



Intermountain Forensics

SOP #

ADM-111

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

6/2/20

Testimony

1. Purpose

Provide policy on testimony for staff.

2. Summary

This describes the process of handling subpoenas, testifying travel and time and courtroom testimony monitoring.

3. Procedure

Subpoenas

1. Upon receipt, log subpoena in the IMF Subpoena Log.
2. Scan, if necessary, and save a copy in the associated case folder.
3. Send an acknowledgement of receipt email.

Court Testimony

4. Travel, if necessary, is coordinated by the subpoenaed individual.
5. Travel time for billing is tracked from leaving to the airport until the return from the airport.
 - a. Maximum of 8 billable hours per day.
 - b. Reimbursements require receipts
6. Courtroom testimony for each analyst will be reviewed annually by the DNA Technical Leader (DNA TL).
 - a. At least one testimony is reviewed per individual per calendar year.
 - i. No evaluation is required if an individual does not testify in that calendar year.
 - b. Testimony Evaluation Forms and/or Courtroom Transcripts may be used.
 - c. If the evaluation form is not returned, the DNA TL or designee reviews the transcript and offers the evaluation.
 - d. Evaluations will be kept in the individuals training records.
 - e. Any deficiencies and/or corrective actions will be documented.

4. References

N/A

5. Definitions

N/A