



ILLINOIS STATE POLICE

Evidence Packaging Procedures

Division of Forensic Services



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INTRODUCTION

The Illinois State Police provides eight operational laboratories and eight polygraph offices throughout Illinois. (See enclosed maps.) The department encourages all Illinois law enforcement agencies to take advantage of the many technical services available to support their criminal case efforts.

Each law enforcement agency is encouraged and welcomed to visit any of the Illinois State Police laboratory facilities. The ISP's forensic scientists and polygraph examiners look forward to working with you.

Evidence must be handled and packaged to minimize deterioration and contamination. The guidelines in this pamphlet will help achieve that goal. Evidence submitted must be in sealed containers whenever possible. Evidence tape is the preferred sealing method. Seals must be marked with initials of the officer and the date sealed. Any evidence for which Forensic Biology/DNA analysis may be requested must be handled with clean techniques. Notice of any possible request for Forensic Biology/DNA should be given when the evidence is submitted.

EVIDENCE PACKAGING AND SUBMISSION RECOMMENDATIONS

ABRASIVES: INCLUDING CARBORUNDUM, EMERY, SAND, METAL FILINGS, ETC.

Identification: Label or tag on outside of container. Show type of material, date obtained, Crime Scene Investigator (CSI) or investigator's initials, case name and number.

Amount Desired: Standard - Not less than 1 oz

Evidence - All

Preservation: NONE

Wrapping & Packing: Use containers such as metal pillbox or powder box. Seal to prevent any loss.

Miscellaneous: NONE

ACIDS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 oz.

Evidence - All to 1 oz., if available

Preservation: NONE

Wrapping & Packing: All glass bottle with plastic cap. Pack in sawdust or other packing material. Use plastic bottle for hydrofluoric acid.

Miscellaneous: Label ACIDS, GLASS, CORROSIVE.

ADHESIVE TAPE

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 ft.

Evidence - All

Preservation: NONE

Wrapping & Packing: Place on waxed paper or cellophane. Pack in pill or powder box, paper container or druggist's fold. Seal edges. (If being submitted for latent prints, see Latent Print Section)

ALKALIES (CAUSTIC SODA, POTASH, AMMONIA, ETC.)

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 oz. liquid. ¼ cup solid.

Evidence - All to 1 oz. or ¼ cup, if available

Preservation: NONE

Wrapping & Packing: Glass bottle with plastic cap for liquids, pillboxes for solids. Seal to prevent loss.

Miscellaneous: Label ALKALI, GLASS, CORROSIVE.

AMMUNITION (LIVE)

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - All available rounds

Evidence - All available rounds

Preservation: None

Wrapping & Packing: Place in soft paper bags or in small container. Prevent friction, shifting, and contact while in transit. Place in wooden box.

Miscellaneous: Do not mail.

ANONYMOUS LETTER, EXTORTION LETTERS, CHECKS AND OTHER DOCUMENTS FOR HANDWRITING AND FINGERPRINT EXAMINATION (SEE "DOCUMENTS")

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: NONE

Wrapping & Packing: NONE

Miscellaneous: NONE

ARSON DEBRIS

Identification: Label outside of can or jar with date obtained, CSI or investigators initials, case name and number.

Amount Desired: Standard - Taken from unburned area near evidence

Evidence - Taken from origin of fire

Preservation: NONE

Wrapping & Packing: Clean previously unused, metal friction (paint) cans, glass jars, or coffee cans covered with aluminum foil. Seal container with tape.

Miscellaneous: Indicate if debris is from automotive fire. Do not use plastic bags to package evidence.

BLASTING CAPS

Identification: Consult the laboratory and follow their telephonic instructions.

Amount Desired: Standard - NONE

Evidence - All

Preservation: NONE

Wrapping & Packing: Should not be forwarded until advised to do so by laboratory. Packing instructions will be given at that time.

Miscellaneous: NONE

BLOOD AND BODY FLUIDS (FORENSIC BIOLOGY/DNA)

A. DRY STAINS

Identification: On outside of box, paper packet, or envelope: Type of specimens, date secured, CSI or investigator's initials, case name and number, and where sample was taken from.

Amount Desired: *Standard - NONE*

Evidence - Collect as much of the stain as possible. Submit entire stained object. A swabbing should be submitted when the item can not be submitted due to size, shape or hazardous nature. If swabbing, collect as much stain onto as few swabs as possible.

Preservation: Keep dry.

Wrapping & Packing: Tops, ends and all folds sealed. Never package in plastic. Always use paper.

Miscellaneous: Dry completely under natural conditions before packaging.

B. STAINED CLOTHING OR FABRIC

Identification: Type of specimens, date obtained, CSI or investigator's initials, case name and number, and owner of garment.

Amount Desired: *Standard - NONE*

Evidence - As found. Submit entire stained object whenever possible.

Preservation: If wet when found, dry under natural conditions. USE NO EXCESSIVE HEAT TO DRY.

Wrapping & Packing: Each article packaged separately and identified on outside of package. Place in cardboard box or paper bags, packed to prevent shifting of contents. Always use paper bags, never use plastic bags or containers that do not allow air flow.

Miscellaneous: Submit not less than 1 sq. in. of stain if entire article cannot be submitted. Be sure to label from where on the garment the stained areas were taken.

C. SWABS OF STAINS (FROM LARGE ITEMS WHICH CANNOT BE SUBMITTED)

Identification: On outside of envelope: Type of specimens, date secured, CSI or investigator's initials, case name and number, and from where sample was taken.

Amount Desired: *Standard - NONE*

Evidence - Collect as much stain onto as few cotton swabs as possible moistened with distilled water.

Preservation: Allow swabs to dry before packing.

Wrapping & Packing: Package in envelope or paper bag. Never package in plastic.

Miscellaneous: Contact the Biology/DNA analysis laboratory for further instructions.

D. ENVELOPES

Identification: On outside of box, paper bag, or packaging envelope: Type of specimens, date secured, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Submit entire envelope whenever possible.

Preservation: Keep dry.

Wrapping & Packing: Package in another outer envelope or a paper bag. Never package in plastic.

Miscellaneous: *NONE*

E. CANS, BOTTLES, OR CUPS

Identification: On outside of box, paper bag, or envelope: Type of specimens, date secured, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Submit entire container, or swab drinking area with sterile cotton swabs moistened with distilled water.

Preservation: Dry all swabs before packaging.

Wrapping & Packing: Package in box, envelope or a paper bag. Never package in plastic

Miscellaneous: *NONE*

F. CIGARETTE BUTTS

Identification: On outside of box, paper bag, or envelope: Type of specimens, date secured, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Submit entire cigarette butt.

Preservation: Keep dry.

Wrapping & Packing: Package in box, envelope or a paper bag. Never package in plastic.

Miscellaneous: *NONE*

G. SUSPECT, VICTIM, RELATIVES OF MISSING PERSONS AND ELIMINATION STANDARDS.

Identification: Biological Standards Collection Kits are available at the forensic laboratory. Directions are included with the kit.

Amount Desired: *Standard - NONE*

Evidence - *NONE*

Preservation: *NONE*

Wrapping & Packing: *NONE*

Miscellaneous: All appropriate standards, including suspect and elimination standards (example: consensual sex partner(s) in an assault case) should be submitted with the case evidence, if known. Pursuant to Illinois Statute, coroner's offices directly submit standards of homicide victims to the laboratory. Standards for relatives of missing people must be accompanied by appropriate paperwork available from the laboratory. Alternative standards for a person (example: tooth brush) will be considered under special circumstances. A suspect's standard is required before Y-STR analysis will be performed. See also bones/teeth.

H. SEXUAL ASSAULT EVIDENCE

Identification: Illinois State Police Sexual Assault Evidence Collection Kit is available at most hospitals. Directions are included with the kit.

Amount Desired: *Standard - NONE*

Evidence - *NONE*

Preservation: *NONE*

Wrapping & Packing: *NONE*

Miscellaneous: *NONE*

I. BODY TISSUES

Identification: On outside of box, paper bag, envelope or packaging: type of specimens, date secured, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*
Evidence - NONE

Preservation: *NONE*

Wrapping & Packing: *NONE*

Miscellaneous: *NONE*

J. BONES/TEETH

Identification: On outside of box, paper bag, envelope or packaging: type of specimens, date secured, CSI or investigator's initials, case name and number.

Amount Desired: *Standard -* Submit entire long bone (unsawed, femur preferred) or unrestored teeth (molars preferred)

Evidence - NONE

Preservation: Package in a box, envelope, or paper bag. If not submitted dry, freeze in a leak proof container.

Wrapping & Packing: *NONE*

Miscellaneous: Contact laboratory for other possible usable samples or for additional instructions. Please provide laboratory with any anthropological or coroner's reports in cases of unidentified remains.

BLOOD/BODY FLUIDS (TOXICOLOGY)

Identification: When possible, use standard DUI or Coroner's kit, as appropriate. Fill out provided labels (name of subject, date/time collected, officer's name and agency). Fill out case history form provided with kit.

Amount Desired: *Standard - NONE*

Evidence - Two 10 ml. grey stopper vacutainers. Two red top tubes (for body fluids).

Preservation: Sterile vacutainer containing an anticoagulant and a preservative (Standard DUI kits contain potassium oxalate and sodium fluoride)

Wrapping & Packing: Place in kit and seal with provided seals. If DUI kit is not available, place in suitable mailing package to prevent breakage and spillage.

Miscellaneous: When possible, refrigerate sample until mailed.

BUILDING MATERIALS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard -* At least ½ cup

Evidence - All

Preservation: *NONE*

Wrapping & Packing: Use container such as a pillbox or paper bag. Seal to prevent any loss.

Miscellaneous: *NONE*

BULLETS (PROJECTILES, NOT CARTRIDGES)

Identification: Seal in container and mark container - not projectile. Place CSI or investigator's initials, date, case name and number on container.

Amount Desired: *Standard - NONE*

Evidence - Collect all fragments

Preservation: Do not clean

Wrapping & Packing: Place on tissue soft paper. Place in pill, powder or match box. Pack to prevent shifting in transit. If wet, avoid plastic containers.

Miscellaneous: Do not pack in cotton or gauze.

CANNABIS (SEE "PLANT MATERIAL")

CARTRIDGES OR ROUNDS (LIVE)

Identification: Place in bag or box and mark container as above. Also see "Ammunition."

Amount Desired: *Standard* - All available

Evidence - All available

Preservation: *NONE*

Wrapping & Packing: Package to prevent shifting

Miscellaneous: *NONE*

CARTRIDGE CASES (EMPTY SHELLS)

Identification: Place in bag or box and mark container as above.

Amount Desired: *Standard - NONE*

Evidence - All available

Preservation: *NONE*

Wrapping & Packing: Package to prevent shifting

Miscellaneous: When fingerprint evidence possible, do not remove from weapon. Hand carry to laboratory.

CASTS (SEE "IMPRESSIONS")

Identification: On back of casts and on the outside of container indicate type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: Let dry 24 hours before putting in package.

Wrapping & Packing: Support well and pack in rigid container. Use layers of newspaper. Avoid sealing in plastic bags.

Miscellaneous: FRAGILE label. Do not clean. Take photos of impressions before casting.

CHARRED, BURNED OR DECAYING PAPER (SEE "DOCUMENTS")

CHECKS (FRAUDULENT) (SEE "DOCUMENTS")

CHECK PROTECTOR, RUBBER STAMP, AND DATE STAMP SETS, KNOWN STANDARDS (SEE "DOCUMENTS")

CLOTHING, BLOOD AND BODY FLUIDS

Identification: Attach property tag or label outside of container describing item, owner, CSI or investigator's initials, date obtained, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Only pertinent items

Preservation: Do not handle with bare hands

Wrapping & Packing: Package each article individually with identification written on outside of package. Place in strong container. Use paper bags, never plastic.

Miscellaneous: Leave clothing whole. Do not cut out stains or cut through bullet holes. If wet, dry before packing. Never package in plastic bags.

CODES AND CIPHERS (SEE "DOCUMENTS")

COSMETICS

Identification: Label or tag on outside of container. show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: *NONE*

Wrapping & Packing: *NONE*

Miscellaneous: *NONE*

DIGITAL MEDIA

Identification: Label or tag on outside of packaging.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: *NONE*

Wrapping & Packing: Package each individual digital data disc (CD, DVD, Blu-ray, etc.) or media card separately in an appropriate sleeve or case to prevent damage. Seal packaged digital media in an appropriately labeled paper envelope or bag.

Miscellaneous: *NONE*

DOCUMENTS

A. DOCUMENTS: QUESTIONED AND SECRET WRITING, HANDWRITING AND PRINTED SPECIMENS, FRAUDULENT CHECKS, ANONYMOUS LETTERS, EXTORTION NOTES, CODES, CIPHERS, FOR HANDWRITING AND FINGERPRINT EXAMINATION

Identification: Place in plastic envelope. (Make detailed notes describing letter in notebook.)

Amount Desired: *Standard* - Submit as much as possible of suspect's handwriting, including words in questioned documents if possible. Submit fingerprint cards.

Evidence - All

Preservation: Do not handle with bare hands.

Wrapping & Packing: Plastic envelope placed in manila envelope, insert stiff backing to prevent bending or folding, seal and mark as for identification. Wrap securely. If burned and/or brittle, obtain instructions from laboratory. Do not write on packaging after evidence is inside.

Miscellaneous: Include original envelope. Advise if letter should be treated for latent fingerprints.

B. CHECK PROTECTORS, RUBBER STAMPS, DATE STAMP SET

Identification: Place CSI or investigator's initials, date, make and model on sample impression.

Amount Desired: Standard - Obtain several copies in full word-for-word order of each questioned check-writer impression. If unable to forward rubber stamps, prepare numerous samples with different degrees of pressure

Evidence: All

Preservation: Do not handle with bare hands.

Wrapping & Packing: Wrap securely, prevent shifting or damage while in transit. Do not write on packaging after evidence is inside. For transmitting standards, see above.

Miscellaneous: When possible, submit stamps, ribbons and machines. Do not change the ribbons or alter the inking. Also see "Typewriter Specimens."

C. TYPEWRITTEN MATERIAL

Identification: Place CSI or investigator's initials, date, serial number, make and model of machine on same side as samples of the typewriting.

Amount Desired: Standard - Obtain at least one copy in full word-for-word order of questioned typewriting. Also include partial copies in light, medium and heavy degrees of touch. Also standard carbon paper samples of every upper and lower case character on the keyboard.

Evidence - All

Preservation: NONE

Wrapping & Packing: Wrap securely. Also see above.

Miscellaneous: Examine ribbon for evidence of questioned message thereon. For carbon paper samples either remove the ribbon or place in stencil position. When possible, submit typewriter and/or ribbons.

DRUGS:

A. LIQUIDS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - All to 1 pt. Not less than 15cc, or ½ oz., if available.

Preservation: NONE

Wrapping & Packing: If bottle has no stopper, transfer liquid contents to glass stoppered bottle and seal with adhesive tape and wax.

Miscellaneous: Mark FRAGILE. Determine alleged normal use of drug and if prescription, check with druggist to determine supposed ingredients.

B. POWDERS, TABLETS AND CAPSULES

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - Amount slightly over maximum penalty amount.

Preservation: NONE

Wrapping & Packing: Seal with tape to prevent any loss.

Miscellaneous: If possible, drugs and packaging materials should be separated and packaged separately for Drug Chemistry/Latent Print cases. Consult with your local laboratory.

C. INTERNAL CARRY (BODY CAVITY)

Identification: Label or tag on outside of container.

Amount Desired: *Standard - NONE*

Evidence: All

Preservation: *NONE*

Wrapping & Packing: Seal container. Wrap in paper or soft packaging, place in suitable package to prevent breakage or spillage.

Miscellaneous: Mark container as BIOHAZARD.

DYNAMITE AND OTHER EXPLOSIVES

Identification: Consult the laboratory and follow their telephonic instructions.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: Should not be forwarded until advised to do so by the laboratory. Packing instructions, if any, will be given at that time.

Wrapping & Packing: *NONE*

Miscellaneous: *NONE*

ELECTROSTATIC DUSTPRINT LIFTS

Identification: Label or tag outside of container. Identify contents and show date lifted, location, CSI or detective's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: *NONE*

Wrapping & Packing: Secure edges inside suitably- sized box or between two firm non-corrugated pieces of cardboard. Avoid surface abrasion. Seal outer package.

Miscellaneous: Take photos of impressions before lifting. Make a second lift of the impression if first lift has excessive dust/debris.

FIBERS

Identification: Label or tag on outside of container.

Amount Desired: *Standard - Submit entire article if possible.*

Evidence - All

Preservation: *NONE*

Wrapping & Packing: Druggist fold, seal edges to prevent loss.

Miscellaneous: Envelope not satisfactory.

FIREARMS

Identification: Attach tag with pertinent data, CSI or investigator's initials and date. Record serial # data on evidence receipt.

Amount Desired: *Standard - NONE*
Evidence - NONE

Preservation: Keep from rusting.

Wrapping & Packing: Wrap in paper, wooden box or cardboard box and identify contents of package. Identify if loaded. Prevent shifting while in transit. Indicate direction of barrel. If you unload, mark position of cylinder and note location of cartridges. Do not place in gun case if fingerprints are requested.

Miscellaneous: Unload all firearms. If circumstances warrant (rusted, accidental discharge, suicide, etc.) call laboratory in advance to submit loaded firearms. Do not put anything into barrel. Do not disassemble. Do not test or manipulate action after unloading. Do not package with anything that may scratch or mark firearm. Advise if fingerprint, biology/DNA, malfunction, accidental discharge or other exams are needed.

FIREARMS (RECOVERED IN WATER,...)

Identification: Attach tag with pertinent data, CSI or investigator's initials and date. Record serial # data on evidence receipt.

Amount Desired: *Standard - NONE*
Evidence - NONE

Preservation: Keep from drying.

Wrapping & Packing: Place in container of same water. Capped 6" plastic pipe works for long guns.

Miscellaneous: *NONE*

FUSE, SAFETY

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - 1 ft.*
Evidence - All

Preservation: *NONE*

Wrapping & Packing: Place in manila envelope, box or suitable container.

Miscellaneous: Take photos of impressions before lifting and take photos of gelatin lift after lifting impression.

GASOLINE

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - 1/4 cup*
Evidence - All to 1/4 cup

Preservation: Fireproof container

Wrapping & Packing: Metal container packed in wooden box.

Miscellaneous: Label GASOLINE.

GELATIN LIFTS

Identification: Label or tag back of lift and outside of container. Identify contents and show date lifted, location, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: Avoid high heat or extreme cold.

Wrapping & Packing: Seal and secure uncovered in a shallow box or replace cover and seal in suitably-sized paper bag or envelope.

Miscellaneous: Transport to laboratory as soon as possible.

GLASS FRAGMENTS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard* - Submit fingerprint cards for all persons known to have handled glass, if latent prints are requested.

Evidence - All

Preservation: Avoid chipping.

Wrapping & Packing: Wrap each piece separately. Pack in strong box to prevent shifting and breakage. Identify contents.

Miscellaneous: Mark FRAGILE.

GREASE

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard* - At least 1 tsp.

Evidence - All to ¼ cup

Preservation: *NONE*

Wrapping & Packing: Sealed glass container.

Miscellaneous: *NONE*

GUNS (SEE "FIREARMS")

GUNSHOT RESIDUE ON CLOTHING

Identification: Attach tag or mark directly on article, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Only pertinent items.

Preservation: Do not handle with bare hands.

Wrapping & Packing: Fold fabric flat and then wrap so that no residue is lost through friction. Place clean paper between folds. Package in paper bags, one item per bag.

Miscellaneous: Do not cut through bullet holes. Dry before submitting. Avoid shaking. Do not package in plastic bags.

HAIR

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - At least 50 pulled head hairs, 25 pulled pubic hairs, and 15 pulled facial hairs.

Evidence - All

Preservation: NONE

Wrapping & Packing: Druggist fold. Seal edges and openings with Scotch tape or adhesive tape.

Miscellaneous: Envelope not satisfactory. Use fingers to pull hairs, not tweezers. DO NOT CUT.

IMPRESSIONS: CASTS, TIRE TREADS, FOOTPRINTS

Identification: Before plaster hardens, place CSI or investigator's initials, date and case number on back side of cast.

Amount Desired: Standard - NONE

Evidence - Up to 2 ft.

Preservation: Use mesh reinforcing and let dry 24 hours before putting in package.

Wrapping & Packing: Surround with packing material in box too prevent shifting or breakage. Avoid sealing in plastic bags.

Miscellaneous: Dental stone is the preferred casting material. Take photos of impressions before casting. Mark package FRAGILE. Do not clean. Do not use twigs for reinforcement.

HANDWRITING, HANDPRINTING AND FORGERIES. KNOWN STANDARDS OR EXEMPLARS (SEE "DOCUMENTS")

INK

A. LIQUID

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - At least 1 tsp.

Evidence - All

Preservation: NONE

Wrapping & Packing: Sealed glass container.

Miscellaneous: NONE

B. ON PAPER

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - All available pens

Evidence - All

Preservation: NONE

Wrapping & Packing: See "Documents"

Miscellaneous: NONE

LATENT PRINTS

A. LIFTS

Identification: Each lift must be properly marked to include exact location, date, and name of person taking lift.

Amount Desired: Standard - * (AFIS processing requires the submission of elimination prints.)

Evidence - NONE

Preservation: Use coated lift backings or fixed photographic paper.

Wrapping & Packing: May be submitted collectively in a sealed envelope.

Miscellaneous: Use of black powder is recommended. Use of transparent lifts, white powder, and fluorescent powders is discouraged.

B. NON-POROUS ITEMS (GLASS, METAL, PLASTIC, FINISHED WOOD, FIREARMS). SEE ALSO "FIREARMS"

Identification: Label outside of sealed container. Attach tag to large items.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: Package securely to prevent movement of item. Avoid abrasion of surface within the container.

Wrapping & Packing: Use cardboard boxes and paper bags whenever possible. Paper containers should avoid surface contact as much as possible.

Miscellaneous: TOUCH AS LITTLE AS POSSIBLE AND ONLY WHILE WEARING GLOVES.

C. POROUS ITEMS (PAPER, CARDBOARD, UNFINISHED WOOD)

Identification: Label outside of sealed container.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: No special requirements once packaged.

Wrapping & Packing: Use paper containers.

Miscellaneous: NONE

D. ITEMS IN WATER

Identification: Label outside of sealed container.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: Whenever possible, keep wet. Do not air dry.

Wrapping & Packing: Use plastic containers.

Miscellaneous: NONE

E. ADHESIVE TAPE

Identification: Label outside of sealed container.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: NONE

Wrapping & Packing: Place sticky side up in box and pin down.

Miscellaneous: Whenever possible, package items in container of some water.

F. FINGERPRINT CARDS

Identification: NONE

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: NONE

Wrapping & Packing: Use an envelope large enough for the card.

Miscellaneous: Inked prints are preferred.

MARIJUANA (SEE "PLANT MATERIAL")

MATCHES

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - One to two books of paper matches. One full box of wooden matches.

Evidence - Up to 1/4 lb.

Preservation: Keep away from fire.

Wrapping & Packing: Metal container and packed in large package to prevent shifting. Matches in box or metal container.

Miscellaneous: KEEP AWAY FROM FIRE label.

MEDICINES (SEE "DRUGS")

METAL AND METAL FRAGMENTS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1/4 lb. or 4 in. At least 1/2 tsp., if available.

Evidence - All to 1 lb. or 1 ft.

Preservation: Keep from rusting.

Wrapping & Packing: Wrap in paper if solid. Use paper boxes or containers if filings. Seal and use strong paper or wooden box.

Miscellaneous: Melt number, heat treatment and other specifications of foundry, if available.

OIL

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 qt. together with specifications, if available.

Evidence - All to 1 pt., if available.

Preservation: Keep away from fire.

Wrapping & Packing: Metal or glass container with tight screw top. Pack in strong box using excelsior or similar material.

Miscellaneous: DO NOT USE DIRT FOR PACKING MATERIAL.

PAINT

A. LIQUID

Identification: Label or tag on outside of container. Show type of material origin if known, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1/4 pt.

Evidence - All to 1/4 pt. Not less than 30cc, or 1 oz., if available.

Preservation: NONE

Wrapping & Packing: Friction top paint can or large mouth screw top jars; if glass, pack to prevent breakage. Use heavy corrugated paper or wooden box.

Miscellaneous: NONE

B. SOLID

Identification: Label or tag on outside of container. Show type of material, origin if known, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - At least 1/2 sq. in.

Evidence - All. If on small object, send object.

Preservation: Wrap so as to protect smear.

Wrapping & Packing: If small amount, pillbox or small glass vial with screw top. Seal to prevent leakage. Envelopes not satisfactory.

Miscellaneous: Do not pack paint chips in cotton or secure with Scotch tape or adhesive.

PARAPHERNALIA (DRUG)

Identification: Label or tag on outside of container. Show type of material, origin if known, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - Pertinent items.

Preservation: NONE

Wrapping & Packing: Pack glass items to prevent breakage.

Miscellaneous: Empty any liquid from smoking devices into a separate container.

PLANT MATERIAL: CANNABIS; MUSHROOMS; PEYOTE; ETC.

Identification: Label or tag on outside of container. Show type of material, origin if known, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - Amount over maximum penalty limit

Preservation: Dry to prevent molding.

Wrapping & Packing: Loosely fill paper bag and seal if drying is impossible. Use any suitable sealed container if dry. Notify laboratory of condition upon submission.

Miscellaneous: NONE

DENTAL STONE AND PLASTER CAST (SEE "IMPRESSIONS")

POISON (SEE "DRUGS")

Identification: NONE

Amount Desired: Standard - At least 1 cup.

Evidence - NONE

Preservation: NONE

Wrapping & Packing: NONE

Miscellaneous: NONE

POWDER PATTERNS (SEE "GUNSHOT RESIDUE")

POWDERS (SEE "DRUGS")

ROCKS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - NONE

Evidence - NONE

Preservation: NONE

Wrapping & Packing: A suitably-sealed container.

Miscellaneous: NONE

ROPE, TWINE, AND CORDAGE

Identification: NONE

Amount Desired: Standard - 2 ft. or 1 lb.

Evidence - All up to 2 ft.

Preservation: NONE

Wrapping & Packing: Wrap securely in clean paper. If strands or fibers, use druggist fold in pillbox. Seal edges and openings with Scotch or adhesive tape.

Miscellaneous: NONE

SAFE INSULATION

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 cup

Evidence - All to 1 lb., if available

Preservation: NONE

Wrapping & Packing: Use containers such as a pillbox or paper bag. Seal edges and corners to prevent any loss.

Miscellaneous: Avoid use of glass containers.

SHARP OBJECTS (KNIVES, AXES, RAZOR BLADES)

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - NONE

Preservation: *NONE*

Wrapping & Packing: Pack in cardboard box with appropriate packing to prevent shifting, or use plastic cylinders.

Miscellaneous: Use SHARP label on container. See other appropriate areas, i.e., blood and latents.

SHOES

Identification: Label or tag outside of container. Identify contents, owner of contents if known, date of recovery, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - All*

Evidence - NONE

Preservation: If wet, let dry before sealing in package.

Wrapping & Packing: Seal in suitably sized paper bag or box.

Miscellaneous: Make note of possible biohazard if blood is on shoes. Be aware of and avoid loss of trace evidence. Do not wrap shoes tightly.

SOIL

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - 1 cup*

Evidence - All to 1 lb.

Preservation: *NONE*

Wrapping & Packing: Paper bags, seal to prevent loss.

Miscellaneous: Avoid use of glass containers or plastic bags.

STOMACH CONTENTS

Identification: Place in clean, sterile container. Label outside of container with name of subject, date taken, officer's name and agency.

Amount Desired: *Standard - NONE*

Evidence - All available sample

Preservation: *NONE*

Wrapping & Packing: Seal container. Wrap in paper or soft packaging, place in suitable mailing package to prevent breakage or spillage.

Miscellaneous: Refrigerate sample until mailed. Label "STOMACH CONTENTS".

SYRINGES (SEE PARAPHERNALIA)

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - Pertinent items.

Preservation: *NONE*

Wrapping & Packing: Place needle in plastic cylinder and seal to prevent needle sticks and loss.

Miscellaneous: Mark container as a BIOHAZARD and CONTAINS SHARP.

TIRES

Identification: Label or tag tires. Identify vehicle and position from which they were removed (front, right, left, rear, etc.), owner of vehicle if known, date of recovery, CSI or detectives initials case name and number.

Amount Desired: *Standard - All*

Evidence - *NONE*

Preservation: *NONE*

Wrapping & Packing: Tires can be large and are more easily handled independently, they need not be packaged unless loss of trace evidence is a concern.

Miscellaneous: Inked test of prints of tires may need to be made while tires are on vehicle. Consider whether or not spare tire may have been involved.

TOOLS

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: *Standard - NONE*

Evidence - All

Preservation: *NONE*

Wrapping & Packing: Cover end or edges with paper bag to catch trace evidence. Never place tape directly on edge.

Miscellaneous: Wrap each tool separately in paper, strong cardboard or wooden box to prevent shifting and protect ends. DO NOT use tool to collect suspect marks.

TOOLMARKS

Identification: On packaging or on a tag attached to or on opposite end from where toolmarks appear, CSI or investigator's initials, case name and number.

Amount Desired: *Standard* - Send in the tool. Package all evidence separately.

Evidence - *NONE*

Preservation: Cover ends bearing toolmarks with bag and wrap with paper. Never use tape on cut ends.

Wrapping & Packing: After marks have been protected, place in strong box and pack to prevent shifting.

Miscellaneous: Use silicone casting material, make two casts if practical. Keep questioned specimens separate from known standards. Identify end with questioned cut and with agency cut.

TYPEWRITING (SEE "DOCUMENTS")

UNKNOWN MATERIAL

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - Size will vary, attempt to obtain sample greater than 1 tbsp.
Evidence - All

Preservation: NONE

Wrapping & Packing: NONE

Miscellaneous: Use paper folds, paper bags, and cardboard boxes except for liquid, which should be in a glass container. Seal to prevent loss.

URINE (TOXICOLOGY)

Identification: When possible, use standard DUI kit. Fill out provided labels (name of subject, date/time collected, officer's name and agency). Fill out DUI case history form provided with DUI kit.

Amount Desired: Standard - NONE

Evidence - Two 30ml plastic bottles

Preservation: NONE

Wrapping & Packing: Place in kit and seal with provided seals. If DUI kit is not available, place in suitable mailing package to prevent breakage and spillage.

Miscellaneous: NONE

WIRE (ALSO SEE "TOOLMARKS")

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

Amount Desired: Standard - 1 ft. or more

Evidence - All

Preservation: Do not put tape on cut ends.

Wrapping & Packing: Wrap securely; pack to prevent friction, shifting, breakage, or contact while in transit.

Miscellaneous: Identify end with questioned cut and end with agency cut.

WOOD

Identification: Label or tag on outside of container. Show type of material, date obtained, CSI or investigator's initials, case name and number.

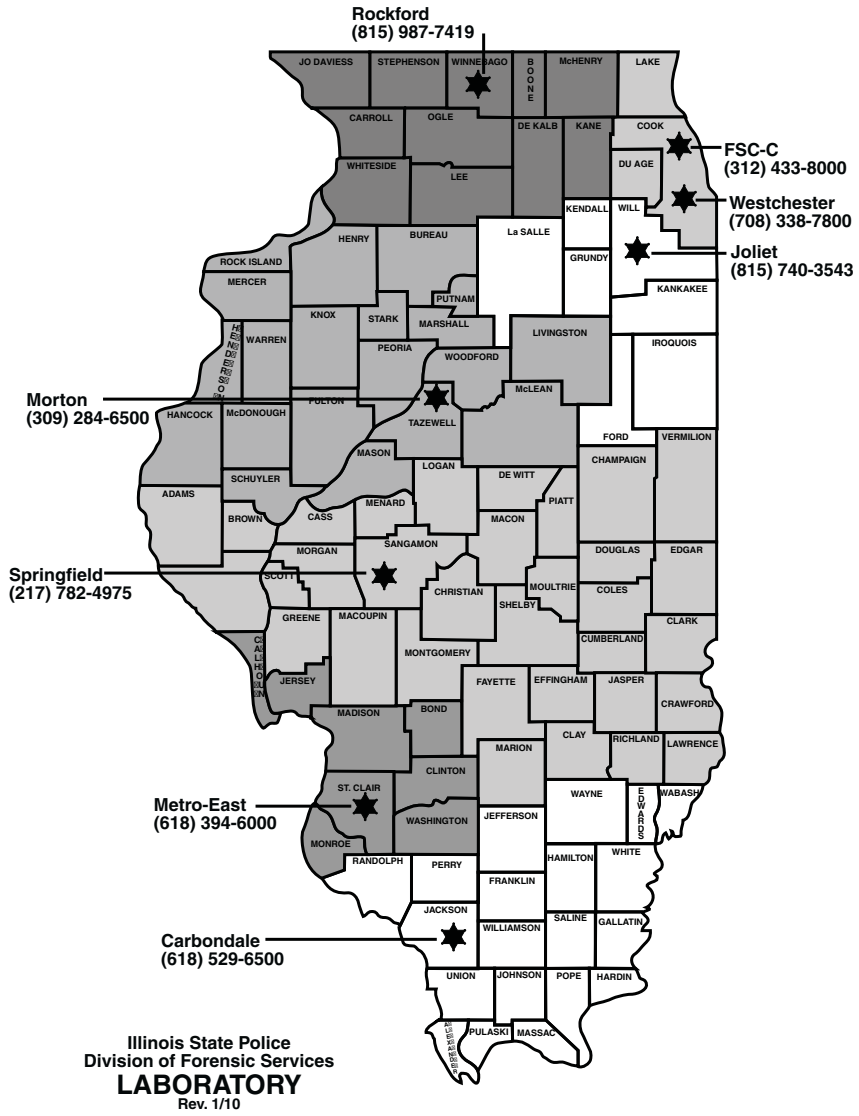
Amount Desired: Standard - 1ft.

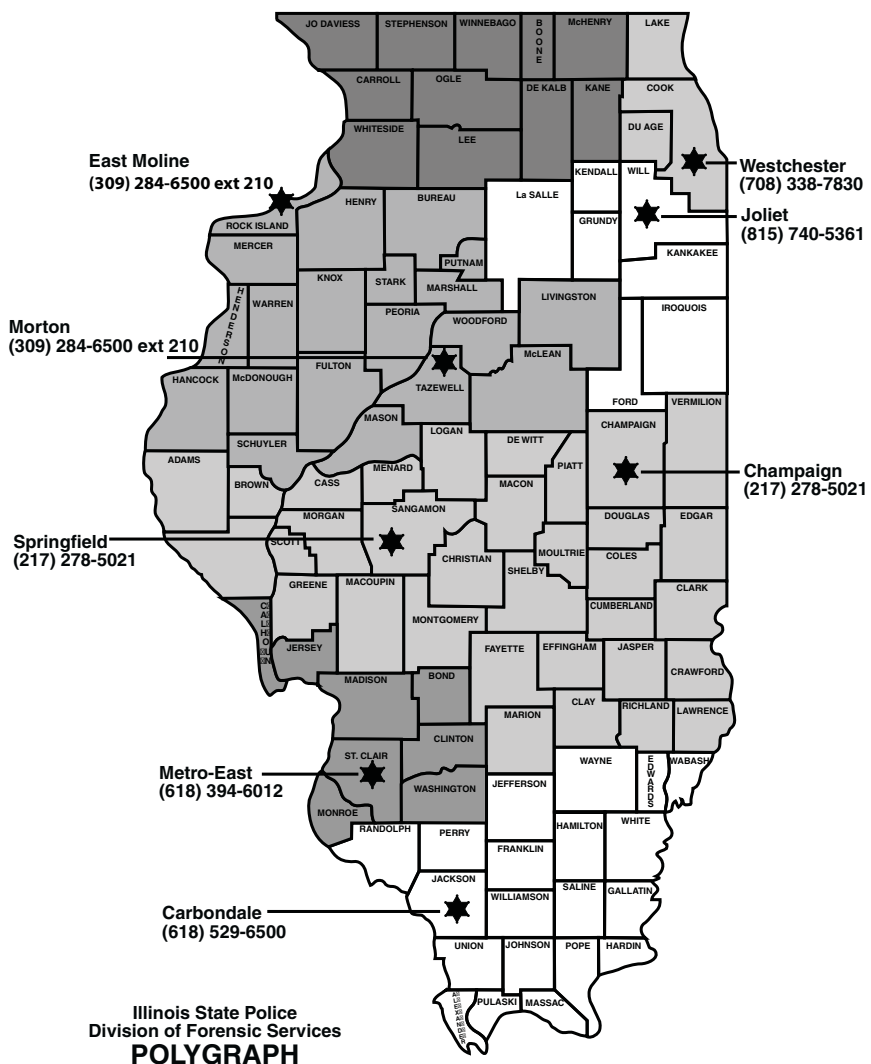
Evidence - NONE

Preservation: NONE

Wrapping & Packing: Wrap securely; pack to prevent friction, shifting, breakage, or contact while in transit.

Miscellaneous: Keep questioned specimens separated from known standards.





NOTES

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