



# Kansas Bureau of Investigation Forensic Laboratory

EVIDENCE CONTROL SECTION

---

## Evidence Submission Guide For KBI Laboratory Evidence Control Centers

### Case Information

Critical case information is entered into the Laboratory Information Management System (LIMS) when a case is submitted for analysis. Your **Evidence Custody Receipt**, which must accompany submitted evidence, should contain the following accurate and complete information to ensure case information can be retrieved efficiently and effectively. Providing this detailed information will assist in producing Laboratory Reports which have complete and accurate information regarding the case and items submitted.

1. County of offense, date of offense, and date items collected
2. Contributing Agency ORI *and* Agency Name
3. Contributing Agency Case Number (complete, not shortened or abbreviated)
4. Investigator Name and Contact Information (phone number and email address)  
***NOTE: This individual should be the most qualified person to provide information about the forensic analysis needs of the case. The contact information is REQUIRED and should be placed in the Case Synopsis section on the back of the Physical Evidence Custody Receipt. Cases transported to the Evidence Centers will not be accepted without this information.***
5. Victim name(s), Suspect name(s), Elimination name(s) and all available identifying information for the individuals, such as date of birth, social security number, driver license number, etc.
6. Address and attention name destination for the Laboratory Report, if different from the agency address
7. A list of each individual item submitted, with a clear and concise description of the item, including relationships to Victims/Suspects/Eliminations, and the requested examination(s) (specific items for comparison, specific toxicology exams, etc.) See the Item Information section below for specific information required on a per item basis and item packaging considerations.

8. For Biological (DNA) analysis requests you **MUST** provide a listing of items in order of decreasing probative value. We will only analyze the most probative items in a case. Communication with the laboratory will be essential in assessing the value of the forensic analysis.
9. For Biological (DNA) analysis requests, a synopsis of the case will need to accompany the submission. Without this information, no DNA profile from the case, if any are generated, can be uploaded to our database. The NDIS board requires that all samples entered into the database meet specific eligibility guidelines. Examiners will often need the proof of eligibility to upload profiles, so that they may be searched. Eligibility requirements are most easily obtained through the case synopsis. Please contact the biology section at any of the three labs for further information.

**10. DNA analysis will no longer be *routinely* provided on the following items of evidence:**

- Spent cartridge cases
  - Live cartridges
  - Drug baggies
- a. Spent shotgun shells will still be accepted and DNA will be attempted, if appropriate reference samples have been submitted. Guns will still be processed for DNA. However, only two (2) areas of each gun will be swabbed and again appropriate reference samples must be submitted.
  - b. The KBI Forensic Laboratory will no longer accept “touch DNA” evidence from property crimes to include burglary, larcenies, and stolen vehicles.
  - c. Evidence from property crimes which the laboratory will accept:
    - i. BLOOD- Preferably from the interior of a residence, business or vehicle or at point of entry.
    - ii. Samples with presumed SALIVA such as cigarette butts, drinks left behind, etc.
    - iii. Shirts, hats, gloves or other CLOTHING left behind.
  - d. Submission of swabs:
    - i. Swabs submitted for DNA analysis must indicate whether they contain BLOOD or SALIVA.
    - ii. Known swabs, from suspects, victims or other individuals must be clearly and accurately labeled with the person’s name and other appropriate information, such as case numbers, etc.
  - e. This policy will only pertain to **PROPERTY CRIMES**. However, “touch DNA” samples will continue to be analyzed in **PERSON CRIMES**, but only after all other evidence has failed to associate a suspect to a crime.
  - f. The KBI laboratory will continue to accept swabs from weapons on crimes against person offenses and felons in possession of a firearm. As in the past DNA analysis will not be performed on drug cases or firearm cartridge cases. There may be exceptions, however they must be approved by the Laboratory Director.

***If you have any questions regarding Biology submissions please contact any of the following individuals: KBI Laboratory Director Mike Van Stratton at (785) 296-8300, Biology Supervisor Barbara Crim-Swanson at (785) 296-8328 or DNA Technical Leader Lisa Burdett at (620) 792-4353.***

## **Item Information**

Each item of evidence is individually and uniquely inventoried and bar-coded by the Evidence Control Center during the submission process. To expedite this process and minimize the amount of time you need to commit for submitting a case, the following guidelines should be followed:

1. Each item ***individually*** and appropriately packaged to prevent loss, contamination, cross-transfer and/or deleterious change

Exceptions: Latent print lifts or cartridge cases collected from a single item or in the same general area or swabs from the same area

2. Each item individually marked for identification purposes and ***sealed***
3. When practical items should be grouped by examination type in closed, ***but not sealed***, Convenience Containers

## **General Submission Information**

1. Each CASE should be submitted separately. Multiple cases, each packaged in a separate container, may be submitted in a single shipping container.
2. Please obtain and submit appropriate known, elimination and control samples with the case. Failure to include these required samples will result in analysis delays.
3. Evidence should not be packaged in containers which have remnants of evidence tape, markings or unique identifiers from submissions in other, unrelated cases. The use of evidence packaging containers multiple times is not an acceptable practice.

Please contact Mike VanStratton (785.296.8300) or Carl Anderson (620.793.4883) for additional information or with any questions you may have.

## **EXCERPTS FROM “EVIDENCE ACCEPTANCE POLICY”**

- ❖ All evidence must be packaged to maintain the integrity of the evidence, chain of custody and safety of future handlers.
  - All Firearms submitted for examination that are known to be in poor or inoperative condition will be labeled as such. A Firearms Examiner will be notified immediately of any loaded firearms received.
    - A statement from the submitting person declaring the safety of a firearm must precede the submission of the evidence (a written, signed statement may be included on the Custody Receipt).
  - No live explosives or explosive devices will be accepted for examination (small arms ammunition is not considered an explosive or explosive device for the purpose of this policy, and such may be submitted for forensic examinations).
  - All potentially harmful devices must be rendered safe before they will be accepted by the laboratory.
    - A statement from the submitting person guaranteeing the safety of such a device must precede the submission of the device (a written, signed statement may be included on the Custody Receipt).
  - The decision to accept or reject the submission of a device will rest with the Laboratory Director or their designee.
- ❖ Large quantities of hazardous chemicals will not be accepted by the KBI Laboratory for examination.
  - The Chemistry Section will provide necessary information for proper handling, and may assist with transferring a sample of the chemicals to a smaller container for examination.
    - A scientist will inform the contributor of the amount needed for examination.
- ❖ **BIOHAZARD CONTAINING SUBMISSIONS**
  - All containers with evidence which may pose a Biohazard threat should be clearly labeled as such with a BIOHAZARD LABEL. BIOHAZARD stickers will be available in the Evidence Control Center for labeling these containers should the item not have a BIOHAZARD LABEL on it.
    - Clothing, bedding and other items containing body fluids should be dried prior to submission.
  - “Sharps” (e.g., knives, syringes, etc.) should be properly packaged in protective containers prior to submission.
    - Syringes will NOT be routinely examined. Exceptions must be approved by the Laboratory Director or their designee(s).