

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

STAFF ROLES AND RESPONSIBILITIES		
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Administrative Staff

Administrative staff assists in the proper handling of phone coverage; administrative review of casework files and distribution of reports; generation of certified copies of casework files for attorneys; and maintenance of casework files.

Evidence and Property Control Specialists

The EPCS staff is responsible for creating Forensic Biology cases for evidence that has been submitted to the OCME Evidence Unit. They evaluate the submitted evidence and its associated administrative documentation; create the initial "Schedule of Analysis"; and follow-up with the submitting agency for additional information as needed.

Revision History:

February 9, 2010 – Initial version of procedure.

May 20, 2010 – Added the Role and Responsibility of the Forensic Biology Health and Safety Coordinator.

Controlled versions of Department of Forensic Biology Manuals only exist electronically on the Forensic Biology network. All printed versions are non-controlled copies.