



GEORGIA BUREAU OF INVESTIGATION

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OPERATIONS BULLETIN 2012-06 September 17, 2012 Evidence Submissions to the GBI Crime Lab

The GBI Crime Lab receives thousands of evidence submissions each month from criminal justice agencies across the state. The majority of the evidence received at the laboratory is appropriately packaged, labeled, sealed in a tamper evident fashion, and has the required documentation accompanying the evidence. Unfortunately, some of the evidence submitted does not meet these requirements. The accreditation standards for the laboratory require that **all** evidence be in a sealed package with accurate, legible labeling. Any item submitted to the laboratory as part of a criminal investigation is considered to be evidence by the laboratory and must meet these standards, including latent fingerprint lift cards and ten-print fingerprint cards from elimination subjects.

A series of short videos covering how to package and submit evidence specific to each forensic discipline are available at <http://dofs.gbi.georgia.gov/departments>. Click on the discipline name appropriate to the type of evidence being submitted, then the link for the video to view the video. Each discipline webpage also includes a link to a Service Manual which describes the services offered by that forensic discipline. The service manual document answers many common questions, offers additional guidance on the types of evidence that can be analyzed by each discipline, and provides information on how to package that type of evidence for submission to the GBI Crime Lab. Following the guidance on the videos and in the Service Manual for each forensic discipline is not just a matter of helping the lab meet accreditation standards; it actually helps the laboratory be more efficient in processing the evidence submitted so the analysis can be completed in the shortest possible time.

Email notification of evidence received at the laboratory has been requested by many agencies. The laboratory has developed a mechanism to send an email to the submitting officer confirming the receipt of evidence on their case at the laboratory. To ensure officers receive this notification, a valid email address for the submitting officer must be included on the evidence submission form. Because the email will include the GBI Crime Lab case number associated with the evidence, it should facilitate communications between the laboratory and our customers, resulting in a better work flow for everyone.

If there are any questions regarding this bulletin please contact me at 404-270-8082 or via email at george.herrin@gbi.ga.gov.

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