



Evidence Submission & Analysis Request (LAB-F.10 Revision Date: May 26, 2021)

DuPage County Forensic Science Center (630) 407-2100
501 N. County Farm Road, Wheaton, IL 60187

LABORATORY CASE NUMBER \_\_\_\_\_

NEW CASE \_\_\_\_\_ ADDITIONAL EVIDENCE \_\_\_\_\_

AGENCY \_\_\_\_\_ CASE # \_\_\_\_\_ OFFENSE \_\_\_\_\_

CASE OFFICER \_\_\_\_\_ PHONE \_\_\_\_\_ OFFENSE DATE \_\_\_\_\_

EVIDENCE SUBMITTED / DELIVERED BY (Title, Name, and ID#) \_\_\_\_\_

INCIDENT SUMMARY (Please provide a brief summary of the offense or incident. Attachments are acceptable.) SEE ATTACHED \_\_\_\_\_

Table with columns: VIC., SUS., LAST NAME, FIRST NAME, M.I., SID or IR NUMBER, DOB, ALIAS. Sub-headers: FOR ALL CASES, FOR LATENTS, FOR DNA.

"TEST FOR" CODES: CA = Cannabis CS = Controlled Substances FB = Forensic Biology/DNA LP = Latent Prints
\*an item may have more than one "TEST FOR" request\*

Main table with columns: DEPT. #, PKG, ITEM DESCRIPTION (& ORIGIN\*), POINT OF RECOVERY\*, POSSIBLY HAVING..., TEST FOR. Includes an example row.

\* Point of recovery is the specific location from which the evidence was collected, as it relates to the incident... Origin refers to the source and/or ownership of the evidence...

## **GENERAL SUBMISSION GUIDELINES**

Please refer to the Forensic Science Handbook for a complete overview of conditions and restrictions pertaining to evidence collection, preservation, and submission. A copy of this handbook and samples of completed submission forms are available at [www.dupageforensics.org](http://www.dupageforensics.org).

Please make a copy of the completed form for your records. The laboratory retains the original. Submit incident reports or summaries whenever possible. At a minimum, brief incident summaries are required.

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### **DNA**

When samples are small and easily transportable, such as a cigarette butt, they can be collected and packaged whole. In most instances, it is better for the crime scene investigator to collect the stain via swabs or cuttings. The method chosen will vary depending upon the absorbency of the surface. For an item that is absorbent, such as a carpet, the best collection method may be to cut out the stained portion. Non-porous surfaces, such as a glass window, are amenable to swabbing. Do not handle the stained area directly. Wear gloves when collecting stains.

Dry swabs and stains prior to submission.

Do not submit liquid blood.

A *standard* is an item that *will produce a known result*, such as a cheek (buccal) swab from a suspect, which will produce that suspect's DNA profile. A *control* is an item used to *check the validity of something*, such as an unused swab. Due to the sensitivity and specificity of DNA, the laboratory does not typically analyze crime scene controls.

CODIS searches require the submission of elimination standards of individuals known to have legitimate access to the crime scene or evidence item.

### **LATENT FINGERPRINTS**

ABIS searches require the submission of elimination prints of individuals known to have legitimate access to the crime scene or evidence item. Agencies should make an effort to process evidence items for latent fingerprints prior to submission. Because latent fingerprints are comprised of mostly water, studies have shown that immediate processing significantly increases the likelihood of recovering latent prints.

### **CANNABIS / CONTROLLED SUBSTANCES**

Syringes are not accepted. Other than drug-induced homicide cases all submissions must be associated with a suspect. Advise the Crime Laboratory at the time of submission if latent fingerprint processing or DNA is being requested as it must be conducted prior to chemical analysis. Review the Forensic Science Handbook for additional acceptance policies.

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## **PACKAGING AND SUBMISSION INSTRUCTIONS**

1. **Place evidence exhibits in an appropriate container** or containers. If due to size this is not possible, protect the area of interest from contamination and degradation.
2. **Seal each container** with tamper-indicating tape.
3. **Handwrite your initials and the date** across the tape and onto the surface of the package.
4. **Mark your packages, at a minimum**, with the agency name, case number, and package number (1 of 2, 2 of 2, etc).
5. **Complete the case submission form in full** with all of the necessary information. Be sure the numerical designations you give to your packages, i.e., 1 of 2, 2 of 2, and so on, are accurately transposed to the submission form.
6. **If applicable complete DNA form.**
7. **Transport your evidence to our Crime Laboratory.**
8. **Testing Reports** are mailed to the case officer.
9. **Retrieve your analyzed evidence.**