

JULY 1, 2002

SUBJECT: LABORATORY EVIDENCE HANDLING

PHYSICAL EVIDENCE HANDLING PROCEDURES FOR LABORATORY PERSONNEL

Categories of evidence that may be analyzed by a Bureau Crime Laboratory:

- A. Evidence submitted by Bureau Agents for analysis.
- B. Evidence submitted by non-Bureau law enforcement agencies for analysis.

PHYSICAL EVIDENCE HANDLING PROCEDURES FOR FIELD PERSONNEL

See the Policy and Procedure Manual, Procedure 10, Field Physical Evidence.

SUBMISSION OF EVIDENCE TO BUREAU LABORATORY

A. Where to Submit:

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| 1. | State Bureau of Investigation
Crime Laboratory
P. O. Box 2000
Garner, N. C. 27529-2000 | <i>Commercial Deliveries Only</i>
121 East Tryon Road
Raleigh, N. C. 27603 |
| 2. | State Bureau of Investigation
Western Regional Laboratory
P. O. Box 2408
Skyland, N. C. 28776-2408 | <i>Commercial Deliveries Only</i>
9B Walden Ridge Dr.
Asheville, N. C. 28803 |

B. How Evidence may be Submitted:

- 1. United States Mail
- 2. Commercial Carrier (e.g., UPS)
- 3. In person
- 4. Courier Mail (This is not encouraged due to the lack of chain of custody.)

C. Evidence must be properly sealed

A proper seal is defined as a taped seal, a heat seal or a tamper-proof type seal. The seal should bear the initials of the individual placing the evidence under seal. The initials can be under the tape, on the tape, or spanning the tape onto the evidence package; **however, all initials placed on seals by SBI laboratory personnel must be partially on the tape and extend onto the package.**

Handling of evidence packages (including inner containers) received by laboratory personnel not properly sealed:

- 1. All personnel are responsible for checking for proper seals whenever evidence is received in a Bureau laboratory or is transferred within the laboratory.
- 1. It is not acceptable to wait to remediate seals until analysis on the evidence commences or evidence is transferred. All evidence stored in the laboratory shall be properly sealed or remediated unless work is in progress.

1. To remediate a seal which fails to bear the initials of the individual sealing the evidence, place a piece of tape perpendicular to the seal and initial across this piece of tape. Outer seals must be remediated immediately upon receipt.
4. Evidence packages found which are not sealed with tape, heat sealed, or tamper-proof type seals will be sealed by laboratory personnel so that the opening of the evidence package is completely sealed with a proper seal.

D. Request for Examination of Evidence Forms (SBI-5) Required

1. All evidence accepted by a Bureau laboratory shall be accompanied by a Request for Examination Form
2. The Request for Examination Form shall be completed prior to submission.
3. If evidence is submitted in person, the contributor shall receive a copy of SBI-5 acknowledging receipt.
4. Chain of custody receipts from other departments shall not be signed by laboratory personnel.

A. In addition to any procedures appearing in this section, SBI laboratory personnel should refer and adhere to the Blood Borne Pathogens Compliance Program (Section III) of the SBI Crime Laboratory Safety Manual.

All evidence which has been contaminated by or which contains human blood or body fluids shall be handled as if it carries a contagious disease (i.e., hepatitis, tuberculosis, AIDS, etc.) and shall be considered infectious.

All agencies (including SBI Field Agents) utilizing SBI Crime Laboratory Services facilities have been advised and are expected to notify the laboratory when infectious evidence is being submitted. The notification of potentially infectious materials must be properly and clearly marked on the SBI-5.

Laboratory personnel processing infectious evidence are expected to take available and necessary steps to sterilize the evidence prior to processing it, as long as these procedures will not destroy the anticipated value of such evidence.

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X-rays and gamma rays, which may be utilized to destroy the HIV virus, can significantly alter DNA and shall not be used on samples which may be needed for DNA analysis.

D. GENERAL LABORATORY PROCEDURES:

All employees of the SBI Crime Laboratory Services Division shall adhere to the following guidelines when handling any evidence which may be contaminated by human blood or body fluids:

1. When working with infectious evidence, laboratory personnel shall always wear protective clothing such as laboratory coats or other approved clothing designed specifically to protect street clothing. This protective clothing shall always be removed before entering break areas or any non-laboratory areas. In addition to protective clothing, analysts shall always wear protective gloves when handling infectious evidence.
2. Tubes of blood or other liquid body fluids shall only be opened under a biological safety cabinet. The analyst must wear full face protection or protect the face behind the glass sash or door of the hood.
3. While working with infectious evidence, analysts shall not handle telephones and other such common use equipment unless the gloves are removed. Analysts shall be conscious to not handle pens and other instruments while working with infectious evidence and then handle these instruments later without protective gloves or clothing.
4. Any instruments or work areas which have been exposed to infectious evidence shall routinely be disinfected with a 10% fresh solution of a commercial bleach or other disinfectant solution approved by the Laboratory Safety Committee following completion of each such case.
5. Contaminated file documents (SBI-5, notes, folders, etc.) which have been contaminated prior to or after receipt by laboratory personnel shall be replaced or decontaminated. Contaminated documents shall not be maintained or processed by laboratory personnel.
6. Biohazard warning labels shall be placed on all mail packages containing biohazard materials by individuals packaging evidence.

It is not possible to define all potential means of exposure to infectious diseases. It is the expectation of SBI management that all personnel handling infectious evidence shall use good judgement and accepted safety procedures to ensure their own safety as well as the safety of other individuals.

E. HEPATITIS B VACCINATION:

All laboratory personnel shall be given the opportunity to take the Hepatitis B vaccination as a preventative measure against contracting Hepatitis B. Those

individuals who have been vaccinated should not get a false sense of security when handling evidence for the following reasons:

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1. A person may not have built up any immunization after the vaccination; and
2. The antibodies may not be strong enough to fight off the disease.

PROTECTION OF EVIDENCE (From loss, cross-contamination, and deleterious changes)

It is the responsibility of the laboratory staff to ensure, insofar as possible and reasonable, that evidence does not experience loss, cross-contamination, or deleterious change while it is in the possession of the laboratory.

- A. Evidence which may experience such change without refrigeration must be placed in an evidence refrigerator as quickly as possible, and remain refrigerated until it is examined.
- B. When evidence is received in a package, such as a plastic bag, that will cause the evidence to putrefy or deteriorate, the evidence shall be removed from that container for drying or repackaging in a container which will not cause such deterioration (e.g., weapons submitted in plastic bags for latent and/or blood examination shall be transferred to paper packaging).
- C. It is the responsibility of laboratory staff, when appropriate, to properly educate agencies we serve in proper packaging procedures. When an agency delivers evidence packaged in a fashion or in a container that the evidence will deteriorate, the submitter shall be asked to repackage or will be assisted by laboratory personnel in repackaging the evidence in a manner the evidence will be best preserved.
- D. Any questions regarding the proper storage and/or packaging of evidence shall be directed to the analyst to whom the evidence will be assigned or (in their absence) their Section Special Agent In-Charge or Supervisor.
- F.
 - E. In addition, all laboratory personnel are responsible for protecting the integrity of evidence in the laboratory and ensuring that all reasonable and appropriate requests on the SBI-5 are addressed. Prior to evidence processing, the employee shall review the SBI-5, inventory the evidence, and review the analysis requests to ensure each piece of evidence is handled appropriately. Only evidence may be stored in any locker, drawer, cabinet, etc. which has been identified as an approved evidence storage area. One exception to this policy is for a minimum number of articles which could reasonably be used to aid in the identification, storage or protection of that evidence. Such articles may include empty *convenience containers*, pens, markers, tape guns/dispensers, post-its, etc. These articles should be kept to a bare minimum and must be stored in a manner which would reasonably not be expected to contribute to the loss, cross-contamination, or deleterious change of the actual evidence. The other exception is a designated shipping/handling area in the vault of the Raleigh Laboratory.
- G. It is the responsibility of all laboratory personnel to be aware of possible sources of contamination between items in the same case and between items from different cases. The evidence shall be handled and examined in such a manner that contamination of evidence does not occur within the laboratory. As a general rule, the Agent should never have the evidence from more than one case open and in the process of examination at any given time. When the analyst or technician recognizes that evidence has been contaminated or could have been contaminated so as to alter or affect the results, it is his/her responsibility to notify his/her Special Agent In-Charge or Supervisor. The Special Agent in Charge or Supervisor will notify the Assistant Director of Crime Laboratory Services who will approve an appropriate course of action.

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ACCOUNTABILITY AND INVENTORY OF LABORATORY EVIDENCE

- A. Annually, as a required part of the internal Quality Assurance Audit process, at least three cases per analyst/technician shall be randomly selected by the Audit Team and thoroughly audited to ensure complete compliance with all existing policies and procedures related to the accountability of evidence.
- B. An evidence inventory of each Evidence Control Unit shall be conducted and documented by the respective Special Agent In-Charge or Supervisor at least twice each calendar year. Using assignment records from the Laboratory Information Management System (LIMS), the inventory shall be conducted in a manner that will allow the Special Agent In-Charge or Supervisor to determine what evidence should be on hand and confirm that it is in fact on hand or otherwise accounted for.
The results of each inventory will be documented in a memorandum to the Assistant Director of Crime Laboratory Services.
- C. Evidence submissions containing cash or coins in excess of \$100.00 shall be opened and counted in the presence of a witness (Special Agent In-Charge, Supervisor or senior employee) at the time of receipt and again upon returning same to the department. The assigned analyst will document the counting in the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area and the witness will attest to the amount in the electronic file.

EVIDENCE RECEIVED BY A BUREAU CRIME LABORATORY

- A. Evidence received by mail:
 - 1. Evidence shall be picked up at the post office by an Evidence Technician of the Evidence Control Unit. In the Western Regional Laboratory, if the Evidence Technician is on leave, the laboratory Special Agent In-Charge or an analyst assigned by the Special Agent In-Charge shall pick up the evidence at the post office.
 - 2. The Evidence Technician shall ensure all packages are sealed properly. The technician will remediate seals which are not initialed by the sealer by placing a piece of tape perpendicular to the seal and initialing across this piece of tape. Packages found to be unsealed shall be inventoried and completely sealed with a proper seal.
 - 3. If seals are not intact on evidence packages containing controlled substances or currency, the analyst or technician must document the condition of the package using the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area. A witness will attest to the condition of the package in the electronic file. If assistance is needed, the analyst or technician will notify the appropriate laboratory section Special Agent In-Charge or Supervisor for further assistance. If a package has to be opened to determine the appropriate laboratory assignment or to obtain the SBI-5, it shall be marked to indicate that the package was opened only to determine appropriate laboratory or to obtain Request for Examination Forms. The same notation shall be made on the SBI-5 form.
 - 4. Clerical personnel in the Raleigh Evidence Control Unit shall ensure that the Request for Examination Forms (SBI-5) are properly completed. In the Western Regional Laboratory the Evidence Technician will be responsible for this task. In either case, any changes to the SBI-5 after the submission must be recorded on a separate document

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to support the change. This administrative document will become a permanent part of the case file, attached to the inside front cover of the file folder.

5. Evidence Technicians shall stamp or mark each package
 - a. With the assigned laboratory number
 - b. With the date received
 - c. With the initials of the receiving Evidence Technician.
 6. The custody portion of the SBI-5 will be signed by the Evidence Technician to show how or from whom the evidence was received and the date it was received.
 7. Evidence Control Unit computerized file responsibilities include:
 - a. Searching computer files for any previous SBI Laboratory Number and assigning the same or a new SBI Laboratory Number to incoming cases. Exception: Drugs and Blood Alcohol cases.
 - b. Determining to whom the evidence is to be assigned based on section operational guidelines.
 - c. Entering the evidence submission into the computer. In the Western Regional Laboratory, the laboratory secretary shall be responsible to make computer inquiries and entries in the absence of the Evidence Technician. In the absence of both, the laboratory Special Agent In-Charge (or designee) shall be responsible for the computer entries. When the laboratory secretary is handling the entry duties of the Evidence Technician, all evidence will be received by the assigned analyst or the evidence will be placed in an evidence box and locked with the assigned analyst's lock by the submitting individual.
 8. The Evidence Technician will deliver and turn over evidence directly to the assigned analyst and electronically transfer the evidence in LIMS at the time of delivery.
- B. Evidence received by personal delivery:
1. Evidence delivered to the laboratory shall be checked and recorded in the computer file in the same manner as evidence received by mail.
 2. Evidence shall be received by Evidence Technicians except in rush cases or situations when the laboratory analyst(s) assigned to the case is/are involved directly with the submitting officer in a review of the evidence. In such situations the laboratory analysts may receive the evidence directly. In the Western Regional Laboratory, if the laboratory analyst's casework is current, the analyst may receive the evidence directly from the submitting individual, after the Evidence Technician has logged the case in the computer.
 3. It is the responsibility of the laboratory employee receiving evidence directly to ensure the evidence packages are properly sealed and identified.
 4. When laboratory personnel are signing directly for an item(s) of evidence, the agency's item number(s) will be signed for on the SBI-5.

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5. Evidence received by Evidence Technicians shall be stored under their control until it is turned over to the laboratory analyst.

INITIAL MARKING AND IDENTIFICATION OF EVIDENCE

- A. For the purposes of this section, the term **AUTHORIZED CRIME LABORATORY SERVICES PERSONNEL** will mean any non-clerical employee assigned to the Evidence Control Unit or any non-clerical personnel assigned to any evidence handling section who has been authorized by the Special Agent In-Charge to accept evidence.
- B. When any piece of physical evidence first comes into the possession of authorized Crime Laboratory Services personnel, it will be immediately marked or labeled for identification and chain of custody.

1. Laboratory file numbers are unique identifiers and must be written as complete numbers. For example, **R20001234** may not be written as **R-00-1234**.
2. With the exception of mailing containers, the item number assigned by the Laboratory Information Management System (LIMS), will be placed on each piece of evidence unless the number is the same as the agency's item number already present.

For example:

- a. If the Agency is submitting Item #1 and has already labeled the package with Item #1, it is not necessary for the analyst/technician to repeat Item #1.
- a. If the Agency is submitting Item #6 and LIMS assigns Item #1 to the same piece of evidence, then the analyst/technician must label the package with "Lab Item #1" or "Lab # 1."
3. Signature or initials of receiving personnel.
4. Date received.
- C. Authorized Crime Laboratory Services personnel receiving evidence after the case and item number have been placed on the evidence must place his/her signature or initials along with the date received on the evidence but do not have to repeat the case or item number.

DOCUMENTATION OF CASE TRANSACTIONS

- A. Receipts, Transfers and Release
 1. The chain of custody portion of the SBI-5 shall be signed and dated each time evidence is received or transferred to an external source.
 2. The chain of custody portion of the SBI-5 shall be signed and dated by the analyst and submitting individual when evidence is analyzed in the presence of the submitting individual (or another laboratory analyst) even if the individual maintains custody of the evidence and a laboratory report shall be issued.
 3. Each transfer of evidence both externally and internally will be recorded using LIMS at the time of receipt, transfer, or release.

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D. Witnessing Certain Case Transactions

3. Evidence submissions containing cash or coins in excess of \$100.00 shall be opened and counted in the presence of a witness (Special Agent In-Charge/Supervisor or senior employee) at the time of receipt and again upon returning same to the department. The assigned analyst will document the counting in the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area and the witness will attest to the amount in the electronic file.

3. If seals are not intact on evidence packages containing controlled substances or currency, the analyst or technician must document the condition of the package using the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area. A witness will attest to the condition of the package in the electronic file.

3. When evidence is destroyed in accordance with the “Destruction of Evidence” procedures indicated in the next paragraph, the analyst or technician must document the destruction of the evidence using the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area. A witness will attest to the destruction in the electronic file.

DESTRUCTION OF EVIDENCE

Except for blood evidence submitted to the Toxicology Unit, when evidence is destroyed the analyst/technician must document the destruction of the evidence using the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area. A witness will attest to the destruction in the electronic file.

Analysts in the Toxicology Unit must document the destruction of blood evidence on a log maintained in the Toxicology Unit. A witness will attest to the destruction on the log.

Except for blood evidence submitted to the Toxicology Unit, the destruction authority must be clearly stated in LIMS, indicating who lawfully authorized the destruction. Any administrative document associated with the destruction will be attached to the inside front of the case file folder.

RECEIPT OF EVIDENCE BY ANALYST

- A. If seals are not intact on evidence packages containing controlled substances or currency, the analyst must document the condition of the package using the Laboratory Information Management System (LIMS) in the Options/Evidence/Witness area. A witness will attest to the condition of the package in the electronic file.

- B. At time of receipt, the analyst must initial and date evidence package or container with date received, and confirm that other required markings are on the package/container.

- C. The analyst must Electronically receive all evidence in LIMS and only sign the Request for Examination Form [SBI-5] when receiving evidence directly from an external source.

- D. The analyst must Retain the evidence in the analyst’s designated evidence storage area at all times when the evidence is not being examined. While in the laboratory, all evidence will be sealed in such a manner that it will not contaminate or be contaminated by other evidence.

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- E. When the laboratory analyst opens his/her evidence, the analyst shall note the date the evidence is opened as part of his/her identifying marks on the evidence container.

- F. At the time the evidence is opened, the analyst shall check the contents against the items listed on the SBI-5 request form. If a discrepancy with the evidence is noted by the analyst, or tampering is suspected, the analyst will immediately notify his/her Special Agent In-Charge. The discrepancy will be noted in LIMS by the analyst and witnessed in LIMS by the Special Agent In-Charge. If significant, the Special Agent In-Charge will immediately notify the Assistant Director of Crime Laboratory Services who will determine the appropriate course of action.

- G. Upon finalization of the laboratory report, the case file and all evidence will be delivered to or picked up by an Evidence Technician unless the evidence needs to be transferred to another analyst or retained for additional examination.

TRANSFER OF EVIDENCE TO ANOTHER LABORATORY SECTION

If the evidence is transferred to another analyst, the transaction must be documented in LIMS. The analyst in possession of evidence which is to be examined by another analyst shall personally deliver the evidence to the other analyst with appropriate copies of the Request for Examination Form (SBI-5) and electronically transfer the evidence in LIMS.

EVIDENCE RETURNED FROM A LABORATORY SECTION TO THE EVIDENCE CONTROL UNIT

- A. Evidence which has been analyzed and is ready to be returned to the contributor will be returned to an Evidence Technician.

- B. The laboratory analyst shall return the evidence sealed, unless impractical, directly to the Evidence Technician along with the laboratory case file containing the original SBI-5 (or SBI-5 containing original signatures) and the signed report. The evidence will be electronically transferred to the technician. If it is impractical to seal the evidence, the evidence must be securely tagged and the tag must contain all required identifying information.

RETURN OF EVIDENCE FROM BUREAU LABORATORY

- A. Packaging of Evidence Leaving the Custody of Laboratory Analysts/Technicians:
 - 3. Evidence to be mailed will be placed in a container (i.e. envelope or box) of sufficient size and strength to adequately contain the evidence.
 - 2. ALL openings (and necessary seams) shall be sealed with tape. Tape with poor adhesion qualities shall not be used to seal evidence containers.

DO NOT TAPE OR MARK OVER MARKINGS OR BAR CODES ALREADY PRESENT ON AN EVIDENCE CONTAINER.

- 3. All seals placed on the package by the analyst or technician shall be initialed by the analyst or technician packaging the evidence. Initials will be placed partially on the tape and extend onto the package.

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4. The analyst or technician packaging the evidence shall place his/her initials, the date the evidence was sealed, and the laboratory file number on the package. This information shall be of sufficient size to be easily located.
- B. When evidence is being returned by mail, Evidence Control shall attach the requesting agency's report to the appropriate evidence. When evidence is retained for pick-up for a department which does not make regularly scheduled visits, the report shall be disseminated to the appropriate individuals by the clerical staff of the Evidence Control Unit.
- C. The Laboratory shall return evidence by:
 1. First Class or Certified Mail
 2. Commercial Carrier (e.g., United Parcel Service, Federal Express)
 3. Personal Delivery

NOTE: The analyst packaging the evidence is responsible for determining the most appropriate, cost effective, and lawful method of return (i.e. Live ammunition/ UPS; Hazardous materials/Held for pick-up)
- D. In all cases submitted by personal delivery for controlled substances analyses, the following types and amounts of suspected controlled substances will be held for personal pick up by the requesting agency:
 1. Five (5) pounds or more of Marijuana or Hashish;
 2. One (1) ounce or more of Cocaine or Crack;
 3. One quarter ounce or 100 dosage units or more of Heroin;
 4. One hundred (100) dosage units or more of LSD;
 5. One (1) ounce or more of any amphetamine, to include methamphetamine, MDMA, and related substances, clandestine, or hallucinogenic powders;
 6. One hundred (100) or more dosage units of Dilaudid; or
 7. One thousand (1000) or more dosage units of any other prescription drug.
- E. Any money, negotiable instruments, jewelry, or other valuables submitted by an SBI Agent shall be retained and personally picked up by the Agent.
- E. If evidence in the possession of a laboratory analyst is introduced into evidence and retained by the Court, the analyst in control of the evidence shall complete the chain of custody on the SBI-5 and have the courtroom clerk, prosecutor, or other courtroom official sign the receipt as having received the evidence. Should they refuse to sign, the analyst shall put "Refused to Sign" and the name of the person who refused. The signed SBI-5 should be

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maintained in the case file.

- E. All evidence being mailed back to the contributor or to another laboratory must be accompanied by either a laboratory report, a letter, or Form SBI-69 (Evidence Return Inventory.)
- E. If evidence is submitted by an SBI Agent, the evidence will not be released to anyone other than an Agent, unless authorized by the Case Agent.
- I. Any crime laboratory personnel releasing evidence that has been held for pickup must first obtain the master laboratory file and ensure that the original SBI-5 is used to record the transaction. Other copies of the SBI-5 may be used in addition to the original but may not be used in place of the original. After releasing the evidence, the master laboratory file (containing the original SBI-5) will be forwarded to the Administrative Services Unit for filing.
- J. The Evidence Technician shall:
 - 1. Record the final disposition of the evidence on the SBI-5 and in LIMS upon transfer to an external source.
 - 2. Attach a signed laboratory report (or other approved document) to the outside of evidence packages which are returned by mail. Mail packages will be initialed by the technician and dated with the date mailed.
 - 3. Return the case file to Administrative Services.
- K. Evidence held for pick up will be handled as follows:
 - 1. Mark each package being retained for pickup with the technician's initials and date received from the analyst.
 - 2. The evidence will be removed by the technician from the locked storage area and delivered directly to the contributor. The SBI-5 will be dated and signed by the technician and the individual receiving the evidence. The individual receiving the evidence will be provided with a copy of the completed SBI-5.
 - 3. The release of the evidence will be electronically recorded by the technician and the case file will be returned to the Administrative Services Unit.

LATENT PRINT EXAMINATION OF ITEMS CONTAINING SUSPECTED CONTROLLED SUBSTANCES

Unless approved in advance by the Special Agent In-Charge of the Latent Evidence Section, Forensic Impressions Analysts will not accept controlled substance evidence. When items containing suspected controlled substances are to be submitted for latent print and drug analysis, the suspected controlled substance evidence will first be separated.

NOTIFICATION WHEN EVIDENCE IS NOT RECEIVED

- A. When any laboratory employee becomes aware of evidence which has been mailed to a Bureau Laboratory but not received, or returned to a submitting agency but not received by that agency, the employee shall immediately notify the Supervisor of the Evidence Control and Administrative Services Section. In the Western Regional Laboratory, the Evidence Technician shall be notified.

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- B. The Supervisor of the Evidence Control and Administrative Services Section in the Raleigh Laboratory or the Evidence Technician in the Western Regional Laboratory will be responsible for notifying the Assistant Director of Crime Laboratory Services and the Special Agent in Charge of Professional Standards.

EVIDENCE GARAGE

- A. The garage will be used to process evidence such as vehicles, trailers, etc. and shall be used for only one case at a time. The evidence will be processed as soon as practical upon receipt, and the evidence removed from the garage to other storage. The garage will not be used to store evidence by any laboratory section.
- B. Upon placing evidence in the garage, locks must be set both on the overhead door and the interior door.
- C. In the Raleigh Laboratory, a sign-out board is provided in the area to be signed by the Agent or employee occupying the garage.
- D. Employees not properly trained in the use of mechanical equipment (specifically hoists, lifts and air compressors) which may be located in the garage are **NOT** authorized to use the mechanical equipment under any circumstances.
- E. All laboratory security and safety procedures and precautions will be used while working in the garage area.
- F. It is the responsibility of each analyst utilizing the garage to ensure the facility is cleaned, disinfected and the equipment/tools organized prior to vacating.
- G. Any use of a laboratory garage area for non-evidence related purposes must have the prior approval of the Assistant Director of Crime Laboratory Services.

SUBMISSIONS OF EVIDENCE TO THE PHOTOGRAPHY LABORATORY

A. **Illustrative Evidence:**

4. Illustrative film and related evidence only demonstrate testimony and do not need the chain of custody recorded. These items are normally used as court exhibits to facilitate a person's testimony.

4. An SBI-6 Photo Lab Work Order Request form should be completed and the film and related evidence carried to the Photo Lab in the Raleigh Laboratory or it should be mailed to:

State Bureau of Investigation
Photography Laboratory
P. O. Box 29500
Raleigh, North Carolina 27626-0500

B. **Substantive Evidence:**

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4. Substantive evidence film and related items include seized film or tapes, or film that will be used for comparison and require a recorded chain of custody. This may include surveillance film or crime scene film that contains frames with shoe, tire or latent impressions which will be used for comparison purposes.
4. An SBI-5 (Request for Examination of Physical Evidence) form should be completed and the evidence carried to the Evidence Control Unit in Raleigh or it should be mailed to:

State Bureau of Investigation
Attention: Evidence Control
P. O. Box 2000
Garner, North Carolina 27529-2000

This evidence should be received and returned through the Evidence Control Unit.

4. When an individual submits physical evidence to be photographed, the submitting individual must remain with the evidence during photography. After the photography work is completed, the film will be treated as evidence and remain in the custody of the photographer. Developed negatives and enlargements will be returned to the requesting individual in a sealed envelope bearing the photographer's initials, completed work date and the SBI laboratory case number. All seals must be initialed by the photographer, with the initials being partly on the seal and extending onto the package. All enlargements will have the photographer's initials, completed work date, lab item # and the SBI laboratory case number on the back of each enlargement.
4. When negatives for one-to-one (1:1) enlargements are submitted to the Photography Laboratory from any laboratory section, the transfer will be recorded using the LIMS.
4. When the one-to-one (1:1) enlargements and negatives are returned to the analyst, the transfer will be recorded using the LIMS. The photographer will have labeled the back of each enlargement with the his/her initials, the completed work date, and the laboratory case number and the laboratory item #.