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MEMO TO: Law Enforcement Agencies

FROM: Hope Olson, Director

DATE: January 4, 2007

SUBJECT: Submission of Evidence

The Office of Attorney General, Crime Laboratory Division recently underwent a laboratory audit of its operating practices. This audit was conducted by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). The results of the audit were very favorable. However, a minor audit finding will require the Crime Laboratory to change its evidence receiving policy.

Effective immediately, **all** evidence submitted to the Crime Laboratory for analysis must be properly packaged and sealed for the type of analysis requested. The laboratory must ensure that evidence stored under its custody is properly sealed and protected from loss, contamination and/or deleterious change. An evidence container is properly sealed if its contents cannot readily escape and if entering the container results in a detectable alteration to the container or seal.

Specifically, the Crime Laboratory is requiring all seals (evidence tape, heat seal, tamper-resistant seals etc...) be initialed on/over the seal.

To ensure compliance with this standard, the staff at the Crime Laboratory will advise Law Enforcement personnel if any evidence fails to meet these packaging guidelines. Opportunities for repackaging evidence will be provided at the time of submission.

Improperly packaged evidence will be returned.

We would appreciate the distribution of this information to all your officers so they can be informed of this policy change. We certainly appreciate your assistance in this regard. If you have any questions or concerns regarding this memo, do not hesitate contacting our office.