

GENERAL PACKAGING INSTRUCTIONS

Case reports are required for biology, fire debris, and firearm cases. They are not required for controlled substance or DUID cases. Do not put the case reports inside evidence envelopes.

A. Chain of custody is a written record of names and dates for custody of an item of physical evidence. All physical evidence must be accompanied by a written chain of custody.

Required steps:

1. Sign chain of custody on the container (or toxicology submittal form if using a collection kit).
2. Be sure to sign the chain of custody with name and date when any item of evidence is moved or transferred.

B. General Guidelines for packaging of evidence: Please follow these guidelines when packaging physical evidence.

1. Wet items (with the exception of those for toxicology) need to be dried prior to submission.
2. Place evidence in the appropriate container and mark the container with case number, item number and a brief description of the contents.
 - a. See specific chapters in this handbook for specific evidence requirements.
 - b. Oversized evidence can be placed in brown paper, sealed at the edges with evidence tape and initials.
3. Seal container (evidence envelope, gun box, etc.) securely with standard evidence tape to prevent cross-contamination and prevent tampering.
 - a. Manufactured seams do not need to be taped and initialed.
 - b. Heat sealed packages must have initials across the heat seal to be properly sealed.
4. Personalize the seal with the initials of the person sealing the container and the date. Any evidence submitted to the lab must have evidence tape and initials or it will be rejected.
5. Transport to laboratory in appropriate fashion. Be sure to document chain of custody.

For your convenience we provide free evidence envelopes and free collection kits. Contact your local Forensic Services Laboratory at one of the addresses below.

REMEMBER: Put case reports, submittal forms, and evidence inventory on the outside of the evidence envelopes or box.

Mailing Instructions: Mail via United Parcel Service (UPS), registered U.S. Mail or Federal Express. Request confirmation of delivery.

Meridian

Idaho State Police
Forensic Services

700 S. Stratford, BLDG 1
Meridian, ID 83642-6202
884-7170

Coeur d' Alene

Idaho State Police
Forensic Services
615 W. Wilbur, Suite B
Coeur d' Alene, ID 83815
209-8700

Pocatello

Idaho State Police
Forensic Services
209 E. Lewis
Pocatello, ID 83201-6419
232-9474