



Kansas Bureau of Investigation

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KBI Forensic Science Laboratory Notice to Customers

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ISO/IEC 17025:2017 International Standard and ANAB Accreditation Requirements require the laboratory to notify customers (e.g., law enforcement, attorneys, court personnel, etc.) of certain laboratory policies and procedures. This notice will serve as a general notification to customers for the following areas:

CONFIDENTIALITY

The laboratory considers all information received or generated by the laboratory proprietary and it shall be regarded as confidential. The laboratory will not make proprietary information available to the public without agreement with the customer.

The laboratory may release confidential information when required by law (e.g., testimony, Business Record Subpoena, Kansas Open Records Act, etc.). Unless prohibited by law, customers will be notified of incidences when confidential information is released outside of the laboratory when not at the request of the customer.

Information that has been previously made publicly available by the customer will not be considered proprietary or require notification.

The laboratory may release limited confidential information and/or aggregate data to partner agencies as a part of criminal justice or public safety initiatives.

Laboratory records and confidential information may be made available to applicable accrediting bodies or other entities for the purposes of maintaining accreditation.

REVIEW OF REQUESTS FOR ANALYSIS

Each request for forensic science 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. Once the laboratory accepts a request for analysis and the customer submits the evidence to the laboratory, 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 strives to provide the highest quality and most valuable forensic analysis possible. For those reasons, if analysts conducting testing identify alternate and/or additional testing that may prove beneficial to our customers, the laboratory may notify the customer. The customer will be contacted for approval if the requested or any 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 vendor may be used. The laboratory shall notify customers in writing and obtain approval when subcontracting work to an outside vendor.

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.

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 routinely communicated on a case by case basis, but are documented according to laboratory policy and will be discussed with customers upon request.

DISSEMINATION OF ANALYTICAL RESULTS

Confidentiality of customer information is extremely important to the laboratory. Unless otherwise directed by our customers, on a case specific basis, the policy of the laboratory will be that members of the customer's agency, members of other agencies that are part of a multi-agency investigation, and the staff of the local prosecutor's office(s) will be considered to be the authorized recipients of information provided to, or generated by, the laboratory for the case.

The analytical methods used, date of receipt, date(s) of testing, and the condition of items tested may or may not be listed in the examination report. In any case in which a report does not include this information, the laboratory will provide the information upon request.

DISPOSITION OF EVIDENCE

Evidence accepted by the laboratory shall be returned to the customer upon the completion of examinations or when it is determined there are no applicable examinations. If the circumstance or nature of evidence precludes any evidence item(s) from being returned, the customer shall be notified of the disposition of the evidence item(s).

CUSTOMER ACCEPTANCE OF TERMS

By submitting evidence to the KBI Forensic Science Laboratory the customer agrees to accept these terms.