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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 prior to acceptance.

**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 |
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