

Passive vs Active Voice

PASSIVE	ACTIVE with Responsibility
Ensure all evidence is inventoried at crime scene.	The Patrolman First Grade is responsible for inventory of all evidence at crime scene before removal to the Property Room.
A determination is made as to whether the CSI process is completed.	The Sargent in Charge of the Shift after consulting with the CSI Chief is responsible for releasing the crime scene.
Unacceptable results, as defined in Procedure #12654 Step #21 are monitored for continual improvement.	The DNA Team Leader is responsible for monitoring all non-conformances as defined in Procedure #12654 Step #21, correcting the non-conformance with remediation, or initiating a Corrective Action as per QM Procedure #1299.
Requests for service contracts are accompanied by proper documents.	Lieutenants (Detective and Uniform) shall be responsible for including with a Request for Contracted Services (Form Fiscal 103b) three independent quotes for all services over\$5,000 in their respective units.
Additional resources can be identified through decreases in non-essential items.	The Captain in Charge of Operations shall identify additional resources through the reduction in non-essential services.
Successful completion of the competency will allow her to start work.	If the Forensic Scientist I meets established performance standards, then the Technical Leader for Training recommends to the Unit Chief assignment to supervised casework activities.
Administrative and Technical reviews are continually monitored.	Forensic Scientists III shall be responsible for the initial administrative and technical review for all case work completed by their team following Procedure QA1012.
Laboratory wide preventive actions are designed to prevent high risk procedures.	All Unit Chiefs are responsible for identifying and monitoring high risk procedures for non-conformances as per Procedure QA1099
All Corrective Action Reports need to be completed in a timely manner.	The Quality Assurance Manager is responsible for initiating, monitoring and completion all Corrective Reports within 60 days of the Unit Chief verifying a recurring non-conformance as per Procedure QA963.
All communications (e.g. emails, phone logs, records of conversations, etc.) related to case analyses will be retained.	The Investigator in charge of a case retains all email and hard copy documents verifying communications that affect an investigation using form IM#2223 as per Procedure #2256