

Approved by Director: Dr. Guy Vallaro

A. Purpose: To ensure that controlled substance evidence is taken in correctly and is secured appropriately.

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

C. Abbreviations:

ECO	Evidence Control Officer
RFA	Request for Analysis
CS	Controlled Substances
SOP	Standard Operating Procedure
DSS	Division of Scientific Services

D. Procedure:

Evidence submitted for controlled substances testing must have a “Request for Analysis” form (SOP-ER-02:1). Evidence is delivered to the lab via representatives from an authorized requesting agency. Refer to ER SOP-01 for guidance.

1. Follow evidence submission SOP’s and enter the applicable information from the RFA form into JusticeTrax. Include the additional information of:

Individuals

Select the type (victim, suspect, source etc.)

Evidence

A description can be transcribed from the RFA form.

Requests

Select: Section Tab: Controlled Drug Analysis – Powder / Residue
Service Tab: Drug Analysis – Narcotics and Drugs

Note: If a Clan Lab request: Clandestine Laboratory Investigation – Drug Analysis

Court Date (if applicable)

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

Rush cases:

Select *reason* as investigation, trial, firm jury, hearing etc. and the *priority* as Rush level 1, Rush level 2, Rush Court Date, etc.

Case barcode identifiers are attached to each evidence container, the RFA form and all other paperwork provided.

2. If the evidence is odoriferous, it may be placed in a metal can for storage. If possible, each evidence item will be labeled with a barcode identifier before being placed in the metal can. The outside of the metal can is labeled with a case barcode 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 or designee may supply the submitting agency representative with an appropriate container for such packaging. A barcode label and evidence tape is applied to the outside of the safety container. If appropriate packaging materials are not available at the DSS, the evidence may need to be refused until it can be properly packaged. Notify the appropriate Deputy Director or their designee to ensure the refusal of the evidence is appropriate.
4. If additional evidence is brought in by a submitting agency for a case already in JusticeTrax, the appropriate Deputy Director or designee may be contacted to determine if the new submission(s) should be added to the existing case or a new case should be created. For example, the same agency case number is used with a new incident date as occurs frequently with Federal Agencies such as the ATF, FBI, and DEA etc.

Note: Due to undercover operations, the submitting agency may request that cases submitted with the same agency case number be given separate laboratory case numbers to protect the identity of the parties involved.

5. When possible, evidence being submitted for analysis by the Controlled Substances is locked into a lock box by the ECO or designee, with the submitting agency representative acting as the witness. A sticker is placed on the incoming receipt stating: “[*signature of submitting agent*] I have witnessed the ECO sealing the drug evidence submitted into Box [*list box number*].

This transfer is documented in JusticeTrax as to Evidence Receiving- incoming (room 206).

5. Exceptions:

- If the evidence being submitted is too large to fit in a lock box, the Deputy Director, Unit Lead or designee shall be contacted to arrange for immediate pick up.

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- If a CS analyst is available in Evidence Receiving at the time of the submission, the evidence can be transferred directly without the need to be secured in a lock box.
6. The ECO or designee will work with the CS to schedule evidence pickup. This is done at least once a day. If no empty lock boxes are available, CS is notified to pick up CS evidence as soon as possible.
 7. Evidence entered by the submitting agency via iPrelog may require minor edits of the information entered into the system by the ECO's or designee, and may or may not include an RFA.
 8. See GL-12 Appendix A for further guidance.

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