



SUBMISSION OF EVIDENCE FOR LABORATORY EXAMINATION

INDEX CODE: 1203.1
EFFECTIVE DATE: 01-24-17

Contents

- I. Purpose
- II. Responsibility
- III. General Procedures**
- IV. Common Requests for Laboratory Examination**
- V. Report of Laboratory Examination
- VI. Proponent Unit
- VII. Cancellation

I. PURPOSE

This directive outlines procedures for the submission of evidence *for laboratory examination*. *Submissions include examinations conducted internally, within Anne Arundel County (i.e. latent print examination, serology, DNA) and examinations that require analysis from an appropriate external 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. 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 *appropriate* laboratory.

III. GENERAL PROCEDURES

- A. *All physical evidence delivered to the Evidence Collection Unit for laboratory examination must:*
 - 1. *Be properly packaged in an appropriate evidence container with all seals initialed.*
 - 2. *Have a complete and legible evidence label or tag attached to the outer container.*
- B. *All physical evidence delivered to the Evidence Collection Unit for laboratory forensic examination must be accompanied by a completed "Request for Laboratory Examination" form (1203.1 Appendix B). The investigating officer must ensure that all information is accurate and legible. (See 1203.1 Appendix C for instructions and examples of completed "Request for Laboratory Examination" forms.)*
- C. The Evidence Collection Unit will be responsible for transporting the evidence to the appropriate laboratory. *Forensic laboratories must be licensed by the Maryland Department of Health and Mental Hygiene.*
- D. 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 *American Association for Laboratory Accreditation (A2LA).*
- E. The Evidence Collection Unit member *transferring* evidence to *and from forensic laboratories* 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. *Any items shipped to outside forensic laboratories must be shipped utilizing a delivery vendor providing point to point tracking.*

- F. *Evidence held in the Evidence Collection Unit for laboratory purposes will be kept in the designated storage lockers.*
- G. *Upon completion of a laboratory examination, the evidence will be submitted to the appropriate storage facility.*

IV. COMMON REQUESTS FOR LABORATORY EXAMINATION

Below are examples of the common requests for examination. If an examination requires a specific type of packaging and/ or paperwork that deviates from Section III, it will be noted here. This list is not all encompassing. If there are any questions, please contact an Evidence Coordinator.

A. Latent lift card(s) that have been recovered by a Field Fingerprint Officer:

1. *Latent lift card(s) may be submitted to the temporary storage drop box at the district stations following the procedures outlined in Index Code 1201.1 or placed in an Evidence Collection Unit evidence locker.*
2. *The latent lift cards will be enclosed in a manila "Evidence" envelope that is sealed with evidence tape and initialed by the Field Fingerprint Officer making the recovery.*
3. *A completed "Request for Laboratory Examination" form will be attached to the envelope. The Field Fingerprint Officer will ensure the form is completely filled out with all known information.*
 - a. *The address/location where the latent fingerprints were recovered and a description of the scene must be included in the "Statement of Facts" field.*
 - b. *The chain of custody fields must be completed to include the date/time and location the latent prints were recovered through submission to the district temporary storage drop box, or Evidence Collection Unit evidence locker. If the district temporary storage drop box is used, the property transfer officer must continue the chain of custody to include delivery to the Property Management Section and complete the necessary fields on the form. Note: For the submission of latent lift cards, it is not necessary to also complete a "Recovered Property Form".*
 - c. *If applicable, complete and submit a LATENT PRINT EXAMINATION REQUEST FORM (PD 394) for future comparisons with known suspect(s) information.*

B. Requests for Latent Print Examination

1. *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 Unit. 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.*

C. Requests for Latent Print Processing:

1. *If the item has already been collected and is in storage, but not yet processed for latent fingerprints, the investigating officer will submit a completed "Request for Laboratory Examination" form (1203.1 Appendix B). The investigating officer must ensure that all information is accurate and legible. (See 1203.1 Appendix C for instructions and examples of completed "Request for Laboratory Examination" forms.)*

2. *If the investigating officer is delivering the item directly to the Evidence Collection Unit, the item must be properly packaged as described in Index Code 1203.*

D. DNA analysis:

1. *If the item has already been collected and is in storage, the investigating officer will submit a completed "Request for Laboratory Examination" form (1203.1 Appendix B). The investigating officer must ensure that all information is accurate and legible. (See 1203.1 Appendix C for instructions and examples of completed "Request for Laboratory Examination" forms.)*
2. *If the investigating officer is delivering the item directly to the Evidence Collection Unit, the item must be properly packaged as described in Index Code 1203.*

E. Firearms Examination

1. *See Index Code 1201.2 (Recovered Firearms), section VI.*

F. Other external laboratory examinations

1. *Other examinations such as trace evidence, toxicology, GSR (Gun Shot Residue), mitochondrial DNA testing, etc. are submitted to external laboratories upon request. If an investigating officer desires a certain examination that is not listed within this Index Code, please contact an Evidence Coordinator for more information.*

V. REPORT OF LABORATORY EXAMINATION

- A.** *A copy of the forensic laboratory report will be provided to the District Detective Unit sergeant in the district where the incident occurred for proper distribution for cases investigated by district personnel; and to the case detective for cases investigated by the Criminal Investigation Division.*

B. Latent Fingerprint Examination Reports

1. *Upon completion of a 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.*
2. *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 and Identification Section.

VII. CANCELLATION: This directive cancels Index Code 1203.1, dated 08-25-16.