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MEMO TO: Law Enforcement Agencies

FROM: Hope Olson, Director
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DATE: August 10, 2007

REGARDING: DNA Submission Guidelines

GUIDELINES FOR DNA EVIDENCE

☞ In an effort to decrease the turn-around-time for DNA testing the laboratory is implementing a submission guideline policy for items needing DNA analysis.

General Protocol:

The extent of the analysis will depend on the investigative needs determined by the lead officer and case circumstances.

- The fewest possible number of items and/or stains should be examined by the state laboratory to answer the investigative question(s) presented.
- The most probative item(s) in the case should be identified when the items are submitted. Up to three (3) items may be submitted to the state lab for testing.
- If the lead officer or a state's attorney wants additional testing, they must meet with the forensic scientist in person or by telephone, or file a request for additional testing that specifies the investigatory need for additional tests.
- When the information from one stain or one piece of evidence answers the question(s) pertinent to the case no further analysis will be performed without consultation with the forensic scientist.

Following these guidelines will decrease the amount of evidence at the laboratory and ultimately will have a positive effect on the turn-around-time for DNA analysis.

Your cooperation in this matter is greatly appreciated.