EVC: Evidence Security and Storage Requirements

Introduction

The security and control of evidence within the laboratory is maintained through limited access storage.

Proper storage of evidence is vital to prevent deleterious change and to maintain the evidential value and integrity of the evidence.

Evidence Section and laboratory security

5.3.4.1.f

The laboratory's Evidence Section is a limited card-access facility located within the interior of the laboratory building. The area is alarmed with motion sensors after normal working hours, weekends, and holidays. In addition, the area contains special card-access storage vaults for in-coming evidence, controlled substances, firearms, and out-going evidence.

Visitors to the Evidence Section must sign in and out of the *Evidence Section Security Log*.

Storage conditions

5.3.2
5.3.4.1.f
5.8.4

Proper storage conditions depend upon the type of evidence and the tests to be performed. Examples include the following:

- liquid blood and urine samples for blood alcohol or toxicology analysis should be stored under refrigeration before and during the analysis. Long-term storage of samples containing preservatives may be under ambient conditions.
- liquid blood to be used as a blood typing standard should be dried on cotton material and then may be stored under ambient conditions.
- biological evidence stains received wet or damp should be thoroughly dried as soon as possible after receipt. Dried biological evidence may be stored under ambient conditions.
- trace evidence should be stored in a manner that protects its small size and transient nature.
- arson evidence should be stored in airtight containers.
- arson-related soil samples should be placed in freezer storage as soon as possible to prevent the breakdown of petroleum products by soil bacteria

EVC: Evidence Security and Storage Requirements,
Continued

Secure storage areas	Each technical laboratory area has limited card-access and contains locking storage areas appropriate for the types of evidence being examined. Secure storage is provided by card-access or key lock.
5.8.4.1	Keys to secure areas are limited and maintained in key boxes with combination locks or under the personal control of an analyst, supervisor or designee, or Laboratory Director or designee.
5.3.4.1.f	Within the laboratory, control of each evidence submission or item is maintained by the analyst in possession of the evidence or through the use of designated storage locations. Areas designated for secure long-term and short-term storage within the laboratory include the following:

- Evidence Section: evidence holding and log-in vault, controlled substance vault, firearms vault, arson locker, walk-in freezer, walk-in refrigerator, ambient storage area, evidence return vault, overflow storage area

5.8.4.2

- Firearms/Toolmarks Laboratory: firearms storage vault, evidence storage cabinets
- General Criminalistics Laboratory: evidence safe, evidence storage cabinets
- Trace Evidence Laboratory: evidence cages, examination rooms
- Serology/DNA Laboratory: evidence cages, walk-in freezer evidence cages, chest and upright freezers, kit-processing refrigerator, drying room, examination rooms, overflow storage locker
- Alcohol and Toxicology Laboratories: walk-in refrigerator
- Controlled Substance Laboratory: evidence storage cabinets
- Vehicle Examination Bays

Storage of test fired ammunition	All test fired ammunition produced in the laboratory will be stored in locked evidence storage cabinets located in the General Criminalistics Laboratory. Archived test fires are stored in room AB30 in the Vehicle Examination Bay. Keys to the cabinets/rooms will be maintained in the firearms storage vault.
5.3.4.1.f	
5.8.4.6.1.a	The evidence packaging and storage insures the future utility of the test fires as comparison exemplars.
5.8.4.6.3	
5.8.4.6.4	The Laboratory Director authorizes access to the firearms storage vault.

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