



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Unit Standard Operating Procedures Manual

Appendix A- Forensic Biology

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1. A sexual assault kit at a minimum will be entered into LIMS as a single exhibit number (i.e. 1 skit may be 1). The Forensic Technician or Forensic Scientist assigned to the case will itemize the contents of the sexual assault kit.
2. Samples from the subject will be entered into LIMS after the victim samples.
3. Condoms will receive only (1) exhibit number. The description will be 'condom'.
4. TBI Crime Laboratories will no longer accept or process "touch" DNA evidence associated with non-violent crimes. TBI Crime Laboratories will continue to accept and process evidence associated with non-violent crimes when there is a high degree of likelihood that the evidence will produce probative results. Examples of this type of evidence are:

Blood stains

Samples with presumed saliva such as cigarette butts drink bottles, etc.

Clothing or intimate items such as shirts, hats, gloves, eye glasses, etc.

Items will not be tested for DNA to prove possession when associated with non-violent cases. TBI Crime Laboratories will continue to accept and process "touch" DNA evidence associated with violent cases; however, this evidence should be considered as last resort testing in the event that other evidence has failed to produce probative results.

5. For Multi-Section cases with the Toxicology Unit:

Proper markings will be placed on the evidence. A manila folder will be created for each unit. The manila folder going to the Toxicology unit will contain a copy of the request for examination form and the original Alcohol/Toxicology request form (if available). The manila folder for Forensic Biology will contain a copy of the request for examination form. The original request for examination form will be placed in a master folder to be kept in the Evidence Receiving Unit.

Evidence will be placed in the proper area of the vault for storage until which time a Forensic Scientist request it for testing.

6. If clothing is submitted in one bag, only one exhibit number is necessary. If the clothing is in separate bags, each bag will receive an exhibit number. This applies to shoes also.

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7. Missing Persons or Found Bodies:

Evidentiary samples from a Jane Doe/John Doe will be submitted through Evidence Receiving.

Sample(s) from a relative of a missing person go directly to the CODIS Administrator or a CODIS Analyst. In the event of a missing persons, the Request for Examination Form will have "missing person, CODIS," written on it. Contact the CODIS unit if there are any questions.

Do not sign in blood from a relative. Contact a Forensic Scientist or Forensic Technician in the CODIS unit. No laboratory number will be assigned.

8. Criminal Paternity Cases:

Evidentiary sample(s) and parental standards will be submitted through Evidence Receiving. In addition to the TBI submittal form, the Paternity Request form (appendix R) will be filled out upon submittal of the evidence and standards.

Fetal material will be stored as received (e.g. smears or slides received at room temperature will be stored at room temperature), with the exception of fetal tissue. Fetal tissue will be stored in the Evidence Receiving freezer.

The parental standards will be entered into LIMS after the evidentiary sample(s).