

A. Purpose: To ensure there is a secure storage area and to maintain the integrity of the submitted evidence in the Division of Scientific Services (DSS).

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

C. Abbreviations:

ERU	Evidence Receiving Unit
ER	Evidence Receiving
NIST	National Institute of Standards & Technology
DSS	Division of Scientific Services

D. Procedure:

1. The integrity of the evidence shall be preserved at all times.

Access to the Evidence Receiving Unit will be **strictly** monitored. In general, only Evidence Receiving Unit personnel and those approved by the Director will have access to the ERU and its evidence holding rooms.

- A complete chain of custody must be maintained and recorded for each item of evidence submitted to the laboratory.
 - This chain shall be maintained through use of the generated bar code and the JusticeTrax system. For submissions prior to January 1998, a written chain of evidence may be maintained.
2. All items not transferred to a Section on the day of submission shall be stored in the designated Evidence Receiving storage location.
 3. Items requiring refrigeration or freezing will be temporarily held in an Evidence Receiving Unit refrigerator or freezer. When an examiner is available, all frozen and refrigerated items should be retrieved to be stored appropriately in another DSS storage area.

Refrigerator(s)/Freezer(s) are located in the ERU for temporary storage of physical evidence (i.e., autopsy samples, sexual assault kits, urine/blood samples)

- (a) The ERU will be responsible for maintaining only the combination refrigerator/freezer unit within the Evidence Receiving storage area. Refer to GL SOP-21 "Remotely Monitored

Temperature Sensors” for guidance. An annual check will be performed against a NIST traceable thermometer.

4. The evidence submitted in a case may be placed in multi-case convenience storage container. A copy of the evidence incoming receipt should be placed with the evidence in one of the following convenience storage containers:

Large boxes are labeled with the laboratory case number or evidence receipt for identification purposes. When items are boxed, they are stacked in approximate numerical order in the incoming evidence storage room. Storage areas are designated for the Units with outstanding requests (i.e., Latent Prints, Forensic Biology, Arson etc.).

Smaller packages may be placed in an envelope and should have the laboratory case number or evidence receipt attached to the item or envelope for identification purposes. These envelopes will be stored in approximate numerical order in the boxes labeled by Unit (i.e., Latent prints, Forensic Biology, Arson etc.).

Larger items that cannot be boxed may be maintained in the larger item storage shelving area. The item is labeled with the laboratory case number or evidence receipt for identification purposes.

5. Evidence should be returned to ERU packaged as submitted, unless otherwise necessary by the nature of the physical evidence and/or the examination conducted.
6. Evidence returned to the ERU from an examiner of the DSS will be checked for proper seals and examiner initials before being transferred through JusticeTrax into the appropriate evidence return storage location.