



LAKE COUNTY CRIME LABORATORY

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Evidence Packaging and Acceptance Procedures

Depending on the examinations required, evidence items should be packaged in a specific manner.

1. **DNA/Serology/Blood/Body Fluids**: Paper bags or envelopes are recommended. Never package in plastic bags.
2. **Fingerprint examination**: Paper bags or envelopes are recommended. Never package in plastic bags.
3. **Firearms**: Gun boxes are recommended. These can be purchased from a Forensic Supplier. See list below.
4. **Arson & Explosive Debris**: Package in clean (never used) paint cans. These can be obtained from the Crime Laboratory or purchased from a Forensic Supplier. See list below.
5. **Trace & Controlled Substances**: Can be packaged in any type of container.
6. **Toxicology**: Package in designated Toxicology boxes as provided (Blood and Urine Separate). Call with any questions.

Exceptions:

Certain items of evidence may be too large to wrap, or the evidence may be destroyed by attempting to wrap the item. In these instances, notify the Laboratory. The Laboratory will assist you.

Unusual Situations:

Items which may be hazardous to the employees of the Lake County Crime Laboratory must be clearly identified as hazardous by the submitting agency. Please provide as much information as possible concerning the hazardous item. An example of this is "suspected cyanide". If you have any questions please call the crime laboratory, we will assist you.

Some types of evidence cannot be tested by the Lake County Crime Laboratory. For example, we cannot accept suspected anthrax. On items such as this, please call the Crime laboratory and we will provide you with information on where to send the item.

Proper packaging:

1. When possible, each item should be separately wrapped in a paper bag, or envelope, which is large enough to cover the item.
2. Seal the container with the proper type of evidence tape for the container.

Proper Seal:

A proper seal is one which is tamper evident, such as friable evidence tape that breaks upon opening, or evidence tape that will leave a mark upon removal. There must be no openings which would allow anything to enter or escape the package.

3. Initial the evidence tape, over the edge of the tape. Your initials should crossover the evidence tape and onto the package.

4. If the evidence is not properly sealed and marked, the person submitting the item must correct the situation before it will be accepted.

Improper Seal:

Examples: Cellophane tape on a metal can, or cellophane tape on a plastic bag. These may be removed and replaced without detection. Never seal with staples.

Safety Precautions:

Special care should be taken with the following items:

1. **Firearms:** Firearms should be unloaded prior to submission to the laboratory, whenever possible. If a firearm must be submitted in the loaded state, label the box "loaded firearm", and notify the laboratory upon submission.
2. **Sharp objects:** Special care must be used when packaging sharp objects, in order to protect anyone transporting or handling the evidence. Sharp objects must be labeled as "Sharp", and placed into a puncture proof package. If not possible, notify the laboratory at the time of submission that there is a "sharp" object. The Laboratory will assist you.
3. **Syringes:** Syringes must be placed into puncture proof containers, which can be purchased from a supplier of Forensic items. Alternatively, place the syringe into a puncture proof container, and label it as "sharp".
4. **Biohazards:** Any items that have blood or body fluids must be marked as a biohazard using labels available from a Forensic Supplier. An alternative is to write "Biohazard" on the outside of the container.
5. **Explosive Devices:** Under no circumstances will Un-detonated, explosive devices be accepted at the LCCL. The Lake County Bomb Squad must be called for consultation and subsequent removal.

List of Forensic Suppliers:

1. Evident 1-800-576-7606
2. Lynn Peavey 1-800-255-6499
3. COPS Plus 1-800-330-6422
4. Armor Forensics 1-800-852-0300
5. LAW Crime Scene Products 1-800-660-4529