

Approved by Director: Dr. Guy Vallaro

- A. **Purpose: Administrative**
- B. **Responsibility: Assigned section staff**
- C. **Procedure:**

1 Evidence Procedures

A Taking Custody

- 1 Review “Request for Examination of Physical Evidence” form and “Evidence Receipt” form and the evidence containers (packages) at the Evidence Receiving Office. Verify that the number and description of items listed on both the forms, for examination by Questioned Document Section, are present and accounted for.**
- 2 Review “Request For Examination of Physical Evidence” form and/or any other form of request such as a letter of request.**
 - a Determine what type(s) of Document examination(s) requested which might require special handling of evidence.**
 - b Determine if evidence is to be reviewed or examined by other units of the Laboratory.**
 - c Determine if case or evidence should be reviewed and/or examined by another Unit prior to being assigned to Questioned Document Section.**
 - d In the occurrence of a, b or c;**
 - Notify Evidence Receiving Unit of situation.**
 - Contact submitting agency and advise them of the situation.**
 - Contact Unit concerning the evidence in question and advise them of the situation.**
 - Make note for file, including date, time, person(s) spoken to, etc. concerning the additional examination by other units.**
- 3 If problem exists with evidence (i.e. all evidence listed as being submitted to Laboratory is not accounted for) or if evidence should be assigned to another Laboratory Unit prior to Questioned Document Section.**
 - Notify Evidence Receiving Unit of situation.**
 - Contact submitting agency and advise them of the situation.**
 - Make note for file, including date, time, person(s) spoken to, etc. concerning the additional examination by other units.**
- 4 Take custody of evidence and obtain copies of “Evidence Receipt” and “Request For Examination of Physical Evidence” forms.**

B Secondary Receipt Procedures

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of Qualtrax are considered uncontrolled.

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- 1 Open each container and/or package containing evidence and take physical inventory of evidence contained therein.**
 - a Write date, case number, submission number and initials on evidence barcode sticker on package.**
 - b Verify that evidence and barcode information correspond.**
 - c If evidence is to be subsequently processed by another Section of the Laboratory (i.e. Latent Prints), ensure proper procedures are followed so as not to destroy or contaminate evidence.**
 - c After opening a container or package, appropriately identify and initial each piece of evidence received.**
 - d If any evidence listed on "Evidence Receipt" form is not received;
Notify Evidence Receiving Unit of discrepancy.
Contact submitting agency and advise them of the discrepancy. Request clarification and/or correction concerning the discrepancy.
Make note for file, including date, time, person spoken to, etc. relative to explanation of missing document(s) by submitting agency.
Return evidence to its original container and/or package.
If discrepancy cannot be corrected, return all evidence [received] to Evidence Receiving Unit for return to submitting agency.**

C Securing and Control of Evidence

- 1 Secure newly established file in "Pending Cases" drawer of file cabinet in Questioned Document Section Office. Secure said file cabinet when office is unattended.**
- 2 All evidence which cannot be placed in the case file will be secured in approved Questioned Document storage area or container.**
- 3 At no time will any evidence submitted for examination be left unsecured and/or unattended outside of Questioned Document Offices or the Documents Laboratory.**

D Documentation of Evidence

- 1 Information describing the actual contents of the evidence container and/or a description [of the evidence] appearing on the evidence labels, stickers or markings on the evidence container will be recorded on the Questioned Document Worksheet.**
- 2 Photocopies of all evidence will be made (when practical) and placed in case file.**
- 3 Digital photographs and/or scans of evidence will be taken as deemed necessary and appropriate by the examiner. Copies of all photographs and/or scans will be maintained in appropriate case file.**
- 4 All instrumental analysis shall be recorded on Documents worksheets.**

D. Sources of Error: Not applicable

QD SOP-3 Evidence Procedures

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E. References: See Bibliography/Reference Materials.