INDIANA STATE POLICE LABORATORY

SUBJECT: Biological Item Submission Protocol

PURPOSE

To allow the Laboratory to better manage available resources through limiting the number of items of biological evidence submitted for analysis.

POLICY

A tier evidence approach shall be utilized for forensic biology case submissions.

PROCEDURE

1. The number of items of evidence accepted by the Laboratory shall be limited depending on the nature and type of case submitted. Additional items may be accepted at the time of the initial submission after consultation with the investigator with the approval of the Laboratory Manager and a Biology Unit Supervisor or a Biology Section analyst. Consultation may be in person or via conference call. When appropriate, the prosecutor should be included in item submission decisions.

2. TIER ONE SUBMISSIONS (without consultation)

   a. Homicides
      1). Up to 10 items
      2). Appropriate DNA standards

   b. Sexual Crimes
      1). Sexual Assault Kit and appropriate DNA standards
      2). If no Sexual Assault kit: Up to three items and appropriate DNA standards

   c. All Other Crimes Against Persons
      1). Up to four items
      2). Appropriate DNA standards
d. Property Crimes
   1). Up to two items
   2). Appropriate DNA standards

3. Additional appropriate DNA standards may be submitted at any time.

4. If meaningful information is obtained from the tier one submissions, no further submissions shall be accepted without approval of the Laboratory Manager and/or Biology Supervisor.

5. TIER TWO SUBMISSIONS (Consultation with the case analyst is required. If the analyst is not available, a Biology Unit Supervisor shall be contacted.)
   a. Homicides - Up to 10 additional items
   b. Sexual Crimes - Up to three additional items
   c. All Other Crimes Against Persons - Up to four additional items
   d. Property Crimes - Up to two additional items

6. If no meaningful information is obtained from the first and second tier submissions, a conference including at a minimum the investigator and the case analyst with a Laboratory Manager and/or Biology Supervisor shall be necessary before any further submissions. The prosecutor shall be included as appropriate.

7. All submissions after the first tier shall be assigned to the first tier case analyst immediately upon submission.