



SUBMISSION OF EVIDENCE TO CRIME LABORATORY

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I. PURPOSE

This directive outlines procedures for the submission of evidence to the Crime Laboratory. It does not govern the submittal of Controlled Dangerous Substances, which is covered in Code 1202.

II. RESPONSIBILITY

Upon recovery of evidence it is the responsibility of the investigating officer to request the examination of physical evidence by the Crime Lab. This request will be done through the Evidence Collection Unit who will prepare or coordinate a letter of transmittal specifying the type of examination **desired and be responsible for delivering the evidence to the Crime Laboratory.**

III. PROCEDURES

- A. All physical evidence delivered to the Evidence Collection Unit for laboratory examination will be properly packaged, preserved and identified. ***A completed "Request for Laboratory Examination" form will accompany the evidence and all chain of custody information will be noted on the request form.***
- B. The Evidence Collection Unit will be responsible for transporting the evidence to the appropriate laboratory.
- C. Samples for nuclear DNA analysis will only be submitted to laboratories that are accredited by either the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or the National Forensic Science Technology Center (NFSTC).
- D. The Evidence Collection Unit member delivering the evidence to the laboratory will ensure that the chain of custody ***is updated in the tracking system.*** A receipt will be obtained from the laboratory employee receiving the evidence ***that specifies*** by and to whom the evidence was delivered at the laboratory.
- E. ***Upon completion of the laboratory examination, a member of the Crime Lab will return the evidence to the appropriate storage facility. The Crime Lab member will indicate on the chain of custody form who it was returned to at the storage facility.***
- F. The investigator's chain of custody will indicate all persons who had possession of the evidence, along with the name of the laboratory examiner.

G. Evidence brought to the Evidence Collection Unit for fingerprint processing will be properly labeled or tagged. A completed "Request for Laboratory Examination" form will accompany the evidence. The Crime Scene Technician who receives this evidence will indicate so in the chain of custody log at the bottom of the form. After processing, the evidence and results will be given to the investigator. It will be the investigator's responsibility to determine further processing procedures based on its evidentiary value.

H. Evidence held in the Evidence Collection Unit for laboratory purposes will be kept in the designated storage lockers.

IV. REPORT OF LABORATORY EXAMINATION

A. The results of the examination of evidence submitted to the Anne Arundel County Police Department Crime Laboratory will be provided to the investigating officer in writing.

B. If evidence is submitted to the crime laboratory of another agency for examination, a written report of the laboratory findings will be requested in the transmittal letter.

V. REQUEST FOR LATENT FINGERPRINT EXAMINATION

A. *Personnel requesting a latent fingerprint comparison by the Latent Print Section will complete a LATENT PRINT EXAMINATION REQUEST FORM (PD 394) and submit it to the Latent Print Section. A copy of the original request form should be retained in the investigator's case file, since the original request form will not be returned by the Latent Print Section upon completion of the requested examination.*

B. *Upon completion of the latent print examination, the Latent Print Section will report the results of the examination by completing either an "Identification Confirmation Report" (clearly titled in a red font), which reports that a latent print identification has been made, or by completing a "Latent Print Examination Result Report," which will report that a latent identification was not made. This "Latent Print Examination Result Report" may also outline the reasoning if the examination could not be conducted and may request additional items from the investigator for the examination to be completed. Only an "Identification Confirmation Report" will report a latent print identification.*

C. *It is the investigating officer's responsibility to thoroughly review the returned examination reports, either the "Identification Confirmation Report" or the "Latent Print Examination Result Report," to ensure there is a complete understanding of the results. If additional clarification is needed, the Latent Print Section should be contacted.*

VI. PROPONENT UNIT: Evidence Collection Unit.

VII. CANCELLATION: This directive cancels Index Code 1203.1, dated 12-06-06.