

Technical Procedure for Conducting Reviews

1.0 Purpose - This procedure describes how to conduct value, technical and administrative, verification, and impression evidence full case reviews.

2.0 Scope - This procedure applies to all reviews of Laboratory casework conducted within the latent discipline.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Case record with all applicable notes, worksheets, reports, administrative documents, and evidence submission forms
- Admin/Tech Review Checklist
- Computer with Forensic Advantage (FA) application

4.2 Reagents – N/A

5.0 Procedure

5.1 Value, Technical, Administrative, and Verification Reviews

5.1.1 Technical and administrative reviews shall be a combined review. The technical and administrative review shall be documented in the Review Details of the Case Record within FA. The administrative/technical reviewer is responsible for reviewing all criteria set forth in the Admin/Tech Review checklist.

5.1.2 Friction Ridge – Verification reviews shall be documented in the Review Details of the Case Record within FA. All value, identification, exclusion, and inconclusive determinations shall be verified. In cases where physical evidence was processed and no sub-items were created, the value determination verification is based on the review of the evidence after the last applicable processing step. The verifier shall complete the verification review and include a statement as to what result(s) was/were verified in the review comment box, refer to the Results and Review Statements work instruction document.

5.1.2.1 The verification review for value determinations of comparison evidence, exclusions, and/or inconclusive determinations may be conducted electronically or transferred to the custody of the verifier. The verification review for value determinations of processing evidence may be conducted in the presence of the working analyst or transferred to the custody of the verifier. Reviews conducted electronically or in the presence of the working analyst shall be documented in the review details of the case record within FA.

5.1.2.2 The verification review for an identification shall be transferred to the custody of the verifier. For all identification verifications, the verifier shall indicate the number of identifications verified, the date of verification, and his/her initials on the item(s) of evidence.

5.1.2.3 Once value determinations for friction ridge evidence have been verified by a second analyst, they are determined to be final and the value shall not be re-evaluated during any subsequent submission.

5.1.3 Impression Evidence – Verification reviews shall be documented in the Review Details of the Case Record within FA. All impression evidence value determinations, identifications, exclusions/eliminations, and associations shall be verified. In cases where physical evidence was processed and no sub-items were created, the value determination verification is based on the review of the evidence after the last applicable processing step. The verifier shall complete the verification review and include a statement as to what result(s) was/were verified in the review comment box.

5.1.3.1 Due to the often large/bulky nature of impression evidence the verification review for value, identifications, associations, and/or eliminations may be conducted in the presence of the working analyst or transferred to the custody of the verifier. For all identifications the verifier shall add the number of identifications that were verified on the item of evidence. Reviews conducted in the presence of the working analyst shall be documented as such in the review details of the case record within FA.

5.1.3.2 Once value decisions for impression evidence have been verified by a second analyst they are determined to be final and the value shall not be re-evaluated during any subsequent submission.

5.1.4 CODIS Hit Fingerprint Comparison Verifications shall be completed electronically and documented on the CODIS Hit Fingerprint Comparison/Verification form.

5.1.5 The Forensic Scientist shall schedule the verification review first. Once complete, the Forensic Scientist shall schedule a combined technical and administrative review in FA.

5.1.6 The Forensic Scientist shall ensure that all Case Communication Logs and CVs are imported and/or shared to the Case Record Object Repository.

5.2 Full Case Reviews

5.2.1 A full case review shall be conducted by the Impression Evidence Technical Leader on all impression evidence cases completed by newly trained/released scientists for the duration of their supervised casework. These reviews shall be in addition to any cases randomly selected by the Impression Evidence Technical Leader and/or Forensic Scientist Manager. A difference of opinion in any part of the review shall be handled as provided in the Laboratory Procedure for Reviewing Laboratory Reports.

5.2.2 The Forensic Scientist requesting the full case review shall be responsible for the following:

5.2.2.1 Ensuring all evidence containers remain unsealed until the review is complete. In the event the evidence is sealed inadvertently, the Forensic Scientist completing the case is responsible for opening all containers.

5.2.2.2 Transferring the impression evidence containing identifications into the custody of the reviewing analyst and documenting in FA, if applicable. Reviews of identifications may also be conducted in the presence of the working analyst. Reviews of impression evidence not containing identifications may be conducted electronically, in the presence of the

working analyst, or transferred to the custody of the reviewing analyst. Reviews conducted electronically shall be documented in the review details of the case record within FA.

5.2.2.3 Ensuring all evidence is available to the Forensic Scientist reviewing the case upon request. In the event of bulky, hazardous, or other cases with special circumstances, alternate arrangements for the review are acceptable.

5.2.2.4 Ensuring the technical and administrative review is scheduled with the Forensic Scientist Manager or designated Forensic Scientist.

5.3 Standards and Controls – N/A

5.4 Calibration – N/A

5.5 Sampling – N/A

5.6 Calculations – N/A

5.7 Uncertainty of Measurement – N/A

5.8 Limitations - N/A

6.0 Safety - N/A

7.0 References – N/A

8.0 Records – N/A

9.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
04/06/2026	11	5.1.2- Add “refer to the results and review statements work instructions document”