



Intermountain Forensics

SOP #

EVD-205

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

6/1/20

Evidence Return

1. Purpose

To describe the steps to release items of evidence back to clients

2. Summary

Evidence packages are collected from secure storage. Shipping arrangements are made with a courier and final transfer from Intermountain Forensics custody is made. Evidence is placed in a shipping container, sealed, and returned to the client specified location.

3. Procedure

Testing is completed and the evidence is to be returned to the client

1. Under the "Search" tab in JusticeTrax LIMS, locate all items of evidence for the case
 - a. Collect Evidence
 - i. Items of evidence may be stored in several locations
 - b. Verify items collected against the list of original evidence items submitted
 - c. Depending on the tests performed, there may be additional evidence to return to the client (Extracts, cuttings, etc.)
 - i. Place extracts in container that will keep them frozen in transport
 - ii. Liquid extracts should be sent overnight (if possible)
 1. Do not send on Friday to ensure a weekday delivery
2. Verify the location of where the evidence will be returned (Police department or client)
3. Select the courier that will ship the evidence back (UPS, FEDEX, etc.)
4. Record the tracking number and complete the final transfer in JusticeTrax LIMS
 - a. Courier pick up date must be consistent with the final transfer date on the Intermountain Forensics Chain of custody
5. Print chain of custody receipts and place them in the package with the evidence
6. Place in a size appropriate shipping container
7. Arrange for pick up with the courier

4. References

N/A

5. Definitions

N/A