

ASCLD/LAB

INSPECTION REPORT

North Carolina State Bureau of Investigation
Crime Laboratory Division
Raleigh, North Carolina

INSPECTED JUNE 7, 1993 THROUGH JUNE 11, 1993

SUBMITTED BY INSPECTION TEAM

Kenneth D. McDermott (Team Captain)
Jan Bashinski
David Grieve
Gary Knowles
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REPORTED 07/19/93

INTRODUCTION:

The North Carolina State Bureau of Investigation Raleigh Crime Laboratory was inspected by Ken McDermott (Team Captain), Jan Bashinski, David Grieve, Gary Knowles, Kevin Lothridge, and Eldon Straughan on June 7 through June 11, 1993. The following report pertains to the findings of the inspection team.

LABORATORY OVERVIEW:

The Raleigh Crime Laboratory is a full service laboratory which provides forensic laboratory services to the entire state of North Carolina. These services are provided to a population of about 6,354,000. In the twenty-five western counties of the state, however, drug analysis, latent print examination and fire debris analysis services are provided by the Asheville laboratory.

The Raleigh laboratory facilities consist of four separate buildings housing the drugs and toxicology sections, trace and serology sections, latent prints and firearms/toolmarks section, and documents section. Crime laboratory administrative offices are located in the SBI Administrative building. Two portable mobile home-type trailers house the evidence control unit and a trace evidence examination annex (commonly known at the facility as the "hair wing"). Attached to this report is a copy of the campus layout (see Appendix A).

There are a total of eighty-four individuals employed at the laboratory: 63 technical personnel, 4 evidence technicians, and 17 other managerial and administrative support personnel. The following is a distribution of the technical personnel by section:

Chemistry (drugs/toxicology) Section - 17 chemists, one chemistry supervisor (who is also the deputy assistant director of the lab).

Trace Section - 10 chemists, one chemistry supervisor.

Serology/DNA Section - 9 forensic serologists, one forensic serology supervisor. DNA analysis is performed by two of the serologists and the serology supervisor.

Firearms/toolmarks Section - 8 forensic firearms analysts, one forensic firearms analyst supervisor.

Documents Section - 4 forensic documents analysts, one forensic documents analyst supervisor.

Latent Evidence Section - 9 forensic impressions analysts, one forensic impressions analyst supervisor

Attached is a copy of the organizational chart (see Appendix B).

The Director of the State Bureau of Investigation is James J. Coman who has been recently appointed to the position by the North Carolina State Attorney General. Mr. Coman has a very high regard for the SBI Crime Laboratory and the inner workings of the various forensic science disciplines in that his previous position was as a prosecutor spending many hours in court dealing with physical evidence.

The laboratory director is Harold Elliott, SBI Assistant Director. The assistant laboratory director is Ralph Keaton, SBI Deputy Assistant Director who provides the forensic technical support to the laboratory director.

It should be noted that two observers spent the week interacting with the inspection team and crime laboratory staff. These observers were Laboratory Director Dan DeFreese and Assistant Director Earl Wells of the South Carolina Law Enforcement Division Crime Laboratory. They indicated at the conclusion of the inspection that it was a valuable experience for them, in that they are preparing for an ASCLD/LAB inspection in the near future.

REPORT BODY:

The inspection team found that the criteria were met except as listed below. Some criteria are listed as YES but with comments deemed sufficiently important to note in this report.

10000 LABORATORY OPERATIONS

11221 (I) (YES) CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES SHOULD EXIST FOR LABORATORY SAFETY.

There are clearly written procedures exist, however, the procedures are not necessarily followed. For example, the Safety Manual states that chemicals should not be stored on shelves in alphabetical order but rather by class. The inspection team noted that this practice was not always followed.

11229 (D) (YES) CLEARLY WRITTEN AND WELL UNDERSTOOD PROCEDURES SHOULD EXIST FOR JOB REQUIREMENTS AND DESCRIPTIONS.

It was noted that the degree requirements in the SBI job descriptions do not match the Statement of Qualifications of some individuals in the firearms/toolmarks, documents and latent prints sections.

- 12113 (D) (YES) HAS THE LABORATORY DIRECTOR FULLY CONSIDERED AND APPROPRIATE ACTION BEEN TAKEN TO CORRECT ANY DEFICIENCIES WITH REGARD TO PERSONALITY AND EXPECTATIONS OF MEMBERS WHEN GROUPING HIS WORK AND RESOURCES?

The laboratory director should consider cross-training for hair examiners to further increase the use of resources.

- 13311 (I) (YES) DOES THE LABORATORY HAVE AND USE A TRAINING PROGRAM IN EACH AREA OF EXPERTISE?

The training program in this laboratory is outstanding and is well documented.

- 13321 (I) (YES) DOES THE LABORATORY HAVE AN EMPLOYEE DEVELOPMENT PROGRAM?

Yes, but due to caseload in some areas, employees cannot take full advantage of the program.

- 13331 (I) (YES) DOES THE FORENSIC LIBRARY CONTAIN CURRENT BOOKS, JOURNALS AND OTHER LITERATURE DEALING WITH EACH AREA OF EXPERTISE PROVIDED BY THE LABORATORY TO ITS USERS?

The drug chemistry area library could be updated.

- 13341 (I) (YES) DOES A SYSTEM EXIST TO ENCOURAGE EACH ANALYST TO REVIEW ALL NEW LITERATURE?

The drug chemistry section has such a system, however, personnel cannot take advantage of it due to the turnaround time of casework.

- 14172 (E) (NO) IS EVIDENCE PROTECTED FROM LOSS, CROSS TRANSFER AND/OR CONTAMINATION?

Generally, care was taken to preserve the integrity of evidence. The inspection team observed that an outbuilding was used to dry homicide evidence for trace evidence examination in a manner which would not prevent contamination. The structure is an old building where miscellaneous nuisance items such as chemical containers and infrequently used supplies are stored. The building is of questionable structural integrity and the interior is exceedingly dusty. It was believed by the inspectors to be rodent infested. Evidence from a pending homicide investigation was spread on the floor, uncovered, apparently for several months. Although the door to the building was locked, the windows were not secured and no alarm was installed. Laboratory supervisors advised the

inspectors that the building would not be used for future drying of evidence and a suitable structure for drying and storing evidence will be constructed.

- 14211 (E) (YES) ARE NEW TECHNICAL PROCEDURES THOROUGHLY TESTED TO PROVE THEIR EFFICACY IN EXAMINING EVIDENCE MATERIAL BEFORE BEING IMPLEMENTED ON CASE WORK?

The testing of new technical procedures is excellent. The validation work in the DNA section and the CISPA cocaine intelligence system program are two examples.

- 14221 (E) (NO) DOES THE LABORATORY USE CONTROL AND STANDARD SAMPLES TO INSURE THE VALIDITY OF EXAMINATIONS?

It was noted in the serology section that substrate controls in some casework were not being utilized specifically in testing of blood for species identification, for ABO blood type via absorption elution and in P30 testing for semen identification. See criterion 31121 - serology section.

- 14231 (E) (YES) DOES THE LABORATORY ROUTINELY CHECK THE RELIABILITY OF ITS REAGENTS?

This procedure is routinely done but it should be documented in the drug section and latents section as it is in the other sections.

- 14241 (E) (YES) DOES THE LABORATORY REVIEW THE REPORTS TO INSURE THAT THE CONCLUSIONS OF ITS EXAMINERS ARE REASONABLE AND WITHIN THE CONSTRAINTS OF SCIENTIFIC KNOWLEDGE?

The peer review process is excellent.

- 14251 (E) (YES) IF THE LABORATORY HAS AN INDICATION OF A TECHNICAL PROBLEM, ARE THERE PROCEDURES WHEREBY THE LABORATORY IMMEDIATELY INITIATES A REVIEW AND TAKES ANY CORRECTIVE ACTION REQUIRED?

Procedures exist, however, a more formal written procedure would be beneficial to the analyst.

- 14261 (E) (NO) DO THE EXAMINERS GENERATE AND DOES THE LABORATORY MAINTAIN ALL THE NOTES, WORKSHEETS, GRAPHS, SPECTRA, PRINTOUTS, AND ALL OTHER DATA OR RECORD USED BY EXAMINERS TO SUPPORT THEIR CONCLUSIONS?

Latents Section - The latent print section has excellent equipment for utilizing photography to preserve impression evidence, and uses photography as a critical part of examination procedures. This is highly commendable. However, the latent print section

does not maintain the photographs generated during the examination of casework, including those where suspect identifications are effected. Such photographs, like charts and notes, are essential data that support the examiner's conclusion.

Some, but not all, suspect latent print identifications have been digitized and electronically recorded using a Hunter GIS system in lieu of conventional photographic preservation. The section also performs footwear and tire track examinations, but electronic capture of (identified) impressions was not performed in the cases reviewed. A photostatic copy of the suspect sole was retained, but not of the unknown impression.

A policy was initiated on June 11, 1993 (see Appendix C) which requires all suspect identifications to be documented with photographs or electronically captured images. Such a policy would seem to comply with the letter of this essential criterion. However, since most electronic images are captured using an optical scanner with a resolution of 800 dpi, about a third that of a photograph, some information may be degraded. Electronic capture represents an innovative, if not yet generally accepted, approach.

Serology Section - With regard to the serology section, this criterion is answered YES. However, the inspectors felt strongly that electrophoresis results should be recorded photographically. (The practice at this time is a double, triple or even sometimes a quadruple blind reading of the electrophoresis plate by other analysts.) Equipment is in place and photography of DNA results are routine. A natural extension is the photography of electrophoresis results. Documentation by notetaking could be improved by the use of more drawings, sketches, diagrams and descriptive narratives.

14333 (I) (YES) DOES THE LABORATORY CONDUCT INTRALABORATORY PROFICIENCY TESTING USING THE BLIND, RE-EXAMINATION, OR KNOWN STANDARDS TECHNIQUES?

This laboratory is one of very few known to the inspectors which actually conducts blind casework proficiency testing in all disciplines. This program is excellent.

20000 PERSONNEL QUALIFICATIONS

21141 (D) (NO) DID THE LABORATORY DIRECTOR HAVE AT LEAST FIVE YEARS FORENSIC EXPERIENCE PRIOR TO BECOMING DIRECTOR?

As per statement of qualifications and pre-inspection checklist.

- 24131 (D) (N/A) DOES THE TRACE EVIDENCE EXAMINER HAVE ACCESS TO WELL ESTABLISHED DATA BASES FOR ALL TRACE EVIDENCE TYPES FOR WHICH HE ASSIGNS PROBABILITIES?
- 24132 (D) (N/A) DOES THE TRACE EVIDENCE EXAMINER HAVE ACCESS TO AND GENERATE LOCAL DATA BASES FOR ALL TRACE EVIDENCE TYPES FOR WHICH HE ASSIGNS PROBABILITIES?

Probabilities are not assigned in trace evidence casework.

- 25211 (E) (YES) ARE THE EDUCATION, TRAINING AND EXPERIENCE OF THE DNA PERSONNEL CONSISTENT WITH THOSE RECOMMENDED BY THE TECHNICAL WORKING GROUP FOR DNA ANALYSIS METHODS (TWGDAM) IN "GUIDELINES FOR A QUALITY ASSURANCE PROGRAM FOR DNA ANALYSIS?"

The education, training, and experience of the DNA personnel exceed the recommendations.

- 26111 (D) (NO) DOES THE FIREARM/TOOLMARK EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

As per statements of qualification and pre-inspection checklist.

- 27111 (D) (NO) DOES THE DOCUMENT EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

As per statements of qualification and pre-inspection checklist.

- 28111 (D) (NO) DOES EACH LATENT PRINT EXAMINER POSSESS A BACCALAUREATE DEGREE WITH SCIENCE COURSES?

As per statements of qualification and pre-inspection checklist.

- 29131 (E) (YES) IF APPROPRIATE, WAS PROFICIENCY TESTING SUCCESSFULLY COMPLETED FOR TECHNICAL SUPPORT PERSONNEL?

Although the evidence control unit personnel do not manipulate the evidence, blind proficiency casework is successfully sent through this unit in an appropriate manner unknown to the personnel.

30000 PROCEDURES AND INSTRUMENTS/EQUIPMENT

- 31121 (E) (NO) ARE APPROPRIATE CONTROLS SPECIFIED IN THE PROCEDURES AND ARE THEY USED?

Latents Section - While a majority of latent print examiners were informally utilizing controls in many procedures, no uniform means to insure the efficacy of

reagents was in place. A policy was initiated on June 11, 1993 (see Appendix D) to institute the proper use of controls in the preparation and use of latent print examination reagents and procedures. These include the use of test prints to validate reagent reliability and a record of preparation dates.

Serology Section - The species method, absorption elution method, and P30 method in the serology manual mention the use of controls but these controls are inadequate to demonstrate the reliability of the test results. The inspectors have suggested improvements to laboratory procedures and to procedures for police personnel collecting bloodstains (see Appendix E-2). The appropriate controls are not routinely utilized at this time.

31161 (E) (NO) ARE THE INSTRUMENTS/EQUIPMENT PROPERLY CALIBRATED?

Autotunes for the GCMS instruments in the drug section are not done per the manufacturer's recommendations or the laboratory policy. The written procedure states that all instruments must be calibrated at least monthly and the results recorded, however, it was not being routinely followed. This procedure was clearly described to the staff by the assistant laboratory director (Keaton). The inspectors accept this communication and have no reason to doubt adherence to the procedure.

40000 PHYSICAL PLANT AND SECURITY

41111 (I) (YES) DOES EACH EMPLOYEE HAVE ENOUGH WORK SPACE TO ACCOMPLISH ASSIGNED TASKS?

The hood in the radiation room of the DNA section is utilized for both radiation work and for phenol/chloroform extraction which could create potential hazards. In the latents section, there is no room for making exemplar tire impressions.

41161 (E) (YES) IS THERE A SECURE AREA FOR OVERNIGHT AND/OR LONG-TERM STORAGE OF EVIDENCE?

The evidence control unit trailer should be fully alarmed. However, see criterion 43131.

42111 (I) (NO) DOES THE PHYSICAL DESIGN ENHANCE THE FLOW OF EVIDENCE FROM THE TIME OF ITS ACCEPTANCE UNTIL ITS PROPER DISPOSAL?

This criterion was answered no on the pre-inspection checklist. The layout of the laboratory with separate

buildings and annexes certainly does not enhance the flow of evidence. The North Carolina state legislature is in the process of resolving the problem by funding the construction of new facilities on an adjacent parcel of land.

- 42131 (E) (YES) IS THE ACCESS TO THE OPERATIONAL AREA OF THE LABORATORY CONTROLLABLE AND LIMITED?

The inspection team noted that SBI officers were not required to sign in and were not escorted during laboratory visits. It was learned also that the custodial staff, employed by a private company contracted through the state, were not required to have a background check before working at the laboratory. Because laboratory personnel were present while SBI officers were in the various buildings, the inspectors felt this was of minor concern. Likewise, laboratory personnel were present while custodial staff were working. The team, however, would recommend that routine background checks be conducted on custodial staff.

- 42191 (E) (YES) ARE HOODS AVAILABLE TO REMOVE TOXIC AND/OR NOXIOUS FUMES?

Yes, however, see criterion 41111.

- 43121 (E) (YES) ARE ALL KEYS ACCOUNTED FOR AND IS THEIR DISTRIBUTION LIMITED?

There is excellent control of key accountability and distribution. The information is computerized and access to the information is limited also.

- 43131 (I) (YES) IS THE LABORATORY SECURED DURING VACANT HOURS BY AN INTRUSION ALARM DEVICE OR BY SECURITY PERSONNEL?

The laboratory buildings are alarmed and there are armed guards providing hourly security checks after working hours. The security is excellent.

- 44131 (I) (YES) ARE SUFFICIENT FIRST-AID KITS AVAILABLE AND STRATEGICALLY LOCATED?

Yes, however, in the trace evidence annex (hair wing), the first aid kit should be securely mounted to the wall rather than located on the floor.

- 44141 (I) (YES) DOES THE LABORATORY HAVE A SAFETY SHOWER AND EYE WASH EQUIPMENT IN APPROPRIATE LOCATIONS AND IN GOOD WORKING CONDITION?

It was noted that eyewash equipment was not checked and routinely flushed. Access to the eyewash station in the office of the SEM analyst was obstructed by stored instrumentation.

44161 (I) (YES) ARE INSTRUCTIONS AND PROCEDURES AVAILABLE FOR HANDLING AND USING CARCINOGENIC, TOXIC AND/OR DANGEROUS SUBSTANCES?

Procedures are available but not always followed. The proper separation of chemicals is an example previously noted in criterion 11221. In the serology section, some hazardous chemical waste containers were not properly labeled. Biohazard waste containers in serology were not properly labeled and segregated for disposal.

44191 (I) (YES) IS THERE GENERAL CLEANLINESS AND APPARENT GOOD HOUSEKEEPING IN THE LABORATORY?

Given the facilities to work with, the laboratory staff is doing a great job in this area.

SUMMATION OF EVALUATION CRITERIA

	<u>Total Possible</u>	<u>Total Yes</u>	<u>Total No</u>	<u>Per Cent Yes</u>
Essential	57	52	5	91%
Important	44	43	1	98%
Desirable	39	34	5	87%

SUMMARY AND RECOMMENDATIONS

The six members of the inspection team are most appreciative of the laboratory staff for their genuine cooperation and hospitality during the week-long inspection. The attitude of openness shown to the team and to the visitors (DeFreese and Wells) was commendable.

The DNA section was inspected using TWGDAM guidelines. The guidelines and checklist are attached as Appendix F. Any specific comments or concerns relating to the DNA section are noted in Appendix F. Concerns and comments regarding the DNA section, as they relate to the laboratory in general, are in the report body.

The deficiencies in the essential category which were answered NO have been discussed with the laboratory administration and are in the process of being resolved or have already been resolved.

Criterion 14172 - The outbuilding will no longer be used to dry and store evidence. The construction of another structure for the purpose of drying evidence was discussed. The inspection team has been told that a purchase order and receipt will be provided as proof that such a building exists and has been constructed for the stated purpose. The inspection team has no doubt that this will occur.

Criteria 14221 and 31121 Serology Section - The use of substrate controls to demonstrate the validity test results specifically for species, absorption elution and P30 testing was subsequently discussed by McDermott and Serology Supervisor Mark Nelson ten days after the inspection. It is apparent that Nelson is amenable to this concept and to proposed changes suggested by the serology inspectors (Bashinski and McDermott). Changes were incorporated into appropriate methods on June 21, 1993 (see Appendix E-3). Because these changes are in place, we have no doubt that substrate controls will be utilized when appropriate. The addition of a serology notetaking form to facilitate more documentation in casework was also developed by Nelson and is in place.

Criterion 14261 Latents Section - As noted in the report body, a policy was initiated on June 11, 1993 which requires all suspect identification to be documented with photographs or electronically captured images. The inspectors have no reason to doubt there will be adherence to the policy.

Criterion 31161 Drug Section - As stated in the report body the autotune calibration procedures were not being conducted routinely. However, the procedure was clearly described to the staff by Keaton and the inspectors have no reason to doubt adherence to the procedure.

Criterion 31121 Latents Section - As noted in the report body, a policy was initiated on June 11, 1993 to institute proper use of controls in the preparation and use of latent print examination reagents. The inspectors have no reason to doubt that there will be no deviation from the policy.

Upon the Board's acceptance of the correction of the deficiencies of the essential criteria listed above, the inspection team recommends accreditation of the North Carolina State Bureau of Investigation Raleigh Laboratory in the areas of controlled substances identification, toxicology, trace evidence examination, serology, DNA analysis, firearms/toolmarks examination, documents examination, and latent print examination.

Respectfully Submitted,



Kenneth D. McDermott
Team Captain

GRADE COMPUTATION SHEETS

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
11111 (D)							<u>X</u>	—	—
11112 (D)							<u>X</u>	—	—
11113 (D)							<u>X</u>	—	—
11114 (I)				<u>X</u>	—	—			
11115 (I)				<u>X</u>	—	—			
11211 (E)	<u>X</u>	—	—						
11212 (E)	<u>X</u>	—	—						
11221 (I)				<u>X</u>	—	—			
11222 (D)							<u>X</u>	—	—
11223 (D)							<u>X</u>	—	—
11224 (I)				<u>X</u>	—	—			
11225 (D)							<u>X</u>	—	—
11226 (I)				<u>X</u>	—	—			
11227 (I)				<u>X</u>	—	—			
11228 (I)				<u>X</u>	—	—			
11229 (D)							<u>X</u>	—	—
1122(10) (D)							<u>X</u>	—	—
1122(11) (D)							<u>X</u>	—	—
1122(12) (I)				<u>X</u>	—	—			
12111 (D)							<u>X</u>	—	—
12112 (D)							<u>X</u>	—	—
12113 (D)							<u>X</u>	—	—
E/I/D = 2/8/12									
TOTALS	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>

LABORATORY SBI-RALEIGH, NC

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
14141 (E)	<u>X</u>	—	—						
14151 (E)	<u>X</u>	—	—						
14161 (E)	<u>X</u>	—	—						
14171 (D)							<u>X</u>	—	—
14172 (E)	—	<u>X</u>	—						
14181 (D)							<u>X</u>	—	—
14211 (E)	<u>X</u>	—	—						
14221 (E)	—	<u>X</u>	—						
14231 (E)	<u>X</u>	—	—						
14241 (E)	<u>X</u>	—	—						
14242 (E)	<u>X</u>	—	—						
14251 (E)	<u>X</u>	—	—						
14261 (E)	—	<u>X</u>	—						
21111 (I)				<u>X</u>	—	—			
21121 (D)							<u>X</u>	—	—
21131 (D)							<u>X</u>	—	—
21141 (D)							—	<u>X</u>	—
22111 (E)	<u>X</u>	—	—						
22121 (E)	<u>X</u>	—	—						
22131 (E)	<u>X</u>	—	—						
23111 (E)	<u>X</u>	—	—						
23121 (E)	<u>X</u>	—	—						

E/I/D = 16/1/5

TOTALS

13 3 0 1 0 0 4 1 0

LABORATORY SBI-RALEIGH, NC

COMP-3

Rev. August, 1992

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
23131 (E)	<u>X</u>	—	—						
24111 (E)	<u>X</u>	—	—						
24121 (E)	<u>X</u>	—	—						
24131 (D)							—	—	<u>X</u>
24132 (D)							—	—	<u>X</u>
24141 (E)	<u>X</u>	—	—						
25111 (E)	<u>X</u>	—	—						
25121 (E)	<u>X</u>	—	—						
25131 (E)	<u>X</u>	—	—						
25141 (D)							<u>X</u>	—	—
25142 (D)							<u>X</u>	—	—
26111 (D)							X	<u>X</u>	X
26121 (E)	<u>X</u>	—	—						
26131 (E)	<u>X</u>	—	—						
26141 (E)	<u>X</u>	—	—						
26151 (E)	<u>X</u>	—	—						
27111 (D)							—	<u>X</u>	—
27121 (E)	<u>X</u>	—	—						
27131 (E)	<u>X</u>	—	—						
27141 (E)	<u>X</u>	—	—						
27151 (E)	<u>X</u>	—	—						
28111 (D)							—	<u>X</u>	—

E/I/D = 15/0/7

TOTALS 15 0 0 0 0 0 2 3 2

LABORATORY SBI-RALEIGH, NC

Rev. August, 1992

COMP-4

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
14311 (E)	<u>X</u>	—	—						
14322 (E)	<u>X</u>	—	—						
14333 (I)				<u>X</u>	—	—			

E/I/D = 2/1/0

TOTALS 2 0 0 1 0 0 0 0 0

LABORATORY SBI-RALEIGH, NC

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
25211 (E)	<u>X</u>	—	—						
25212 (E)	<u>X</u>	—	—						
25213 (E)	—	—	—						
25214 (E)	<u>X</u>	—	—						

E/I/D = ³/~~4~~/0/0 *7m*

TOTALS 3 0 0 0 0 0 0 0 0

LABORATORY SBI-RALEIGH, NC

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
28121 (E)	X	—	—						
28131 (E)	X	—	—						
28141 (D)							X	—	—
28151 (E)	X	—	—						
29111 (E)	X	—	—						
29121 (E)	X	—	—						
29131 (E)	X	—	—						
31111 (E)	X	—	—						
31121 (E)	—	X	—						
31131 (E)	X	—	—						
31141 (I)				X	—	—			
31151 (I)				X	—	—			
31161 (E)	—	X	—						
31171 (E)	X	—	—						
31181 (E)	X	—	—						
41111 (I)				X	—	—			
41121 (I)				X	—	—			
41131 (D)							X	—	—
41141 (I)				X	—	—			
41151 (I)				X	—	—			
41161 (E)	X	—	—						

E/I/D = 13/6/2

TOTALS 11 2 0 6 0 0 2 0 0

LABORATORY SBI-RALEIGH, NC

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
41171 (D)							X	—	—
41181 (D)							X	—	—
41191 (I)				X	—	—			
411(10)(1) (I)				X	—	—			
411(11)(1) (D)							X	—	—
42111 (I)				—	X	—			
42121 (D)							—	X	—
42131 (E)	X	—	—						
42141 (D)							X	—	—
42151 (I)				X	—	—			
42161 (D)							X	—	—
42171 (D)							X	—	—
42181 (I)				X	—	—			
42191 (E)	X	—	—						
421(10)(1) (I)				X	—	—			
43111 (E)	X	—	—						
43121 (E)	X	—	—						
43131 (I)				X	—	—			
43141 (D)							X	—	—
43151 (E)	X	—	—						
43161 (D)							X	—	—

E/I/D = 5/7/9

TOTALS

5 0 0 6 1 0 8 1 0

LABORATORY SBI - RALEIGH, NC

CRITERIA	ESSENTIAL			IMPORTANT			DESIRABLE		
	Y	N	N/A	Y	N	N/A	Y	N	N/A
43171 (E)	<u>X</u>	—	—						
44111 (I)				<u>X</u>	—	—			
44121 (I)				<u>X</u>	—	—			
44131 (I)				<u>X</u>	—	—			
44141 (I)				<u>X</u>	—	—			
44151 (I)				<u>X</u>	—	—			
44161 (I)				<u>X</u>	—	—			
44171 (I)				<u>X</u>	—	—			
44181 (I)				<u>X</u>	—	—			
44191 (I)				<u>X</u>	—	—			

E/I/D = 1/9/0

TOTALS 1 0 0 9 0 0 0 0 0

LABORATORY SBI - RALEIGH, NC

SUMMATION OF CRITERIA RATINGS

	Total Number Possible	Total Yes	Total No
Essential	<u>57</u> 58	<u>52</u>	<u>5</u>
Important	<u>44</u>	<u>43</u>	<u>1</u>
Desirable	<u>39</u>	<u>34</u>	<u>5</u>

Calculations

Percent Essential = $\frac{\text{Total Yes}}{\text{(Total Yes + Total No)}} \times 100 = \underline{91\%}$

Percent Important = $\frac{\text{Total Yes}}{\text{(Total Yes + Total No)}} \times 100 = \underline{98\%}$

Percent Desirable = $\frac{\text{Total Yes}}{\text{(Total Yes + Total No)}} \times 100 = \underline{87\%}$

Standards

Essential 100%
 Important 70%
 Desirable 50%

NOTE: N/A answers will not be counted in above calculations, but each N/A answer must be explained in writing.

Inspection Team *Keith McDermott (Captain)*

Kevin Stridge *Ellen Stridge*

Paul Spring *Janet Baskin*

Joseph H. Bowles

Laboratory Director *Harold Elliott*

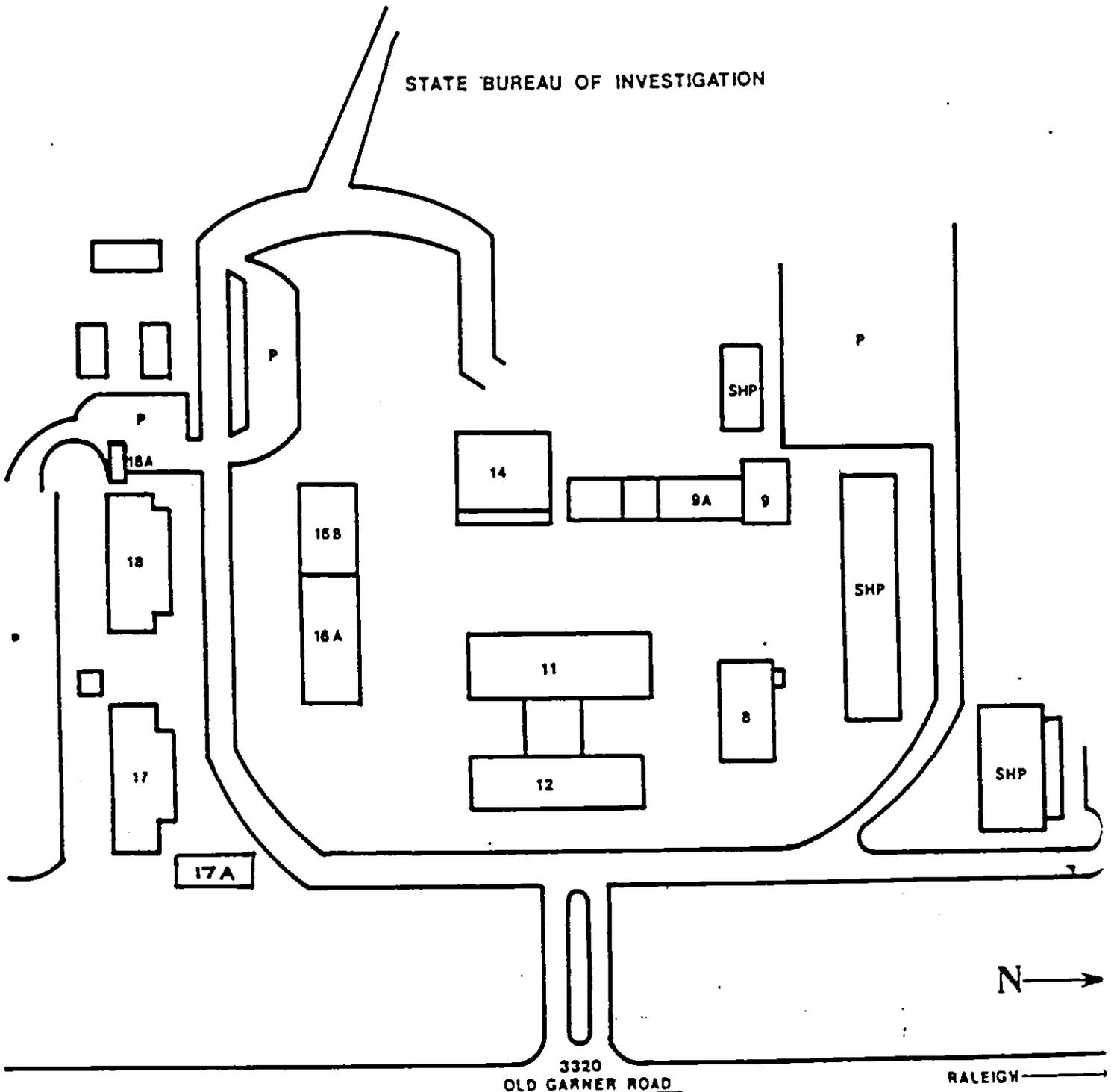
Day *Friday* Date *6/11/93* Time *12:40 P.M.*

Laboratory *STATE BUREAU OF INVESTIGATION, RALEIGH, NORTH CAROLINA*

APPENDICES

- Appendix A - Campus Layout
- Appendix B - Organizational Chart
- Appendix C - Memorandum: Retaining Copies of Suspect Identifications
- Appendix D - Memorandum: Preparation, Storage and Testing of Reagents
- Appendix E - Serology Procedures and Bloodstain Collection Procedures
 - E-1 - Pre-inspection Procedures
 - E-2 - Suggested Procedure Changes
 - E-3 - Rewritten Procedures
- Appendix F - TWGDAM guidelines checklist

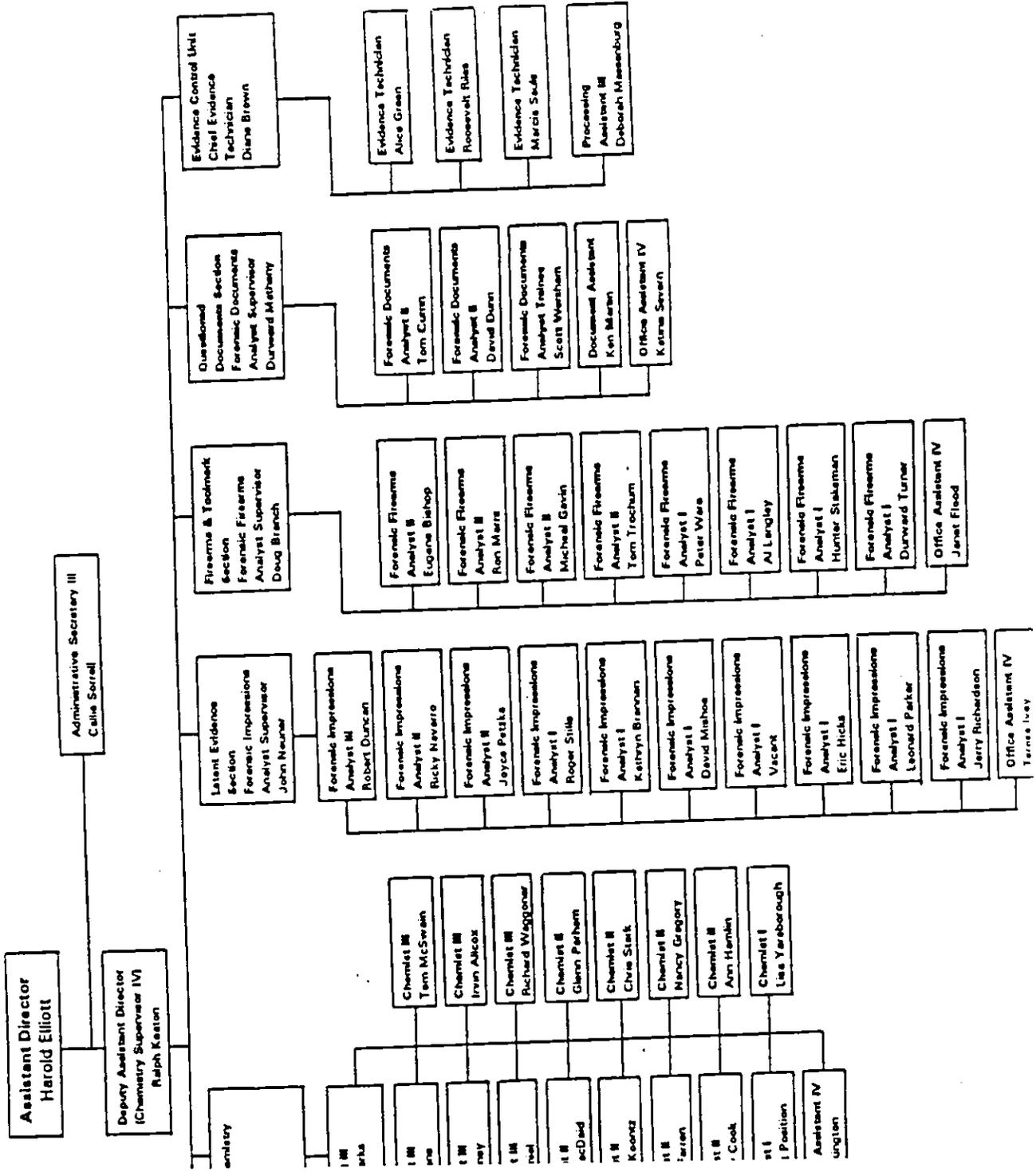
STATE BUREAU OF INVESTIGATION



- | | |
|--|-------------------|
| 16A - IDENTIFICATION | 8 - CAFETERIA |
| 16B - LATENT EVIDENCE | TRAINING |
| • FIREARMS/TOOLMARKS | 9A POLYGRAPH |
| 17 - DRUG LAB, LAB RECORDS, EVIDENCE CONTROL (17A) | 11 - DOCUMENTS |
| Toxicology | • RECORDS |
| 18 - TRACE EVIDENCE | • WORD PROCESSING |
| • SEROLOGY | P - PARKING |
| 18A - TRACE EVIDENCE ANNEX | |
| 12 - ADMINISTRATION, Director, Deputy Director
Asst. Directors, Photo Lab | |

NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CRIME LABORATORY DIVISION

James J. Coman - Director





MICHAEL F. EASLEY
ATTORNEY GENERAL

NORTH CAROLINA
STATE BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE

3320 GARNER ROAD
P.O. BOX 29500
RALEIGH, N.C. 27626-0500
(919) 662-4500
FAX (919) 662-4521



JAMES J. COMAN
DIRECTOR

MEMORANDUM

TO: All Forensic Impressions Analysts

FROM: Supervisor John K. Neuner 

DATE: June 11, 1993

SUBJECT: RETAINING COPIES OF SUSPECT IDENTIFICATIONS

Effective immediately, both the latent print and known inked impression associated with all suspect identifications will be:

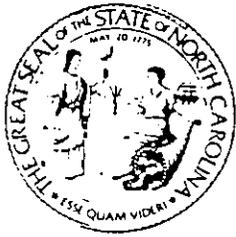
- (A) Electronically captured and stored using the Image Processing System; or
in the event the Image Processing is down,
- (B) Photographed using the Total Camera III (1:1 setting).

The electronically captured images will be stored on a diskette which will remain in the custody of the analyst.

Photographic images will be stored in the master case file.

No case will be considered complete and ready for dissemination until all suspect identifications have been recorded using one of the above methods.

cc: Assistant Director Harold Elliott
Deputy Assistant Director Ralph Keaton



MICHAEL F. EASLEY
ATTORNEY GENERAL

NORTH CAROLINA
STATE BUREAU OF INVESTIGATION
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JAMES J. COMAN
DIRECTOR

MEMORANDUM

TO: All Forensic Impressions Analysts

FROM: Supervisor John K. Neuner 

DATE: June 11, 1993

SUBJECT: PREPARATION, STORAGE AND TESTING OF REAGENTS

Effective immediately, when any analyst prepares a reagent, the container will be labeled with the name of the reagent, the date the reagent was prepared, and the initials of the analyst preparing the reagent.

Prior to using the reagent on any actual evidence, the reagent will be tested for its effectiveness. The analyst's initials on the reagent container will signify that the testing process has been performed.

There are no exceptions to this policy.

cc: Assistant Director Harold Elliott
Deputy Assistant Director Ralph Keaton