

Alaska Scientific Crime Detection Laboratory

Administrative Procedure Manual

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1. INTRODUCTION

The Administrative Section of the Alaska Scientific Crime Detection Laboratory (ASCDL) is responsible for financial reporting, payroll and personnel issues, coordination of the laboratory classroom calendar, and any other administrative assistance that may be required.

This manual is designed to provide laboratory personnel with general guidelines and procedures for day to day administrative operations of the ASCDL.

2. ACCOMMODATIONS

2.1 Crime Lab Tours

Requests for laboratory tours should be addressed by sending the requestor the Crime Laboratory Tour Request Form which explains the current tour requirements. Scheduling of each tour should be handled by the tour coordinator or the administrative staff.

2.2 Classroom / Conference Rooms

Classroom reservations require an approved Classroom Usage Agreement Form (CUA). If a state employee is interested in reserving classroom space and has not filled out a CUA, please send the stock classroom user agreement email which covers current expectations of classroom used. Once approved, reservations are made through administrative staff and availability is networked under DPS-SCDL ClassroomA and DPS-SCDL ClassroomB.

3. ADMINISTRATIVE FUNCTIONS

3.1 PERSONNEL FILES

Lab employee personnel files are kept in a locked cabinet in the Administrative Section. Employees can review their own personnel file upon request from the Administrative Assistant III.

3.2 INTER-DEPARTMENTAL MAIL

Courier service picks up, outgoing interdepartmental mail in the morning, and returns in the afternoon a blue bag containing inter-departmental mail on Mondays, Wednesdays and Fridays.

3.3 COURIER

If an airline calls to notify the lab of a package for pickup, write down the airway bill number and who the package is from. Call the courier (info is posted in the administrative area) and request a pick-up and delivery. The courier will require the location of the package and the airway bill number.

3.4 FILING CASE REPORTS

Hard copy case files are stored in the records room # 1125 of the Crime Lab. Employees needing to review a case file will retrieve the file and place an OUT card in the file drawer/box to indicate who has control of that case file. All files or parts of files are to be returned to the location from which they were retrieved and the OUT card removed.

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4. LAB VEHICLES

Vehicles are for the use of crime lab personnel needing transportation for Department business only, approved by employee's supervisor. State vehicles are monitored by DOT operating cost, replacement cost, fuel and repairs are all paid monthly by the Administrative Assistant III.

4.1 SIGN OUT

Vehicle sign out sheet is located in the administrative section near vehicle keys.

4.2 FLEET CARD

On the vehicle key chain should be a fleet credit card for fuel expenses. This can be used at the pump; the code is the last 4 digits of the license plate backwards. Employees should fill the gas tank when vehicle is less than half full.

4.3 MAINTENANCE

If you notice something wrong with the ASCDL vehicles please notify maintenance staff. Examples would include: flat tire; vehicle damage; oil light; check engine light.

4.3 PULLED OVER

Registration is either in the glove box or center console of the state vehicle. Insurance is provided through State of Alaska. Incidence should be reported to the operator's supervisor as soon as safely possible.

4.4 TRAFFIC COLLISION

If you are operating a state vehicle and are involved in a collision notify your supervisor as soon as safely possible.

5. FINANCE

5.1 INVOICES

Invoices are turned into employee's supervisor and collected by Administrative Assistant III.

5.2 GRANTS

The Administrative Assistant III works with the DPS Grants Manager to maintain each year's grant files. Many of these grants operate on a federal fiscal year. A grant file should include: Grant award; invoices; quarterly reports; if equipment is purchased inventory of the equipment; and grant close out paperwork.

5.3 BUDGETING

Monthly projections are created by the DPS Administrative Officer II, these are sent to the Lab Manager and the Administrative Assistant III for consulting the current expenses through the fiscal year's budget.

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5.4 FILING

All Crime Lab financial records are filed alphabetically by vendor name. Once a credit card batch is submitted for processing, each transaction within the batch is to be sorted and filed by vendor. On site retention of financial records is based on the State of Alaska retention policies.

6 PAYROLL

The Alaska Administrative Manual contains State of Alaska accounting/payroll policies and information clarifying accounting and payroll procedures. Policies are carried out through standard statewide procedures in the Accounting Procedures Manual (APM) and Payroll Procedures Manual (PPM).

6.1 PROCESS

Timesheets and leave slips are collected by each supervisor and turned into Administrative staff.

6.2 LEAVE APPROVAL

Electronic leave slips are an outlook file format which includes all information as a carbon copy leave slip. By filling out this outlook file and emailing to your supervisor they can reply with an approval. Your supervisor's electronic log in reply from Outlook will count as an approval signature for payroll service.

6.3 AKPAY

The Department of Administration, Division of Finance, is authorized by Alaska Statutes to maintain system security for the Alaska Statewide Payroll System (AKPAY). Information on how to navigate AKPAY can be found in the Payroll Procedure Manual.

6.4 FILING TIMESHEETS / LEAVE SLIPS

Timesheets are filed in the front administrative area, timesheets and leave slips are filed separately. Current fiscal year timesheets should be separated from achieved timesheets.

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7. REVISION HISTORY

2015 R0	2016 R0	Section	Revision made
all	all	all	spacing, grammar updated as needed
3	-	1	Removed “performing front office reception duties, distribution of case reports, maintenance of hard copy case file records,”.
3-4	-	2	Deleted Section 2. “Operation” Replaced with Section 2. “Accommodations”
5	-	3	Deleted Section 3.1 and 3.2
5	2	3	3.3 Crime Lab Tours and 3.4 Classroom/Conference rooms Moved to Section 2 and became 2.1 and 2.2 respectively. Removed “Forensic classes sponsored by the crime lab have certificates created and distributed by administrative staff through the guidance of the course instructor.” from Classroom/Conference Rooms.
5	2	3	Created new Section 3. Administrative Functions. Section 3.1 used to be Section 11.1, Section 3.2 used to be Section 4.2, Section 3.3 used to be Section 4.4, and Section 3.4 used to be Section 12. Updated 3.1 to read “lab employee personnel files are kept in a locked cabinet in the Administrative Section” instead of “Administrative Assistant III’s office”. Updated Section 3.4 to read “Room 1125” instead of “the administrative wing”.
6	3	4	Deleted Section 4. Deliveries and Replaced with previous Section 8. Lab Vehicles
6-7	-	-	Removed Section 5 Subpoenas and 6. Report Distribution from this manual and entered their information into the JTRAX manual.
7-8	-	-	Removed Section 7. Travel due to frequent changes (as directed by the State of Alaska) in procedures at this time.
8-9	3	-	Moved Section 8 Lab Vehicles to Section 4 as stated above.
9	4	-	Moved Section 9 to Section 5 to fill in for deleted sections. Updated Subsection 1 to remove “at each supervisory meeting.”
9-10	3,4	-	Moved Section 10 Payroll to Section 6 to fill in for deleted sections.
10	-	-	Moved Section 11 and 12 to Section 3 as described above.
11	5	-	Moved Section 13 Revision History to Section 7 to fill in for deleted sections.