

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division

Evidence Unit Standard Operating Procedures Manual
Evidence Forwarded to a Private Lab or FBI for Analysis



11.0 Evidence forwarded to a Private/Federal Lab for analysis

- 11.1 Evidence will be packaged and sealed according to laboratory procedure.
- 11.2 Evidence will be forwarded to the appropriate agency by hand delivery or a delivery service that provides tracking information. The tracking information will be kept in the case file folder. The electronic chain will also be completed to indicate that the evidence has been transferred.
- 11.3 If evidence is returned from the private laboratory, the evidence exhibits will be inventoried to determine that all exhibits have been returned. After the inventory is complete, the package will be resealed with tape and initialed by the Forensic Technician. The electronic chain will also be completed to indicate that the evidence has been returned.
- 11.4 The laboratory number and exhibit numbers will be written on the outer packaging if applicable. The Forensic Technician will also write, "Opened for Inventory" and "Inventory OK" and the exhibit numbers on the outer packaging when the evidence is returned to the laboratory.
- 11.5 If some items are not returned from the private laboratory, the missing exhibit numbers will be written at the bottom of the tracking sheet. The Forensic Technician will write, "Opened for Inventory" on the outer packaging and the exhibit numbers enclosed. The Forensic Technician will notify the Forensic Scientist that all items were not returned. Arrangement will be made to contact the private laboratory to inquire about the missing exhibits.