

# Alaska Scientific Crime Detection Laboratory

## Administrative Manual

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### INTRODUCTION

The Administrative Section of the Alaska Scientific Crime Detection Laboratory (ASCDL) is responsible for performing front office reception duties, distribution of case reports, maintenance of hard copy case file records, 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.

### HOURS OF OPERATION

Administrative Personnel Hours: 8:00 a.m. – 4:30 p.m., M-F

Building Hours: 8:00 a.m. – 4:30 p.m., M-F

Classroom Hours: 8:00 a.m. – 4:30 p.m., M-F

Reservations are made through administrative staff and availability is networked under

- DPS – SCDL ClassroomA
- DPS – SCDL ClassroomB

**NOTE: Personnel hours are subject to change due to meetings, classes, leave time, etc.**

**Requests for access to the classroom outside of normal business hours can be made through the Administrative Section Supervisor.**

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### OPENING AND CLOSING

The public entrance doors will automatically unlock at 7am each morning, to allow for early entrance into the classroom.

Upon arrival:

- ✓ retrieve any voicemail received on the laboratory's public extension and forward messages accordingly

At the end of the day:

- ✓ log and turn off all computers
- ✓ make certain lights not on sensors are turned off

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### SECURITY

The interior doors allowing access into the secure areas of the lab must remain closed and locked at all times. Access beyond this point requires a keycard or an escort. Every effort must be made to ensure the security of these entries. Do not allow the door to be propped open and unattended at any time.

#### 1. Visitor access to secure area

Visitors with legitimate business reasons can enter beyond the public area.

The Crime Lab classroom frequently provides opportunities for members of the public to attend presentations or training sessions. These sessions are coordinated through the Administrative Section and attendees have access limited to the non-secure areas of the laboratory only.

#### 2. Evidence Entrance

Non-lab employees use the Evidence Garage or Evidence Entrance to deliver and pick up evidence. A communications box is available at the door to communicate with the Evidence Technicians, who will open the door after identification is complete. Lockers are available to deposit evidence if the Evidence Technicians are unavailable.

Evidence from law enforcement agencies should only be delivered through the Evidence Entrance. If there are any questions, a supervisor can assist in the matter.

#### 3. Key Cards

After a criminal background investigation has been completed, all laboratory employees will be issued key cards to access exterior entrances and work areas of the laboratory. Issuance of Card Keys will be documented electronically through the Card Key Software program, maintained by the Laboratory Manager.

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### PERSONNEL

The ASCDL is broken down into 7 sections based upon duties and each has a separate supervisor. These are the Administrative Unit, Blood/Breath Alcohol Discipline, Chemistry Discipline, Forensic Biology, Evidence Unit, Latent Print Discipline, and the Crime Scene Support Discipline.

The Forensic Laboratory Manager is responsible for all aspects of the ASCDL. This position reports directly to the Deputy Commissioner of the Department of Public Safety.

The Quality Assurance Manager is responsible for the laboratory quality control system as governed by the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB) standards.

In addition, the ASCDL also has a Facility Maintenance Specialist to manage physical plant issues and a Paralegal to assist with special projects.

The current Organizational Chart is maintained by the laboratory's Quality Assurance manager.

Laboratory employee personal contact information is maintained as an internal document by the Administrative Unit and is available to laboratory personnel for emergency purposes. Administrative staff should never release private contact information unless instructed to do so by the Laboratory Manager or the individual staff member involved.

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### EMPLOYEE SAFETY

The Laboratory Safety Coordinator maintains the Health and Safety manual which outlines Laboratory Safety.

First aid kits throughout the lab are maintained and inspected by the Safety Coordinator.

An emergency evacuation clipboard containing current checklist of employee's is located in the administrative section.

On occasion suspicious mail or packages may be delivered directly to administrative staff. Any deliveries of suspicious nature should be reported to a discipline supervisor.

**IF IN DOUBT OVER ANY SAFETY ISSUE, DO NOT PROCEED. CONSULT THE SAFETY MANUAL AND/OR BRING THE SAFETY ISSUE TO THE ATTENTION OF YOUR SUPERVISOR AND/OR THE SAFETY COORDINATOR.**

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### CALLS REGARDING CASE INFORMATION

Always remember: **GIVING OUT CASE INFORMATION TO THE WRONG PERSON COULD HAVE NEGATIVE REPERCUSSIONS.**

Case information is considered sensitive and confidential information and should never be given unless you are certain of the identity of the person requesting the information.

Laboratory policy does permit the release of case information to the case officer and the prosecutor handling the case, for further information refer to the OJ Manual.

When a call requesting case information is received, the caller should identify the submitting agency name, case officer's name, suspect name, and the type of case. If you determine the information can be released to the caller, search the LIMS database for specific case information.

Case information that shows a report has not yet been 'administratively reviewed' means the case is not final and should be referred to the case analyst for further information.

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### SUBPOENAS

Subpoenas are received by email, fax, US mail or in person.

- **EMAIL, FAX OR U.S. MAIL**

- ❖ If the analyst is at work when subpoena is received:

Serve the subpoena by filling in the blanks at the bottom and signing, dating and printing your name.

Check the date the subpoena requires the analyst to appear. If the court date is for the same day received or the next day, hand carry or call the employee and notify them of the subpoena.

- ❖ If the employee is not available:

Check to see when they will return based upon the Forensic Scientist Training/Leave Schedule. If they are not expected to return prior to the required court date, contact their supervisor.

- **IN PERSON**

- ❖ If the analyst is at work when subpoena is received:

Inquire if the person delivering the subpoena prefers to serve the analyst directly or if you can receive it for delivery later.

- ❖ If the analyst is not available:

Inform the delivery person and ask if they prefer to leave with you to serve upon the return of the analyst.

Enter all subpoenas into LIMS.

Email or fax the original with signature back to District Attorney's Office of origin and then shred.

**Note: all subpoenas received should be entered into the system within 5 business days.**

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### FILING CASE REPORTS

Hard copy case files are stored in the Lab Record Storage room.

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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### MAIL & DELIVERIES

#### INCOMING MAIL

Incoming U.S. mail is received by the Evidence Technicians and brought to administrative staff for distribution to lab personnel via their inboxes.

If there is mail that does not have a specific addressee, have a supervisor watch you open the mail and distribute it according to the contents.

#### DELIVERIES

FedEx and UPS packages are signed for by administrative staff and placed in the Service Entryway. If a package is marked as evidence, immediately deliver to the Evidence Window. Do not just leave the package. It must be accompanied at all times by staff. If Evidence Staff is unavailable give the package to the Evidence Supervisor.

#### PICKUPS

ILMO bottles or Datamasters for pickup by officers are generally placed in the Service Entryway. Breath Alcohol staff will leave the full bottle for pick up labeled with the agency name. Double check the label to make sure it is going to the correct agency.

#### COURIERS

If an airline calls to notify the lab of a package ready for pickup, write down the air 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 air bill number.

#### INTER-DEPARTMENTAL MAIL

The laboratory has a mail slot for inter-departmental mail, located in the Trooper Building. Any outgoing inter-departmental mail is collected in the basket located on the case file cabinets and taken next door on a daily basis. Incoming inter-departmental mail for the laboratory should be checked on a daily basis and delivered to employees as needed.

## TRAVEL

Travel is administered through the primary Travel Coordinator (administrative staff):

The request to travel is initiated by completing an initial TA (Travel Authorization) Form and justification memo. This is forwarded to the supervisor of the employee who plans to travel, for approval. The TA is then forwarded to the Laboratory Manager for approval. If the destination is in-state, no further approvals are necessary. If the request is to travel outside of the state, the TA must then be routed to the Deputy Commissioner for approval.

Once all the signatures are gathered, the Travel Coordinator will make the necessary travel arrangements based upon AAM60. The travel coordinator will email the completed travel itinerary to the employee.

Upon completion of the travel, the traveler will return all travel related receipts and/or conference itineraries to the Travel Coordinator. A new TA will be created documenting all travel related details. This documentation will be used by Finance for reconciliation and per diem calculation. The original TA is attached to this paperwork indicating approved travel and the packet is forwarded to Anchorage Finance through inter-departmental mail.

Original receipts for credit card transactions are retained for AutoPay reconciliation and copies are used to reconcile the TA.

## REVISION HISTORY

This is a new manual a rewrite of the former Administrative Procedure Manual (APM2011 R0) archived on November 3, 2012.

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