



Kansas Bureau of Investigation

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Director

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Notice to KBI Forensic Science Laboratory Customers

ASCLD/LAB International accreditation requirements states that the laboratory must notify customers (law enforcement, attorneys, court personnel, etc.) of procedures in certain circumstances. This notice will serve as a general notification to customers for these areas. By submitting evidence to the KBI Forensic Science Laboratory the customer accepts these terms.

Review of Requests for Analysis:

Each request for forensic science analysis is reviewed by laboratory personnel. The laboratory will use this review process to ensure that the customer's needs are understood and that the laboratory can meet those needs. Once the laboratory accepts a request for analysis; the accepted request is considered a contract between the customer and the laboratory.

Changes to Contracts:

The laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case. The laboratory does not consider this a change to the contract, and this may be done without additional notice to the customer.

The laboratory does strive to provide the highest quality and most valuable forensic analysis possible. For that reason, if analysts conducting testing identify alternate and/or additional testing that may prove beneficial to our customers, the laboratory may notify the customer. This notification will always be done if the proposed analysis will require consumption of the evidence and/or limit future examinations.

Subcontracting Analysis:

In limited circumstances if the laboratory cannot provide the requested or necessary testing, a subcontracted facility may be used. The customer will receive notification of any casework that is subcontracted by the laboratory prior to testing being completed.

Selection of Methods:

The laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written policies. The laboratory will determine the most appropriate method(s) for analysis based on the information and any input provided by the customer.

In some circumstances, the analytical methods used may be listed in the examination report, as required by accreditation and quality standards. In any case in which a report does not list the analytical method(s) used, the laboratory will provide this information upon request.

Deviations from Analytical Procedures:

The laboratory maintains a policy to allow for suggesting, evaluating, approving, and documenting deviations to policy and procedure when necessary. These deviations are not communicated on a case by case basis, but are documented according to policy and can be discussed with customers upon request.