

Washington State Patrol Forensic Laboratory Services



**Volume 5
Issue 3**

**November
2012**

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On June 1st, Mr. James Tarver was promoted to Crime Laboratory Division Commander, replacing recently retired Ms. Lynn McIntyre. Jim graduated from California State University, Fresno with Bachelor and Master of Science Degrees. He studied policy, planning, and administration at the University of Southern California.

Jim served for almost 30 years as an officer in the Fresno County Sheriff's Department in California. He began as a Deputy and FTO in the Uniformed Field Division, and later transferred to the Technical Services Bureau as a crime scene investigator, latent print analyst, and forensic document examiner. He was in charge of Technical Services and on the part-time faculty at Fresno State when he retired in 2003.

Jim started with WSP in July of 2003, in the Seattle Crime Laboratory. He supervised Questioned Documents, Firearms, and the Crime Scene Response Team. On June 4, 2006, he became the Seattle Crime Laboratory Manager, where he served until he began his new duties as the CLD Commander. Glad you're here, Jim!

Property and Evidence Custodians Handling Evidence and Submissions

This issue we want to shine our light on the FLSB Administrative Section and the Property and Evidence Custodians (PEC) of the Forensic Laboratory Bureau. Our PECs handle evidence submitted from any law enforcement agency across the state, whether hand delivered or submitted through the mail. They bring the evidence into the lab, make sure the evidence is labeled and packaged properly, make the transfers to the scientists, and finally return the evi-

dence to the submitting agency. In between all of this, they also are responsible for administrative tasks in keeping the labs running smoothly!

Inside, see how the Admin Section operates and offers suggestions on how we can make the evidence handling and submissions process work best for our customers.

Special points of interest:

- *New leadership at the crime lab division*
- *State map with lab submission areas*
- *Toxicology submission needs*
- *Lab requests for crime lab and tox lab*
- *Forensic Services Guide location*
- *Packaging Needs*
- *Firearms handling*



Above: We need a bit bigger package for proper protection and sealing!

This map to the right outlines the crime labs across the state and the types of evidence accepted and analyzed at each location. Questions, though, can be directed to any of the labs. No matter what your question may be, any lab should be able to get answers for your questions.



Service Area	Case Type	Laboratory for Submission
	Chemistry & DNA Firearms & Microanalysis	Vancouver Tacoma
	DNA Chemistry Firearms & Microanalysis	Vancouver Kennewick Spokane
	Chemistry DNA, Firearms & Microanalysis	Kennewick Spokane
	Chemistry, DNA, Firearms & Microanalysis	Tacoma
	Chemistry, DNA & Microanalysis Firearms	Marysville Seattle
	Chemistry, Firearms & Microanalysis DNA	Spokane Marysville
	Chemistry, DNA, Firearms & Microanalysis	Spokane
	Chemistry, DNA, Firearms & Microanalysis	Seattle
All	Questioned Documents	Spokane
All	Latent Print cases	Olympia
All	Toxicology cases	Toxicology Lab - Seattle
All	Convicted Offender database samples	CODIS Lab - Seattle



Ms. Gail Bruder in Marysville placing evidence in the lab vault.

Lab Requests for Evidence Analysis

The RFLE (CLD Lab Request) is a 'contract' between your agency and the FLSB. We try to honor your request as much as possible, but if we can't, we will contact you for further discussions. We may transfer evidence between labs if we can complete the analysis in a more timely fashion. The RFLE for the crime lab can be downloaded from the FLSB website:

http://www.wsp.wa.gov/forensics/docs/crimelab/request_for_laboratory_examination.doc

The Toxicology Laboratory uses several different forms for evidence submission:

<http://www.wsp.wa.gov/forensics/toxicology.htm>

The next revision of the RFLE will list the address and contact information for the

WSP High Tech Crimes Unit. The HTCUC is the WSP Unit charged with analysis of technical investigation (computer seizure and forensic investigation). You can use the RFLE to submit evidence and contact them directly with questions on computer crimes. Contact HTCUC at 360-704-4242.



Rebranded Beer—Cannabis Enriched!

Lab Request Tips

Printing the RFLE without also printing the instructions

1. *When ready to print, click on page 2 (page you want to print).*
2. *Go to Print in the menu*
3. *Print the current page (not page 2)*

Some agencies have found it more convenient to complete the form with the basic information that may not change often (agency name, address, phone, etc) and save the form to their desktop. They can then just edit the form to add the information relevant to the case being submitted.

TOXICOLOGY LABORATORY

The Toxicology Lab accepts body fluids of all kinds (blood, urine, vitreous, etc.); contact the Tox Lab for more information. The lab also accepts liquor for drug investigation or liquor control board.

Items need to be in labeled tubes with subject's first and last

name, dob, and case number. It is also important to make sure the name of the subject is on the tube, not the officer/trooper or the phlebotomist, because the name on the tube is the name that will be on the report. Do not cover lot numbers on vials. Place vials into a plastic bag with the absorbent pad, then into the Styrofoam

box. Be sure to put a return address on the outside of the mailing sleeve.

Using the current request form is a must, this includes filling it out completely and accurately. This allows the analyst to test what needs to be tested right away and helps when it comes to returns.

Shipping Evidence

Evidence submitted for **Latent Prints, Questioned Documents, Toxicology, CODIS or Computer Forensics** should be submitted directly to their labs. Each of these disciplines is located in a single lab. We can accept and transfer the

evidence to the appropriate lab, but there are likely to be delays in the transfers and it costs us more time and resources in moving the evidence around, plus the dangers inherent in shipping evidence around the state.

Training

If you are interested in having training for your staff on evidence handling, labeling, sealing and submission, please contact your local lab; we are more than happy to come out and sit down with your staff and work out the best approach to submitting evidence for analysis.

Forensic Services Guide

http://www.wsp.wa.gov/forensics/docs/bureau/forensic_services_guide.pdf



WSP Forensic
Laboratory Services
Bureau

[HTTP://WWW.WSP.WA.GOV/
FORENSICS/FLSBHOME.HTM](http://www.wsp.wa.gov/forensics/flsbhome.htm)

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Submission Recommendations and Needs

- Complete the Submission forms as completely and as accurately as possible. We do need the information we ask for, including the subject's name and identifying information. Email address of the investigator is vital for us to contact with questions.
- We need the evidence items listed completely on the Forms. Often, one piece of evidence may be examined by multiple sections or different labs and we need to be able to track the particular item (example – DNA to latents to firearms, all in different labs!)
- Please use packaging large enough so that evidence can't be easily lost. Packages sized up to 5"x7" or larger are located much more easily in our evidence vault than small coin envelopes or plastic zip lock bags. Trace and other small evidence items are better packaged in the smaller envelope/zip lock bag, sealed and labeled appropriately, and then placed in the larger (5x7 or larger) envelope for submission to the lab.
- Do not use bubble wrap or Styrofoam or other packing material for items submitted for latent print processing. Any latent prints present on the items may be easily lost.

Did you know? So far, in 2012

The Crime Lab Division has had 15,500 submissions, with over 26,000 evidence items submitted for analysis!

The Toxicology Lab has accepted over 9,000 cases and almost 19,700 items of evidence for examination.

The CODIS Lab has received over 12,000 Convicted offender samples.

The Breath Test Section has over 26,000 entries in its database for 2012

The DRE program has 217 DRE officers trained across the state and conducted almost 1900 evaluations in 2011.



Be sure to secure firearms or other large items by zip ties in boxes large enough to transport easily.

Leaving the items sliding in the container offers more opportunity for trace evidence or fingerprints to be disturbed or lost.

Be aware of restrictions in submitting firearms and ammunition through your common carrier (USPS, FedEx, UPS, etc). Consult with them as you prepare to submit firearms evidence. There are rules regarding submission of firearms and ammunition.

Firearms Submissions

Firearms should be **submitted, as much as possible, unloaded** and marked as such. We check them anyway, but it is always better to know the gun is unloaded.

Cable ties and packaging:

- Cable tie through the action, not the barrel (does not disturb trace evidence in barrel).
- Cable ties securing firearm to box and not through the trigger guard.
- Firearm secured with ejection port up for quick and easy viewing for safety checks.
- Secure revolvers so that the cylinder cannot close (through one chamber is not adequate).