

4.1.2 Evidence Submission Policies

4.1.2 FSD Evidence Submission and Crime Scene Response Policy

4.1.2.1 Purpose

The purpose of this policy is twofold:

- provide guidance related to the kinds of evidence/testing that may or may not be useful in criminal investigation and prosecution
- serve as reminders of important points to consider when investigating crimes, submitting evidence to the labs, or preparing for prosecution of a case.

The goal of the MSP Forensic Science Division (FSD), and of forensic science in general, is to extract factual information from physical things with the intent of using those facts to prove or disprove elements of a crime. Resource limits prevent the full and exhaustive processing of every evidentiary item; so, prior to submission to the laboratory, we must consider each piece of potential evidence for the likelihood that it can provide these types of facts.

Generally, the decision point for whether an evidentiary item can be submitted for analysis should come after studying the following points:

1. Is it likely that forensic analysis of the item can provide facts useful to the case?
2. Is the evidence item associated with an open and active criminal investigation?
3. Are there unusual circumstances in this case that may prescribe testing of an evidence item that would normally not be considered?

Especially in the latter two situations, it is imperative that investigating agencies/officers and/or prosecutors convey details of the special situation to the scientists conducting the examinations. In every situation, all involved parties must consider what is reasonable for the case. It is not possible to universally declare that some kinds of evidence will never be tested, nor is it reasonable to expect that every request for testing can be accepted blindly and conducted fully. Communication **MUST** be a priority, the goals of the examinations must be fully understood by all parties, and the requests must be reasonable.



It is understood that there are differences between investigating a case and preparing one for trial. There will be circumstances where additional analysis will be required by the prosecutor to ready a case for trial. If the prosecutor's office is making a direct request for additional analysis, and not through the investigation agency, the supplemental request requires the submission of a completed FSD-007. In situations where the additional analysis conflicts with these submission policies, it is vital that the prosecutor be given the flexibility and allowances to step outside these submission policies when deemed necessary. Occasional exemptions will occur only after thorough discussions with the laboratory director (or his/her designee) of the lab where the analysis will take place. The details of these discussions **SHALL** be recorded in the communications log of the electronic case file. If an agreement cannot be reached between the prosecutor and the laboratory director (or his/her designee), then section 4.1.2.2.5 of this policy shall be referenced and adhered to.



The Michigan Department of State Police Forensic Science Division provides service in the following disciplines:

- Biology
- Bloodstain Pattern Analysis
- Controlled Substances
- Crime Scene Response
- Firearms/Toolmarks
- Latent Prints
- Questioned Documents
- Toxicology
- Trace Evidence

Not all laboratories provide all these services. Please contact your local laboratory for a comprehensive list of the services provided. In circumstances where a service or examination type is requested/required but not provided by the MSP Forensic Science Division, FSD staff may be able to provide a list of vendors that can provide the service and will attempt to do so.

4.1.2.2 Evidence: Request, Preparation and Delivery

Evidence submitted for analysis **SHALL** be accompanied by a completed **FSD-007**, Request for Laboratory Examination form. Information from the submitting agency shall include:

- Submitting Agency Name, Phone Number, Fax Number and/or E-mail
- Submitting Officer Name
- Investigating Officer Name

- Agency Complaint/Incident Number
- File Class
- County Code of Offense
- Type of Examination Requested
- Victim/Suspect/Elimination Information (if known)
- Date of Offense for IBIS Submissions
- Statement of Facts/Comments
- Additional DNA CODIS Information if Needed

With every submission made to the FSD, a complete and accurate FSD-007 shall be filled out as required by this policy. No submission (case) will be received if the FSD-007 is determined to be incomplete and/or inaccurate. The "Statement of Facts/Comments" field is required information and must be completed by the submitting agency if a case is to be received by a laboratory. A case will not be received by a laboratory if there is no agency complaint number assigned to it.

4.1.2.2.1 Laboratory Submission Report

A Laboratory Submission Report shall be generated electronically for the evidence submitted and provided to the submitting agency upon request.

4.1.2.2.2 Submitting Agencies

The FSD laboratories will accept requests for analysis from law enforcement agencies, prosecutors, medical examiners or other state agencies for purposes of criminal investigation and prosecution. All other requests for analysis shall require the approval of the FSD Director prior to the evidence being submitted or analyzed. The FSD laboratories shall not conduct examinations on cases which exclusively involve civil litigation. Evidence from private investigators shall be submitted through a recognized law enforcement agency. The laboratory report in these cases shall be sent to the law enforcement agency. If the FSD laboratories are unable to perform the requested work, this shall be communicated to the requesting agency.

4.1.2.2.3 Proper Sealing of Evidence

Evidence submitted to the laboratory shall be properly sealed by the submitting agency. Evidence submitted by mail or commercial carrier which is received with an improper seal shall be sealed upon receipt by laboratory staff.

If the evidence is not properly sealed, it shall be remediated in one of two ways:

- by placing a piece of evidence tape perpendicular to the original, improper seal with the initials of the lab person sealing the evidence written across the perpendicular seal.
- by resealing the complete package in another container that is properly sealed and initialed.

Large evidence or multiple items that are not suitable for sealing shall be handled as appropriate for the examination(s) requested. Evidence which is properly sealed and marked for identification may be placed in unsealed and unmarked containers such as boxes or bags for the purpose of grouping items of evidence or for the convenience of carrying the evidence.

4.1.2.2.4 Analysis/Testing methods

The FSD shall select and use the most appropriate testing method and procedure, based on the type and condition of the evidence and their understanding of the case facts.

All evidence being submitted to the laboratories shall be evaluated by FSD personnel to determine types of analysis that may yield results useful to the submitting agency. This may include analyses not originally requested by the submitting agency.

If a specific analysis is not requested by the submitting agency during the original submission (i.e., not present on the FSD-007), the analyst/examiner must receive the approval of the submitting agency prior to conducting that analysis. The approval and/or refusal by the submitting agency on the additional analysis shall be documented within the electronic case file.

The Forensic Science Division reserves the right to transfer evidence to another accredited laboratory to help facilitate the analysis of evidence. This includes outsourcing of the evidence to other public and private laboratory systems.

4.1.2.2.5 Extenuating Circumstances

There may be, at times, extenuating circumstances that require the analysis of evidence in disagreement with this submission policy. The respective Laboratory Director shall work with those parties requesting the analysis to determine the reasonableness of the request and whether the circumstances merit an exemption from this policy. If agreement cannot be reached, the parties requesting the analysis may appeal to the FSD Director who shall review all documentation and circumstances pertaining to the request for analysis. The appeal shall be made on agency letterhead and should indicate any pending court dates or critical deadlines. Attached to the appeal shall be an explanation of why the analysis is needed and a copy of all relevant police/investigative reports. The decision of the Laboratory Director will be overturned only when there is a compelling reason to do so.

4.1.2.2.6 Unknown Hazardous Materials

The FSD does not accept case submissions involving unknown materials suspected to be hazardous. A hazardous material is defined as any article or substance that poses an unreasonable risk to health, safety, or property.

4.1.2.3 Biology

MSP Biology Units are comprised of two distinct disciplines that include Body Fluid Identification (BFI) and DNA analysis. Body Fluid Identification involves screening evidence for the presence of biological material typically prior to DNA testing. The screening includes identifying samples that have a reasonable potential for interpretable DNA results that also have investigative value.

4.1.2.3.1 General Biology Submission Information

To assist in the determination of DNA profile CODIS eligibility and properly direct the analysis of items submitted.

4.1.2.3.1.1 Request for Laboratory Analysis (FSD-007)

The FSD-007 shall include:

1. A thorough description of the evidence submitted (i.e. a blood stain recovered from the point of entry of a burglary)
2. A detailed location of where the evidence was recovered and why it is believed to be from the possible perpetrator of the crime
3. In many instances it may be necessary to consume the item submitted during testing. The decision to allow consumption of the evidence is the responsibility of the investigating agency and must be indicated on the FSD-007.
4. Relevant case information that would assist in the biological screening of the submitted evidence should be provided.

4.1.2.3.1.2 Reference Samples

DNA reference samples including victim(s), suspect(s) and elimination(s) should be submitted along with the evidence. The following sample types are commonly accepted as a DNA reference sample:

- Buccal (oral) swab placed into an outer paper container (i.e. envelope or swab box). **CODIS offender kits should not be used to collect casework buccal swab reference samples.**
- Liquid blood samples stored under refrigerated conditions prior to submission or submitted to the laboratory near the time of collection. Liquid blood samples should be packaged in a manner to reduce the possibility of breakage. EDTA-preserved "purple top" tubes are preferred.
- Dried blood stains previously prepared from liquid blood.



For submission purposes, an item is defined as one piece of evidence (sexual assault evidence collection kit, swab, weapon, article of clothing, etc). DNA reference samples do not count toward the total number of evidentiary items accepted.

4.1.2.3.1.3 Evidentiary Samples

Evidentiary samples include items that may contain a body fluid and/or cellular material.

1. Common sources of DNA include tissue, blood, saliva, semen/seminal fluid, human hairs with roots, and other cellular material.
2. Contact ("touch") evidence refers to samples collected from items that came into contact with a person for a brief period of time, have no observable body fluid present and have limited potential for interpretable DNA results due to the potential for multiple individuals handling the item.
 - a. Examples of contact evidence include swabbing of items such as phones, door knobs, cash register drawers, electrical plugs/cords, service counters, fired cartridge casings, weapons, windows, tool handles, steering wheel/gear shift swabs, latent prints etc.
 - b. Clothing items (shirts, hats, gloves, masks, jewelry etc.) are NOT considered contact evidence when attempting to identify the wearer of the item.
 - c. Additional examples of items that are NOT considered contact evidence include items with an identifiable body fluid, chewed gum, cigarette butts, swabbing of the mouth area of beverage containers, partially eaten food etc.
3. Evidence may be submitted for urine and fecal matter screening but is not suitable for subsequent DNA testing.
4. Bone(s) may be submitted to the laboratory for analysis only when adhering tissue, cartilage or a body fluid is present. Bones shall not be submitted for species determination, age determination, etc.

4.1.2.3.2 Biology (BFI) Submissions

The number and types of evidence items accepted at the laboratory will be based on the type of crime committed (file class). Additional items may be submitted after consultation with the Laboratory Director or their designee.

1. Homicide (900-) and assault cases (1300-)
 - a. Prioritized not to exceed fifteen items as described above.
 - b. Contact DNA evidence, as described above, will only be accepted when no other biological evidence linking a suspect to a crime is available.
2. Sexual assault (1100-) cases
 - a. The initial submission should consist only of the sexual assault evidence collection kit.

- b. If a sexual assault evidence collection kit is not available or investigative information suggests additional items may be of value, other items may be submitted after consultation with the Laboratory Director or their designee. These other items may include underwear, condom(s), clothing and/or bedding.
 - c. Criminal paternity cases will only be tested when reference samples from the mother (known or alleged), child/products of conception (POC) and father (known or alleged) are submitted.
 - i. POC must be stored frozen or submitted immediately.
 - ii. Please advise medical personnel that no preservatives or fixative (formalin) should be added to the tissue. Samples fixed in formalin **WILL NOT** be accepted by the laboratory.
3. All other crimes (i.e. property crimes, robberies, hit and run)
 - a. Not to exceed three items as described above.
 - b. Contact evidence will only be accepted in the absence of common source DNA as described above in 2.1.3 Evidentiary Samples.
 4. Miscellaneous submissions that require consultation with a Laboratory Director or designee:
 - a. Unidentified human remains
 - b. Missing persons
 - c. Relationship testing
 - d. Non-human DNA
 - e. Mitochondrial DNA
 - f. Alternate reference samples

4.1.2.3.3 Biology (DNA) Submissions

Submissions for DNA testing must meet all of the previously outlined Body Fluid Identification conditions with the following additional parameters.

1.
 - a. Homicide (900-) and assault cases (1300-)
 - i. Seven evidentiary items.
 - ii. No further DNA testing shall be conducted after an association has been made linking a suspect to a crime (i.e. victim's blood on the suspect's clothing).
 - b. Sexual assault (1100-) cases
 - i. Two evidentiary items as described above.
 - ii. No further DNA testing shall be conducted after an association has been made linking a suspect to a crime (i.e. suspect's DNA on a victim's vaginal swab).
 - c. Property crimes (2000- and above)
 - i. Two evidentiary items as described above.
 - ii. No further DNA testing shall be conducted after an association has been made linking a suspect to a crime (i.e. suspect's blood at point of entry).
 - iii. No DNA testing will be conducted on firearms seized from a person in firearms possession cases.



There is no scientific basis with which to age DNA, therefore a DNA association on an item which has an established history of being around or touched by a person has very little forensic value.

Examples of such evidence include:

- Items collected/seized directly from an individual or Items known to have belonged to the subject in question (unless currently in possession of a second subject and used to determine the original possessor)
- Firearms registered to the subject in question
- Items that were observed in the possession of the subject prior to being discarded
- Found property that is not associated with a criminal case

4.1.2.4 Controlled Substances

4.1.2.4.1 Submission

1. The FSD-007 shall include the anticipated charge (i.e., Use, Possession, Possession with Intent to Deliver, or Delivery).
2. A submission is defined as evidence that is taken from a single suspect or place, and the same date and time.
 - a. Suspected controlled substances obtained from separate buys would be considered separate submissions.
 - b. Suspected controlled substances obtained from different suspects would be considered separate submissions.
3. Two items of a controlled substance submission will be analyzed. Where possible, these items should contain different suspected controlled substances. To achieve the highest penalties in the case, the items analyzed will be selected by laboratory staff based on information given by the agency.
4. Cases that involve Schedule 2 narcotics or cocaine where the weight would exceed 50 grams, 450 grams or 1,000 grams would require submitting as many items as necessary to reach the weight level.
5. Evidence submitted must have a suspect associated with it.
6. Submit only drugs and/or drug packaging.
7. Do **not** submit the following:
 - a. Syringes with needles. If the submitting agency feels that extenuating circumstances exist to justify the need for a syringe to be examined they must receive approval from the Laboratory Director (or designee) prior to submission to the Laboratory. When approval is given, please contact the Controlled Substance Unit Supervisor for instructions on properly packaging the syringe.
 - b. Field Test Kits. The chemicals may leak out and contaminate the evidence and could cause a serious health hazard to the

- analyst.
- c. Smoking devices/residues if there is an amount of material from another item that can be weighed.

4.1.2.4.2 Packaging

1. Each Item should be marked with a unique item number.
2. Each Item should be packaged in an appropriate sized container. The minimum recommended size of the outer container is approximately 6"X 9".
3. When sealing evidence in bags or envelopes allow ample room for the analyst to reseal the evidence after analysis. The outer container must be properly sealed. A compliant seal must be tamper-evident, and may include heat seal, tape seal, or a lock with the initials of the person creating the seal being placed on the seal or across the seal onto the container when possible.
4. Affix a biohazard label or write "**BIOHAZARD**" in large letters on the outer container if the item poses a biological or safety hazard. Specify the type of hazard (e.g. removed from mouth, removed from body cavity, sharp object, broken glass) on the Request For Laboratory Examination (FSD-007).
5. Packaging that requires latent print processing needs to be separated from the suspected controlled substances **prior** to submission to the laboratory.
 - a. The separated packaging should be packaged in accordance with the latent print submission policy.
 - b. The separated suspected controlled substance should be placed in a container consistent with the size/quantity of the item.
 - c. Packaging that contains residues which cannot be separated should be submitted directly to the Controlled Substances Unit. The Request For Laboratory Examination (FSD-007) should indicate that latent print examination is needed. The Controlled Substances Unit will submit the evidence to the Latent Print Unit after completing their analysis.
6. Plant material
 - a. The majority of plant material seized is dry and can be packaged in plastic or paper evidence bags/envelopes. Moist or wet plant material, however, must be allowed to air dry prior to packaging. After drying, the plant material should be packaged in paper bags/envelopes. Moist plant material packaged in plastic will mold or degrade (rot). Mold poses a significant health risk and plant material that has degraded may be unidentifiable.
 - b. For suspected marihuana plant cases involving 1 to 19 plants submit one plant to the Laboratory.
 - c. For suspected marihuana plant cases involving 20 to 199 plants submit 21 plants to the Laboratory. The plants should be packaged in separate paper bags to prevent cross contamination. If the plants are large then 21 plant samples should be submitted. Samples can be taped to a sheet of white paper and packaged in separate paper envelopes. It is incumbent upon the agency to document how many plants there are in the case.
 - d. For suspected marihuana plant cases involving 200 or more plants submit 201 plants or plant samples as described above.
 - e. For suspected marihuana plant cases involving seedlings submit the entire plant.
 - f. Do **not** submit dirt, growing media or plant containers.
7. Tablets and capsules
 - a. Tablets and capsules should be counted and each type packaged separately.
 - b. Use a crush proof container when sending tablets and/or capsules through the mail.
8. Liquids
 - a. Liquids should be collected in a capped bottle/vial.
 - b. Place the capped bottle/vial in a plastic capped bottle to prevent against leakage.
9. Federal cases. Contact the Controlled Substances Unit Supervisor prior to submitting cases that are going to be taken to Federal Court.

4.1.2.5 Latent Prints

4.1.2.5.1 Submissions

Latent print identification determines only that a specific person touched an object and does not specify the use or time in which it was handled. There is no scientific basis with which to age a latent print, therefore a latent print identification on an item which has an established history of being around or touched by a person has very little forensic value. Examples of such evidence include:

- Items collected/seized directly from an individual
- Items known to have belonged to the subject in question (unless currently in possession of a second subject and used to determine the original possessor)
- Firearms registered to the subject in question
- Items that were observed in the possession of the subject prior to being discarded
- Found property that is not associated with a criminal case

The following evidence will not be analyzed for latent prints:

- Firearms submitted exclusively for IBIS / open shooting comparisons
- Firearms seized from a person in firearms possession cases
- Cartridges and fired cartridge cases
- Fired bullets and bullet fragments
- Evidence where the substrate is either degraded (e.g. corroded metal) or clearly lacks sufficient surface area to support a latent impression

4.1.2.5.2 Latent Print Case Submission Information

- Statement of facts shall be included on/with the submission form (FSD-007) for ALL firearms cases.
- All cases submitted to the Latent Print Unit shall include when possible, information on all subjects to be compared, to include name, date

of birth, SID number and/or FBI number.

- Elimination prints should be submitted for any and all victims and/or elimination subjects on the original submission.

4.1.2.5.3 Packaging

- All evidence should be packaged and sealed in a fully enclosed container.
- Always wear gloves when handling evidence to be processed for latent prints.
- Handle the evidence with a firm grip in a highly textured area or an area that would be least likely touched during typical use of the item.
- If the item was not properly protected for latent prints, this should be noted on the FSD-7 submission form and known elimination fingerprint cards should be submitted for the persons who handled the evidence without gloves.
- Do not write on the evidence itself. If notations need to be made, make them on the container in which the item is packaged.
- The packaging on controlled substances cases that requires latent print analysis shall be separated from the controlled substances prior to submission to the Latent Print Unit with only the packaging being submitted for latent print analysis. Cases in which separation is difficult or not possible, such as kilo packages, can be discussed with the Latent Print Unit or Laboratory Director.
- Wet items shall be fully dried and packaged in sealed paper bags or paper envelopes (never plastic) and a notation made on the submission form (FSD-7) that the evidence was previously wet. An exception to this would be evidence collected that requires arson examination. Evidence needing both arson and latent print analysis should not be dried and should be packaged in sealed nylon bags.
- Biohazard evidence shall be dried and packaged in sealed paper containers which are clearly marked biohazard.
- If the evidence is a knife or other sharp object, it shall be packaged in a sharps container or other container that protects analysts from injury and shall be clearly marked as biohazard/sharps. Sharps evidence shall be packaged separately from other evidence. Syringes with needles are not accepted without prior approval of the Laboratory Director.
- Items that have never been wet may be packaged in sealed plastic or paper containers.
- Package the item in the correct size container. The container should be small enough that the item does not move around excessively, but the package should not be wrapped tightly around the evidence.
- Package one item per container, or in such a way that the items do not rub against each other.
- Tie down boxes are the preferred containers for firearms. Firearms shall be made safe prior to submission to the laboratory.
- Latent lifts should be packaged separately from evidence to be processed. All latent lifts from a single case may be packaged in a single container.
- CD's containing photographs of latent prints should be a copy of the photographs on file at the agency and should not be the agencies sole copy of the evidence. Each CD should contain latent print evidence from only one case.

4.1.2.6 Firearms/Toolmarks

4.1.2.6.1 Submissions

Suspect Firearms

- If a firearm is submitted solely for the purpose of proving operability, the agency shall perform their own test firing.
- Silencer examinations are not conducted.
- Barrel and overall length measurements of a firearm, as it pertains to MCL 750.222 (short barreled and overall length) are not performed by FSD personnel. Agencies can receive instruction from a MSP Firearm Examiner on proper measuring procedures.
- Malfunctioning firearm: In cases such as accidental discharges, a detailed account of the incident must be submitted in order to attempt to duplicate or discount what was reported.

Police Officer involved shootings

- Cases for civil proceedings only will not be examined.
- Police Officer(s) weapon(s) must be submitted with the fired evidence.
- Must be clearly identified as an officer-involved shooting on the FSD-7 at submission.

Loaded firearms that cannot be made "safe" by submitting agency

- Notification of Laboratory personnel shall be made at time of submission.
- The container must be clearly labeled as "LOADED" in numerous areas.

Distance Determination

- This test can be conducted if the Medical Examiner or Pathologist cannot render an opinion related to distance determination.
- Submit only the dry, outer most garment exhibiting suspected bullet hole(s).
- Suspect firearm and ammunition are needed (if one or both are absent, an examiner must be consulted prior to submission)

Gunshot Residue hand kits are not processed. If required, FSD personnel may be able to provide a list of vendors who perform this type of examination.

Tool Mark Evidence

- A suspect tool with a known association to a suspect is required.

BrassTrax (NIBIN)

- Test fired cartridge case(s) from semiautomatic pistols and "assault-type" rifles only are entered.
- Do not submit the following types of firearms for entry: Airsoft or BB guns, Derringers, revolvers, shotguns, break-open / lever action / bolt action firearms, black powder firearms.
- Bullets are not entered.

4.1.2.6.2 Packaging

Bullets

- Bullets collected from autopsy should be cleaned of blood and tissue as much as possible, as body fluids can deteriorate fine detail on the bullet surface.
- Fired bullets should be packaged individually.

Firearms

- Submit the firearm and one empty magazine (do not submit unfired ammunition).
- Do not use metal for securing the action - plastic zip ties are recommended.
- For firearms recovered in water: Render the firearm safe. Submit in a container of the same water, if possible. If this is not possible, immediately treat with a water displacing lubricant such as WD-40 to help prevent oxidation/rust.
- Ammunition must be packaged separately from the firearm (no loose ammunition in the same container).

Clothing Items

- Air dry on a clean piece of paper; when dry, place another piece of paper on top and roll or fold; place in a paper bag and seal.

Toolmarks

- Package each tool separately and in a container separated from the object displaying the tool mark.
- Whenever possible, submit the actual item that exhibits the tool mark.
- If a cast of the tool mark is submitted, take an overall photograph or sketch of the item and its surroundings. Include information such as the direction the tool may have been used, location of the door strike plate, position of the lock, etc.



Affix a biohazard label or write "**BIOHAZARD**" in large letters on the outer container if the item poses a biological or safety hazard.

4.1.2.7 Questioned Documents

4.1.2.7.1 Submissions

Items that are NOT accepted for analysis:

- Items of documentary evidence not in question (except comparison or known materials), including any writing request where the suspect/victim has admitted to producing the signature(s) or extended writing. In this instance, the writing is considered known writing. Should the admission be recanted, the writing may be submitted for examination.
- Ink pens and inkjet printer cartridges. Unusual circumstances may occur where the chemical examination of ink formulations may be useful. If it is believed that this may be useful information, call and speak to a forensic document examiner prior to the submission.
- Suicide notes submitted for handwriting examinations where there are no indications that a homicide has occurred. All suicide notes shall be submitted under a 0900-1 file class if an examination is required.
- Requests for the evaluation of personality from writing. This is not a recognized forensic science and is not accepted in courts.

4.1.2.7.2 Packaging

- Questioned and known samples for comparison should be packaged separately.

- Do NOT write or staple on packaging after document evidence has been placed inside.

4.1.2.8 Trace Evidence, Footwear/Tire Impressions & Fire Debris

The Trace Evidence Unit makes comparisons to determine if there is a similarity between known and unknown (questioned) samples of materials such as glass, paint, fibers, and others. In general, the Trace Evidence unit requires a known sample along with the questioned material. However, there are many exceptions to this which include determining the possible make and model of automotive paint, and determining identification and possible sources of various materials.

4.1.2.8.1 Submissions

Items that are NOT accepted for analysis:

- Evidence that would link a person (their footwear impression, fibers, etc.) to their own property (example - looking for a person's clothing fibers in their own car)
- Evidence that would link a suspect (their footwear impression, fibers, etc.) when they are a relative/known acquaintance with known recent contact to the area or victim
- Cases without comparison samples unless attempting to source with a database, source the material itself, etc. (example of not accepted - questioned glass submitted without a known)

Hair:

- Hair (human or animal) evidence for microscopic comparison. Hair evidence may be submitted to the Biology Unit for general screening and evaluation for DNA analysis

Explosives:

- Unexploded commercial fireworks with intact manufacturer packaging.
- Explosive devices that have not been rendered safe by a bomb squad
- Explosive devices that cannot be linked to a suspect by proximity, DNA or latent prints; *unless* components identification/possible sources are of interest
- High explosives (contact FBI or ATF)
- Overpressure devices (bottle bombs) that are not tied to a criminal charge such as aggravated assault or cannot be linked to a suspect by proximity, DNA or latent prints

Gunshot Residue:

- Gunshot residue (GSR) kits or GSR chemical identification of any sort (including unburned particles on clothing) If requested, a list of independent testing laboratories that do gunshot residue testing may be provided to the agency.

Bulbs, Fracture Matches and Unknown Substances:

- Vehicle/boat lamps that are not near areas of significant damage on the vehicle
- Unknown substances that the identity is not being used for corroboration or reconstruction

Adulterated products or food/drinks:

- "Unopened" or packaged food/product tampering that do not involve a personal suspect (example - off the shelf food/products should go to FDA lab)
- No more than two questioned items of food, beverage or personal care products are to be submitted at a time.
- Suspected contamination cases without a possible known contaminant being suggested or submitted for comparison (example "contaminated" oil/gas)

Footwear and Tire Track Evidence:

- Determination of shoe size cannot typically be determined by a questioned impression.

Fire Debris Evidence:

- Large quantities of possible ignitable liquids for testing (very small sampling is adequate, for example, a small glass vial)

Unknown Chemicals & Suspicious Situations:

- Chemicals involved in HAZMAT situations
- Suspicious white powders suspected of containing biological warfare agents; These will be accepted only after they are analyzed and released by the Michigan Department of Community Health (MDCH).
- Medical fraud cases (case by case basis)

4.1.2.8.2 Packaging

- Evidence that contains small particles, such as glass fragments, paint chips, fibers, explosive residue, etc. should be packaged within a paper fold to protect from loss. Placing small particles only within an envelope will result in the particles leaking out from unsealed portions of the envelope. The utilized paper fold can be placed within a sealed envelope for submission if desired.
- Debris submitted for ignitable liquid residue examination must be sealed in an airtight/leak-proof container such as a nylon bag or clean, new unused paint can. Small samplings from ignitable liquid containers should be submitted in a small bottle with a leak-proof screw cap.

4.1.2.9 Toxicology

4.1.2.9.1 Submissions

Evidence submitted to the Toxicology Unit should be accompanied by a completed FSD-93, Alcohol and Drug Determination form. Submission of an insufficient volume of sample may preclude analysis in certain circumstances.

The following evidentiary samples submitted to the Toxicology Unit will not be analyzed for the presence of drugs and/or controlled substances:

- Cases in which less than three milliliters of blood has been submitted for analysis.
- *Cases in which the blood alcohol result was 0.10 g/dL ethanol.
- Cases in which the samples submitted are from a passenger in a fatal accident unless it is specifically requested on the FSD-93.
- Cases in which only a urine sample is submitted for the analysis of cannabinoids (i.e., marijuana, THC) in a driving offense.
- *Cases in which the THC result was 3 ng/mL in a driving offense will not have additional drug analysis.
- Cases that involve beverages in the original manufacturer packaging where the manufacturer seal is unbroken.



*Submitting agencies or prosecuting attorneys, upon receipt of these alcohol and THC results, may request in writing additional testing for the presence of additional drugs.

4.1.2.9.2 Packaging

The preferred sample packaging is the Michigan State Police Blood Alcohol Test Kit. These kits can be ordered by completing and submitting a FSD-20 to the MSP Distribution Center.



Samples must be packaged in such a way as to prevent breakage, and if breakage does occur, the contents must NOT be allowed to leak from the packaging. The packaging must be sealed prior to transport and in such a way that will show if the packaging has been compromised in any fashion.

All bodily samples are considered BIOHAZARDS. The outside of the packaging containing the sample must be labeled with an orange "BIOHAZARD" label per U.S. Postal regulations.

4.1.2.9.2.1 Blood Sample Collection

The preferred sample for legal blood alcohol analysis (and most other analyses) is a sodium fluoride preserved whole blood specimen. If a blood alcohol test kit is not available, other evacuated sodium fluoride "grey top" tubes may be substituted.

4.1.2.9.2.2 Urine Sample Collection

Urine and other fluids shall be collected in clean, dry containers that are securely capped and will not leak or break during transport.

4.1.2.9.2.3 Alcoholic Beverage Collection

Alcoholic beverages may be collected in clean, dry containers that will not break during transport. The plastic bottles provided in the blood alcohol test kits are preferred. Samples must be sealed in such a way as to show if the packaging has been compromised. The submitted FSD-093 or FSD-007 shall indicate that the sample is a suspected alcoholic beverage.

4.1.2.10 Crime Scene Response

The MSP Forensic Science Division offers crime scene processing assistance to all law enforcement agencies. The types of crimes commonly responded to are homicides/suspected homicides, exhumation scenes, and violent sexual assaults. The MSP Forensic Science Division also provides assistance in the processing of vehicles. Agencies shall arrange for the vehicle to be delivered to and picked-up from the laboratory. Scene requests for less serious crimes are evaluated on a case-by-case basis. A scene response team will be dispatched when the scene involves forensic evidence collection that cannot be handled by the agency's detectives and/or evidence technicians.



The laboratory will not provide a crime scene response team to simply photograph, measure, and sketch crime scenes where no

advanced forensic processing is needed. Specially trained MSP Trooper evidence technicians are available in each district to fulfill this responsibility when necessary.

Before calling for a crime scene response team, the agency's responsibilities include but are not limited to the following:

- Clear the scene of potential hazards and ensure that it is secure and safe
- Carefully examine the scene to determine what type of evidence is observed and whether or not it may require advanced techniques or equipment to locate, document, and recover evidence.
- Contact the prosecutor to determine if a search warrant is needed and begin the process of obtaining one prior to requesting laboratory assistance .
- Protect evidence that may be affected by adverse weather conditions. If necessary, photograph and/or collect evidence which is in danger of destruction from snow, wind, rain, etc.

When requesting a crime scene response team, the laboratory will need the following information:

- Name of detective(s) and contact information (cell phone number)
- Agency complaint number
- Type of crime
- Location and nature of scene
- Types of forensic evidence collection believed to be necessary
- Background information about the scene, victim(s), and suspect(s)