

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

Approved by Director: Dr. Guy Vallaro

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A. Purpose: To ensure that DUI urine and DUI blood evidence collection kits are properly distributed to local and state agencies and to ensure that the kits are taken in correctly upon submission to the Division of Scientific Services (DSS).

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

NOTE: DUI kits entered by the submitting agency via **iPrelog** does not currently have the option to use the kit format that will prepopulate specific information.

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 the agencies to pick up the kits at the DSS. Since blood kits have an expiration date, the ERU will provide submitting agencies with new blood collection tubes to replace any expired tubes. An internal log is maintained to document the agency picking up the kits, the number of kits received, the date of pickup, and the expiration date of the blood kit if appropriate. The log will be maintained by the ERU in a designated binder.
2. When submitting kits for Alcohol/Drugs, the "Request for the Examination of Specimens for Alcohol/Drugs" (DPS-0009-C) 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 or 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, designee or submitting Agency representative will open the kit and retrieve the form. The outer container is then secured with evidence tape, initialed and dated by the appropriate individual.

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- b. If the ECO or designee opened the kit (such as with DUI kits delivered by U.S. Mail), a note is entered in the synopsis area of JusticeTrax (JT) that the form was located inside the kit, was removed and the kit resealed. Include the date and initials of the ECO or designee that opened and resealed the kit.
3. If the case involved a fatality, the main case file will be a red colored folder.
4. The DUI kits will be stored in the refrigerator in the ERU and is included in the transfer of DUI kits to a representative of the Toxicology Unit.

DUI Urine or Blood Kits

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

Case Info

Type: DUI, DUI MVA, DUI MVA fatal

Agency

Name of Agency/agency case number

Offense

9000 Driving under the influence

9001 DUI mva fatality

9002 DUI mva

Individuals

Enter Last name, First name

Enter Type (victim, suspect, source, etc.)

Enter Race

Enter Gender

Enter DOB

Enter the full mailing address, including zip code

Evidence

Enter Agency name

Select submitting Agency representative

Select source related to evidence item

Select appropriate TX-DUI Kit (see note regarding iPrelog cases)

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Description – blood or urine specimen

Note: The description of the contents of a DUI kit can be modified to accurately reflect the container being submitted. (i.e. tubes of blood, tubes of urine seized from a hospital).

Transfer:

From: Submitting Agency representative (or via U.S. Mail, Certified Mail, or secure drop-box)

To: ECO or designee entering information (enter PIN)

Then to: Evidence Receiving – refrigerator/freezer

Requests:

Requests will be added automatically as a part of the kit selected. (see note regarding iPrelog cases)

Edit the requesting Officer's name to match the RFA for both the Alcohol and Drug requests.

2. Apply barcodes to each document in the file and scan under the "Case Images" folder in JT.

Samples received via U.S. 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. 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 JT.
 2. The chain of custody begins when the case is received in JT.
(Example: 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 JT 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.

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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 JT that it was amended. Add the case barcode label to the fax/email and place it in the main file and scan under the "Case Images" folder in JT.
5. All copies of the receipt will then have corrections noted, dated, and initialed by the ECO or designee. Add a copy of the faxed/emailed correction document to the receipt copies.

Other Blood/Urine Samples

1. On occasion, samples submitted to the DSS 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. The Request for Analysis form (SOP-ER-02:1) should be included for these types of samples and the "Request for the Examination of Specimens for Alcohol/Drugs" (DPS-0009-C).
2. Follow normal evidence submission SOP's and enter the information from the RFA into JT. Include the following additional information:

Agency

Correctional Institution and Inmate number (for DOC samples)

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

***Note:** agency case number requires CFS as it is a State Police Agency.

Individuals

Enter Last name First name

Enter Type (victim, suspect, source, etc.)

Enter Race

Enter Gender

Enter DOB

Evidence

Select the appropriate TX Kit

Modify the description based on the contents the agency is submitting:

Example: TX specimen -“DOC Urine Sample”

3. The evidence will be stored in the refrigerator in the ERU and will be transferred to a representative of the Toxicology Unit.

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