



South Carolina Law Enforcement Division

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FORENSIC SERVICES LABORATORY CUSTOMER AGREEMENT November 18, 2020

Due to accreditation requirements, the SLED Forensic Services Laboratory must notify customers of certain laboratory policies and procedures. By submitting evidence to the Laboratory for analysis, the customer agrees with the policies and procedure as outlined in this notification and enters into a contract with the Laboratory.

Simplified Reports

The SLED Forensic Services Laboratory reports in a simplified format. By submitting evidence to the Laboratory for analysis, the customer agrees to this reporting format. The following information will not routinely be included on the report, but is retained in the case record and can be provided to you upon request:

- Identification of the method used
- Date of receipt of the item(s) tested
- Date(s) of sampling, reference to the sampling plan and sampling method used
- Date(s) of testing (performance of the laboratory activity)
- The condition of the item(s) tested
- The results reported relate only to the items tested
- Additions to, deviations, or exclusions from the method

There have been no changes to the way the Laboratory is reporting results. This agreement is to serve as notice of information related to accreditation requirements.

To assure that parts of the report are not taken out of context, a report shall not be reproduced, except in full, without approval of the Laboratory.

Release of Information

As SLED employees, Laboratory staff are required to maintain the strict confidentiality of laboratory and case-related activities. However, it is common for the Laboratory to link cases forensically, whether it be through Automated Fingerprint Identification System (AFIS) hits, COmbined DNA Index System (CODIS) hits, National Integrated Ballistic Information Network (NIBIN) leads or other analyses across multiple law enforcement agencies. It can be extremely beneficial to share forensic findings and case similarities across agencies.



An Accredited Law Enforcement Agency



In the interest of enhancing communication and providing investigative leads, the Laboratory retains the right to confidentially share scientific findings (e.g. names, AFIS hits, CODIS hits, NIBIN leads) that pertain to cases in your jurisdiction with other law enforcement agencies. This agreement does not preclude specific, case-by-case requests for complete confidentiality submitted by your agency in writing to the Laboratory.

Information about your case may be released into the public record in accordance with the South Carolina Freedom of Information Act and/or judicial orders.

Review of Requests for Analysis

Each request for forensic analysis is reviewed by laboratory personnel. The Laboratory will review each request to ensure that the customer's needs are understood and that the laboratory can meet those needs. Based on the type of evidence, information provided and the request received, the Laboratory will select the appropriate analysis.

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.

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 procedures. The Laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer. By submitting items for testing, the customer authorizes the Laboratory to select methods it deems appropriate.

Deviations from Analytical Procedures

The Laboratory maintains a policy to allow for modifications to procedures, when necessary. These modifications are reviewed by laboratory management. These deviations are not routinely communicated to customers, but are documented according to laboratory policy and will be discussed with customers upon request.