

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. Contents of submitted packages are not verified at the time of submission. A copy of this handbook and samples of completed submission forms are available at www.dupageforensics.org.

Please make a copy of the completed form for your records. The original will be retained by the laboratory. Please submit incident reports or summaries whenever possible. At a minimum, brief incident summaries are required.

DNA

With some exceptions, only swabs and/or cuttings of biological stains will be processed for DNA. Stains should be located and isolated by trained evidence technicians prior to submission. Swabs and stains must be dried upon receipt. 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 a swab that is not used to collect evidence, but instead is used to determine if a comparable swab of evidence was contaminated prior to use. Due to the sensitivity and specificity of DNA, the laboratory does not typically analyze crime scene controls.

LATENT FINGERPRINTS

AFIS 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


Please do not submit syringes. Only samples recovered in the possession of a known suspect will be analyzed. Latent fingerprint processing of containers must be conducted prior to chemical analysis. Please advise the Crime Laboratory at the time of submission if latent fingerprint processing is necessary.

TRACE EVIDENCE

Prior to submitting evidence for hair and fiber collection and processing, please refer to the Crime Laboratory Handbook for instructions and special considerations.

PACKAGING AND SUBMISSION INSTRUCTIONS

1. **Place evidence exhibits in an appropriate container** or containers. Large and bulky items that do not lend themselves to packaging may be submitted without packaging if contamination, degradation, and latent prints are not an issue.
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** with the agency name, case number, and package number (1 of 2, 2 of 2, etc). You may use a DuPage County Crime Laboratory Evidence Label (below) for each of your packages. You may choose not use this label; however, each package, at a minimum, **MUST** bear the agency name, case number, package number, and number of packages – as shown on the label. We recommend using this label whenever possible.

	DUPAGE COUNTY CRIME LABORATORY EVIDENCE/ITEM LABEL
	<i>Please attach completed label to each package or item.</i>
AGENCY _____	
CASE # _____	
PACKAGE _____ OF _____	

5. **Complete the new case submission form in full.** Be sure to take your time and thoroughly fill in all of the necessary information. All requested information is self-explanatory. 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. Accuracy may not be verified at the time of submission. If you run out of space on the submission form, please use a supplemental Evidence Submission form.
6. **Transport your evidence to our Crime Laboratory.**
7. **Testing Reports** will be mailed and also posted electronically on the DuPage County ETSB Wide Area Network. Contact the Crime Laboratory to register.