



INDIANA STATE POLICE LABORATORY DIVISION

INFORMATION FOR CUSTOMERS

The Indiana State Police Laboratory Division (Laboratory) provides scientific examinations of evidence for criminal justice agencies within the State of Indiana at four regional laboratory locations, which have been accredited since 1991. In accordance with accreditation standards, this document outlines the parameters and limitations for crime scene investigations and the submission and analysis of evidence at the Regional Laboratories.

1. The Laboratory shall only accept evidence for analysis at the regional laboratories associated with criminal investigations from government agencies for criminal prosecution. Evidence will not be accepted from private attorneys or individuals.
2. Submitting agencies shall indicate on the Request for Laboratory Examination Form the type of forensic examinations to be performed. Physical Evidence Bulletins describe the forensic services offered by the Laboratory and the evidence packaging and submission protocols.
3. The Laboratory reserves the right to decline acceptance or not conduct analysis of evidence deemed unsuitable, insufficient in quantity/quality, or of limited value. If evidence is accepted but not analyzed, the customer shall be informed on the Certificate of Analysis that an item of evidence was not analyzed.
4. Requests for expedited analysis should be an infrequent occurrence. Cases may not be eligible for a rush request due to the nature and number of items submitted, Forensic Scientist availability, analytical complications, and statutory requirements. A minimum of a 30 day notice shall be required for rush analysis requests. When multiple types of forensic examinations are requested for rush analysis, the customer shall also prioritize the order of the forensic examination to be performed. Cases requiring multiple types of forensic examination may require more than the 30 day notice due to the complexities involved with multi-disciplinary analysis.
5. Laboratory staff shall determine the test methods or procedures to be performed, the scope of analysis, and the items to be analyzed according to Laboratory guidelines. The Laboratory acknowledges that each case is unique and shall conduct the most appropriate analysis possible.

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6. The Laboratory may conduct testing beyond the type of forensic examinations requested. The customer shall be informed by the crime scene investigator's Case Report or the laboratory's Certificate of Analysis of the types of forensic examinations performed.
7. The Laboratory shall use only validated analytical and examination methods. When appropriate and technically justified, the Laboratory may utilize approved deviations to analytical and examination methods.
8. The customer will not necessarily be informed of the specific methods or procedures used to process crime scenes or analyze the submitted evidence. However, the Laboratory maintains information regarding the exact test methods or procedures used in examination. Upon request, this information shall be made available to members of the criminal justice system who have a need and right to know.
9. All information obtained or created during the performance of crime scene investigations and laboratory examinations are considered confidential investigatory records of a law enforcement agency and are not subject to public disclosure without due process of law. Information may be released to a member of a criminal justice agency who has a need and right to know or with a valid court order.
10. Evidence may be transferred for analysis to another laboratory within the Indiana State Police Laboratory Division at the discretion of a Laboratory Manager.
11. It may be necessary to subdivide an item of evidence (e.g., cuttings, extractions, tape lifts, digital images, etc.) for analysis or proper preservation. These subitems may be retained by the Laboratory for possible future examination.
12. Depending on the caseload of the Laboratory and the needs of the customer, evidence may be sent to a competent outside laboratory for analysis. The customer shall be informed by a Certificate of Analysis when cases are subcontracted.