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TO: Law Enforcement Agencies
FROM: A. Robyn Quinn, Laboratory Director
DATE: December 19, 2019
RE: Evidence Submission

Effective January 1, 2020, SFN 60456 (12/2019) Evidence Inventory Form **MUST** be completed when submitting evidence to the Crime Laboratory Division. If SFN 60456 (12/2019) is not completed, the evidence will not be accepted.

REMINDER:

Submitting Evidence: Appointments must be scheduled with the Crime Laboratory Division to submit evidence. This allows evidence receiving staff to ensure they have sufficient resources to receive and return evidence in a timely manner. Appointments are scheduled Monday through Friday from 0800 hours to 1600 hours. Standing appointments are available for Law Enforcement Agencies that submit cases weekly.

Evidence may be submitted via postal service with Certified or Priority tracking or commercial shipping service. Please ensure all aspects of chain of custody are considered when choosing the shipment parameters.

Evidence Return: Evidence submitted to the Crime Laboratory Division for analysis **MUST** be picked up by the submitting agency no later than 30 days after the release of the Final Report. Law Enforcement Agencies can pick up their evidence when they submit new evidence or make an appointment to pick up evidence.

Evidence remaining at the Crime Laboratory Division 30 days after the release of the Final Report will be returned to the submitting Law Enforcement Agency at the expense of the Law Enforcement Agency. Failure to pick up evidence or provide a shipping account number may result in refusal to accept new evidence submissions.

The Crime Laboratory Division is committed to providing assistance to our customers. If you have questions, please contact Evidence Technician, Jeremy Spaeth at 701-328-6757 or jspaeth@nd.gov.

A handwritten signature in blue ink, appearing to read "A. Robyn Quinn".

A. Robyn Quinn, M.S.
Laboratory Director