

# Alaska Scientific Crime Detection Laboratory

## Administrative Procedure Manual

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### TABLE OF CONTENTS

1. INTRODUCTION .....	3
2. OPERATION.....	3
2.1 HOURS .....	3
2.2 OPENING & CLOSING .....	3
2.3 SECURITY .....	3
2.4 KEY CARDS .....	3
2.5 PERSONNEL.....	3
2.6 SAFETY .....	3
2.7 SCIENTIFIC DISCIPLINES.....	4
3. CALLS .....	5
3.1 CASE RELATED.....	5
3.2 FOR STAFF .....	5
3.3 CRIME LAB TOURS .....	5
3.4 CLASSROOM/CONFERENCE ROOMS.....	5
4. DELIVERIES.....	6
4.1 US MAIL.....	6
4.2 INTER-DEPARTMENTAL MAIL.....	6
4.3 UPS/FEDEX.....	6
4.4 COURIER.....	6
4.5 BIO-HAZARD.....	6
4.6 GASES.....	6
5. SUBPOENAS .....	6
5.1 BY EMAIL.....	6
5.2 IN PERSON .....	7
5.3 OTHER .....	7
6. REPORT DISTRIBUTION .....	7
7. TRAVEL.....	7
7.1 TRAVEL REQUEST .....	7
7.2 APPROVAL PROCESS .....	7

ARCHIVED 9/14/2015

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Version: APM2014 R0

Status: Archived

7.3 DEVIATED TRAVEL .....	8
7.4 RESERVING TRAVEL .....	8
7.5 FINAL TRAVEL PACKET .....	8
7.6 TRAVEL FILING .....	8
8. LAB VEHICLES .....	8
8.1 SIGN OUT .....	8
8.2 FLEET CARD .....	8
8.3 MAINTENANCE .....	8
8.3 PULLED OVER .....	9
8.4 TRAFFIC COLLISION .....	9
9. FINANCE .....	9
9.1 PETTY CASH FUND .....	9
9.2 INVOICES .....	9
9.3 GRANTS .....	9
9.4 BUDGETING .....	9
10. PAYROLL .....	9
10.1 PROCESS .....	10
10.2 LEAVE APPROVAL .....	10
10.3 AKPAY .....	10
10.4 FILING TIMESHEETS / LEAVE SLIPS .....	10
11. PERSONNEL FILES .....	10
11.1 LOCATION .....	10
12. FILING CASE REPORTS .....	10
13. REVISION HISTORY .....	11

ARCHIVED 9/14/2015

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### 1. 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.

### 2. OPERATION

#### 2.1 HOURS

The administrative office area of the facility shall be staffed from 8AM to 4:30PM Monday through Friday except on State holidays.

#### 2.2 OPENING & CLOSING

Each business morning any voicemail received on the laboratory's public extension shall be retrieved and forwarded as appropriate. At the conclusion of each business day desks shall be left clean with any sensitive documents secured. Lights shall be turned off and personal computers logged out.

#### 2.3 SECURITY

The interior doors allowing access into the secure areas of the lab must remain closed and locked at all times. Do not allow the door to be propped open and unattended at any time.

#### 2.4 KEY CARDS

Issuance of key cards will be documented electronically through the Key Card Software program, maintained by the Laboratory Manager. Personnel are granted access only to the areas of the laboratory for which they need access. When an employee terminates their employment with ASCDL they must return all keys to their supervisor.

#### 2.5 PERSONNEL

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

#### 2.6 SAFETY

An emergency evacuation clipboard containing the current checklist of employees is located in the administrative section for use in case of building evacuation (fire alarm, etc.). On occasion suspicious mail or packages may be delivered directly addressed to the Crime Lab. Any deliveries of suspicious nature should be reported to the Administrative Assistant III or

# Alaska Scientific Crime Detection Laboratory

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Laboratory Manager. An emergency button that triggers a silent alarm to Anchorage Police Department is located at the reception desk.

### **2.7 SCIENTIFIC DISCIPLINES**

The ASCDL offers forensic science support in the following areas:

#### **Chemistry**

**Blood / Breath Alcohol** – Analyzes blood samples for alcohol content and manages the statewide Breath Alcohol Program DUI cases.

**Controlled Substances** – Analyzes and identifies drugs in various forms, such as plant material, pills, powders, etc.

**Fire Debris** – Analyzes and compares trace evidence for ignitable liquids, explosives etc., to identify and determine common sources.

#### **Physical**

**Crime Scene Investigation** - Assists state, local, and village law enforcement agencies in the documentation, collection and preservation of physical evidence at crime scenes. There are Forensic Technicians stationed in Anchorage, Wasilla and Fairbanks which provide these services.

**Firearms and Tool marks** – Examines bullets and cartridge cases to determine if they have been fired by a particular firearm, provides firearm function testing, and tool mark comparisons.

**Latent Prints** – Locates and compares prints left on evidence to determine the identity of the perpetrator.

#### **Forensic Biology**

**DNA Casework** – Analyzes evidence to determine if there is any biological evidence on the evidence and develops DNA profiles from that evidence.

**DNA Database** – Processes buccal swabs taken from certain arrestees and convicted felons and develops DNA profiles which are then entered into CODIS (the Combined DNA Index System).

#### **Evidence**

**Evidence Support** – Utilizes proper chain of custody procedures to provide assistance in processing of evidentiary items received from law enforcement agencies.

### 3. CALLS

#### 3.1 CASE RELATED

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.

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.

#### 3.2 FOR STAFF

Calls received for staff shall be transferred to the appropriate individual. If the requested individual is not available, calls may be sent to the appropriate supervisor.

#### 3.3 CRIME LAB TOURS

Requests for Laboratory tours should be followed up by sending the requestor the lab tour stock email which explains the current tour requirements. Scheduling of the tours are handled through the tour coordinator.

#### 3.4 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 CUA form, please send the stock classroom user agreement email which covers current expectation of classroom use. Once approved, reservations are made through administrative staff and availability is networked under DPS-SCDL ClassroomA and DPS-SCDL ClassroomB.

Forensic classes sponsored by the crime lab have certificates created and distributed by administrative staff through the guidance of the course instructor.

### 4. DELIVERIES

#### 4.1 US MAIL

Incoming U.S. mail is received by the Evidence Technicians and placed in the "IN" box outside the evidence window. Administrative staff collects and distributes mail to lab personnel via their inboxes. If there is suspicious mail that does not have a specific addressee, have a supervisor watch you open the mail and distribute it according to the contents.

#### 4.2 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.

#### 4.3 UPS/FEDEX

FedEx and UPS packages are primarily 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 leave the evidence package unattended. It must be accompanied at all times by staff. If Evidence Staff is unavailable give the package to the Evidence Supervisor.

#### 4.4 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.

#### 4.5 BIO-HAZARD

Bio-hazard waste is picked up once a week. The receiving hallway is secure from the rest of the lab so trained delivery personnel can be "buzzed" into the building through the door monitor to start exchanging waste bins.

#### 4.6 GASES

Gas tanks (Air, Nitrogen, Helium) are delivered/picked up on a needed bases. Empty tanks are marked in the gas room.

### 5. SUBPOENAS

All subpoenas shall be entered into LIMS. If the analyst is not at work when a subpoena is received, and their expected return date is in conflict with the date on the subpoena, then contact the appropriate supervisor in addition to the analyst.

#### 5.1 BY EMAIL

Subpoenas sent via email should be verified that the analyst being served was also emailed the subpoena, if not the subpoena should be forwarded accordingly.

# Alaska Scientific Crime Detection Laboratory

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### **5.2 IN PERSON**

Inform the deliverer of how we accept subpoenas via email and provide them our card on how to submit subpoenas.

### **5.3 OTHER**

All other subpoenas questionable in nature should be brought to the attention of the discipline supervisor.

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

## **6. REPORT DISTRIBUTION**

In JusticeTrax, open the report by entering the lab case number or agency number.

Go to **'REQUESTS'** and right click your computer mouse on: **"PRINT FINAL REPORT"**

Click on the **'envelope'** button to email and then attach the complete/final report to the email document.

After locating the address to mail to, in the "SUBJECT LINE" list the Agency Case Number as well as the Crime Lab Case Number.

Paste current final report distribution form into body of email and fill in submitting officer's name.

Hit the **'SEND'** button.

Exit the case in JusticeTrax.

Right click on the "ANALYSIS" tab in upper left toolbar and select 'Mark Request as Distributed'.

## **7. TRAVEL**

### **7.1 TRAVEL REQUEST**

The request for travel is initiated by completing a Travel Request (TR) form, and all out of state travel should have an accompanying justification memo (including purpose of travel, dates, and destination and estimate costs). This is forwarded for approval to the supervisor of the employee who plans to travel.

### **7.2 APPROVAL PROCESS**

The TR is 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 Travel Authorization (TA) must then be routed to the Deputy Commissioner for approval.

If the travel is out of the country please consult the Commissioner's Secretary for approval details.

# Alaska Scientific Crime Detection Laboratory

## Administrative Procedure Manual

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### **7.3 DEVIATED TRAVEL**

A traveler requesting deviated travel will fill out deviated travel email. Administrative staff would provide a quote for the time it would take to conduct state business. Once the traveler has the quote provided for the minimum itinerary required to conduct State business (per AAM 06.080); they would see the Administrative Assistant III for further instructions/help with their travel arrangements.

### **7.4 RESERVING TRAVEL**

Once all the necessary approvals are gathered, the Travel Coordinator will make the travel arrangements based upon AAM60. The Travel Coordinator will email the completed travel itinerary to the employee or to person traveling on state business if they are not provided it automatically through the travel reservation system.

### **7.5 FINAL TRAVEL PACKET**

Upon completion of the travel, the traveler will return all travel related receipts and/or conference itineraries to their supervisor. The traveler's packet will be turned in for processing with finance folders. A final TA will be created documenting all travel related details. The TR is attached to this paperwork indicating approved travel and the packet is forwarded to Anchorage Finance through inter-departmental mail.

### **7.6 TRAVEL FILING**

Once travel is complete the final TA packet is scanned into the TA folder on the lab shared "I Drive".

## **8. 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.

### **8.1 SIGN OUT**

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

### **8.2 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.

### **8.3 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.

# Alaska Scientific Crime Detection Laboratory

## Administrative Procedure Manual

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### **8.3 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.

### **8.4 TRAFFIC COLLISION**

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

## **9. FINANCE**

### **9.1 PETTY CASH FUND**

Petty Cash Custodian will reimburse employees on approved receipts when personal funds were used for state business. This transaction is recorded and the receipt collected in an envelope. The Petty Cash Fund (PCF) will be audited by the Administrative Assistant III semiannually and recorded in LIMS. Petty Cash Custodian should read AAM 50.210 annually to stay current with PCF procedures.

### **9.2 INVOICES**

Invoices are turned into employee's supervisor and collected by Administrative Assistant III at each supervisory meeting.

### **9.3 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; monthly reports; if equipment is purchased inventory of the equipment; and grant close out paperwork.

### **9.4 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 budget.

## **10 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).

# Alaska Scientific Crime Detection Laboratory

## Administrative Procedure Manual

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### **10.1 PROCESS**

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

### **10.2 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.

### **10.3 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.

### **10.4 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.

## **11. PERSONNEL FILES**

### **11.1 LOCATION**

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

## **12. FILING CASE REPORTS**

Hard copy case files are stored in the administrative area cabinets. Case files prior to 2005 are stored in the back of the garage area in the lab.

- Crime Scene case binders and photographs are stored in the Latent Section in a locked room.
- Original fingerprint, tire track, and footwear photographs and images, are stored in the Latent Section in a locked 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.

**13. REVISION HISTORY**

This is a complete rewrite from the AM 2013 R0 manual. It must be read as a new manual.

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