must be secured at all times.

.02 Valve safety covers must be in place when cylinders are not in use or during movement by personnel.

.03 The name of the cylinder contents must be clearly visible and attached to the cylinder. Color coding is not acceptable.

.04 Cylinders should be transported by hand truck or cart and secured to these vehicles during movement. Cylinders should not be dragged or rolled by personnel.

.05 Storage of cylinders within the laboratory should be minimized. If gases are flammable, ensure the room is well ventilated. Storage of oxidizing gases will be separate from flammable gases.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-910.00
POLICY SECTION: LABORATORY SAFETY

Subject of Policy: Fire Safety and Control

Date of Approval/Revision: October 1, 1991

.01 Guidelines in case of fire:

A. Immediately extinguish the fire if this can be accomplished using fire extinguishers present in the laboratory. Be aware of possible production of toxic gases with certain extinguisher types, and always use caution. Notify a supervisor when a fire occurs.

B. If someone catches fire, get the individual to drop to the floor and roll, wrap in a fire blanket, or use a safety shower or extinguisher to put the fire out. Call for immediate medical attention and inform the supervisor.

C. If a fire cannot be readily extinguished using existing equipment, pull a nearby alarm and exit the building.

.02 Exit Procedures:

A. All persons must leave the building immediately upon sounding of a fire alarm. Fire routes appear on diagrams near most doors.

B. Close all doors and windows and turn off all lights upon exiting.

C. Personnel must meet at a designated point away from the building as soon as possible after exiting. Emergency response personnel and supervisors should be immediately notified of missing persons.

D. Remain at the outside assembly point until instructed otherwise by a supervisor or emergency response personnel.

.03 Fire extinguisher types:

Most laboratory extinguishers are multiclass types and can be used on different types of fires. However, it is still possible that some single class extinguishers exist within the Bureau. Determine actual extinguisher type before attempting to fight any fire. The following is a chart outlining fire and extinguisher types.

TYPE OF FIRE	EXTINGUISHER TYPE
paper, trash, etc.	water, carbon dioxide, dry chemical, or foam
flammable liquids, gas, oils, etc.	carbon dioxide, foam, Halon, or dry chemical
electrical fire or fires involving instruments or computers	Halon or carbon dioxide (avoid using dry chemical)

.03 Notifying emergency response personnel:

Whenever a medical emergency, fire, etc. occurs that requires specially trained personnel, laboratory personnel should notify the authorities by telephone using the 911 emergency number. Follow the instructions of the 911 dispatcher and do not hang up until told to do so.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-911.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Flammable Storage/Structures and the Storage of Concentrated Acids and Bases

Date of Approval/Revision: October 1, 1991

.01 Metal safety cans, specifically designed for storage of flammable liquids, are preferred containers for such.

.02 No more than 125 ml (one-fourth pint) of any flammable solvent may be stored outside of a storage cabinet. This cabinet constitutes a designed structure approved for storing such materials. Under no circumstances should more than 50 gallons of flammable liquids be stored within the confines of the laboratory. Solvents should be stored on open well ventilated shelving.

.03 A refrigerator used to store flammables must be explosion-proof and approved for such storage.

.04 Flammable storage structures such as cabinets or refrigerators must never be located in high traffic areas or where they prevent escape from the facility should a fire occur.

.05 Concentrated acids and bases will not be stored in the same cabinet with flammable materials.

.06 Materials that degrade over time to more hazardous compounds (e.g.--ethers or concentrated peroxides), should be purchased in the smallest quantities needed, and storage volumes should be kept to a minimum.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-912.00
POLICY SECTION: Laboratory Safety

Subject of Policy: General Safety Guidelines

Date of Approval: October 1, 1991

.01 General Procedures

A. All personnel must wear a laboratory coat when performing analyses.

B. Mouth pipetting is strictly forbidden.

C. Discard chipped, cracked, or broken glassware and equipment.

D. When handling chemicals or solutions that are toxic and easily absorbed through the skin, wear protective gloves and other protection to prevent exposure. Ensure that all protective gear will not become breached when around such material.

E. Safety glasses must be worn at all times when working with hazardous materials. Prescription glasses, which are not of the safety type, are not acceptable. Contact lenses pose a definite hazard and cannot be worn by personnel without safety goggles or face shield.

F. When working with evidence keep hands away from face. Ensure that protective clothing is worn when working with evidence that may be biologically contaminated or hazardous; especially if the handler has cuts, etc. that may offer a route of entry for such material.

G. Keep the laboratory work areas as clean and neat as possible. Be considerate of other personnel who may have to work in common analysis areas.

H. Minor injuries (e.g.--cuts, burns, etc.) requiring first aid will be administered to immediately. Remember to report any such accident when it occurs.

I. Do not use laboratory apparatus for food serving or preparation.

J. Discard contents of materials that are unlabeled or unknown should the identification be unreadable. Every effort should be used to ascertain the class of material to be discarded, since proper containment at disposal is important.

Reagents and Chemicals

A. Label all reagent containers with name and concentration of material, date prepared, and expiration date if appropriate. The initials of the individual preparing such reagents should also be included on the label.

B. Use a chemical fume hood when preparing or working with materials that contain or will produce hazardous fumes. Materials that produce hazardous dusts or aerosols should also be used in appropriate hoods when using or preparing.

C. Never test materials by tasting.

D. Hazards and safety procedures associated with any chemical are contained in Material Safety Data Sheets. The laboratory maintains current MSDS files on all chemicals used and stored in the respective laboratory. Employees should consult such information prior to handling unfamiliar materials or if they have questions about how the compound is being used in the laboratory.

E. Many compounds used in the Bureau are known or suspected carcinogens. These materials will be labeled with appropriate notification on all such containers.

F. When smelling a chemical or reaction, use caution and waft fumes to the nose. Never inhale directly over the chemical or reaction.

Reagent Cleanup

Spills pose a significant hazard to the health of personnel. Caution must be taken in cleanup to protect all concerned. For chemical spills, proper and effective equipment and protection must be provided. Store safety response equipment away from chemical and reagent storage areas. Periodically check this equipment to ensure it functions properly and that an adequate supply is on hand. The procedures listed below are mainly concerned with cleanup of large chemical spills but should be considered applicable to any cleanup.

A. ACIDS. Cover the contaminated area with a neutralizing compound such as sodium bicarbonate or soda-ash and slaked lime mixture (50:50), or a spill pillow. When using the neutralizing compounds it is possible to mix with water and make into a slurry. After application to the spill it is possible to scoop up the mixture and wash down the sink using an excess of water.

B. BASES OR ALKALIS. Solids should be swept up, diluted with water, and neutralized with 6M HCl in a large plastic container. After this process is completed the solution may be washed down the sink using an excess of water. Solutions can be neutralized with acid and mopped up, or absorbed with a spill pillow. Again the mixed solution may be discarded down the drain using an excess of water. Care should be taken when adding acids to strongly basic solutions as a strong exothermic reaction could occur, resulting in these materials contacting the individual.

C. FLAMMABLES AND COMBUSTIBLES. Eliminate all sources of ignition and heat that exist nearby. Cleanup should follow recommended procedures for the compound in question.

D. GASES. Keep concentration of gas below the explosive range using forced ventilation. If a compressed gas tank is the problem, remove the tank to an open area. Forced ventilation of the contaminated area should be undertaken. Ensure that any tank movement is conducted using safe practices as described elsewhere in this document.

Hearing protection may be required around tanks that are discharging from high pressures. Tanks that are determined to be defective or pose a hazard must immediately be returned to the supplier.

Whenever discharging any chemical down a sewage system local water control boards should have previously be contacted to determine if it is possible to undertake such activity and how much can be flushed into the system. Quantities too large to discharge into a system may require one of the following as action.

A. Absorb the material onto an inert carrier or place compound into a container, after which the compound is evaporated away in a fume hood. The carrier may be burned or disposed of in an acceptable manner after removal of the hazard.

B. Absorb material onto an inert carrier or absorbent, seal in a proper container, and dispose of all materials in a way that is in compliance with public health procedures. Questions regarding this, may be addressed to the local Health District Environmental Services Group. Material Safety Data Sheets provide information regarding cleanup and safety associated with compounds. This reference is a good source of information concerning this and other topics related to the material in question.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-913.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Chemical Fume Hoods

Date of Approval: October 1, 1991

.01 Hood face air velocity (also called capture velocity) for fume hoods in the respective laboratories should meet the criteria listed below:

A. 100 $ft^3/min/ft^2$ of hood opening is recommended for nuisance odors, corrosive materials, moderately toxic materials, and trace quantities of radionuclides.

B. 150 $ft^3/min/ft^2$ of hood opening is recommended for highly toxic materials and low maximal permissible concentration (MPC) radionuclides.

Air velocity measurements are taken by placing the velometer inside the hood and lowering the sash until adequate air movement is reached. The sash position required to reach the above criteria should be marked on each hood. These recommendations are cited from the American Conference of Governmental Industrial Hygienists.

.02 Air velocity measurements for a hood are taken using a velometer that is known to be calibrated and working properly. Any laboratory equipment that routinely remains in a hood should be present at the time any measurements are taken to ensure meeting airflow requirements.

.03 Laboratory ventilation systems should compensate for air movements by exhausting hoods. Air flow and pressure should always be such that an environment outside of a laboratory work area is greater than the air pressure within the work area.

.03 Fume hoods should be kept as clean and uncluttered as possible to ensure airflow requirements and provide an adequate working area.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER 91-914.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Evidence Handling

Date of Approval: October 1, 1991

The exposure of laboratory personnel, police and court personnel, and others should be kept to a minimum. The following guidelines should be followed to ensure individuals are not exposed to hazards.

.01 Biological Hazards

A. Stained material will be submitted in appropriately packaged and secured containers.

B. If evidence is submitted that poses a risk due to improper packaging or a broken or leaking container, consult trained personnel to determine proper handling.

C. Never reuse containers or shipping material that have been contaminated.

D. Hazardous materials or evidence that poses a health risk will not be opened in the evidence reception area.

E. Evidence handling and laboratory work areas must be periodically sanitized with hypochlorite, Amphyl, or a 10% bleach solution. If the area is known to be contaminated it must immediately be sanitized using any of the above materials.

.02 Drug Evidence

A. Treat all drug evidence as if it contains hazardous or toxic material.

B. Avoid skin contact with drug samples and avoid breathing dust produced when working with the evidence.

C. Use caution when opening evidence packaging. Be aware of hazards such as syringes, broken glass, etc. Do not blindly remove evidence from its packaging.

.03 Firearm Evidence

A. Firearms submitted to the laboratory must always be checked and rendered safe before accepting such for analysis. Check to ensure that no ammunition is present in the chamber, magazine, or cylinder, as well as checking to ensure that the firearm is not cocked for discharge. Firearm evidence received by UPS or the Mail should be opened and checked immediately.

.04 Transportation of Evidence

A. Transportation of evidence by Bureau employees shall be avoided except where items are personally taken into custody at a crime scene. Drug evidence should never be transported or carried by personnel, either from scenes or to court. The only exception to this would be small quantities of precursors or products seized at clandestine laboratory scenes. Exceptions to this guideline must be cleared ahead with the Bureau Chief.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-915.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Biological Hazard Safety

Date of Approval: October 1, 1991

.01 Avoid creating aerosols when opening containers which may be under positive pressure. Open containers slowly and ensure that the opening is not directed toward personnel. Avoid forceful expulsion of fluids from pipettes. Never completely fill centrifuge containers, and ensure that such are capped during this process so no material contaminates equipment or personnel.

.02 Wear protective garments and gloves when working with material or evidence of this type. Consider the use of disposable garments when the likelihood of contamination is great during manipulation of material. Protective garments are not to enter areas outside of the laboratory work areas once they have been involved in processing such evidence or material. Wash hands after removing garments or whenever contamination is suspected.

.03 Disposable garments, contaminated materials, or disposable laboratory equipment used in manipulating biological hazards must be placed in a biohazard receptacle and rendered safe as required by local health guidelines.

.04 Laboratory work areas must be disinfected, using 10% bleach, after manipulating biohazard materials. This same solution can be used to disinfect equipment or material that has become exposed to biologicals. Laboratory apparatus (e.g.--test tube racks, etc.) should also be processed through a washing periodically.

.05 Consult trained biological hazard personnel if questions or problems arise with this type of material.

FORENSIC SERVICES POLICY MANUAL

POLICY NUMBER: 91-916.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Electrical Safety

Date of Approval: October 1, 1991

.01 Avoid use of extension cords whenever possible. If one must be used ensure it is adequate to meet the electrical load and withstand mechanical stresses to which it may be subjected.

.02 Never overload a power outlet. This applies to surge suppressor strips as well, to ensure that loads placed on these do not exceed the load placed on the room outlet.

.03 Laboratory equipment and apparatus requiring three pronged or grounded outlets must be used with such. No attempt to mechanically alter the equipment or service cord is to be undertaken by laboratory personnel. Laboratory equipment with damaged or defective power cords, or outlets that are inoperative or damaged must be reported to building maintenance personnel for repair prior to being used for service.

.04 Power cords must be routed away from traffic areas.

.05 Circuit breakers will be labelled with the location or item serviced. Equipment must be labelled with the number or location of the breaker which protects it so that power can be turned off as required.

.06 A surge suppressor should be used on all equipment where possible.

POLICY NUMBER 91-917.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Instrumental Hazard and Safety

Date of Approval: October 1, 1991

Laboratory equipment and instrumentation possess mechanical and electrical hazards. Hazards include extreme temperatures, high voltage, high pressures, open flames, etc. Common sense often dictates how to avoid such hazards but the following guidelines should also be observed.

A. Only individuals trained on the use of laboratory equipment will be allowed to operate such.

B. Where the potential for electrical shock exists an insulating floor mat is recommended.

C. Long hair and loose fitting clothing must be secured when a safety risk involving such is present.

Special equipment precautions

A. Electrophoresis equipment

1. Safety interlocks must be installed on all electrophoresis tanks to eliminate hazards from electrical shocks.

2. All electrical terminals must be shielded and wiring cannot be exposed.

3. Power supplies must be located near tanks so as to reduce the possibility of shock.

4. Ground fault interrupters must be installed with electrophoresis equipment when possible.

B. Laser sources

1. Follow manufacturer's instructions regarding proper operation of such equipment.

2. Wear proper eye protection when operating or working with a laser source. Avoid directly looking at a laser source or any material that could reflect the laser beam.

POLICY NUMBER 91-918.00
POLICY SECTION: Laboratory Safety

Subject of Policy: Firearms Handling and Test-Firing

Date of Approval: October 1, 1991

General Safety Procedures

.01 All firearms being submitted or handled will be given an inspection to ensure that the weapon is unloaded and safe.

.02 No firearms will be loaded in the laboratory except in defined firing areas.

.03 Handle all firearms as if it they are loaded and follow safety practices that assume such.

.04 When doubt exists as to a firearm's ability to discharge safely, then a remote firing device must be deployed.

.05 Report unsafe firearm handling, unsafe discharge practices, or problems that arise during working with a firearm to the proper supervisor.

.06 Personnel who handle firearms will be instructed, by a qualified instructor, in proper and safe practices for handling weapons.

Test-Firing Safety

.01 When test-firing a weapon, a second laboratory analyst or supervisor must be present. This second person will act as an observer and be present to render aid should a problem arise.

.02 Personnel present during the discharge of a weapon must wear safety glasses and ear protection.

.03 Check the bore and chamber area of weapons for obstructions prior to loading.

.04 Firearms are to be loaded only in designated areas. Never carry loaded firearms between testing areas and the laboratory.

.05 Forensic staff should be the only personnel present in the test-firing area and are the only personnel who may use the bullet trap apparatus.

.06 Examiners conducting test-fires have control of the firing area when such testing is being undertaken. Personnel who are present in the facility during firing, should remain behind the firearm's operator. Personnel present in the facility during firing should always be kept to a minimum.

.07 The firing area, and personnel routinely using or who are present within the firing facility, will be tested yearly for lead levels. If prolonged firing occurs over a relatively short time period, it will be at the discretion of firearm's personnel as to whether more frequent environmental testing is undertaken, both to the facility and examiners.

.08 Prior to discharging a weapon, the handler must announce the commencement of firing in such as manner as to alert all personnel present.