

# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### Evidence Unit Standard Operating Procedures Manual Receiving and Returning Vehicle Submitted for Testing

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#### **6.0 Receiving and Returning Vehicle Submitted for Testing: (Where Applicable)**

Vehicles submitted for testing to the crime laboratory will be submitted as follows:

- 6.1 A Request Form will accompany the vehicle or be faxed prior to its arrival.
- 6.2 When custody of the vehicle is taken, the person submitting the vehicle will be documented on the Request Form.
- 6.3 Vehicles may be accepted from a tow truck company. The tow truck drivers name and company name will be entered in the "Via" section in the chain-of-custody record.
- 6.4 The vehicle will be secured in a vehicle bay where applicable or in the impound lot until a bay becomes available.
- 6.5 The vehicle will be described in LIMS by year, if known, and make and model. The VIN will also be included if known.
- 6.6 The location of the vehicle will be indicated in the chain-of-custody section of the Evidence screen. (Vehicle Bay #/Impound Lot etc.)
- 6.7 The barcode label for the vehicle will be placed in the case folder or designated area above a chain-of-custody stamp.
- 6.8 If evidence is collected from the vehicle, a Forensic Scientist will submit it with a Request Form and proper packaging to Evidence Receiving.
- 6.9 If the vehicle is not immediately returned to the submitting agency, it may be secured in the impound lot. The chain-of-custody will be completed in the transfer screen in the LIMS system to indicate that the vehicle has been moved to a different location.
- 6.10 A vehicle may be released to a tow truck service without a law enforcement official present if the submitting agency provides a written or electronic request to do so. This request will be placed in the case folder. A Forensic Technician will document the lab case number on the request. The tow truck driver picking up the vehicle will sign the case folder. The chain-of-custody information must also be completed in the computer.
- 6.11 Evidence Receiving will not release vehicles to anyone other than law enforcement officials or a tow truck driver. Evidence Receiving will not

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release the vehicle to the owner unless a law enforcement official is present.

