A. Purpose: To ensure that evidence is submitted correctly to the Evidence Receiving Unit.

B. Responsibility: Evidence Control Officers (however titled) or designees.

C. Procedure:

If Evidence Receiving personnel are not sure if evidence meets the criteria for submission or have a question regarding the integrity of the evidence, the appropriate section Deputy Director/designee must be consulted.

When an unusual or special case (high profile, poisoning, etc.) is brought in for submission to the Evidence Receiving Unit, the appropriate section Deputy Director/designee will be notified for further instructions.

When evidence is submitted to the Division of Scientific Services, the Evidence Control Officer (ECO) or designee will:

1. Review the "Request for Analysis" form (SOP-ER-02:1) to ensure that essential information is provided. If necessary, obtain additional information from the submitting agency.

2. Review all submissions to ensure that packages are properly labeled. Ensure that the submission is properly sealed with tamper proof seals and appropriate initials. Compare evidence labels to descriptions and item numbers listed on the "Request for Analysis" form.

    - If evidence is not properly sealed, Evidence Receiving personnel shall determine if the problem can be corrected at the time of submission or if the item must be returned to the submitting agency for appropriate action. Materials shall be available in the Evidence Receiving Unit that can be used to ensure the integrity of most commonly submitted items.

    - If any major discrepancy is noted between items listed on the "Request for Analysis" form and evidence being submitted, the submitting agency shall resolve the inconsistencies. Minor general labelling variances are allowed. Any changes must be clearly indicated, and the correction must be initialed and dated.

        - Example #1- The label placed on the evidence item states "Two DNA swabs collected from steering wheel of vehicle, VIN #99999". The description listed on the "Request for Analysis" form states "Swabs- interior door handle". Agency needs to resolve as the descriptions reference different locations.

- Example #2- The label placed on the evidence item states "Two DNA swabs collected from steering wheel of vehicle, VIN #99999". The description listed on the "Request for Analysis" form states "Swabs- steering wheel". Nothing to resolve as both descriptions reference the same location.

- If any identifying information needs to be added to the packaging, the ECO or designee should instruct the submitting agency representative to do so prior to the evidence submission, e.g. item numbers should be written on packages. Any changes must be clearly indicated, and the correction must be initialed and dated.

3. A JusticeTrax generated laboratory number is issued for all new cases.

   - See below for specific details on how to use the JusticeTrax system for evidence submission.
   - If additional evidence is submitted for a previously submitted case, that evidence will be taken in under the previously issued laboratory number.
   - If an agency number is already associated to a laboratory number, but the creation of a new laboratory number is desired, the ECO or designee will need approval from the appropriate Deputy Director or Laboratory Administrative Manager (however titled) prior to overriding the previously associated laboratory number.

4. Entering evidence into JusticeTrax.

   - Each evidence submission shall be entered as a package with the contents, as listed by the submitting agency, in quotations. For example, Bag with "rock". <u>This designation indicates evidence receiving personnel did not see the actual evidence</u> and the record is only listing what the submitting agency states is in the package.

     - The ECO or designee will type the description similar to as it is listed on the "Request for Analysis" form. Descriptions may be shortened at the ECO's or designee's discretion.

       Example: Form states "Foam tipped applicator swab". It is acceptable to enter this item as "Swab".

     - See ER SOP-10 for instructions on describing Controlled Substance evidence submissions.

- **A bar coded label shall be generated for each submission to the Laboratory**. Whenever practical, the barcode shall be affixed to the submission as it is created in JusticeTrax. *Prior to affixing the barcode, one last check is done that the information on the evidence package, "Request for Analysis" form, and the barcode coincide with one another.

5. An Evidence Receipt will be generated and stored in the main case file. This receipt will be signed by the ECO or designee and a submitting Agency representative. The receipt will include acknowledgement of the barcodes and local case number matching. A signed copy of the receipt will be given to submitting agency.

6. When the JusticeTrax system is not operating, evidence may be received (or returned) using a paper evidence receipt and inked signatures from the ECO or designee and an Agency representative (QR-ER-01 and QR-ER-02).

7. Copies of the "Request for Analysis" form and the signed Evidence Receipt will be provided for all Sections involved.

8. Proficiency tests are given to the ECO or designee by the Quality Manager for submission to the Division of Scientific Services. The ECO or designee will open the package and enter the case into JusticeTrax assigning it a laboratory case number. The evidence will be transferred in JusticeTrax to the appropriate Section personnel. A copy of the submitting documents will be kept in the main case file in the Evidence Receiving Unit (ERU).

9. Competency tests may be given to the ECO or designee by the appropriate Deputy Directory or Section Lead for submission to the Division of Scientific Services. Competency tests will be handled similar to proficiency tests. See above.

JusticeTrax Data Entry for Evidence Submission for a New Case

1. Select new case icon. Input submitting agency name and local case number (numbers and letters only). Check the box "search archive" to confirm a new case. Press enter and select new case when prompted. When necessary, select the "search" tab and input the local number or individuals name to see if the case is already in the system (ex. Medical examiner bloods already here on a specific case.)

    Note: Add "CFS" at the beginning of the agency case number for all State Police submitting agencies. For all cases, check to ensure that the case number matches on the paperwork and the evidence, including the correct number of zeros.

2. Select “Offense” tab. Next, right click the mouse “add offense”. Input offense, City of incident, and date of incident.

3. Select “Individual” tab. Next, right click the mouse “add individual”. When available, input the last name, first name, middle name, type, gender, DOB, race and NamUs #, when applicable.

   Note: For DUI cases only, include the address of the individual.

   Note: For Unidentified humans remains, include “UP” before the NamUs number. For Missing Persons, include “MP” before the NamUs number. Ex. NamUs: UP # 9999

4. Select “Evidence” tab. Next, right click mouse and “add evidence”. When needed, input agency representative (the agent who brought the evidence to the ERU). Add the description of the evidence with the container; i.e.: #1 Bag with “shirt”. If the evidence matches one of the evidence kits then select that kit from the drop down list. Select “initial transfer”, left click on “no bar code”, left click on “agency representative”. Select “To”, scan the bar code for the ECO or designee taking in the evidence and their Personal Identification Number (PIN) to signify a secure transfer. Select “Then to”, scan the barcode for the appropriate Evidence Receiving Incoming location. Left click on apply. To add additional evidence repeat the above procedure.

5. Select “Requests” tab. Right click and add requests that apply to that particular submitted evidence. Using the “Request for Analysis” form, Input “Submitting Agency”, “Representative” (the name of the agent requesting the examination), “Lab”, “Section” and “Service” and click ok. Select the “reason” tab if special circumstance such as; court, Joyce or police involved is needed.

6. Left click “Apply”. Select and print the number of case barcode labels needed for the paperwork and the file folder.

7. If there is any additional or special information to be recorded, it can be entered in the “Synopsis” area of the “Case Info” tab.

8. To generate a receipt, left click on the “Transfer” tab, click on the “Print Inbound Evidence Receipts”, sign the receipt in “Received at Lab by” line, and then the check box and initial the “Barcode /Local Number Correspond” area to verify evidence submitted. Have the Agency Representative sign their name and then make the appropriate copies.

9. When entering a case into JusticeTrax, never alter or edit a case submission date/time or a case chain of custody that has already been established in JusticeTrax.

Pre-logging JusticeTrax Data Entries

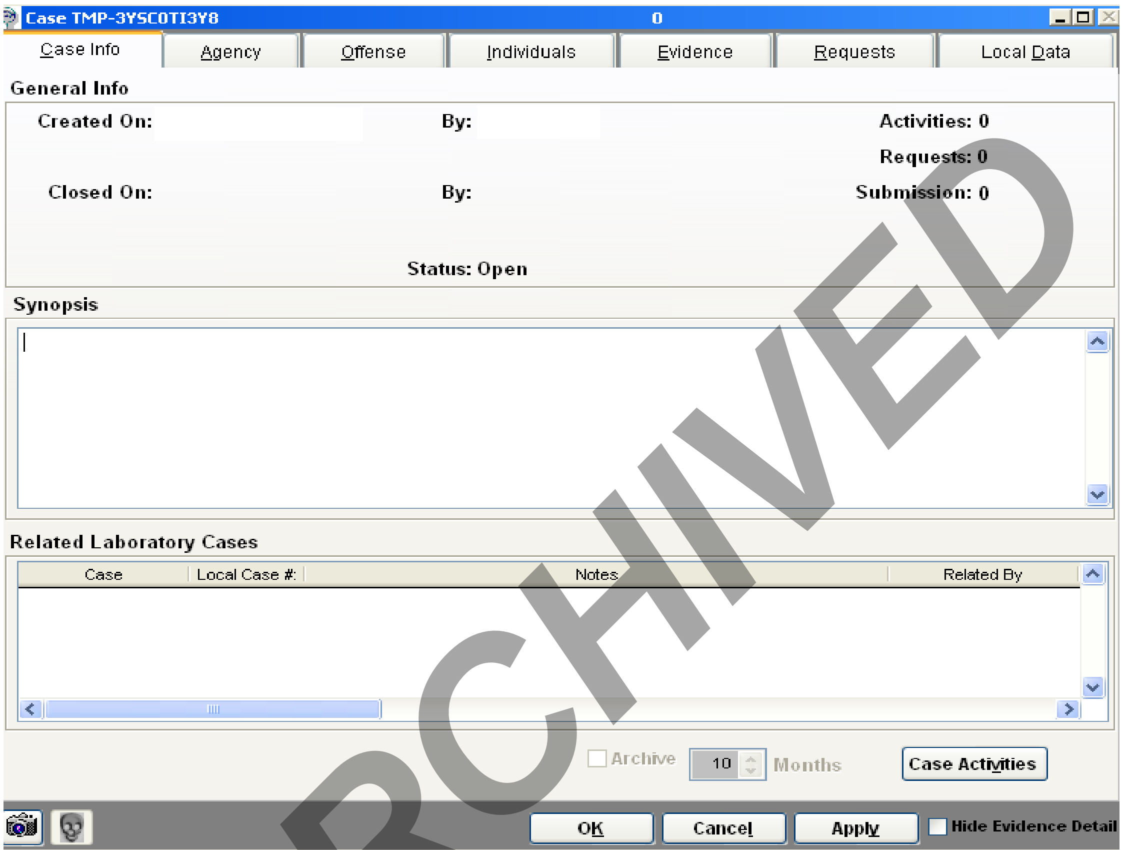
1. For pre-logging purposes, submitting agencies have the option to submit "Request for Analysis" forms to the DSS separately and prior to submitting any evidence.

2. The ECO or designee and Case Management personnel will coordinate the intake of the "Request for Analysis" forms, which may be emailed/scanned, faxed or mailed to the DSS, as well as scheduling a date and time for evidence to be submitted.

3. Following the JusticeTrax Data Entry steps #1 through #3, the "Agency", "Offense", and "Individual" tabs are populated with the information present on the "Request for Analysis" form.

4. Once evidence has been received at the DSS and verified against the "Request for Analysis" form, it will then be created in JusticeTrax following JusticeTrax Data Entry steps #4 through #9. The "Evidence" and "Requests" tabs are populated with specific evidence related information. "Inbound Evidence Receipts" can then be printed and signed.

The following is a print screen image of the tabs in JusticeTrax.



The following is a "Request for Analysis" form (SOP-ER-02:1).

STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF SCIENTIFIC SERVICES 278 COLONY STREET, MERIDEN CT 06451 TELEPHONE (203) 639-6400 FAX (203) 639-6484	**REQUEST FOR ANALYSIS**	Department of ... DIVISION OF SCIENTIFIC *Laboratory Identification Number* *Laboratory Use Only*

Has evidence been previously submitted? If "Yes", Laboratory Number:

Investigating Officer Requesting Analysis(Print Name):

Name & Address of Submitting Agency:

Telephone:

Type of Offense:

Town of Incident:

Date of Incident:

Agency Case Number:

Phone Number:

Email Address:

Name of Victim (Last, First, M)	DOB	Race	Sex

Name of Suspect (Last, First, M)	Arrest Made?	DOB	Race	Sex	SPBI#

Detailed Case History (or attach Police Report or Complete Search Warrant):

Information on Evidence Submitted		Type of Examination Requested (check box)												Respond: Yes or No	
Agency Item#/ Exhibit#	Briefly describe the contents of each package of evidence	Arson/GSR	Biology/DNA	Firearms/ Toolmarks	Imprints/ Footwear	Latent Prints*	Quest. Docs	Trace	Controlled Substance	Toxicology**	Computer Analysis	Video/Audio	Other (Explain)	Was this evidence collected at the primary crime scene?	Was this evidence collected from the suspect's person or possession?

Is this case a missing person or unidentified remain? If yes, please provide NAMUS number Please attach "Missing Person Additional Info. form

Person Submitting Evidence (Print Name): Date:

**All Latent Print non-porous evidence must be fumed prior to submission unless other arrangements have been made with the Laboratory.*

***DUI evidence should be accompanied with Form DPS-0009-C (Rev. 9/2013)*

SOP-ER-02:1 Rev 1 (10/2015) *An Affirmative Action/Equal Opportunity Employer*