

	LOM 4.6 Return of Evidence	
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4.6 Return of Evidence

4.6.1 Person to Person

When returning evidence, FSD personnel shall:

- Compare the laboratory and container/item numbers on the evidence against those in the LCMS to assure they are the same.
- Verify the correct agency name is on the evidence item(s).
- Ensure that the return of each piece of evidence is documented in the LCMS at the time of return.
- Obtain the signature of the agency representative receiving the evidence.

4.6.2 Mail

Evidence returned by mail shall only be returned via a method that provides tracking information. The tracking information shall bear the laboratory number, date, and signature of the sender and shall be included in the case file record.

For financial auditing purposes, all tracking information shall be forwarded to a member of the administrative support staff designated by the Laboratory Director and maintained according to the Record Retention Schedule detailed in Official Order #62 (Section 62.2).

4.6.3 Retention of Evidence Items

The Forensic Science Division does not store evidentiary items long term for law enforcement agencies with the exception of latent prints that are stored based on the State of Michigan retention schedule and blood tubes (Toxicology) that are stored for a period of approximately two years. All items shall be returned to the submitting agency as soon as practicable following completion of the laboratory analysis and report.