

WASHINGTON STATE PATROL – CRIME LABORATORY REQUEST FOR CRIME SCENE ASSISTANCE

CRIME LAB BAR CODE HERE
FOR LAB USE ONLY

PRIMARY AGENCY CASE NUMBER	RELATED AGENCY CASE NUMBER(S)
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HAS EVIDENCE IN THIS CASE BEEN PREVIOUSLY SUBMITTED TO ANY WSP CRIME LABORATORY OR HAS THE CSRT PREVIOUSLY RESPONDED TO A SCENE RELATED TO THIS CASE YES <input type="checkbox"/> NO <input type="checkbox"/>	OFFENSE/REQUEST CATEGORY	OFFENSE DATE
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SUSPECT(S) – LAST, FIRST, MI	DOB	VICTIM(S) – LAST, FIRST, MI	DOB

ADDRESS (SCENE OR IMPOUND LOCATION)	CITY	ZIP CODE
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VEHICLE (YEAR/MAKE/MODEL/PLATE):

VEHICLE (YEAR/MAKE/MODEL/PLATE):

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FOR INDEPENDENT INVESTIGATIONS INVOLVING USE OF FORCE

OFFICER 1 - LAST, FIRST, MI	AGENCY	OFFICER 4 - LAST, FIRST, MI	AGENCY
OFFICER 2 - LAST, FIRST, MI	AGENCY	OFFICER 5 - LAST, FIRST, MI	AGENCY
OFFICER 3 - LAST, FIRST, MI	AGENCY	OFFICER 6 - LAST, FIRST, MI	AGENCY

*****LEAD INVESTIGATING OFFICER/DETECTIVE INFORMATION*****

NAME (LAST NAME, FIRST NAME)	RANK/POSITION	BADGE #	SIGNATURE	DATE
E-MAIL ADDRESS			PHONE	
AGENCY	STREET ADDRESS		CITY	ZIP CODE

EVIDENCE DISPOSITION

SCIENTIST RELEASING EVIDENCE ITEMS	SIGNATURE	DATE
AGENCY REP ACCEPTING EVIDENCE	SIGNATURE	DATE

NOTE 1: Signing the Request for Crime Scene Response form constitutes written agreement between the Washington State Patrol Crime Laboratory Division (CLD) and the submitting agency, subject to, but not limited to, the Terms and Conditions above. Copies of an approved search warrant or written approval consenting to search by the appropriate party shall be provided by the investigating agency.

NOTE 2: The complete list of collected items of evidence can be found on CSRT Form CSR-EIL-11003 and is provided to the requesting agency at the conclusion of the scene examination and retained within the CSRT case record.

REQUEST FOR CRIME SCENE ASSISTANCE (RCSA) – TERMS AND CONDITIONS

1. Prior to the start of evidence documentation, testing, and collection, Crime Laboratory Division (CLD) personnel will review the warrant or consent to search information and scope of the scene(s) to confirm that the CLD has the appropriate legal authority, capability and resources to perform the services requested. If CLD staff are unable to satisfy the request, the requesting agency will be notified and an explanation will be given as to why, and if possible, alternative options will be provided. Differences between the requested services and the services that the CLD can provide will be resolved before any work commences.
2. Reported opinions and interpretations are based on the results obtained from the tested item(s). Conclusions will be released in accordance with the CLD Quality Operations Manual. This includes, where applicable, a technical review being completed prior to releasing written or verbal results.
3. All evidence items collected by CLD staff will be turned over to the requesting agency at the end of scene examination.
4. Each laboratory report, so titled, will have at least the following information (if applicable and available):
 - a. Address of the location where testing was carried out along with the name and address of the laboratory issuing the report.
 - b. Lab number unique to this report and the associated request number(s).
 - c. Name of the requesting agency and name of the requesting official (additional contact information not reported).
 - d. Requesting agency case number.
 - e. Suspect, Victim, and Involved Officer names (when applicable).
 - f. Methods used, and if applicable, any additions to, deviations, or exclusions from the method.
 - g. Any information needed for interpretation of test results.
 - h. Description of evidence items.
 - i. Measurements, including the units of measurement and where appropriate, any calculated uncertainty to these measurements.
 - j. Results and interpretations or conclusions of testing (results relate only to the items tested).
 - k. The source of any information when provided externally that is included in reported interpretations or conclusions (i.e. autopsy reports, crime laboratory reports etc.)
 - l. Information provided by the requesting agency will be clearly identified as such in the report.
 - m. Environmental conditions which may affect the results of testing.
 - n. Identification of the person(s) authorizing the report with date of issue.
5. Laboratory reports will reflect the dates of scene response. The laboratory testing date falls within the timeframe of the initial scene response and the date on the issued laboratory report.
6. When appropriate and agreed upon by the requesting agency, a simplified crime scene report may be issued with a disclaimer clearly stating that further information not included in the issued report could be provided upon request.

Questions or comments about any services provided can be brought to the CSRT manager or supervisor in the requesting agency’s service area. Contact information can be found on the [WSP website](#).

IMPORTANT NOTE: Signing the RCSA constitutes written agreement between the Washington State Patrol CLD and the requesting agency, subject to, but not limited to, the Terms and Conditions above.

PRIMARY AGENCY CASE NUMBER	Enter the number your agency uses to track the case.
RELATED AGENCY CASE NUMBER(S)	Enter any related agency case number(s).
INDEPENDENT INVESTIGATION/INVOLVED OFFICER	Enter the name and employer agency for officer(s) involved in use-of-force investigations.
LEAD INVESTIGATING OFFICER/DETECTIVE	The primary investigator or person listed as the agency representative on the analytical report and to whom the report will normally be delivered. Can be different than agency representative receiving evidence.
AGENCY REPRESENTATIVE ACCEPTING EVIDENCE	The representative from the requesting agency who will be taking possession of all evidence collected from the CSRT at the conclusion of scene examination. Can be different than the lead investigating officer/detective.