



Intermountain Forensics

SOP # EVD-200

Revision # 01

Forensic DNA Technical Leader Approval

Issue Date

05/14/2020

Evidence Receiving

1. Purpose

To describe the process of receiving evidence to be tested in the laboratory and beginning the chain of custody

2. Summary

Agencies must be registered in the JusticeTrax Portal for case submission. Case submission in the portal must be completed before physical evidence can be received. Evidence packaging is assessed for damage, accepted in JusticeTrax, and securely stored in Evidence Lockup.

3. Procedure

Portal

1. Agency account must be setup through the Portal before any evidence can be received
 - a. Client request for log-in information
 - b. Client submits case information

Evidence Receiving

2. Evidence should be received by shipping companies with tracking numbers
 - a. If no tracking is used or a direct signature for tracking is not required, the laboratory will still maintain internal Chain of Custody (CoC)
 - b. Shipping packaging will be inspected for damage and documented if any is found
3. Shipping package will be received and entered into JusticeTrax. The evidence items will then be stored in the Evidence Lockup
4. If necessary, item may be opened to verify the conditions in the items need to be stored ex. Room temp or fridge
 - a. This should be done in laboratory space (prep or lab) and lab processing policies (contamination avoidance etc.) should be utilized
5. Receiving items
 - a. Open shipping packaging until evidence sealed items are located
 - i. Do not break evidence seals
 - b. Generate and secure a barcode (printed manually or via JusticeTrax) with the IMF Case Number and Evidence Packaging number. Ex: IMF-20-0013-01
 - c. Date and initial evidence
 - d. Accept received items in JusticeTrax to begin the Chain of Custody
 - i. Enter method of delivery (FedEx, UPS, or USPS) barcode and input tracking information for each package
 - ii. Record package appearance and condition
 1. If damage is noted, document and remediate
 - iii. Any documentation from an In-Person delivery are uploaded as an attachment into JusticeTrax
6. Store evidence items in Evidence Lockup and record in JusticeTrax

4. References

EVD-201 JusticeTrax Evidence Receiving

5. Definitions

IMF – Intermountain Forensics

Portal – JusticeTrax software that allows a secure transfer of information between Intermountain Forensics and its clients (portal.intermountainforensics.om)