



GEORGIA BUREAU OF INVESTIGATION

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URGENT! URGENT! URGENT! URGENT! URGENT! URGENT!

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Director

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Evidence Return Policy

The GBI Crime Lab, in an effort to maximize existing resources and to better serve you, finds it necessary to revise current policies concerning the return of evidence to the submitting agencies. Effective immediately, **the GBI Crime Lab will no longer be returning evidence by utilizing the services of FedEx or other postal carriers.** This change of policy will thereby allow existing staff to focus on analyzing evidence.

When evidence analysis has been completed, the submitting agency will be responsible for making arrangements to pick up their evidence from the Crime Lab within thirty (30) days. An initial contact will be made by the Crime Lab notifying the agency that the evidence is ready for pickup.

The GBI Crime Lab will make every effort to transport evidence to the lab facility closest to the submitting agency in order to minimize travel time to retrieve the evidence.

If the return of evidence needs to be expedited due to a court schedule, the submitting agency can make arrangements to retrieve the evidence from the Lab where the evidence is stored.

New Report Website Feature

The GBI-DOFS report web site, www.gbi-dofs.com, has a new feature that was implemented in January 2005. The web site currently allows the agency submitting evidence or the prosecutor's office to print reports on their completed cases and search for the current status of unfinished cases. The new feature allows users to **cancel a request for service.**

Research has determined that it is not uncommon for the Crime Lab to continue testing on evidence in cases for which a final disposition has already been decided, for example through a plea taken or case being dismissed. After logging into the website, users can cancel service requests by clicking on the link, '**Cancel Services**', at the left of the screen. The web site has built-in instructions on how to proceed from that point.

The GBI Crime Lab strongly encourages agencies to utilize this new and vitally important feature so that lab resources and scientist time is not wasted.

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