



LAKE COUNTY CRIME LABORATORY
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ASCLD/LAB-*International* Accredited
Testing Laboratory since 2009
ASCLD/LAB-*Legacy* Accredited
Testing Laboratory from 2000-2009

EVIDENCE PACKAGING AND ACCEPTANCE PROCEDURES

Depending on the examinations required, evidence items should be packaged in a specific manner.

- 1. DNA/SEROLOGY/BLOOD/BODY FLUIDS:** Paper bags or envelopes are recommended. Never package in plastic bags.
- 2. FINGERPRINT EXAMINATION:** Paper bags or envelopes are recommended. Never package in plastic bags.
- 3. FIREARMS:** Gun boxes are recommended. These can be purchased from a Forensic Supplier. See list below.
- 4. ARSON & EXPLOSIVE DEBRIS:** Package in clean (never used) paint cans. These can be obtained from the Crime Laboratory or purchased from a Forensic Supplier. See list below.
- 5. TRACE & CONTROLLED SUBSTANCES:** Can be packaged in any type of container.
- 6. TOXICOLOGY:** Package in designated Toxicology boxes as provided (Blood and Urine Separate). Call with any questions.

NOTE: The yellow seal provided with toxicology boxes is for ODH requirements only and does not meet the laboratory standard for a proper seal. An additional seal is required for submission. Do not obliterate the yellow seal. Cover it with one piece of clear sealing tape and initial over the tape and onto the box.

- 7. DIGITAL EVIDENCE:** Paper bags, envelopes and cardboard boxes are recommended. Cell Phones should be turned off and **the battery removed**, to protect the device from unauthorized erasure. Computers may be submitted unwrapped, but must be labeled with the submitting agency's case information, and

must be properly sealed to prevent loss or contamination. See section below on proper seals for computers.

NOTE: A copy of the consent to search and/or search warrant with affidavit and police report are required with the submission of digital evidence or the examination cannot proceed.

- 1.
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- 7.

8. DOCUMENT EVIDENCE: Handwriting Examinations are no longer done at the LCCL. Documents may be submitted for Fingerprint Processing and should always be submitted in paper envelopes.

EXCEPTIONS:

Certain items of evidence may be too large to wrap, or the evidence may be destroyed by attempting to wrap the item. In these instances, notify the Laboratory. The Laboratory will assist you.

UNUSUAL SITUATIONS:

Items which may be hazardous to the employees of the Lake County Crime Laboratory must be clearly identified as hazardous by the submitting agency. Please provide as much information as possible concerning the hazardous item. An example of this is "suspected cyanide". If you have any questions please call the Crime Laboratory, we will assist you. Some types of evidence cannot be tested by the Lake County Crime Laboratory. For example, we cannot accept suspected anthrax. On items such as this, please call the Crime Laboratory and we will provide you with information on where to send the item.

PROPER PACKAGING:

When possible, each item should be separately wrapped in a paper bag, or envelope, which is large enough to cover the item. Make sure to place items in a package which is **large enough** to re-package the item, once the scientist has completed the examination.

Seal the container with the proper type of evidence tape for the container.

PROPER SEAL:

A proper seal is one which is tamper evident, such as friable evidence tape that breaks upon opening, or evidence tape that will leave a mark upon removal. There must be no openings which would allow anything to enter or escape the package.

Initial the evidence tape, over the edge of the tape. Your initials should crossover the evidence tape and onto the package.

If the evidence is not properly sealed and marked, the person submitting the item must correct the situation before it will be accepted.

PROPER SEAL FOR COMPUTERS:

Computers submitted for Digital Evidence Examination must be sealed. Remove the power cord and seal the electrical port on the computer with friable evidence tape; initial over tape and onto the computer. Seal over the side of the case that is used to access the computer's interior using friable evidence tape. Initial over the tape and onto the computer. Remove any external media (such as a USB) and submit in a sealed envelope or package. Ports for the CD/DVD or disk drive must be taped to avoid loss of any media that may be inside. Use a small piece of friable evidence tape across the center of the port, and initial over the tape and onto the computer. Initials should be made with a magic marker.

To submit a laptop, place it into a paper bag or box, and seal properly.

IMPROPER SEAL:

Examples: Cellophane tape on a metal can, or cellophane tape on a plastic bag, because these may be removed and replaced without detection. Never seal with staples.

SAFETY PRECAUTIONS

Special care should be taken with the following items:

FIREARMS: Firearms must be unloaded prior to submission to the Laboratory. If a firearm must be submitted in the loaded state, permission must be obtained from a Firearms Examiner prior to submission. Label the box "loaded firearm" and indicate to the laboratory who granted permission to submit the loaded weapon.

SHARP OBJECTS: Special care must be used when packaging sharp objects, in order to protect anyone transporting or handling the evidence. Sharp objects must be labeled as "sharp", and placed into a puncture proof package. If not possible, notify the laboratory at the time of submission that there is a "sharp" object. The Laboratory will assist you.

SYRINGES: Syringes must be placed into puncture proof containers, which can be purchased from a supplier of Forensic items. Alternatively, place the syringe into a puncture proof container, and label it as "sharp".

BIOHAZARDS: Any items that have blood or body fluids must be marked as a biohazard using labels available from a Forensic Supplier. An alternative is to write "Biohazard" on the outside of the container.

EXPLOSIVE DEVICES: Under no circumstances will Un-detonated, explosive devices be accepted at the LCCL. The Lake County Bomb Squad must be called for consultation and subsequent removal.

LIST OF FORENSIC SUPPLIERS:

Forensic Source 1-800-347-1200
Evident 1-800-576-7606
Spex Forensics 1-800-657-7739

COPS Plus 1-800-330-6422
Lynn Peavey 1-800-255-6499