

	LOM 4.1.1 General Evidence Submission	
	<i>Document #: 1310</i>	<i>Page 1 of 2</i>
	<i>Revision #: 3</i>	<i>Issued Date: 09/21/2020</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Ryan Larrison</i>

4.1.1 General Evidence Submission

Evidence submitted for analysis shall include the FSD-007, REQUEST FOR LABORATORY EXAMINATION, FSD-068 Crime Scene Response Team Request, or other comparable form. Evidence submitted for analysis shall be entered into the laboratory case management system to obtain a unique identifier. The unique identifier shall be placed on the form, initialed per LOM Laboratory Services 1.2.2, and scanned into the case record file.

4.1.1.1 Proper Seals and Storage

Upon receipt, evidence shall be properly sealed. If the evidence is not properly sealed, it shall be remediated by placing a piece of evidence tape across the seal with the initials of the person sealing the evidence or resealing the complete package in another container that is properly sealed.

Evidence submitted to the laboratory shall be properly sealed by the submitting agency. Evidence submitted by mail or commercial carrier which is received with an improper seal shall be sealed upon receipt by laboratory staff.

Large evidence or multiple items that are not suitable for sealing shall be handled as appropriate for the examination(s) requested. Evidence which is properly sealed and marked for identification may be placed in unsealed and unmarked containers such as boxes or bags for the purpose of grouping items of evidence or for the convenience of carrying the evidence. If an item of evidence is too large to be included within a properly sealed container, the area(s) of analytical interest shall be protected from deterioration, loss or damage during storage. The areas of interest may be protected by covering with clean brown paper or other suitable method that would protect the evidentiary value of the item. Large items with areas of interest that are protected in this manner do not require proper seals due to the nature of the evidence.

Evidence awaiting analysis or return to the submitting agency shall be stored in a secured, limited access storage location. The storage location shall be secured by the use of a physical key or electronic access card. The general environmental conditions include standard conditions (e.g. temperature). If the type of evidence necessitates different storage conditions, those conditions shall be documented and monitored.

4.1.1.2 Laboratory Submission Report

A Laboratory Submission Report shall be generated electronically for the evidence submitted and provided to the submitting agency upon request. Language in the Laboratory Submission Report also establishes customer agreement to a Simplified Report, per QM 7.8.1.3.

4.1.1.3

The Forensic Science Division reserves the right to transfer evidence received into its laboratory system to another accredited laboratory to help facilitate the analysis of evidence. This includes outsourcing of the evidence to other public and private laboratory systems.

4.1.1.3.1 Outsourcing of biological evidence, reference:

- Biology Procedures 2.4

	LOM 4.1.1 General Evidence Submission	
	<i>Document #: 1310</i>	<i>Page 2 of 2</i>
	<i>Revision #: 3</i>	<i>Issued Date: 09/21/2020</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Ryan Larrison</i>

4.1.1.4

All evidence being submitted to the laboratories shall be evaluated by FSD personnel to determine analysis that may yield results of probative value. This includes both analysis requested by the contributor as well as analysis not requested. The contributor shall be informed of evidence submission policies and required analysis at the time of submission when the request does not adhere to FSD protocols.

4.1.1.5

If at submission, a contributor chooses not to have a specific analysis performed which results in a conflict with FSD protocols, the refusal by the contributor shall be documented in the "Submission Comments" section within Forensic Advantage. The contributor's request shall be honored with no analysis specific to the refusal being conducted.

4.1.1.6

If a specific analysis is not requested by the contributor during the original submission (i.e., not present on the FSD-007), the analyst/examiner must receive the approval of the contributor prior to conducting that analysis. The approval and/or refusal by the contributor on the additional analysis shall be documented in the case details object repository (an additional FSD-007 is not required). The email or contact notes shall be uploaded to the case details object repository, with a notation in the case details case comments to refer to the object repository.. No additional analysis shall be conducted if the contributor chooses not to amend the initial submission request.

4.1.1.7

If the contributor chooses not to have a specific analysis performed after the original submission, the request shall be documented in the electronic case file.

4.1.1.8

The Forensic Science Division does not maintain individual characteristic databases. If, in the future, individual characteristic databases are added to the Forensic Science Division they will be specified as to whether they are evidence, reference materials or examination records. The Forensic Science Division does contribute to individual characteristic databases. These databases include Biology/DNA (CODIS), Latent Prints (AFIS) and Firearms (NIBIN). Items that are analyzed and contributed to these individual characteristic databases are treated as evidence.