

**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 properly administered to local and state agencies. To ensure that DUI urine and DUI blood evidence collection kits and other blood/urine samples are taken in correctly.

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

C. Procedure:

1. The Evidence Receiving Unit (ERU) 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. Since blood kits have an expiration date, the ERU will provide submitting agencies with new blood collection tubes to replace the expired ones. 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 the expiration date of blood kit if necessary. All logs will be maintained by the ERU in a designated binder.
2. When submitting kits for Alcohol/Drugs, form DPS-0009-C ("Request for Examination of Specimens for Alcohol/Drugs") is required. Effective 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 agency representative cannot immediately supply the information, the Evidence Control Officer (ECO) or designee will enter the case with the information as listed on the form. When the needed information is obtained, the ECO or designee will update the information in JusticeTrax and make a note in the synopsis. A "Request for Analysis" form (SOP-ER-02:1) may or may not be submitted along with the "Request for Examination of Specimens for Alcohol/Drugs" form.
 - a. If the DPS-0009-C form has been sealed inside of the kit, the ECO or designee 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 or designee will also include a brief sentence in the synopsis area of JusticeTrax 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.

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

DUI Urine Kit

1. Follow normal evidence submission SOP's and enter information from the DPS-0009-C form and SOP-ER-02:1 form (if provided) into JusticeTrax. Include the additional information of:

Individuals

Select "Source"

Enter the full mailing address

Evidence

Select "DUI Urine evidence kit" Kit (requests will be added as part of the kit)

DUI Blood Kit

1. Follow normal evidence submission SOP's and enter information from the DPS-0009-C form and SOP-ER-02:1 form (if provided) into JusticeTrax. Include the additional information of:

Individuals

Select "Source"

Enter the full mailing address

Evidence

Select "DUI Blood evidence kit" Kit (requests will be added as part of the kit)

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Samples received via US Postal Service

1. Follow normal evidence submission SOP's and enter information from the DPS-0009-C form and SOP-ER-02:1 form (if provided) into JusticeTrax.
 - a. If a DUI kit is **not** entered into JusticeTrax when received by the ECO or designee:
 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 or designee 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 DUI kit has to be **unsealed** by an ECO or designee because the DPS-0009-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.
 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. Add the case barcode label to the fax 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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Other Blood/Urine Samples

1. On occasion, samples submitted to the Division of Scientific Services are not within a DUI collection kit and/or are submitted for purposes other than a DUI. These samples include, but are not limited to, Department of Correction (DOC) urine samples and Boxing contender samples from the Special License and Firearms Unit. Only an SOP-ER-02:1 ("Request for Analysis") form is required for these types of samples.
2. Follow normal evidence submission SOP's and enter information from the SOP-ER-02:1 form into JusticeTrax. Include the additional information of:

Agency

Correctional Institution and Inmate number (for DOC samples)

Special License and Firearms Unit and Agency number (for Boxing samples)

Individuals

Select "Source"

Evidence

Select "Miscellaneous" Kit

Modify the description of the packaging and contents based upon what the agency has submitted:

Example: Plastic bag with "DOC Urine Sample"

3. All evidence will be kept in the refrigerator and is included in the transfer of specimens to a representative of the Toxicology section.