

INDIANA STATE POLICE LABORATORY

SUBJECT: Biological Item Submission Protocol

PURPOSE

To allow the Laboratory Division 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 Division 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. At the Indianapolis Regional Laboratory, a Biology Supervisor shall approve exceptions with notification to the Laboratory Manager and Evidence Clerks.
 - d. At the Evansville, Fort Wayne, and Lowell Regional Laboratories, the Laboratory Manager shall approve exceptions, understanding that a consultation with a Biology Analyst or Supervisor is recommended.
 - e. 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 three 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 analyst is required. If the analyst is not available, a Biology Supervisor shall be contacted.)
 - a. Homicides and Attempted 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 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 analyst, 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 analyst(s).