

GENERAL ORDER 83.2.2

Lab Analysis

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for the timely submission of evidence for laboratory analysis.

DISCUSSION

The property controller is responsible for the submission of evidence to the appropriate labs for further processing of evidentiary items.

POLICY

I

The Department has no laboratory and all forensic requests are forwarded to the Oregon State Police Crime Laboratory in Springfield. Items are hand carried or shipped via authorized carrier to laboratories. On rare occasions requests are made to Federal Bureau of Investigations and other forensic experts.

The State Crime Lab will accept forensic evidence & blood samples on cases with a completed incident report. Cases submitted for the determination of blood alcohol levels and narcotics samples will be accepted without a completed report. All other evidence submitted to the lab shall be submitted within 5 working days of the completion of the incident report. [Property personnel shall document the reasons for any additional delay in submission of evidence on the evidence form or in RMS.]

Evidence shall be accompanied by an OSP Form-49 report. These forms are available through the local Oregon State Police crime lab and online.

In addition to the evidence transfer form, all physical evidence cases submitted for processing shall be accompanied with a copy of the officer's field report.

When additional evidence for a case is submitted or if the evidence is re-submitted, the crime laboratory number assigned to it originally shall be indicated on the transmittal form. If this number is unknown, the form shall indicate that the case has previously been submitted to the laboratory or that this submission is additional evidence.

When a forensic request is generated by a patrol officer, the analysis requested shall be documented on the property report or voucher which accompanies the actual item(s) or he should contact property personnel and verbally make the request. The property controller shall then create the Form-49, obtain the officer's field report and hand carry or ship via authorized carrier to the laboratory for analysis.

When a forensic request is generated by an investigator or property personnel, the investigator assigned the case shall decide what examinations to request, and the Form-49 shall then be provided with the items to the laboratory by the property controller. The officer making the request should include court dates or other reasons for expeditious handling.

A secure refrigerator is accessible in the property area for the preservation of, urine and blood alcohol kits, other biological fluids, and other items requiring refrigeration.

When possible a known standard material shall be seized to allow for laboratory comparison. Comparisons of glass, paint, soil, etc. shall be made with the submittal of known (standard) material, where available, and unknown (questioned) material. They shall be clearly marked.

Requests for weapon test fires and ballistic examinations demand that the weapon be submitted unloaded and secure with tie cords (documented "Firearm Safe" on the exterior packaging) for the protection of all concerned. Ammunition shall be packaged separately.

Narcotics to be analyzed shall be separated from any bulky container. The property report or voucher shall reflect the container by description for court presentation. However, the laboratory has no need for container and packaging the items together inhibits destruction procedures for property personnel.

Seized chemicals are to be submitted to the laboratory in sample amounts only, packaged in a container with an absorbent product. The laboratory requires that all suspected controlled substances be submitted in a tape or heat sealed bag. The seal should be initialed and dated by the officer seizing the evidence.

II

In all cases of evidence submitted for laboratory analysis, the Department shall request the results of the analysis be returned in writing. All corresponding lab reports will be attached to the original report in RMS by property personnel.

Richard L. Lewis
Chief of Police