

EVIDENCE SUBMISSION CHECKLIST

Submission Form: (complete, accurate, legible)

- Agency Name, and Agency Case No.
- Officer name and contact number
- County and Date of Incident
- Victim/Subject name(s)
- Other agencies needing access to report
- Description of evidence
- Service request listed for each evidence package
- Auto date-stamp Submission Form attached to evidence
- If item(s) is resubmitted, it must be accompanied by a Submission Form
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Trace and/or Forensic Biology: Incident Report required.

Evidence:

- Complete seal (evidence tape/heat seal or self adhesive pkg)
- Officer's initial across the seal
- Each evidence package labeled with:
 - o Agency Name and Agency Case No.
 - o Victim/Subject name(s)
 - o Type of evidence, e.g. gun
- Weapons in weapon boxes
- Arson in vapor tight container
- Toxicology, Gunshot Residue, Sexual Assault evidence in approved collection kits.
- Knives/sharp objects wrapped for safety before packaging
- Glass & glass pipes in approved collection kit or other protective wrapping
- All drug evidence double bagged:
 - o Inside bag secured
 - o Outside bag sealed, initialed and labeled

Items not accepted:

- razors or razor blades
- syringes or contents of syringes
- drug test kits
- loaded firearms (without prior notification)
- Knives/sharp objects without protective wrapping
- Disease-causing agents, chemical biological warfare agents (FBI)
- Fecal matter

Services not performed:

- Latent prints on drug evidence (must separate & package separately)
- Poison testing on food products (FDA)
- Contact DNA
- Muzzle to muzzle distance test without the weapon involved
- Determination of how long since weapon fired

* Note: this list is not all inclusive