



# Intermountain Forensics

SOP #

ADM-112

Revision #

05

Forensic DNA Technical Leader Approval

Issue Date

01/19/2024

## Corporate Structure

### 1. Purpose

This document describes the overall policy corporate structure, impartiality, and confidentiality policies of the laboratory, as well as the scope of accredited services provided by the laboratory.

### 2. Summary

The policies in this document describe the corporate structure of the laboratory as an independent and neutral non-profit 501(c)(3) entity. It also describes the impartiality of the laboratory to ensure absolute confidence in unbiased laboratory processes.

### 3. Procedure

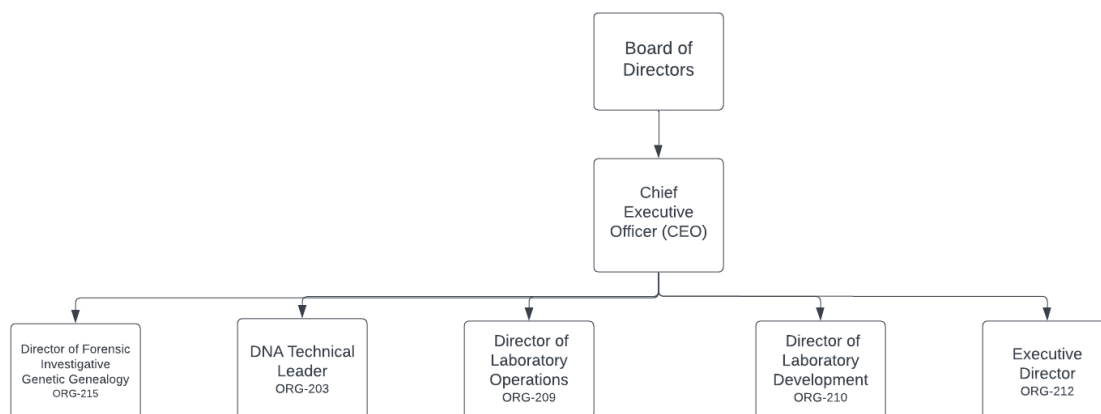
#### 1. Corporate Structure

- a. Intermountain Forensics is registered with the federal Internal Revenue Services as a 501(c)(3) charity.
- b. Intermountain Forensics is classified as a 170(b)(1)(A)(vi) public charity.
- c. Intermountain Forensics is registered with the state of Utah as a Charitable Organization

#### 2. Board of Directors

- a. Intermountain Forensics charitable organization shall be managed by a board of directors
  - i. The Board of Directors shall appoint a Chief Executive Officer to act as the primary liaison between the board and the laboratory
  - ii. The Intermountain Forensics Director of Laboratory Development, the Director of Laboratory Operations, the DNA Technical Leader and the Executive Director will function as the top-level management executive reporting to the CEO

**Figure 1. Corporate Organization**





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### 3. Responsibilities

#### a. Board of Directors

- i. The board of directors acts to advise the Chief Executive Officer (CEO) periodically in long-term strategy, budgeting, funding, and human resources
- ii. The board of directors is responsible for approval of the following:
  1. Appointment and approval of Chief Executive Officer
  2. Single laboratory expenditures exceeding \$50,000
  3. Changes to pricing policy

#### b. Chief Executive Officer

- i. The CEO acts as the figurative head of the organization when communicating with stakeholders, government entities and the general public
- ii. The CEO has overall responsibility for:
  1. Development of the organization's long- and short-term strategies
  2. Managing overall operations and making major decisions affecting the organization
  3. Managing the organization's resources
  4. Negotiating or approving agreements and contracts for the organization
  5. Compliance with applicable laws and regulations
- iii. The CEO is responsible for approval of the following:
  1. Laboratory Purchases above \$5,000
  2. Budget Approval
  3. Approving new personnel positions
  4. Approving pricing adjustments
  5. Final approval of contracts
    - a. This includes client contracts, vendor contracts, and grants
    - b. This responsibility may be delegated by the CEO as necessary.

#### c. Executive Management

- i. Executive Management is responsible for the day-to-day oversight of laboratory operation, business development, and technical and quality practices
- ii. Specific roles and responsibilities for each position is outlined in:
  1. ORG-203 Position Summary – DNA Technical Leader
  2. ORG-209 Position Summary – Director of Laboratory Operations
  3. ORG-210 Position Summary – Director of Laboratory Development
  4. ORG-212 Position Summary – Executive Director
  5. ORG-215 Position Summary – Director of Forensic Investigative Genetic Genealogy

### 4. Impartiality

- a. Intermountain Forensics has a policy of maintaining complete impartiality in the provision of services regardless of the identity of the client or nature of the work. Intermountain Forensics offers the same services, pricing, and client interaction regardless of whether the client is government or private, representing the prosecution, the defense, or a private individual or entity.
- b. Intermountain Forensics accepts case work from all sources, including law enforcement agencies, crime laboratories, criminal defense attorneys, innocence projects, and private individuals and entities.
- c. Intermountain Forensics publicly posts its pricing and does not offer undisclosed discounts to clients or categories of clients.
- d. Intermountain Forensics has a policy of providing general DNA education at no cost to any group or organization in good standing. In furtherance of this policy, Intermountain



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Forensics regularly accepts invitations to present to law enforcement, legal, and civic groups.

- e. Assessment of Risks to Impartiality
  - i. Executive Management will assess risks to impartiality annually.
    - 1. This assessment may be combined with the annual management review or completed separately.
      - a. Documentation will be maintained in the form of meeting minutes.
  - ii. Risks to Impartiality that will be assessed include:
    - 1. Secondary employment of staff
      - a. Executive Management will have the authority to disallow the employment if any conflict of interest is identified.
    - 2. Undue pressure to bias reported by staff.
    - 3. Assessment of other areas of potential risk
  - iii. If a risk to impartiality is identified, appropriate action will be taken and documented to minimize the risk identified.
    - 1. Any subsequent actions taken will also be documented and that documentation maintained with the meeting minutes, unless corrective or preventative action is pursued.
      - i. Documentation of preventative and corrective action will be maintained as outlined in ADM-109 Corrective and Preventive Action Reports

5. Scope of Services

- a. Intermountain Forensics is accredited in the Biology Discipline for the following associated components/parameters, as defined on the Laboratory's Scope of Accredited Services, performed in the Laboratory locations listed below. The quality management system of Intermountain Forensics is structured to ensure that the laboratory activities are conducted in a manner that meets its accreditation requirements and the requirements of the management system in its permanent facilities and in sites away from its permanent facilities.

Intermountain Forensics – Main (IMF-SLC)		
Component/Parameter	Item	Technology
DNA Profile Determination	Short Tandem Repeats Single-Nucleotide Polymorphism Y-Short Tandem Repeat	Capillary Electrophoresis Massively Parallel Sequencing
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid	Chemical Immunoassay
Intermountain Forensics – Astrea (IMF-ASC)		
Component/Parameter	Item	Technology
DNA Profile Determination	Single-Nucleotide Polymorphism	Not Applicable (Library preparation only)

Note: In addition to forensic testing laboratory services, Intermountain Forensics offers Genetic Genealogy testing services, designated as Keepsake DNA, and Forensic Investigative Genetic Genealogy services. Neither of these services are associated with the accredited services offered by



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Intermountain Forensics and the accreditation standards do not apply to their function within the organization.

#### **4. References**

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1. Internal Revenue Service 501(c)(3) approval
2. Utah State Tax Commission Sales Tax Exemption
3. Utah Charitable Solicitation Permit

#### **5. Definitions**

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N/A