

**TENNESSEE BUREAU OF INVESTIGATION**  
*Forensic Services Division*

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Evidence Unit Standard Operating Procedures Manual  
Chain-of-custody

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5.0 **Chain-of-custody**

A master laboratory case folder will be created for each lab case number. The unique lab number will be written on the case folder and the barcode for the unique lab number will be placed on the folder or designated area. **Any documents added to a case folder by a Forensic Technician will have the lab number written on the document.**

An electronic chain-of-custody will be maintained for evidence submitted to the crime lab and will serve as the official chain-of-custody. The below listed stamp will be placed in the master folder or designated area to document the return of evidence to a law enforcement agency.

When evidence is returned to a law enforcement agency, the agency representative will sign their name on the "To" line under "Evidence Returned." The Forensic Technician returning the evidence will initial the folder on the "By" line and write the date the evidence is being returned on the "Date" line. The Forensic Technician will also document the exhibits and package description being returned. The Forensic Technician may print the receiving agency representative's name beside the signed section.

This stamp will be placed in the master folder or designated area:

Evidence Returned:

to \_\_\_\_\_  
by \_\_\_\_\_ date \_\_\_\_\_