

# FORENSIC BIOLOGY EVIDENCE AND CASE MANAGEMENT MANUAL

Administrative Completion of Cases		
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## Administrative Completion of Cases

### 1 Guiding Principle and Scope

- 1.1 Under certain circumstances it may be advantageous to complete a case file without issuing a technical report on the findings. Many cases submitted to the Department of Forensic Biology are resolved without relying on the data generated from the evidence. For example, plea agreements, recanted complaints, or investigative results that indicate no crime was committed are all reasons why testing results on submitted evidence may not be needed. In many of those situations, cessation of testing, report writing, and/or technical review will prevent unnecessary expenditure of Forensic Biology resources.
- 1.2 This document describes the process to administratively close a case.

### 2 Procedure

- 2.1 Cases are eligible for administrative closure if all the following are true:
  - 2.1.1 An appropriate entity, e.g., ADA, NYPD Liaison Unit, has provided written or oral confirmation (letter, e-mail, telephone communication, etc.) that a Forensic Biology report is no longer needed. If the written or oral confirmation has come from the NYPD, follow up with the District Attorney's Office is necessary to ensure that the case can be administratively closed.
    - 2.1.1.1 The documentation is retained in the case record.
  - 2.1.2 For sexual assault kits, the written or oral confirmation MUST confirm that the case is "unfounded", "recanted", or "no crime" has occurred. No other reasons for administrative closure are acceptable, including an uncooperative victim, the inability to locate the victim, etc. If the communication is not clear that any of these three specific criteria are met, additional communications should be made to clarify the specific situation.
- 2.2 The Customer Liaison, designee, or a member of management evaluates whether the case qualifies for administrative close-out.
- 2.3 The Customer Liaison, designee, or member of management should perform the following actions before approving an administrative close-out of a case:
  - 2.3.1 The Customer Liaison, designee, or member of management reviews the written documentation to confirm that a DNA report with technical results is not needed.

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2.3.2 The Customer Liaison, designee, or member of management documents their approval in the case communication log.

2.3.2.1 The Customer Liaison, designee, or member of management will mark the evidence for final return, create a report shell, and assign the administrative close-out report to an analyst.

## 2.4 Securing data and evidence

2.4.1 Depending on the status of the testing, different steps are required before the case can be closed.

2.4.1.1 Evidence was examined, no extraction:

2.4.1.1.1 Remove samples from any pending extraction batches.

2.4.1.1.2 Reunite cuttings with retained stains or evidence items before the evidence is returned. However, if the evidence was swabbed with 0.01% SDS the swab is extracted and tested to avoid degradation issues.

2.4.2 Samples were extracted:

2.4.2.1 All extracts should be quantitated, and the extracts stored.

2.4.3 Samples were amplified and/or run through capillary electrophoresis:

2.4.3.1 The STR typing steps, including run analysis and editing are completed, but the data is not interpreted.

## 2.5 Administrative Report

2.5.1 For paperless LIMS files, an RA line is added for the creation of the report. NO CASEFILE is generated for the case.

2.5.1.1 All testing and results up to the point of the admin close-out are kept in the LIMS case record as attachments.

2.5.2 The productivity worksheet (pre-LIMS evidence only) is filled out to capture the completed analytical steps.

2.5.3 The report contains the header, the additional information section, and the evidence received disposition section, but no results.

2.5.4 The first page should contain a statement regarding the suspension of testing and that no technical results will be reported.

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## 2.6 Administrative Review and Report Distribution

2.6.1 The case is submitted to administrative review.