

TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Unit Standard Operating Procedures Manual

Transfer of Evidence within the TBI Laboratory System



10.0 Transfer of Evidence within the TBI Laboratory System

- 10.1 Retrieve evidence from the PEV and place with laboratory folder.
- 10.2 Verify the correct evidence has been pulled by comparing laboratory and exhibit numbers as well as packaging to the request form.
- 10.3 Initiate the electronic chain-of-custody, ensuring that every piece of evidence being transferred is scanned into the LIMS system.
- 10.4 In the event the computer system is disabled, the chain-of-custody record will be hand written on the Evidence Transfer Log (see Appendix M). When the computer system regains function, then, the hand written chain-of-custody will be added to the electronic record in LIMS and the hand written record will be retained in the original case file. The Evidence Transfer Log shall be completed as follows:
 - Document on the Evidence Transfer Log the agency case number, laboratory number, exhibit number(s), subject(s) and victim(s) name, and the description of the evidence being transferred.
 - The Forensic Technician transferring evidence to the receiving laboratory representative will document his/her initials in the **From** area and date on the chain-of-custody section of the transfer log. The receiving laboratory representative will document his/her initials in the **To** area on the chain-of-custody section of the transfer log.
 - The evidence along with the laboratory case folder will then be transferred to a representative from the receiving laboratory.

Receiving Laboratory will:

- 10.4.1 The receiving laboratory representative will document his/her initials in the **From** area and date on the chain-of-custody section of the transfer log. The analyst working the case will document his/her initials in the **To** area of the chain-of-custody section of the transfer log.
- 10.4.2 When practical (i.e. both laboratories offer the same service), the original laboratory case number will be maintained throughout the transfer process.

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10.4.3 Once testing is complete, the analyst will document his/her initials in the **From** area and date on the chain-of-custody section of the transfer log. The laboratory representative returning the evidence to the originating lab will document his/her initials in the **To** area on the chain-of-custody section of the transfer log. If the evidence has been entered into the LIMS system, the electronic chain-of-custody will also be completed. The laboratory representative will return the evidence to the originating laboratory.

Originating Laboratory will:

10.4.4 The laboratory representative returning the evidence to the originating lab will document his/her initials in the **From** area and date on the chain-of-custody section of the transfer log.

10.4.5 The Forensic Technician receiving the evidence will verify that the evidence being returned corresponds with the information documented on the transfer log and will also document his/her initials in the **To** area on the chain-of-custody section of the transfer log.

10.5 Secure evidence in appropriate section of the PEV.

Note: The completed Evidence Transfer Log containing a list of transferred evidence, and chain-of-custody will be maintained in the case file folder.