Arkansas State Crime Laboratory

Guidelines for the Packaging and Submission of Evidence
A Few Numbers

- The ASCL receives approximately 30,000 cases each year.
- We currently have over 10,000 pieces of evidence in Secure Storage.
- Evidence Receiving performs an inventory twice a year.
- The ASCL works with over 450 agencies: federal, county, city, and state.
Goals of Evidence Packaging

- To protect personal from possible hazards:
  - Firearms
  - Edged Weapons (knives, razors, etc.)
  - Biohazards

- To protect evidence against:
  - Loss
  - Contamination
  - Cross-transfer
    - Suspect to victim
    - Victim to suspect
    - Scene to scene
    - Item to item
  - Deterioration

- To facilitate evidence transfer to the different sections of the laboratory
Some evidence needs to be prepared before packaging

- Certain types of evidence may need to be dried before they can be packaged:
  - Wet biological samples
  - Fresh plant material
  - Envelopes and/or boxes are optimal for damp items.
- They will mold if not dried

Syringes MUST be packaged in a puncture-proof container
Do Not Send Field Test Kits

Leaking Field Test Kits can:

- Cause damage to evidence
- Be a hazard to anyone handling them
Approved Evidence Containers

- **Envelopes**
  - Must measure between 5×7” and 10×15”.

- **Paper sacks:** please place inside a box
  - Must have ample room for the evidence to be repackaged once removed.
Unacceptable Evidence Containers

- Containers that have been previously submitted to the ASCL
  - Cross-contamination
  - Confusion for the analysts and for you in court
- Suitcases, duffle bags, backpacks, knap sacks, pillow cases, garbage bags, gun cases or other similar containers
- Evidence containers that will not allow the evidence to easily go back into the container (such as neatly packed paper bags of clothes)
  - Make sure the size and shape of the container are appropriate or adjust it to fit your needs
  - If you have questions please call us
Boxes

- Boxes should weigh no more than 25 lbs
- Leave a small amount of room for evidence expansion
- Use an appropriate sized box for the evidence item you are packaging
- Contents need to be listed on one side of the box (e.g. E1–10)
- Please leave one side of box for our barcode
Properly Packaged Knife

- Cardboard box will:
  - Immobilize the knife to protect laboratory personnel
  - Protect the blood sample on the knife for analysis
  - Fixed blade knives or folding knives that are *not* folded need to go into a small box and be secured
Firearm Boxes

- Unacceptable:
  Two bags taped together

- Please use an approved handgun or long gun box
Envelopes

- Size of container is important
  - **Too small**: evidence is difficult to place back in and seal after testing
  - **Too big**: evidence can be dispersed throughout container (glass fragment, powder, etc.)
- Please leave one side of the envelope for our barcode
An evidence container is properly sealed if:

1. Its contents cannot readily escape
2. Opening the container would result in obvious damage or alteration to the container or its tape seal

All evidence must bear a proper seal which must include the initials of the person sealing the evidence. The initials should be half on the seal and half on the package.
Is Your Agency Signed Up to Track SA Kits?

Benefits:

- The program helps to comply with inventory required in Act 1168 of 2015
- Agency can see all their kits and progress of testing
- Victim can see progress through Criminal Justice System

How to Sign Up:

- Visit Arkansas State Crime Lab website and click on the SA Kit banner
- Call Beverly Pannell at 501-683-0470
Submission Form

- The ASCL has two versions of our evidence submission forms
  - The “long form” ASCL-FORM-12_WD is used for all submissions except Drugs and Toxicology.
  - The “short form” ASCL-FORM-63 is used only for Drugs and Toxicology.
- For the more serious or complex cases (e.g., homicide, rape, robbery, aggravated assault, burglaries), more information will be needed, such as the incident report.
- Evidence Source: it is important for us to know whom and where the sample was taken from.
- All submission sheets are available on the ASCL website. [www.crimelab.arkansas.gov](http://www.crimelab.arkansas.gov)
# Submission Form

## Evidence Submission Form

**Arkansas State Crime Laboratory**
**Evidence Submission Form**

**Has any evidence been previously submitted on this case by any agency?**
- [ ] Yes
- [x] No

**Agency Case #**

**ASCL Case #**

**Known please list ASCL Case #**

**Investigating Agency**

**Investigating Officer** (Prefix, First, Last)

**Phone**

**Mobile** (optional)

**Type of Offense**

<table>
<thead>
<tr>
<th>Evidence #</th>
<th>Evidence Description</th>
<th>Physical Evidence/DNA Requested</th>
<th>Requested Service</th>
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<tbody>
<tr>
<td>1</td>
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**Evidence will be analyzed using a priority based system. List the priority of your evidence for analysis (1 = highest)**

**Justice Law—if a felony is most common case, please answer the following:**

- [ ] Yes
- [ ] No

**Was a DNA sample collected or a DNA database for CODIS?**

- [ ] Yes
- [ ] No

**If this case involves a sexual assault—Was there a consensual sexual act within the past 90 minutes?**

- [ ] Yes
- [ ] No

**Data line summary of Crime**

**Important—please note the following:**

- The Arkansas State Crime Laboratory (ASCL) shall select and use appropriate testing methods as needed (please visit the ASCL website www.arkansascriminal.com for information available).
- The ASCL reserves the right to transfer evidence to another accredited laboratory when deemed necessary.
- All evidence shall be properly packaged and sealed to prevent contamination and tampering.
- All biologically contaminated evidence must be marked BIORHAZARD.
- Shares must be packaged in such a manner as to prevent accidental opening.

** Firearms Submissions—By signing, thereby certify all firearms are unloaded.**

**LAB USE ONLY**

**Submitting Officer (print):**

**Signature:**

**Date:**
**Submission Form – Drugs/Tox**

### Evidence Submission Form

**ARKANSAS STATE CRIME LABORATORY**

- Evidence Submission Form (Drugs & Toxicology Only)

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**Has any evidence been previously submitted on this case by any agency?**
- Yes
- No

**Agency Case #**

**ASCL Case #**

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**If applicable, list additional agencies involved**

**Phone**

**Mobile** (optional)

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<thead>
<tr>
<th>Type of Offense</th>
<th>Date of Offense</th>
<th>County of Offense</th>
<th>E-Mail Address</th>
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<tr>
<th>Suspect(s) (LAST, First)</th>
<th>SID/SSN</th>
<th>DOB</th>
<th>Race</th>
<th>Sex</th>
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<tr>
<th>Evidence Source</th>
<th>Requested Service (prior to label, please)</th>
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**Detailed Summary of Crime (Use provided addendum if necessary):**

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**Type of Analysis Requested:**

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** Were all urine samples for alcohol testing collected by Arkansas Department of Health (ADH) guidelines?**

** Were ARORA donor?**

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**Important – please note the following:**
- The Arkansas State Crime Laboratory (ASCL) shall select and use appropriate testing methods/procedures.
- The ASCL reserves the right to transfer evidence to another accredited laboratory when deemed necessary.
- All evidence shall be properly packaged and sealed to prevent contamination and tampering.
- All biologically contaminated evidence must be marked BIOHAZARD.
- Shrap must be packaged in such a manner as to protect personnel during handling.

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**Submitting Officer (print):**

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**Signature**

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**Date**

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**Note:**
- INC USP5 UPS PDX DHL

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Evidence Submission Process

- Please make an appointment.
  - This streamlines the evidence submission process for all agencies
  - The sooner you make the appointment, the better chance you have of receiving the time slot that you prefer
- Please have all submission sheets signed before approaching counter. This will allow us to get you in and out in a more timely manner.
Only for Evidence lockboxes for officers with 10 cases or fewer

DO NOT USE LOCKER FOR:
- Firearms
- Hazardous chemicals
- Illicit lab materials
- Homicides, or any case(s) that have special circumstances

Evidence must be in a sealed container with officer initials going across tape seal or heat seal

If submitting urine or blood, PLEASE MAKE SURE CONTAINER IS SEALED TIGHTLY AND WILL NOT LEAK.
All submission sheets must be **date stamped** and **signed** by the officer putting the case(s) in the lockbox.

All submission sheets must be filled out completely, including having a **contact number** and/or **email address** for the investigating officer on the case.

There are several agencies that have the same abbreviations—please spell out your agency name on submission sheet.

- **Example:** “JPD” can mean either Jonesboro or Jacksonville PD
- **Example:** “Jacksonville” can mean either Jacksonville PD or Jacksonville FD

Make sure that the submission sheet is attached to the correct piece of evidence.

Write identifying marks on evidence packaging, such as the **agency case number** or **suspect/victim name**.
Evidence Pick Up

- Please pick up your evidence in a timely manner—we have limited storage space
- If you are submitting evidence for a different agency, we ask that you also pick up that agency’s evidence (that is ready to be returned)
Andrea Swift
Evidence Receiving Section Chief
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Office: 501-683-6100
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