

**ER SOP-11 Guidelines for receiving DUI Urine and DUI
Blood Evidence Collection Kits**

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Approved by Director: Dr. Guy Vallaro

A. Purpose: To ensure that DUI urine and DUI blood evidence collection kits are taken in correctly.

B. Responsibility: Evidence Control Officers or designees.

C. Procedure:

1. The Evidence Receiving Unit is responsible for the ordering and distribution of DUI Blood and Urine Kits to local and state agencies. It is the responsibility of those agencies to pick up these kits at their convenience. Blood kits have an expiration date. The ERU will provide submitting agencies with new blood collection tubes to exchange for expired ones in the kits. An internal log will be kept to keep track of what agency is picking up the kits, the number of kits received, the date of pickup and expiration date of blood kit if necessary
2. When submitting kits for Alcohol/Drugs, form DESPP-9-C will be used. Beginning May 2013, this form should be secured on the outside of the kit. If this form is illegible or incomplete, the agency representative may complete or correct the form. If the information is incomplete / illegible and the agent cannot immediately supply the information, the ECO will enter the case with the information as listed on the form. When the needed information is obtained the ECO will update the information in JusticeTrax and make a note in the synopsis.
 - a. If the form has been sealed inside of the kit the ECO will open the kit and retrieve the form. The outer container is then secured with evidence tape that is initialed and dated by Evidence Receiving personnel.
 - b. The ECO will also include a brief sentence in the Synopsis area of Justice Trax that the form was located inside the kit and was removed and the kit resealed. This sentence should include the date and initials of person opening and resealing the kit.

DUI Urine Kit

1. Follow normal evidence submission SOPs and enter information from the DESPP 9-C form into JusticeTrax:

Agency

Agency Name & Agency case number

**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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Offense

Driving Under the Influence

Town of incident & Date of incident

Individuals

Last name, First name, Middle name

Select "Source"

Enter Race, Sex, DOB if available

Enter the full mailing address

Evidence

Select the correct: DUI Urine evidence kit

Requests

Evidence kit will add requests when selected

Alcohol Analysis – urine sample

Drug Analysis – urine sample

Local Data

Town of offense

2. If the case involved a fatality, the main case file will be a red colored folder.
3. The evidence will be kept in the refrigerator and be included in the transfer of DUI kits to a representative of the Toxicology section.

DUI Blood Kit

1. Follow normal evidence submission SOPs and enter information from the DESPP 9-C form into JusticeTrax:

Agency

Agency Name & Agency case number

Offense

Driving Under the Influence

Town of incident & Date of incident

Individuals

Last name, First name, Middle name

Select "Source"

Enter Race, Sex, DOB if available

Enter the full mailing address

Evidence

Select the correct: DUI Blood evidence kit

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Requests

Evidence kit will add requests when selected
Alcohol Analysis – blood/serum sample
Drug Analysis – blood sample

Local Data

Town of offense

2. Check to see that the Source signature and date is on the consent line (blood samples only).
3. If the case involved a fatality, the main case file will be a red colored folder.
4. The evidence will be kept in the refrigerator and be included in the transfer of DUI kits to a representative of the Toxicology section.

Samples received via US Postal Service.

1. Follow normal evidence submission SOPs and enter information from the DESPP 9-C form into JusticeTrax.
 - a. If a DUI kit is **not** entered into JusticeTrax when received by the ECO:
 1. Place the evidence in a bag, seal and initial the bag.
 2. Note the date, time and explanation of why it was not entered on the package.
 3. Place the bag in the evidence refrigerator until it is entered into JusticeTrax.
 4. When the case is entered into JusticeTrax add a note in the **synopsis** as to the date it was received by the ECO and why there was a delay in entering it into JusticeTrax.
 5. The chain of custody begins when the case is entered in JusticeTrax.
(Example of when this might occur: Kit is received when Evidence Receiving is closed)
 - b. If a kit has to be **unsealed** by an ECO because the DESPP 9-C form was sealed inside of the kit it will be entered into JusticeTrax at that time.
 1. If there is missing or illegible information on the enclosed request form, enter the case information as best you can. If there is no local number present on the request, input 0000 for a temporary agency case number.
 2. Upon completion of entering the data for the kit, print out the evidence receipt.
 3. Contact the submitting agency and ask them to fax documentation with corrections/additions to the form.

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4. When corrections are received from the submitting agency (i.e. number clarification, name clarification) enter the information into the case that has already been created and make a note in the **synopsis** section of JusticeTrax that it was amended. Date stamp the fax, add the case label, and place it in the main file.
5. All copies of the receipt will then have corrections noted, dated, and initialed. Add a copy of the faxed correction document to the receipt copies.

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