

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

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Evidence Unit Standard Operating Procedures Manual  
Case File Distribution to Lab Personnel

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**16.0 Case File Distribution to Lab Personnel**

- 16.1 Any Lab Personnel who would like to remove a case file from the Evidence Receiving Unit must complete a “Lab Folder Check Out” form.
- 16.2 When a case file is pulled, the Lab Folder Check Out Form should be placed in an “out” divider and placed on the shelf where the case file was removed. A copy of the Check Out Form may be placed inside the case file for easy filing upon return.
- 16.3 When a case file is returned to the Evidence Receiving Unit, the “out” divider will be removed from the shelf and the folder returned to the appropriate place.