

## **INDIANA STATE POLICE FORENSIC SERVICES**

**SUBJECT:** Biological Item Submission Protocol

### **PURPOSE**

To allow the Forensic Services Division (FSD) 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 FSD shall be limited depending on the nature and type of case submitted.
  - a. Additional items may be accepted at the time of the initial submission only after consultation with the investigator.
  - b. Consultation may be in person, email, or phone call.
  - c. A Biology Supervisor or Laboratory Manager shall approve exceptions with notification to the Evidence Specialists.
  - d. When appropriate, the prosecutor should be included in item submission decisions.
2. **TIER ONE SUBMISSIONS** (without consultation) - A tier one submission of evidence is defined as the initial submission even if the maximum number of items are not submitted. Any subsequent submission is considered an additional tier submission.
  - a. Homicides and Attempted Homicides
    - i. Up to 10 items
    - ii. Appropriate DNA standards
  - b. Sexual Crimes
    - i. Sexual Assault Kit and appropriate DNA standards
    - ii. If no Sexual Assault kit: Up to four items and appropriate DNA standards
  - c. All Other Crimes Against Persons

- i. Up to four items
  - ii. Appropriate DNA standards
- d. Property Crimes and Possession Cases (e.g., drugs, firearms, or stolen property)
  - i. Up to two items
  - ii. 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 a Biology Supervisor.
- 5. TIER TWO SUBMISSIONS (Consultation with the case Forensic Scientist (FS) is required. If the FS is not available, a Biology Supervisor shall be contacted.)
  - a. Homicides and Attempted Homicides - Up to 10 additional items
  - b. Sexual Crimes - Up to four additional items
  - c. All Other Crimes Against Persons - Up to four additional items
  - d. Property Crimes and Possession Cases - 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 FS, along with the Laboratory Manager and/or a Biology Supervisor, shall be necessary before any further submissions.
  - a. The prosecutor shall be included when appropriate.
  - b. The conference shall be documented in the record of dissemination in the Laboratory Information Management System.
- 7. When practical, all submissions received after completing the first tier shall be assigned to the first tier case FS(s).