

Approved by Director: Dr. Guy Vallaro

A. Purpose: To ensure that Controlled Substance evidence is taken in correctly.

B. Responsibility: Evidence Control Officers or designees.

C. Procedure:

Evidence submitted for testing (Controlled Substances) must have a Request for Analysis (SOP-ER-2:1) form, and may or may not have a "Request for Examination Form" (DESP-9-C). Controlled Substance(s) requests are delivered to lab via Representatives from State/Local Law Enforcement and other Authorized State Agencies.

1. Follow normal evidence submission SOP's and enter information from the Request for Analysis form into JusticeTrax:

Agency

Agency Name & Agency case number

Offense

Possession of Controlled Substance

Town of incident & Date of incident

Individuals

Last name, First name, Middle name

Select "Source"

Enter Race, Sex, DOB if available

Evidence

Description should be written according to the following guideline:
TX (ERU type of package) containing (evidence type of package)
containing: "#1 – (description from DPS 997-C form)."

Requests

Select: Controlled Drug Analysis – Powder / Residue

Drug Analysis – Narcotics and Drugs

Note: if entering a Clan Lab case use request:

Clandestine Laboratory Investigation – Drug Analysis

If there is a "Request for Analysis" form:

add the court date as the *Due Date* and select Court as the *Reason*

Local Data

Town of offense

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Case barcode identifiers are attached to each evidence item, the “Request for Examination of Physical Evidence” form and the “Request for Analysis” form. Evidence is placed in a container stamped “TX” (TX is used to designate a container that requires analysis by the Toxicology/Controlled Substances Section).

2. If the evidence is odoriferous, it may be placed in a metal can for storage. Each evidence item should be labeled with a bar code label before it is placed in the metal can. The outside of the metal can should also be labeled with a bar code label.
3. If the evidence contains exposed hypodermic needles, broken glass or other sharp objects, the objects must be submitted in a safety container to protect laboratory personnel from injury. The ECO may supply the submitting agency representative with an appropriate container for such packaging. A bar code label is applied to the outside of the safety container.
4. Evidence being submitted for Controlled Substance is placed in the special secured storage cabinet in the restricted Outgoing Storage Area. This transfer is documented in JusticeTrax. These cases should be retrieved at the end of each day by an authorized analyst.
5. Normal submission follows that evidence being submitted at the same time for the same submitting agency case number will be given one Laboratory case number. Evidence being submitted at the same time with a different submitting agency case number will be given different Laboratory case numbers. If additional evidence is brought in for a case already in JusticeTrax, contact the Controlled Substance section and ask if the new submission should be added to the existing case or a new case should be created.