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| **Raleigh/Wake City-County**  **Bureau of Identification**  **Crime Laboratory Division**  **Evidence Receiving Unit**  **EVIDENCE RECEIVING UNIT TECHNICAL PROCEDURE** |

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# Evidence Receiving Unit Technical Procedure

## 1.0. Purpose

To establish the procedures for the submission, transfer, and storage of evidence to the CCBI Crime Laboratory.

## 2.0. Scope

This procedure applies to all Laboratory Forensic Evidence Custodians receiving evidence into the Evidence Receiving Unit (ERU) or transferring evidence from the ERU of the CCBI Crime Laboratory.

## 3.0. Definitions

**3.1.** Laboratory Forensic Evidence Custodian – Any CCBI employee receiving evidence into the Evidence Receiving Unit (ERU) or transferring evidence from the ERU of the CCBI Crime Laboratory.

## 4.0. Procedure

## 4.1. General

**4.1.1.** Ensure evidence is submitted in accordance with CCBI policy and procedures and the guidelines set forth in the CCBI Evidence Submission Guide.

**4.1.2.** Ensure evidence is packaged and sealed according to Laboratory Administrative Procedure for Evidence Handling.

**4.1.3.** Remediate any evidence packaged or sealed in an unacceptable manner according to the Laboratory Administrative Procedure for Evidence Handling.

**4.1.4.** Label evidence according to the Laboratory Administrative Procedure for Evidence Handling.

**4.1.5.** Correct any discrepancies according to the Laboratory Administrative Procedure for Evidence Handling.

**4.1.6.** Accept and transfer evidence by signing the chain of custody form.

## 4.2. External Agency Submissions

**4.2.1.** Ensure that evidence accepted into the laboratory is accompanied by a completed Request for Examination Form (CCBI-002) which sufficiently documents the following:

* contact information for the submitting agency
* subject/victim information
* analysis requested
* a description of the item(s) submitted for forensic examination

**4.2.2.** Evaluate the accompanying CCBI-002 to ensure that CCBI has the capability to perform the requested examination(s). If CCBI cannot perform the requested analysis

* the evidence will not be accepted by the Forensic Evidence Custodian
* the reason for the rejection will be communicated to the requestor

**4.2.3.** Give a copy of the completed CCBI-002 form to the submitting person.

## 4.3. Internal Evidence Submissions

**4.3.1.** Ensure latent print evidence is placed in locker sixty-nine of the CCBI Main Evidence Vault and accompanied by an Evidence Inventory Form (CCBI-001).

**4.3.2.** Ensure non-latent print evidence is placed into a secured pass-through locker and accompanied by a CCBI-001.

**4.3.3.** Ensure the CCBI-001 is accurate and complete.

## 4.4. Secure URL Evidence Submissions

**4.4.1.** Collect the Evidence from the secure URL.

**4.4.2.** Ensure the evidence is accompanied by a CCBI-002 and any additional necessary documentation.

**4.4.3.** Ensure the CCBI-002 and any additional necessary documentation accurate and complete.

**4.4.4.** Ensure the evidence is stored in Digital Crime Scene.

## 4.5. CCBI Case Number Creation and Assignment

**4.5.1.** Check Sungard’s®ONESolution RMS System (RMS) and Evidence Tracker logs to determine if the evidence has a prior CCBI case number assigned.

**4.5.1.1.** If evidence does not have a prior CCBI case number assigned:

* generate a CCBI case number
* input all necessary information into RMS

**4.5.2.** Assign CCBI item numbers to all items of evidence, with the exception of Drug Cases and DWI Cases.

**4.5.3.** Mark the evidence with the CCBI case number and CCBI item number (if applicable).

**4.5.4.** Update the appropriate tracker log with the necessary information.

## 4.6. Generating a CCBI case number for non DWI Blood Cases

**4.6.1.** Complete the following steps to create a Computer Aided Dispatch (“CAD”) call, which initiates a case:

* Connect to Net Motion
* Select F3 “Dispatch”
* Select F8 “Self-Initiated Call”
* Select “Incident Type” by choosing the appropriate case from the dropdown menu
* Type in CCBI’s physical address and “Send”
* Select the first CCBI physical address and “Send”
* Select “Disposition” and “Add Report” and “Send”
* Highlight the call that has been created
* Select “Close Call”
* From the “Disposition” dropdown menu select “Completed” and “Send”
* A notification stating “Case Has Been Created” will appear and click “OK”

**4.6.2.** Complete the following steps in the Mobile Computing Technology Module (“MCT”), which generates a case number from the CAD call:

* Enter OSSI/MCT
* Select F12 “Refresh”
* Select F1 “Status”
* Create an Incident Report
* Double click on the generated case number to open the computerized case file
* Fill in the appropriate information in the highlighted boxes
* Select “Offense” and enter using the offense code or the dropdown menu
* For the “Att/Com” box enter a “C”
* Select “Save” and “Exit”
* For the “Names” box add the victim information
* Select “Save” and “Exit”
* Enter Property and/or Vehicle information in the “Propty” and/or “Vehicle” boxes, if applicable
* Select “CCBI” as the “Sup Rev Grp”
* Select Page 2 and enter the following information in the “Off. Narr” box:
* Report Pending
* Date of Offense “DOO”
* Subject Information (Name, Race, Sex, Date of Birth (DOB), if information has been provided)
* Agency Case Number
* Select “Save” and “Exit”
* Enter the Agency Case Number
* Select “Ready To Submit” and “Submit”
* Disconnect from Net Motion

**4.6.3.** Complete the following steps in Mobile Filed Reporting (“MFR”) and approve the MCT entry:

* Log on to MFR
* Select “Officer”
* Select “CCBI”
* Find the case number
* Open the case and review the officer narrative
* Select “Approve/Deny” and “Approve/Exit” or “Deny/Exit”
* If “Deny” is selected enter the reason for the denial in the text box
* Make necessary corrections and resubmit case for approval
* Repeat approval process

## 4.7. Generating a CCBI Case number for DWI Blood Cases

**4.7.1.** Generate and assign a CCBI case number in accordance with the Laboratory Administrative Procedure for Laboratory Case Record Contents, Management, and Retention.

## 4.8. Evidence Tracker Logs

**4.8.1.** Fill in the following information on the designated evidence tracker logs:

* **Drug Evidence Tracker** – CCBI case number, date received, offense date, submitting agency, submitting agency case number, subject(s), and agency DA request status

* **DWI Blood Tracker** – CCBI blood case number, date received, agency, agency case number, subject(s), and court docket number (if provided)
* **Computer Forensics** – CCBI case number, date received, offense date, submitting agency, submitting agency case number, subject(s)
* **For other evidence** – date of incident, CCBI case number, evidence collection date, employee, agency, agency case number, victim, last item numbers for physical evidence and latent evidence, code for required laboratory examination

## 4.9. Evidence Transfer and Storage

**4.9.1.** Sign and date the chain of custody form for all evidence transfers and do the following:

* Indicate a transfer of the evidence to a designated storage location on the chain of custody form

and place the evidence in the designated storage

or

* transfer the evidence to a CCBI Crime Scene Crime Scene Investigator for processing or Laboratory Examiner for examination

## 4.10. Evidence Return

**4.10.1.** For all evidence to be returned to submitting agencies:

**4.10.1.1.** Evidence will be returned in person to the submitting agency within a reasonable time.

**4.10.1.2.** All available evidence will be returned whenever a submitting agency is present in the ERU

**4.10.1.2.1**. On a weekly basis, an Forensic Evidence Custodian must contact submitting agencies which do not have a regularly scheduled evidence drop-off or pick-up date and inform the appropriate personnel of any evidence available for return.

**4.10.1.2.2.** If no action is taken by the submitting agency within a reasonable period contact a supervisor at the submitting agency.

**4.10.2.** Any Forensic Evidence Custodians who return evidence to a submitting agency must ensure the appropriate Tracker log is updated with the necessary information.

**4.10.3.** Any Forensic Evidence Custodians who return evidence to a submitting agency must ensure the case file is transferred to Central Records.

## 4.11. Special Considerations for Labeling and Packaging Evidence

**4.11.1.** Forensic Evidence Custodians must not receive into ERU or transfer evidence from ERU evidence which is improperly labeled or packaged.

**4.11.2. Firearms Evidence**

**4.11.2.1.** Forensic Evidence Custodians must ensure all firearms are unloaded and contain no live rounds prior to acceptance into the laboratory. Forensic Evidence Custodians should not remove or detach any submitted firearms from evidence packaging for the purpose of the acceptance function.

**4.11.2.2.** Forensic Evidence Custodians must deny acceptance of firearms which are not unloaded or have a Firearms Examiner unload the firearm prior to acceptance.

**4.11.3.** **Biological Evidence**

**4.11.3.1.** Evidence containers containing biological evidence must be labeled as containing a biological hazard.

**4.11.3.2.** The CCBI-002 must reflect which items contain biohazardous evidence and exactly where biohazardous evidence was collected.

**4.11.3.3.** CCBI Forensic Evidence Custodians will store biological evidence in evidence refrigerators or freezers or in an manner which preserves the integrity of the evidence.

**4.11.4. Sharps**

**4.11.4.1.** Evidence containers containing sharps must be packaged in a rigid container with the sharp ends protected.

**4.11.4.2.** Evidence containers containing sharps evidence must be labeled as containing a sharps hazard.

**4.11.5. Digital Evidence**

**4.11.5.1.** Stand-alone digital media storage devices must be packaged in an evidence container when practical.

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| **Revision History** | | |
| **Effective Date** | **Version Number** | **Reason** |
| 12/22/17 | 1 | New ERU Technical Procedure |
| 10/4/19 | 2 | Modified firearm securing procedures |
| 9/3/20 | 3 | Modified 4.11.2.1 |
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