

**Arizona**  
**Department of Public Safety**

**Evidence Submission Guidelines**  
**For Non-DPS**  
**Criminal Justice Agencies**

**December 7, 2016**





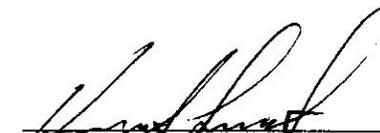
# **Evidence Submission Guidelines For Non-DPS Criminal Justice Agencies**

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## Introduction

The Department of Public Safety (DPS) **Scientific Analysis Bureau (SAB)** provides forensic services to user agencies throughout the state. This manual addresses evidence submission relating to many different circumstances and is geared toward general law enforcement.

A close working relationship between police investigators and laboratory analysis units is essential for success in gaining the necessary information from physical evidence. **SAB** personnel are available 24-hours a day to offer assistance or respond to a crime scene by contacting the DPS **Watch Center/Duty Office** at (602) 223-2212. Refer to Appendix A for direct DPS laboratory contact information.

Evidence can be accepted from a law enforcement officer or agency only in connection with official investigations of criminal offenses. DPS laboratories are not permitted to do work involving civil matters.

**SAB** personnel will not examine evidence that has been scientifically examined previously by a non-**SAB** laboratory. Exceptions to this policy may be made based upon additional information; such as, the request involves tests not previously conducted; at the request of the first examining agency; at the request of the court. The decision to reexamine evidence will be made by the **SAB** regional laboratory manager in conjunction with the **SAB** superintendent.

Excluding public records law or court orders, results of laboratory examinations are considered confidential and will only be reported to the submitting officer, agency, or the involved prosecutor.

This manual cannot address every possible facet of property and evidence handling. It is intended to provide information sufficiently specific that, if adhered to, will result in a more effective and efficient system. If an item is not mentioned in this manual or if further clarification is necessary, an **SAB** evidence custodian or forensic scientist should be contacted for assistance; refer to Appendix A.



## I. Submission Guidelines

In order to meet the legal requirements of Arizona Revised Statutes (ARS) and the Rules of Criminal Procedure, it is imperative that all evidence be handled in a systematic manner. The following guidelines are established to ensure that legal requirements are met.

### A. Acceptance Criteria

1. Items may be submitted for analysis to the nearest regional evidence unit (refer to Appendix A) or an evidence satellite storeroom at a DPS district or area office, providing arrangements have been made with the local DPS district commander.
2. To be accepted for analysis, evidence must be packaged prior to arrival at the facility and in accordance with the standards set forth in Section II of this manual. Do not submit items that do not need to be analyzed. Note: Only currency needing scientific analysis will be accepted.
3. DPS does not accept evidence from outside agencies that does not require analysis. If items requiring analysis are packaged with items that do not require analysis, the package will not be accepted.
4. DPS does not accept personal property for return-to-owner from outside agencies.
5. DPS does not accept evidence for the purposes of destruction from outside agencies.

### B. DPS Department Report (DR) Number

1. Before any evidence may be submitted to the **SAB** for analysis, the agency must obtain a DPS DR number. This DPS DR number is used by the **SAB** for tracking and reporting purposes.
2. One DPS DR number is assigned to each agency case number.
3. DPS DR numbers are issued by the regional **SAB Property and Evidence** units.
4. All requests for DPS DR numbers must be made on the *DPS Regional Crime Laboratory System Request for DPS DR Number* form (refer to Appendix B) or in a format approved by the **SAB** regional crime laboratory where the evidence is submitted to. The request must include the agency name, agency case number, last name, first name and date of birth of any associated individuals, and contact information for the person making the request. An anticipated date of arrival at the regional **SAB Property and Evidence** unit should also be included.
5. When possible, this form should be typed.

6. This form should be submitted via e-mail to the **SAB regional Property and Evidence** unit (refer to Appendix A). Faxed or handwritten copies are acceptable at all regional laboratories except the Phoenix Central Regional Crime Laboratory.
7. This form should contain the agency case number in the standard format used by the agency. In an attempt to avoid issuing more than one DPS DR number for an agency case number, standard agency case number formats are used by **Property and Evidence** personnel. For example, if the standard agency case number is 2015nnnnnn (n = any number), then requests should be in this format. Leading zeros must be included on the request, as well as the submission forms and on the package.
8. DPS DR numbers will not be issued over the phone.
9. In the case of a walk up emergency submission, the agency will need to complete a *Non-DPS Agency Request for Scientific Examination* form (DPS 802-01550, Appendix C) which will be used to issue a DPS DR number at the counter.

### **C. Non-DPS Agency Request for Scientific Examination form (DPS 802-01550)**

1. The *Non-DPS Agency Request for Scientific Examination* form must be completed accurately. Completion of the request form is required whether evidence is delivered personally by the case officer, courier or mailed. On the *Non-DPS Agency Request for Scientific Examination* form, the following must be included:
  - a. DPS DR number, submitting agency case number and agency name, case officer and badge number, direct contact information for the case officer, case officer e-mail, suspect name and date of birth and offense.
  - b. Item number and contents of each sealed and initialed package.
  - c. Any examinations being requested must be clearly marked. Special instructions may be included.
  - d. The individual delivering the packages to the **Property and Evidence** unit must complete and sign the chain-of-custody section.
2. The *Non-DPS Agency Request for Scientific Examination Evidence Continuation Form* (DPS 802-01555, Appendix D) shall be used to continue the list of submitted items beyond the original *Non-DPS Agency Request for Scientific Examination* form.
3. All items must be packaged, marked, securely sealed, and initialed across the seal prior to being received by a **SAB Property and Evidence** custodian. Items that are improperly packaged will not be accepted.

## D. Delivery to Property and Evidence Repository

Items being submitted to a regional **SAB Property and Evidence** facility may be delivered in person or via certified or registered mail.

1. In Person (refer to Appendix A)
  - a. All packages will be checked and compared against the completed *Non-DPS Agency Request for Scientific Examination* form by the respective regional **SAB Property and Evidence** custodian before acceptance.
  - b. The **SAB Property and Evidence** custodian will return a copy of the completed *Non-DPS Agency Request for Scientific Examination* form to the submitter as a receipt. This receipt should be retained for future inquiries or submissions relative to the criminal case.
2. Certified or Registered Mail
  - a. If evidence must be mailed for analysis, all items must be sent only by certified or registered mail to ensure chain-of-custody requirements for court acceptance.
  - b. The package containing the evidence must be securely taped so all seams and openings are sealed. The seals must be initialed and the package appropriately marked.
  - c. The *Non-DPS Agency Request for Scientific Examination* form must be placed in an envelope. The envelope shall be addressed to the desired regional **SAB Property and Evidence** facility and securely fastened to the exterior of the package. Refer to Appendix A for the address of the appropriate laboratory/regional storage facility.

Note: Flammables, explosive materials, controlled substances, and drug paraphernalia cannot be sent by mail. Consult the selected postal carrier for additional restrictions.

## E. Retrieval from Property and Evidence Repository After Laboratory Analysis

Items in the possession of a regional **SAB Property and Evidence** facility that have had all requested crime laboratory analysis completed must be retrieved from the facility by the submitting agency as soon as possible after completion of analysis. If a submitting agency does not retrieve processed evidence in a timely manner, further submissions for analysis may be refused until processed evidence is retrieved.

## **F. Case Status Requests**

Requests concerning case status, case information, modifications, the need for expedited scientific examinations, or analysis results should not be made directly to a regional **SAB Property and Evidence** unit. Contact the appropriate **SAB** laboratory front office for these inquiries; refer to Appendix A).

## II. Packaging and Marking Items for Submission

### A. Marking Requirements

1. Items for analysis must be separated into packages by type of examination needed. Notations regarding the requested examination(s) shall be made on the *Non-DPS Agency Request for Scientific Examination* form. However, the same DPS DR number should be used on all packages submitted for the same criminal case or incident. Each item submitted for examination must be given a separate and unique identifying number. Note: Do not duplicate item numbers.
2. Pertinent information should be included in the special instructions area of the form. Note: If the officer has any questions in this regard, contact the appropriate **SAB** unit supervisor.
3. Appropriately-sized packaging materials for storage purposes must be used.
4. Small items should be appropriately packaged and then placed in 10" x 13" manila envelopes. Routine submission of manila envelopes smaller or larger than 10" x 13" is not allowed. Exceptions can be made on a case by case basis. Envelopes should not be thicker than 2 ½". If the item(s) make the envelope thicker than 2 ½", they must be submitted in a box.
5. Place large or multiple items in cardboard boxes.
  - a. Boxes should be free of preprinted markings and in good condition. An example of an unacceptable box is a grocery store box with images and text printed on it.
  - b. The following sizes are recommended to allow for efficient storage of boxes:
    - 4" x 12" x 12"
    - 8" x 12" x 12"
    - 16" x 12" x 12"
    - 12" x 12" x 24"
6. Paper bags will not be accepted on a routine basis.
  - a. Exceptions may be made on a case by case basis.
  - b. Paper bags that contain an evidence collection kit will be accepted; such as, sex crime evidence kits.

7. Due to legal constraints regarding the special handling of evidence, items shall be securely wrapped, boxed, or packaged and sealed with evidence tape initialed across the seal. In order to preclude tampering, the officer's initials shall be written across the sealing tape so it extends from the tape onto the package. This includes top and bottom seals on boxes. Use clear evidence tape or a specially manufactured evidence tape. Office/desktop cellophane tape and masking tape are not acceptable.

## **B. Special Handling Marking Requirements**

1. Items that require special handling should be marked conspicuously on the outside of the package to indicate the precautions to be taken; for example, REFRIGERATE, SHARPS or FRAGILE. Refer to Section III for additional information.
2. Use a tag to identify and mark bulky items or items of unusual shape that cannot be sealed in an envelope or cardboard box.
3. Due to legal constraints regarding the special handling of evidence, items shall be labeled as follows:
  - a. DPS DR number, submitting agency name, submitting agency case number, and item numbers included in the package will be boldly written on each envelope and box. Use tags to label items that cannot be packaged; such as, weapons that do not need fingerprint or deoxyribonucleic acid (DNA) analysis.
  - b. Markings on the package will coincide with the DPS DR number, submitting agency name, submitting agency case number and item numbers noted on the *Non-DPS Agency Request for Scientific Examination* form.

### **III. Items Requiring Special Handling**

The following describes the most frequently obtained evidentiary items that require special handling. Cautionary measures or special attention may be necessary to ensure the safety of personnel handling the items or to preserve evidence for analysis and court use. If the officer is aware of any special precautions that need to be taken with the submitted evidence, this should be noted on the *Non-DPS Agency Request for Scientific Examination* form.

#### **A. Biological Specimens**

1. General Guidelines
  - a. Wear gloves when handling evidence that will be submitted for testing.
  - b. Do not package items that are still moist or wet; air dry all wet stains before packaging. Stains found on items that cannot be easily impounded should be swabbed with a sterile swab; for example, a concrete floor or wall.
  - c. All swabs should be air dried before packaging.
  - d. Use a separate container for each questioned specimen.
  - e. If submitting stained material, place a clean, unused piece of paper (preferably white) between the folds of the material to protect and isolate the stain from the unstained material.
  - f. If multiple items are to be packaged in the same outer container, each item should first be packaged individually. Thoroughly seal each individual package to prevent cross contamination from other samples or specimens contained in the same larger container.
  - g. When possible, use a sterile, sharp instrument to cut out dried stains found on items that cannot be impounded. If samples cannot be cut out, collect an appropriate amount of the stain using a distilled water moistened swab(s). Air dry all swabs before packaging.
  - h. If glass vials or tubes are used, or the evidence item is breakable, label the outside of the package FRAGILE.
  - i. Pursuant to Occupational Safety and Health Administration (OSHA) requirements, a universal biohazard symbol is to be affixed to the outside container of all evidence containing blood or other potentially infectious material (refer to your agency's Exposure Control Plan). All evidence containing blood or other potentially infectious material must be packaged in a suitable, leak proof container.

2. Liquid Blood

If blood samples originating from an individual suspected of having any blood borne pathogen; for example, HIV or hepatitis, are being submitted, **POTENTIALLY INFECTIOUS** must be written on the outside of the package and noted on the request form for the safety of all persons handling the sample.

Follow the guidelines below when collecting and submitting liquid blood:

- a. Must be drawn by qualified personnel.
- b. Use sterile tubes containing the appropriate anticoagulant or preservative:
  - 1) Submit two 10-milliliter (ml.) gray-topped tubes for blood alcohol and other toxicology (drugs) analysis.
  - 2) Submit purple-topped tubes for serology and DNA analysis.
- c. Do not place blood boxes into envelopes. If boxes are unavailable, blood tubes can be placed inside plastic syringe tubes and then packaged in an envelope.
- d. Refrigerate all liquid blood samples prior to transport and keep cold in transit. **DO NOT FREEZE.**

3. Bloodstains

- a. Wet Stains
  - 1) Air dry articles or materials containing wet stains completely.
  - 2) Package each air-dried, bloodstained item separately.
  - 3) Freeze or store in a cool, dry environment as soon as possible.
  - 4) Transport the item in the same condition in which it was stored.
  - 5) Wet blood air dried under Item 1 above on nonporous surfaces should not be frozen; for example, metal, plastic, wood veneer and glass. Examples of such objects include knives, guns, athletic shoes and leather garments.
- b. Dry Stains
  - 1) Submit item containing the stain, if possible.
  - 2) If the entire item cannot be easily impounded, whenever possible, cut out dried stains with a sterile, sharp instrument.

- 3) If samples cannot be cut out, collect an appropriate amount of the stain using a distilled water moistened swab. Air dry all swabs before packaging.
- 4) Package each air-dried, bloodstained item separately.
- 5) Freeze or store in a cool, dry environment as soon as possible.
- 6) Transport the item in the same condition in which it was stored.
- 7) Dried blood on nonporous surfaces should not be frozen; for example, metal, plastic, wood veneer and glass. Examples of such objects include knives, guns and athletic shoes.

4. Sex Crime Evidence Kits (SCEK)

SCEK liquid blood and urine samples shall be packaged separately from other liquid blood and urine samples and refrigerated in order for SCEKs to meet **SAB** quick screening protocols. Keep samples cold while in transit. In order to efficiently work and report results for SCEKs, the **SAB** requests that all clothing be packaged separately from the SCEK, when possible. Packaging these items separately allows the laboratory to more efficiently analyze and report testing results on all SCEK swabs sent for analysis. SCEKs and any additionally submitted items should be frozen as soon as possible and kept frozen in transit.

5. Semen

- a. Place liquid semen specimens in sterile containers. Package each item to prevent spillage or breakage and freeze as soon as possible.
- b. Package each air-dried, semen-stained item separately and store frozen or in a cool, dry environment as soon as possible.
- c. Transport the item in the same condition in which it was stored.
- d. Dried semen on nonporous surfaces should not be frozen; for example, metal, plastic, wood veneer and glass. Examples of such objects include knives, guns, and athletic shoes.

6. Saliva

- a. Package air-dried, saliva-stained material in an envelope or box and store frozen or in a cool, dry environment as soon as possible.
- b. Known standards (samples collected from a known individual for comparative purposes) must be packaged separately from all other items being submitted in a case.

7. Both the package and the *Non-DPS Agency Request for Scientific Examination* form must clearly identify the individual whom the sample was collected from.
8. Numerous standards may be submitted in a package, but should be packaged separately inside. For example, four envelopes containing one known buccal swab each may be submitted together in one envelope to the **SAB**.
  - a. Freeze or store in a cool, dry environment as soon as possible and transport the item in the same condition in which it was stored.
  - b. Dried saliva on nonporous surfaces should not be frozen; for example, metal, plastic, wood veneer and glass. Examples of such objects include knives, guns, and athletic shoes.
9. Tissue Specimens or Body Parts
  - a. Put the item in a clean, dry, rigid, leak-proof container and then package container in a cardboard box.
  - b. Freeze as soon as possible and keep frozen in transit.
10. Hair
  - a. Place hair samples in a clean, dry evidence envelope or paper packet and seal securely.
  - b. Hair samples that are being submitted for DNA analysis should be stored frozen or in a cool, dry environment as soon as possible.
  - c. Transport the item in the same condition in which it was stored.
11. Bone, Teeth, and Fingernail Clippings or Scrapings
  - a. Place samples in a clean, dry evidence container and seal securely; for example, a box, bag or envelope.
  - b. Freeze or store in a dry, cool environment as soon as possible.
  - c. Transport the item in the same condition in which it was stored.
12. Urine

The laboratory performs quantitative toxicology analysis on *blood* samples, (the presence and amount of a drug and/or its metabolite(s) are reported), allowing **SAB** toxicologists to provide valuable testimony on estimated time of drug use, therapeutic drug levels, and related drug effects, including impairment.

The presence or concentration of a drug or its metabolite(s) in urine indicates historical use, but provides a limited basis for scientific interpretation. Therefore, the **SAB** strongly recommends the submission of *blood* specimens for routine drug toxicology and blood plus urine specimens for drug facilitated sexual assault (DFSA) cases. Therefore, submit only *blood* samples for routine drug toxicological analysis.

If extenuating circumstances apply, contact the **SAB** *before* submitting urine evidence in other types of cases. All other non-DFSA urine analysis requests will be returned to the submitting agency. These cases may be resubmitted (after contacting the **SAB** laboratory), if extenuating circumstances exist.

- a. Submit a minimum of one (1) ounce (30 ml.). Do not overfill container.
- b. Put urine in a clean, leak-proof, urine specimen container.
- c. Seal the container thoroughly and place in a box or envelope.
- d. Initial, seal, and label with the DPS DR number. If a commercially prepared urine box is used, do not place urine box in an envelope.
- e. Refrigerate and transport as soon as possible.
- f. Package air-dried, urine-stained material in a paper bag or envelope and store frozen or in a dry, cool environment as soon as possible.
- g. Transport the item in the same condition in which it was stored.
- h. Dried urine on nonporous surfaces should not be frozen; for example, metal, plastic, wood veneer and glass. The items should be stored in a dry, cool environment.

## **B. Marijuana and Controlled Substance Seizures**

1. Keep all items dry. All wet solutions should be kept at room temperature unless they need to be refrigerated for some other reason.
2. Do not refrigerate or freeze items, unless directed to do so by the **SAB** laboratory. Food items should be refrigerated.
3. Seal any contraband removed from body cavities, or known to have been exposed to body fluids, in appropriate packaging and affix a universal biohazard symbol to the evidence container. The source of the hazard must be listed on the *Non-DPS Agency Request for Scientific Examination* form; for example, BODY CAVITY.
4. Do not submit used chemical drug test kits.

5. The majority of syringe and needle submissions are recovered as a result of using other evidence as probable cause or in association with usable quantities of drug substances and, therefore, the syringes and needles are of minimal evidential value.
  - a. It is the intent of this policy to unequivocally ensure the health and safety of each **SAB** employee while performing their assigned duties.
  - b. The **SAB** will not perform routine analysis of syringes. Syringes will only be accepted when the *Non-DPS Agency Request for Scientific Examination* form is accompanied by written authorization from the **SAB** laboratory agreeing to perform testing on the syringe.
  - c. Hypodermic syringes, needles, or other sharp objects must be packaged in puncture-proof containers, properly sealed, and labeled with a universal biohazard symbol. Syringes must be packaged separately from all other evidence.
  - d. Do not attempt to replace needle-tip covers on syringes. This practice often results in accidental needle sticks.
  
6. Use the following sampling procedures for marijuana seizures in excess of 10 pounds, or more than one pound of any other illegal drug/controlled substance listed in ARS § 13-3413. Contact either the **SAB Property and Evidence** unit or the **SAB** laboratory for assistance if there are any questions regarding sampling procedures. The submitting agency's guidelines shall be followed regarding the amount of sample retained for evidentiary purposes. The entire retained sample does not need to be submitted for analysis.
  - a. Core samples should be taken in bulk (numerous packages) marijuana cases. A sample from each package can then be submitted for analysis. Bulk marijuana will not be accepted for controlled substance analysis.
  - b. The core samples shall be packaged and submitted in accordance with packaging requirements, should be listed separately on the *Non-DPS Agency Request for Scientific Examination* form and clearly indicated as core samples.
  - c. When submitting bulk marijuana for latent print processing, approximate the weight for each package and record the weight on the *Non-DPS Agency Request for Scientific Examination*. Submit inked major case fingerprints from each suspect in the case.
  
7. Marijuana Plants
  - a. Place freshly cut or pulled plants in paper bags or boxes. In order to be identified as plants, the roots must still be attached to the plants.
  - b. The plants should be dried first and as much soil removed as possible.

- c. Do not use plastic and do not shred plants.
  - d. Ventilate boxes to aid in keeping the plants dry.
8. No more than 40 pounds of marijuana or drugs should be placed into any single container.

### **C. Firearms and Ammunition**

1. Unload firearms before packaging. Loaded firearms must not be submitted to the **SAB** laboratory without prior discussion with a **SAB** firearm examiner.
2. Firearms must be packaged individually and separately from all other evidence in appropriate sized boxes. Firearms will not be accepted in envelopes.
  - a. Rifles, shotguns and handguns which do not require latent print or DNA analysis may be submitted without packaging.
  - b. Attach an evidence tag to mark all firearms submitted for examination. Do not place anything in the barrel, if possible.
3. To preserve any latent print or DNA evidence that might be present, gloves must be worn when handling firearms.
4. Do not work the mechanism of semiautomatic firearms other than to unload it.
5. When unloading a firearm, record on the *Non-DPS Agency Request for Scientific Examination* form the position of live ammunition and spent shell casings. Note the position of the cylinder in relation to the revolver's barrel. Note the order that ammunition is removed from magazines. However, ammunition may be left in the magazines and packaged separately from firearm. This is especially important if latent print or other laboratory evidence processing is required.
6. Use tweezers with taped ends to handle fired bullets, unfired cartridges and expended shell casings to avoid the possibility of inadvertently scratching over any rifling marks, ejector marks or other marks.
7. Marking evidence packaging is sufficient, but if necessary, put identifying marks on the base or nose of fired bullets, not on the sides. Cartridges should be marked near the mouth of the casing, and fired cartridge casings should be marked inside the mouth or on the outside near the mouth. Cartridges and cartridge casings should never be marked on or near the base.
8. Package ammunition separately from firearms. If latent print or DNA examinations are being requested, use a box to package the evidence.

9. Use soft (tissue) paper, not cotton or gauze, to wrap bullets, cartridges, and shell casings and place them in an evidence envelope or small box to prevent shifting during transport or storage. Do not wrap if trace evidence might be compromised.

## **D. Knives and Other Sharp Objects**

To prevent accidents, wrap sharp objects, such as knives, in clean paper before packaging. Be certain that the packaging will not destroy any evidence; such as, DNA and latent prints, that may be present on the item.

## **E. Explosives and Incendiaries**

The submission of all explosive material requires prior authorization by the DPS **Explosives Ordnance Detail (EOD)** unit. DPS **EOD** or a qualified explosive ordnance technician shall be called to disarm or discharge any explosive or incendiary device prior to submission. No laboratory examination of armed devices will be conducted.

1. Under **NO** circumstances are unexploded or armed devices to be submitted to any **SAB Property and Evidence** facility.
2. Do not send explosives or incendiaries through the mail.
3. Sampling and disposition of unexploded items requiring analysis will be coordinated by the explosive ordnance technician with a forensic scientist prior to submission.
4. Package explosive materials as follows:

- a. Explosive Debris

Place a sample, or samples, of the debris in a resealable plastic bag and then into an envelope. If possible, put sharp-edged objects into metal or cardboard containers, or wrap and tape them in paper before packaging. Label the package to denote that there are sharp objects inside.

- b. Explosives and Explosive Devices

Separate all components of the device and put each component in a separate plastic bag, then into an envelope; such as, blasting caps, batteries or wire. Label each bag and the envelope.

## **F. Arson Samples**

1. Fire debris submitted for detection of ignitable liquids must be packaged in new, unused airtight containers; such as, paint cans, mason jars, or arson bags.

2. Small amounts of flammable liquids may be submitted for analysis. The liquid can be submitted in its original container if the container is intact and can be placed in an airtight package, such as those listed above. Otherwise, a small amount of the liquid (approximately one ounce) should be transferred to a new, leak-proof glass container, which is then placed in a padded paint can or arson bag in a manner that will prevent breakage or spillage.

## **G. Other Hazardous Materials**

The case officer should contact the **SAB** laboratory prior to submission for assistance in assessing the hazard of substances not covered under other sections of this manual. Instructions concerning packaging will be addressed at that time.

## **H. Fingerprints and Latent Prints**

Follow the below guidelines when submitting evidence for latent print processing:

1. Unload firearms before submitting.
2. Contact a **SAB** latent print examiner or **SAB Property and Evidence** custodian for specific handling information when requesting latent print processing of unusual items.
3. Completely air dry wet items and use paper or cardboard packaging. Do not use plastic bags.
4. Wear gloves when handling evidence. If handling biohazardous materials, an appropriate protective barrier is required.
5. When submitting latent print lifts, fill out latent lift cards completely. Indicate the evidence item number, the location on the item where the lift came from, the crime scene date, DR number, name and identification number of person who made the lift, and any other pertinent information.
6. Do not mark on or over items submitted for invisible or indented writing analysis. Indicate in the *special instructions* area of the request form that the item is to be submitted to **SAB Questioned Documents** first.
7. If a vehicle is to be examined, avoid touching door handles, steering wheels, gearshift knobs and mirrors. Contact a **SAB Property and Evidence** custodian to make arrangement for acceptance of towed vehicles.

## **I. Questioned Documents**

In order to successfully resolve matters involving questioned documents, the investigator must be aware of those items which may have potential evidential value.

1. Questioned document examination includes the following types of analyses:
  - a. Handwriting and hand printing comparisons.
  - b. Source determination of typewritten or other office machine produced documents.
  - c. Decipherment of obliterations, alterations, erasures and indented writing.
  - d. Determination of relative age.
  - e. Determination of authenticity; such as, currency and identity documents.
  - f. Ink and paper comparisons.
2. The following are general guidelines for the handling and submission of questioned document evidence:
  - a. Do not fold, bend, staple, or in any other way alter the condition of the document.
  - b. Provide the original document rather than a copy, if possible.
  - c. If the document is to be processed for latent prints, clearly note this on the *Non-DPS Agency Request for Scientific Examination* form.
  - d. Distinguish between the *Questioned* and *Known* items by using “Q” and “K” designations. Mark documents inconspicuously using a writing instrument which is a different color than the writing already on the document.
  - e. When additional documents that relate to a previously submitted case need to be examined, submit using the same DR number.
3. For further information, refer to *Questioned Documents Examination: A Guide for the Investigator*. This handbook is available by contacting the **SAB Questioned Documents** unit at (602) 223-2375.

## **J. Audio/Video Tape Enhancement**

Evidence submitted for examination by DPS **Computer Forensics** should be packaged separately from evidence that will be analyzed by the **SAB**. Obtain a *Forensic Video/Audio Analysis Request* form from DPS **Computer Forensics**. The form should be completed and submitted with the *Non-DPS Request for Scientific Examination* form or e-mailed to DPS **Computer Forensics** at [DPSCFU@azdps.gov](mailto:DPSCFU@azdps.gov). Contact DPS **Computer Forensics** concerning any submittal requirements or questions about media types to be submitted.

## **K. Computers/Laptops**

1. All items for analysis by DPS **Computer Forensics** should be packaged separately from other evidence items. A *Digital Evidence Examination Request* form, available from DPS **Computer Forensics**, should be completed and a copy of the search warrant should be included in a separate envelope with submittals, or may be e-mailed to DPS **Computer Forensics** at [DPSCFU@azdps.gov](mailto:DPSCFU@azdps.gov).
2. The fingerprinting and DNA processes must be completed prior to submission to DPS **Computer Forensics** for analysis.
3. Items seized from methamphetamine labs or other hazardous material-related scenes require special handling to avoid lab contamination. Contact the DPS **Computer Forensics** prior to submitting these items.
4. Computers should be labeled with the DPS DR number, other agency DR number (if applicable), and the item number. Labeling may occur via attachment of a sticker, wire tag, or tape with writing. These methods will avoid permanent defacement of the computer. Computer towers do not need to be boxed or bagged.
5. Laptop computers should have the power cord and battery removed from the computer and packaged with the laptop.

## **L. Cellular Phones and Other Electronic Media Storage Devices**

1. All items for analysis by DPS **Computer Forensics** should be packaged separately from other evidence items. A *Digital Evidence Examination Request* form, obtained from DPS **Computer Forensics**, should be completed and a copy of the search warrant should be included in a separate envelope to accompany the *Non-DPS Request for Scientific Examination* form. The *Digital Evidence Examination* form and a copy of the search warrant can also be e-mailed to [DPSCFU@azdps.gov](mailto:DPSCFU@azdps.gov).
2. Personal digital assistants, cellular phones, or other such devices should have the power cord(s) and data connectors seized with them, if possible, and packaged with the device.
3. If the cellular phone or smart phone can be placed into *airplane mode* by pressing the power button and then selecting airplane mode, then do so.
4. Remove the battery from the phone, if possible.
5. The fingerprinting and DNA processes must be completed prior to submission to DPS **Computer Forensics** for analysis.
6. External devices; such as, hard drives, should have the power cord and data cables seized with them, if possible, and packaged with the device.

7. Flash media cards, subscriber identification module (SIM) cards, or other types of card storage should be packaged in separate static free bags, paper bags, or envelopes. Do not use zip-lock bags or baggies. Package these separately from larger media which could cause damage or loss due to the smaller size. One suggested method is to use a paper index card and tape the evidence items to the card. Each evidence item number can then be written on the card to readily identify each item. Be sure that any contact metal on the digital evidence is placed toward the card and that the tape does not contact the evidence item near the contact points to avoid leaving any tape residue.
  
8. All digital media should be packaged in static-free bags, paper bags or cardboard boxes. Do not use baggies, zip-lock bags, plastic evidence bags, aluminum foil or metallic tape as these can cause destruction of data.

## **Appendices**



## Regional Property and Evidence Facilities

AREA	CONTACT INFORMATION	HOURS
Flagstaff	Northern Regional Crime Laboratory 1140 W. Kaibab Lane, Suite B Flagstaff, AZ 86001 <a href="mailto:flagdpsdr@azdps.gov">flagdpsdr@azdps.gov</a> (928)773-3687 (Lab) (928)773-3684 (P&E)	0800 to 1600 Monday to Friday
Lake Havasu	Western Regional Crime Laboratory 2360 McCulloch Boulevard Lake Havasu City, AZ 86403 (928)680-5490	0800 to 1600 Monday to Friday
Phoenix	Central Regional Crime Laboratory 2323 N. 22nd Avenue Phoenix, AZ 85005-6638 <a href="mailto:phoenixevidence@azdps.gov">phoenixevidence@azdps.gov</a> (602)223-2394	0800 to 1600 Monday to Friday
Tucson	Southern Regional Crime Laboratory 2525 E. Valencia Road Tucson, AZ 85706 <a href="mailto:tucsonevidence@azdps.gov">tucsonevidence@azdps.gov</a> (520)746-4575 (Lab) (520)746-4596 (P&E)	0800 to 1600 Monday to Friday

If there is no answer from the above provided contact information, contact the AZDPS **Watch Center/Duty Office** in Phoenix at (602) 223-2212.







# NON-DPS AGENCY REQUEST FOR SCIENTIFIC EXAMINATION (DPS 802-01550)



ARIZONA DEPARTMENT OF PUBLIC SAFETY  
**NON-DPS AGENCY REQUEST FOR SCIENTIFIC EXAMINATION**  
 PHOENIX – (602)223-2394 FLAGSTAFF – (928)773-3684  
 TUCSON – (520)746-4575 LAKE HAVASU – (928)680-5490

<b>DPS DR #</b>	<b>1</b>
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<b>AGENCY</b> 2		<b>SUBMITTING AGENCY CASE #</b> 3		<b>4</b> PAGE ____ OF ____									
<b>CASE OFFICER</b> 5		<b>ID#</b> 6	<b>OFFICER'S DIRECT WORK PHONE</b> 7	<b>(1) ASSOCIATED INDIVIDUALS (LAST, FIRST, M) D.O.B.</b> 10	<b>(2) ASSOCIATED INDIVIDUALS (LAST, FIRST, M) D.O.B.</b> 11								
<b>CASE OFFICER EMAIL</b> 8				<b>CHARGE(S)</b> 12	<b>ASSOCIATED INDIVIDUALS</b> 13								
<b>SPECIAL INSTRUCTIONS/CASE HISTORY</b> 9				<b>CHARGE(S)</b> 14	<b>ASSOCIATED INDIVIDUALS</b> 15								
				<b>CHARGE(S)</b> 16	<b>ASSOCIATED INDIVIDUALS</b> 17								
				<b>REQUESTS FOR ANALYSIS</b>									
<b>DPS ONLY</b>	<b>ITEM #</b>	<b>BRIEF DESCRIPTION OF EVIDENCE</b>	<b>BA</b>	<b>CS</b>	<b>DNA</b>	<b>F/T</b>	<b>LP</b>	<b>QD</b>	<b>TOX</b>	<b>CFU</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
	14	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BA= BLOOD ALCOHOL CS= CONTROLLED SUBSTANCES DNA= DNA &amp; SEROLOGY F/T= FIREARMS AND TRACE LP= LATENT PRINTS QD= QUESTIONED DOCUMENTS TOX= TOXICOLOGY CFU= COMPUTER FORENSICS</b> HAS THIS EVIDENCE BEEN EXAMINED BY ANOTHER AGENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN 18													
<b>CHAIN OF CUSTODY</b>													
<b>DPS P&amp;E USE ONLY</b>	<b>ITEM(S)/PACKAGE(S)</b>	<b>FROM NAME</b>	<b>ID NO.</b>	<b>TO NAME</b>	<b>ID NO.</b>	<b>PURPOSE</b>	<b>DATE/TIME</b>						
19	20	21	22	23	24	25	26						
THE ARIZONA DEPARTMENT OF PUBLIC SAFETY CRIME LABORATORY WILL HAVE INITIAL DISCRETION OVER THE SELECTION OF TEST ITEMS AND METHODS FOR ANALYSIS.													

DPS 802-01550 REV. 12/2015

Refer to next page for instructions.

## **Instructions for Completing the *NON-DPS AGENCY REQUEST FOR SCIENTIFIC EXAMINATION***

**(Form DPS 802-01550)**

**Form must be filled out COMPLETELY for evidence acceptance.**

1. DPS DR number obtained from **SAB Property and Evidence**. (See Section I.B)
2. Full name of submitting agency.  
  
Avoid abbreviations as numerous agencies have the same initials.
3. Submitting agency case number.  
  
Use the same format as used to request the DPS DR number. It must match the agency case number on packages.
4. Total number of pages involved in the submission.  
  
Only needed when using *Non-DPS Evidence Continuation Form* (DPS 802-01555) for additional evidence which does not fit on form DPS 802-01550.
5. Case officer responsible for investigation.  
  
First name/initial and last name. Do not put custodian/courier name.
6. Identification/badge number of the case officer.
7. Direct contact telephone number of the case officer.  
  
Do not use a general agency telephone number.
8. E-mail address of the case officer.  
  
Required for case communication by **SAB**.
9. Use this section to communicate additional case information to the Crime Lab  
  
For example: court dates, related cases, RAPID-HIT Case.
10. Full name (Last, First, Middle) of any individuals associated to the case.
11. Describe charges; such as, theft, DUI, homicide, and cite the Arizona Revised Statutes code, if known.

12. Date of birth (mm/dd/yy) of any individuals associated to the case.

13. Manner in which individual is associated to the case.

S = Suspect.

V = Victim.

O = Other; such as, consensual partner or elimination sample.

14. Unique identifier for each individual item of evidence.

Numbers should be those assigned during investigation; renumbering is not necessary. Do not use the same identifier on two separate items of evidence.

15. Describe each item in detail. An item constitutes one article or a number of identical articles.

16. Check the box corresponding to each type of laboratory analysis being requested for each item.

The *Analysis Key* is below the last line of the section.

17. Check the box corresponding to the individual directly related to the item, if applicable.

18. Check to indicate if items have been scientifically examined by any other agency. If *Yes*, explain.

19. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.

20. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.

21. Name of person submitting evidence to **SAB** laboratory.

22. Identification/badge number of person submitting the evidence to the **SAB** laboratory.

23. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.

24. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.

25. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.

26. Do not use—Completed by the **SAB Property and Evidence** custodian accepting the evidence.





**Instructions for Completing the  
*NON-DPS AGENCY REQUEST FOR  
SCIENTIFIC EXAMINATION EVIDENCE  
SUBMISSION CONTINUATION FORM*  
(Form DPS 802-01555)**

**Form must be filled out COMPLETELY for evidence acceptance.**

1. DPS DR number obtained from **SAB Property and Evidence**. (See Section I.B)
2. Full name of submitting agency.  
  
Avoid abbreviations as numerous agencies have the same initials.
3. Submitting agency case number.  
  
In the same format as used to request the DPS DR number. It must match agency case number on the packages.
4. Total number of pages involved in the submission.
5. Unique identifier for each individual item of evidence.  
  
Numbers should be those assigned during investigation; renumbering is not necessary. Do not use the same identifier on two separate items of evidence.
6. Describe each item in detail. An item constitutes one article or a number of identical articles.
7. Check the box corresponding to each type of lab analysis being requested for each item.  
  
The *Analysis Key* is at bottom of page.
8. Check the box corresponding to the individual directly related to the item, if applicable.