

## Wyoming State Crime Laboratory Statement of Services

### Introduction

The Wyoming State Crime Laboratory's (hereafter referred to as Laboratory) management, through thoughtful consideration of the needs of the User Agencies it serves, the value placed on effective communication and cooperation, the resources available to the Laboratory and accreditation requirements has established this Statement of Services regarding evidence submission and testing.

### Laboratory Service

#### Scope of Practice

Work Unit	Discipline	Testing Services
Chemistry I	Controlled Substances	Controlled Substance Analysis Clandestine Laboratory Analysis Quantitative Analysis *
Trace	Trace Evidence	Gunshot Residue Analysis
Biology	Biology	Serology (Body Fluid Identification) DNA (Nuclear - Autosomal and Y) CODIS Database
FATM	Firearms / Toolmarks	Firearms Analysis Toolmarks Comparison Serial Number Restoration **
LP	Latent Prints	Latent Print Processing & Comparison Impressions Evidence
	Other	Bloodstain Pattern Analysis **

\* = Service performed in a limited capacity under a subcategory of the controlled substances analysis category of testing.

\*\* = Category of Testing Not Accredited

#### 1. Who the Laboratory Serves

- 1.1. The Laboratory provides services to User Agencies which typically comprise: state, local, and federal law enforcement agencies; the State Public Defender's Office; prosecuting and appointed defending attorneys.
- 1.2. Submitting Agencies are a subset of law enforcement User Agencies distinguished by their submission of evidence.

#### 2. The Service Agreement

- 2.1. For a specific work request, receipt of either hard copy or Pre-Log submission records serves as a proposed service agreement between a Submitting Agency and/or their representative and the Laboratory.
- 2.2. A verbal or written work request from an entity other than the Submitting Agency or their representative shall serve as a proposed service agreement with the Laboratory when the following conditions are met:

Document Title:	4,4A - Statement of Services	ID Number:	6926
Manual:	Exhibits - LQAM, 3rd Ed.	Page:	2 of 4
Authorizer:	Rodney Simmons		
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- The requesting entity is a Laboratory User Agency, and
- the User Agency is an officially appointed opposing counsel for a given Laboratory case, and
- there is recorded approval of the User Agency's work order by the case prosecutor to ensure compliance with Wyo. Statute § 7-6-110(a), or
- by court order.

2.3. This Statement of Services lists the service policy by which all service agreements entered into by the Laboratory and its User Agencies are subject.

### 3. Evidence Submission

3.1. The Laboratory shall contact Submitting Agencies: 1) to clarify discrepancies with evidence or submission records, or 2) to inform them that testing cannot proceed because the work requested falls outside the Laboratory's expertise.

3.2. The following records listed below must accompany evidence intended to be submitted to the Laboratory. These records may either be provided: 1) as hard copy, preferably using form LPPM-8A (available at the Laboratory's website, or 2) through electronic means using the Laboratory's Pre-Log feature.

- Submitting Agency name and case number
- Case type
- List and description of items for submission
- Jurisdiction
- Offense type
- Suspect and victim list (if known)
- Submitting officer
- Submitted by (if different)
- Court date (if established)
- Analysis requested
- Cross reference to other Laboratory or User Agency case numbers (when applicable)

3.3. Laboratory personnel will evaluate received evidence, the work request, and the case history (when provided or upon request) to ensure that the needs of the User Agency can be met by the Laboratory.

3.4. The User Agency will be informed if the Laboratory is unable to meet their needs or if other services offered by the Laboratory would be beneficial.

### 4. Commencement of Testing

4.1. Confusion regarding a testing component of a work request must be resolved before testing can commence. In these situations, the Laboratory will contact the User Agency for clarification.

4.2. If the Laboratory's Technical Staff believes that any item of evidence is insufficient in quantity or quality to provide useful results the Laboratory has the discretion to not proceed with testing.

4.3. Communication between the Laboratory and the User Agency may result from Technical Staff Member questions regarding testing deemed to be of limited or no value to the forensic needs of the User Agency. If the User Agency can provide good reason for testing, then the Laboratory may proceed.

### 5. Testing Methods

5.1. The User Agency permits the Laboratory's Technical Staff to choose the appropriate testing method(s) to fulfill the service agreement.

5.2. The Laboratory will use only testing methods which are reliable and are recognized by the forensic community.

Document Title:	4,4A - Statement of Services	ID Number:	6926
Manual:	Exhibits - LQAM, 3rd Ed.	Page:	3 of 4
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- 5.3. The User Agency will not necessarily be informed prior to testing of the specific method(s) used. However, the Laboratory's testing method(s) are available for review by the User Agency upon request.

## 6. Testing

- 6.1. During the course of testing, where there is a large number of a particular item submitted as one exhibit (e.g. pills, a large quantity of a drug), it may be necessary for the Analyst or Technician to use a sampling procedure. Only Laboratory established sampling procedures will be used to ensure the reported results are representative of the whole exhibit. The User Agency will not necessarily be informed that a sampling procedure was utilized; however, the documentation of the sampling procedure used is available for review by the User Agency upon request.
- 6.2. Occasionally, it may be necessary to subdivide an item of evidence for analysis or to collect a sample from the item in order to properly preserve or test the evidence (e.g. cuttings, tapings, extractions, and segregation of samples). These derivative items may be retained by the Laboratory for possible future testing. When subdivision occurs, the Laboratory will maintain chain of custody of the derivative items within the Laboratory's system.
- 6.3. Occasionally, it may be necessary to consume an entire sample in an attempt to generate a forensic conclusion. The Laboratory will not proceed with testing under these circumstances without first obtaining written permission from the Submitting Agency and/or their representative, or by court order to proceed.
- 6.4. At a time convenient to all parties, User Agencies may meet or discuss with the Laboratory's Technical Staff: further potential testing, viewing of evidence, or to go over results and conclusions.
- 6.5. The Laboratory performs testing for a large number of User Agencies. In order to preserve the confidentiality of cases and maintain a secure working environment, User Agencies are not routinely permitted to be present during testing. Any requests to do so will be referred to the Director of the Laboratory.

## 7. Subcontracting

- 7.1. The Laboratory may choose subcontractors to perform work without prior notification to the User Agency; when deemed appropriate, the User Agency will be informed.
- 7.2. The Laboratory will subcontract for such reasons as: workload, need for further expertise, temporary incapacity, or on continuing bases through a permanent subcontracting agreement.
- 7.3. The Laboratory is responsible for ensuring the competence of subcontractors it selects. However, this responsibility is negated when the User Agency or other authority specifies which subcontractor is to be used. User Agencies upon request may review relevant Laboratory approved subcontractor's records demonstrating competence.

## 8. Completion of Work

- 8.1. The Laboratory prioritizes the order in which cases are worked following the guideline of first in first out (FIFO). However, special circumstances such as: court dates, need for investigative information, data management and testing efficiency requirements may cause deviation from this guideline.
- 8.2. The Laboratory understands that at times User Agencies need to request special services or expedited testing. It is the responsibility of the User Agency to effectively communicate those needs to the Laboratory. User Agencies should understand that requests of this type negatively impact the Laboratory's overall turnaround time; and consequently, should take reasonable steps to reduce their number and insure that those made are necessary.
- 8.3. If the Laboratory receives a request to complete testing of evidence in a certain time-frame and the Laboratory cannot meet the requested time requirements, the User Agency will be notified. Delays in routine casework will usually not result in communication with the User Agency. Should a significant delay occur, Laboratory management may contact the affected User Agencies.

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## Concluding Statements

Please feel free to contact the Laboratory if you have any questions regarding the Laboratory's Statement of Services. The Laboratory may be contacted at (307) 777-7607.

Suggestions or comments for improvements to the Laboratory are encouraged and can be submitted by completion of the User Agency Survey form (LQAM-4.7B) located on the Laboratory's website.