
Procedure for Stop Work Orders

1.0 Purpose – To establish the procedure for the completion of stop work orders.

2.0 Scope – This procedure applies to employees of the Evidence Control Section, employees performing duties related to Evidence Control, and analysts preparing stop work reports. This procedure does not apply to case records associated with CODIS hit confirmations or notifications.

3.0 Definitions

- **Administrative Document** – Documents pertaining to a case other than the Request for Examination of Physical Evidence Form, Laboratory Report and Case Notes.
- **Case Record** – The body of work for one examination.
- **Forensic Advantage (FA)** – The Laboratory’s electronic information management system.
- **Object Repository** – The module within FA into which all documents, data and other files are uploaded. FA has Section, Case, Case Record Object and Item Repositories.
- **Criminal Justice Law Enforcement Data Services (CJLEADS)** – A secure, centralized database of comprehensive, up-to-date information about offenders for use by state and local criminal justice professionals.

4.0 Procedure

4.1 Receiving Stop Work Notifications

4.1.1 Stop Work notifications may be received from the District Attorney’s (DA’s) offices and/or submitting agencies. Notifications may be received via FA Web message, phone call, email or in-person conversation. Potential stop works may also be identified by an automated CJLEADS query as detailed in Section 4.1.6.

4.1.2 Additionally, evidence submissions submitted by a courier that fail to meet Laboratory acceptance criteria shall be imported, assigned a Laboratory number in FA, and processed as a stop work case.

4.1.3 Documentation regarding the stop work notification and court disposition, if available, shall be added to FA. Documentation regarding potential stop works from the CJLEADS query shall be stored according to Section 4.1.6.3.

4.1.4 A note referencing the stop work notification shall be made in the Case Record comments. If multiple examinations are still pending, the statement shall be placed in the comment section of each Case Record.

4.1.5 Forensic Scientist Managers or designees shall ensure all stop work requests are completed for their section.

4.1.6 CJLEADS Notifications

4.1.6.1 Once a week, the Laboratory receives a list of cases identified by an automated search of CJLEADS for active cases in FA that are potentially adjudicated.

- 4.1.6.2** At the time the Laboratory receives notification that the case may be adjudicated, the status of the Case Record(s) shall be changed to “Potential Stop Work”, the priority code changed to 200, and analysis halted.
- 4.1.6.3** The case lists are sent by the Laboratory to the respective DA’s Office for review. The returned lists are stored in SharePoint and the file name shall be noted in the Case Record comments.
- 4.1.6.4** If the DA’s Office does not respond within 30 days of receiving the case list, the Case Record will be treated as a stop work and the evidence returned to the submitting agency unless the evidence is a sexual assault evidence collection kit.
- 4.1.6.5** A comment confirming the stop work shall be placed into the Case Record(s) as directed in Section 4.4.2 or in the Laboratory Report Summary as directed in 4.3.

4.2 Processing Stop Work Notifications

- 4.2.1** The Laboratory employee who received the stop work notification shall update the status of the Case Record to “Stop Work” and change the Priority to 2. This process shall be completed within two business days of receipt.
- 4.2.2** If a stop work notification is received and analysis has begun, the Forensic Scientist shall complete a stop work report according to Section 4.3.
- 4.2.3** If a stop work notification is received and analysis has not yet begun, the Forensic Scientist Manager or designee shall stop work the case according to Section 4.4.
- 4.2.4** If the stop work notification directs the Laboratory to destroy toxicology evidence, the destruction shall be performed according to the Procedure for Toxicology Evidence Handling.

4.3 Stop Work Requests on Active Examinations

- 4.3.1** When a stop work notification is received and the case is in the process of being examined, all technical analysis conducted on the evidence shall cease.
- 4.3.2** If analytical work has been completed but the Forensic Scientist has not generated a Laboratory Summary Report when a stop work notification is received:
 - 4.3.2.1** No Laboratory Report Summary shall be generated.
 - 4.3.2.2** One of the following statements shall be added the Case Record Comments:
 - 4.3.2.2.1** The Laboratory received notification that this case no longer requires examination. The analysis of this case has been terminated. Any data included in the Report has not been

finalized nor technically reviewed and cannot be used to draw conclusions. No results or conclusions are being reported.

4.3.2.2.2 A notification was received from an automated cross-check between CJLEADS and the Laboratory's case management system which indicated this case appears to have been adjudicated. A request for confirmation has been made to the DA's Office and the 30 day hold on examination has expired. All pending examinations are being discontinued. A request for reinstatement of examination must come via the DA's Office. Any data included in the Report has not been finalized nor technically reviewed and cannot be used to draw conclusions. No results or conclusions are being reported.

4.3.2.3 The Case Record shall be terminated and published.

4.3.2.3.1 When publishing the case record, type "Stop Work" in the Publish comments. Remove the checkmarks for Worksheets, Lab Reports, Submission Images, Worksheet Resources, Worksheets (Prior Versions), Lab Reports (Prior Versions), Canceled Lab Reports, and Canceled Lab Reports (Prior Versions).

4.3.2.4 The stop work packet shall be printed according to Section 4.4.5.

4.3.3 If analytical work has been completed and a Laboratory Report Summary has been generated, but the reviews are not complete when the stop work notification is received:

4.3.3.1 The Forensic Scientist shall not report the results of examination.

4.3.3.2 The Laboratory Report Summary shall be canceled with a note added to the laboratory report comments that a stop work request was received.

4.3.3.3 One of the following statements shall be added to the Case Record comments:

4.3.3.3.1 The Laboratory received notification that this case no longer requires examination. The analysis of this case has been terminated. Any data included in the Report has not been finalized nor technically reviewed and cannot be used to draw conclusions. No results or conclusions are being reported.

4.3.3.3.2 A notification was received from an automated cross-check between CJLEADS and the Laboratory's case management system which indicated this case appears to have been adjudicated. A request for confirmation has been made to the DA's Office and the 30 day hold on examination has expired. All pending examinations are being discontinued. A request for reinstatement of examination must come via the DA's Office. Any data included in the Report has not been

finalized nor technically reviewed and cannot be used to draw conclusions. No results or conclusions are being reported.

4.3.3.4 The Case Record shall be terminated and published.

4.3.3.4.1 When publishing the case record, type “Stop Work” in the Publish comments. Remove the checkmarks for Worksheets, Lab Reports, Submission Images, Worksheet Resources, Worksheets (Prior Versions), Lab Reports (Prior Versions), Canceled Lab Reports, and Canceled Lab Reports (Prior Versions).

4.3.3.5 The stop work packet shall be printed according to Section 4.4.5.

4.3.4 If analytical work has been completed and reviewed, and the status of the Case Record is “Pending Release” when a stop work notification is received, the Case Record shall be released according to the Procedure for the Use of FA.

4.4 Preparing Stop Work Packets

4.4.1 All pending evidence shall be assigned to the stop work Case Record in FA.

4.4.2 A statement shall be placed in the comment section of the Case Record to document a) the reason the examination is being terminated, and b) the disposition of the evidence. Examples of this statement include:

4.4.2.1 The enclosed evidence is being returned per (method of notification) from (source of notification). The evidence will be retained for pickup.

4.4.2.2 The enclosed evidence is being returned because it does not meet submission criteria. The evidence will be retained for pickup.

4.4.2.3 The evidence will be retained until otherwise authorized.

4.4.2.4 The analysis on (Item # ___) has been terminated and the evidence has been destroyed per the submitted destruction order from (source of court order).

4.4.2.5 The analysis of this case was outsourced in accordance with an agreement with the District Attorney’s office.

4.4.2.6 A notification was received from an automated cross-check between CJLEADS and the Laboratory’s case management system which indicated this case appears to have been adjudicated. A request for confirmation has been made to the DA’s Office and the 30 day hold on examination has expired. All pending examinations are being discontinued and the evidence will be retained for pickup unless otherwise authorized. A request for reinstatement of examination must come via the DA’s Office.

NOTE: Click Save and Close after adding comments.

- 4.4.3 The stop work Case Record shall be terminated.
- 4.4.4 The stop work Case Record shall be published. When publishing the Case Record, type “Stop Work” in the Publish comments. Remove the checkmarks for Lab Report and Worksheet if none exist.
- 4.4.5 Print out a copy of the Full Case Report to include with the evidence. To print out the Full Case Report: open the Case Record; click “File”, select “Print” and select “Case (Default)”. Choose the printer in the dropdown and select the format “FAS Standard Case Report for 2.33”.
- 4.4.6 Once the process is completed and the Full Case Report is printed, the evidence shall be returned, retained, or destroyed as stated in the Case Record comment section.

5.0 References – N/A

6.0 Records

- List of Authorized Reviewers
- Destruction Verification Form

7.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/13/2024	15	Reorganized procedure and combined sections to reflect process flow: - Previous 4.1, 4.12 and 4.14 incorporated into 4.1 - Previous 4.2, 4.3, 4.4 and 4.7 incorporated into 4.2 - Previous 4.13 incorporated into 4.3 - Previous 4.8, 4.9, 4.10 and 4.11 incorporated into 4.4 Updated CJLEADS process and combined into section 4.1.6, including incorporating deviation into 4.1.6.2 Removed Evidence Return Inventory Form and related process (previous 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.10, 4.12)