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