

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Submitting Evidence to Laboratories		CHAPTER/SECTION NO.: 55.12	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 83.3.2			

55.12 Policy

55.12.1 It is the responsibility of the evidence custodian to submit and retrieve any physical evidence that is submitted to the Utah State Crime Lab or any other outside laboratory as appropriate.

A. The evidence custodian will:

1. Take the item, in it's original packaging when submitted into evidence, to the Utah State Crime Lab.
2. Keep the item in his/her possession at all times, or secured in the trunk of the transporting vehicle if appropriate.
3. Deliver the item to Crime Lab personnel with the evidence sheet and chain of custody form; and update the chain of custody form.
4. When applicable, should obtain a receipt for evidence he/she delivers in person.
5. When retrieving the item from the Lab, ensure the chain of custody form is again updated, and obtain a Utah State Crime Lab Criminalistic Analysis Report completed for the item.
6. Return the item to evidence.

- B. In certain instances to minimize the number of persons in the chain of custody, CSI will deliver evidence to the appropriate laboratory for testing and obtain the necessary receipts and verifications. The CSI technician will:
1. Ensure the item is packaged, marked and labeled when taken from the crime scene.
 2. Log the item into the CSI Lab and process as appropriate.
 3. Re-package and seal the item after processing.
 4. Complete chain of custody form and evidence sheet.
 5. Transport, deliver to, and retrieve the item from the Utah State Crime Lab as directed in 55.12.1A 1-6.

55.12.2 Perishable evidence, such as fresh blood and blood or body fluid stained objects, should be submitted to the appropriate laboratory as soon as possible.

55.12.3 Evidence will not be accepted without a comparison standard and will be stored in the evidence room until such standards are obtained. The reason for any delay in submission will be documented on a Physical Evidence Report by the property custodian or CSI which may be responsible for evidence transfer to the laboratory.

55.12.4 Laboratory Requests: It is the responsibility of the assigned case officer to submit the appropriate written lab requests for examination or processing, to the evidence custodian or CSI which is responsible for evidence transfer to the laboratory.

- 55.12.5 Records of physical evidence submitted to outside forensic labs should include:
- A. Name of person submitting or mailing.
 - B. Date, time and method of shipment.
 - C. Date and signature of the person receiving the evidence.
 - D. Name of the investigating officer.
 - E. Type of examination(s) requested.
 - F. A comprehensive list of item(s) submitted.
- 55.12.6 In cases where physical evidence is submitted to a forensic laboratory, copies of the written report on findings will be sent to the County Attorney, the investigating officer, and the original lab report placed in the case file.
- 55.12.7 No physical evidence will be dropped off or picked up at any outside lab by anyone other than the evidence custodian, except as noted in 55.12.1.
- 55.12.8 Mailing Evidence
- A. The Office generally will not mail evidence to laboratories unless absolutely necessary.
 - B. In the event evidence does need to be mailed to a laboratory out of state the Evidence Custodian will:
 - 1. Ensure evidence item packaging and seals are secure.
 - 2. Place item contained in existing packaging, into a Federal Express shipping box and secure the box.
 - 3. Include appropriate evidence/chain of evidence documents.
 - 4. Ship by overnight Federal Express.
 - 5. Specify signed receipt shipping.
 - 6. Receive Federal Express tracking number.