



GEORGIA BUREAU OF INVESTIGATION

3121 Panthersville Road
P.O. Box 370808
Decatur, Georgia 30037-0808

OPERATIONS BULLETIN 2001-02

JANUARY 2001

Milton E. Nix, Jr.
Director

One of the most effective technology changes that the GBI Crime Laboratory has undertaken in the last several years has been the implementation of a new Laboratory Information System (LIMS). We have been in the process of installing and implementing this new system over the last two years and have accomplished a great deal. The LIMS has given the laboratory the capability to automate previously mundane tasks and track information much more effectively so that we can utilize our resources more efficiently.

However, one issue that has come to our attention during the LIMS implementation that continues to cause difficulties is the information regarding the officers on the case which accompanies evidence submissions. On the older computer system that the laboratory used prior to the LIMS, it was possible for an officer to submit evidence under a number of variations on his name. For example, John Williams, could be J. Williams or John A. Williams or J.A. Williams or J. Adam Williams. This variation didn't cause any problems on the old system because there was no systematic tracking of the various officers submitting evidence. On the new system, this is simply not the case. Each of those variations causes a new entry to be made in the listing of officers from the agency. While on the surface, this doesn't seem to be a big problem, it's compounded when the same officer uses different variations on his name to submit evidence at different times on the same case. This raises questions in the mind of the laboratory staff who are reviewing the submission information, thereby reducing the efficiency of the whole process. To avoid all of these issues, the officers within your agency need to specify how they want their name to be listed in the LIMS.

Enclosed with this Operations Bulletin is a list of all of the officer names that are currently associated with your agency. We are requesting that you do two things:

1. If more than one variation for any given officer is on the list, select only one name for that officer. All officer names that are not checked will be removed from the DOFS LIMS System.
2. Return the edited list of names to: Bryan O'Neal
GBI-DOFS
3121 Panthersville Rd
Decatur, GA 30034

Once we have received your list we will produce DOFS account cards for your officers and return them to the address you indicate for your distribution. Officers who submit evidence for the first time will be provided with an account number the first time they submit evidence by speaking to one of the laboratory staff at the time of submission.

Effective January 1, 2002 **all** evidence submissions to any DOFS laboratory will be required to have a valid DOFS account number on the evidence submission form so that we may efficiently and accurately enter the evidence. This account number will identify the officer that will be listed on the Official Report. Failure to include the account number along with the evidence submission will result in substantial delays in the processing of your evidence. Thank you for your cooperation as we continue to work on improving the efficiency of our laboratory system so that we can better serve the citizens of Georgia.

Terry Mills III
DOFS Deputy Director

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