



STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES and PUBLIC PROTECTION DIVISION OF SCIENTIFIC SERVICES



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Director

Guidelines for Cold Case Submission

Once an agency has identified a cold case for re-examination the following steps should be followed prior to requesting Laboratory services:

- A. Determine what physical evidence is still in your custody and prepare an inventory list.
- B. Assemble all reports of evidence analysis
 - a. If a homicide – a copy of the Medical Examiner's report.
 - b. Copies of Crime scene photographs.
 - c. Copies of Investigative reports, case files.
 - d. Known samples from new suspects (also investigative personnel's buccal swabs may be necessary) for DNA testing and comparison.
- C. Contact Case Management at:
203-427-4098 or via email at ct.forensiclab@ct.gov
 1. The Cold Case Coordinator will be notified and all related Laboratory materials will be assembled.
 2. A meeting will be set up between the Cold Case Coordinator and the assigned investigators.
 3. At this meeting a review of the documents will take place.
 4. The agency will be requested to submit evidentiary items deemed appropriate for further analysis.*

* Do not repackage or photograph any evidence prior to submission (consideration for touch DNA).

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