

## Ada County Sheriff's Office Forensic Lab

### Conditions for Forensic Analysis

The staff of the Ada County Sheriff's Office Forensic Lab will determine the following when a case is submitted for scientific analysis:

- The examination to be performed
- The scope of analysis
- The method of analysis to be used
- The items of evidence to analyze
- The sampling plan to follow
- The content of the examination report

### Release of Information

Results will be provided in an official report. If preliminary results are provided prior to completion of the report (verbally or via email), these results are not final and are subject to change.

### Simplified Reporting Agreement

In order to provide the most easily understood laboratory report, the Ada County Sheriff's Office Forensic Lab retains the right to limit inclusion of information on the report that the lab deems unnecessary for an appropriate and objective understanding of the opinions, conclusions, and interpretations included therein.

The following information will be included in the forensic lab report:

- A title
- Name and address of lab
- Unique identification of all pages of the report and clear identification of the end.
- Name of the customer
- A description and unambiguous identification of the items tested and reference to items not examined/tested
- The date of issue of the report
- A statement to the effect that the results relate only to the items tested or sampled
- The results, opinions, or interpretations of the testing
- Identification of the report author
- Measurement units (if applicable)
- Measurement uncertainty (if applicable)
- If sampling is used, the confidence level and corresponding inference regarding the population
- Identification of results from an external provider (if applicable)
- Disposition of evidence

The following information may not be included in the simplified lab report but is available in the lab notes upon request:

- The location of performance of the laboratory activities
- Contact information of the customer
- Identification of methods used
- The date of receipt of items
- The date(s) of performance of laboratory activity
- Reference to the sampling plan/method used and item/material/location sampled (if applicable)
- Additions to, deviations, or exclusions from methods
- Information on specific test conditions (if applicable)
- A statement of conformity with requirements or specifications (if applicable)
- Additional information that may be required by specific methods, authorities, customers, or groups of customers

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Agency Representative Printed

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Agency Representative Signature

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Date