

**FTP 4 HANDLING OF EVIDENCE**

1. Once the evidence is in the custody of the analyst, he/she will be responsible for the integrity and security of that evidence.
2. When the evidence is not being actively processed, it will be placed into a designated secured area.
 - a. If for any reason the evidence cannot be stored or processed within the footwear and tire track impression section (size, biological hazard, etc), it may be maintained in a secured, limited access area. This area must only be accessible to authorized personnel. The AIC /Lab Director must be notified.
 - b. If the analyst needs to leave evidence out on the work area for short periods of time (lunch, errands, etc.) an “Evidence, Do Not Touch” sign may be placed next to the evidence.
3. When evidence is being stored, if possible, items should be returned to their original packaging to prevent cross-contamination. If this is not a practical method for storing a particular item of evidence, care should be taken to prevent any type of contamination.
4. Each case should be evaluated by the Forensic Scientist to determine the potential for other types of evidence (Shoes may need serology/DNA testing if visible blood is observed during examination). Care should be taken to ensure these items will not become contaminated, altered, destroyed, or lost. Victim and suspect samples that could be cross contaminated should not be examined at the same time on the same work surface.
5. Forensic Scientists need to be aware of biological or trace evidence such as blood, hairs, paint, glass or fibers on the item being examined. Appropriate action should be taken to avoid cross-transfer of trace evidence between items.
6. Evidence should be examined on a clean workstation. This would include using a clean piece of butcher paper or wiping down the area first with a 10% bleach solution or other disinfectant. Butcher paper that may contain potential trace evidence should be handled accordingly, which may include being placed with the original item of evidence into the packaging.
7. Evidence that requires DNA testing must be examined on a clean workstation as previously described. Appropriate PPE, not limited to a lab coat, gloves and mask, must be worn while examining or processing this type of evidence.
8. See the Evidence Operation Manual for information regarding the proper collection and preservation of trace and biological evidence. In the event other potential evidence may be present on an item, a forensic scientist from that section may be consulted.
9. When the examination is complete, the evidence should be placed back into the original packaging. If for any reason this cannot be done, the original packaging as well as the evidence should be placed into new packaging. This new packaging should be marked with the agency case number, CBI lab

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case number and item number. A new barcode should be generated and placed on to the new packaging.

10. Prior to packaging, each item of evidence shall be marked with the case number and item number. The forensic scientist's initials and date may be marked on the item of evidence.
 - a. If the item does not lend itself to marking for whatever reason, the proximal container or identifying tag shall be marked as stated above.