

Guidance for Filling out the MSPCL Evidence Submission Form

Case Information Section:

Victim/Other's Name(s) <i>First, Middle, Last</i>		DOB	Sex Assigned at Birth	Suspect's Name(s) <i>First, Middle, Last</i>	DOB	Sex Assigned at Birth	Charged?
V: <input checked="" type="checkbox"/>	John E. Smith	1/1/1957	M	Jane Smith-Jones	5/5/1958	F	<input checked="" type="checkbox"/> Yes
O: <input type="checkbox"/>	John Smith						<input type="checkbox"/> No
	John Edward Smith						

Case Individuals (Victim/Suspect/Other):

- **Names:**
 - Please enter names in First Middle Last order and give full name whenever possible (include hyphenated names)
- **Sex Assigned at Birth:**
 - This information is requested for DNA purposes, gender identifications should not be used.
- **Charged?**
 - Please check box if individual has been charged with a crime.

Evidence Item Section:

Please List Item Type and brief description including recovery location.

Only list an individual's name if the item was removed directly from or off them.

Drug Evidence:

- Drug evidence recovered from different addresses must be submitted as unique laboratory cases.

Firearm Evidence:

- Items recovered from different locations should always be packaged and listed as separate items.
- Firearms, Magazine and Ammunition recovered together should be submitted as one item.
- Bulk ammunition collected from one location can be packaged and listed as one item.
- Discharged cartridge casings and spent projectiles should be packaged as individual items.

Item Type with brief description and recovery location <i>List each item of evidence separately</i>	Property Room #	Analysis Requested <i>Select all that apply</i>			
1. Poland Springs water bottle from under driver side front seat of MA Reg: 1YXH15	24-1253	<input checked="" type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only <input type="checkbox"/> * Previously processed for fingerprints	<input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Arson <input type="checkbox"/> GSR <input type="checkbox"/> Drugs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Ballistics <i>(select one)</i> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only
2. Firearm (S&W 40 caliber), magazine, and ammunition from under mattress at 41 Main Street	24-2823	<input type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Crim/DNA* <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Arson <input type="checkbox"/> GSR <input type="checkbox"/> Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ballistics <i>(select one)</i> <input checked="" type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only
3. Toxicology evidence for examination (from John Smith)	N/A	<input type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Crim/DNA* <input checked="" type="checkbox"/> Toxicology <input type="checkbox"/> Trace <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Arson <input type="checkbox"/> GSR <input type="checkbox"/> Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ballistics <i>(select one)</i> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only
4. Drug Item (3 plastic bags of brown powder, 2 plastic bags of white powder)	N/A	<input type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Crim/DNA* <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace <input type="checkbox"/> * Previously processed for fingerprints	<input type="checkbox"/> Arson <input type="checkbox"/> GSR <input checked="" type="checkbox"/> Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ballistics <i>(select one)</i> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only

See Page 2 for Assistance with Analysis Requested

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Analysis Requested Options:

- **Prints** – Fingerprint examination by the Crime Scene Services Section (CSSS).
 - Spent projectiles and discharged cartridge casings will not be processed for prints.
- **Footwear** – Footwear examination by the Crime Scene Services Section (CSSS).
- **Photos Only** - Photographs of latent fingerprints for examination by Crime Scene Services Section (CSSS).
- **Crim/DNA** – Request for examination for biological fluid screening (blood, semen, saliva, urine, feces), identification of hair/fibers, damage analysis on fabrics, bloodstain pattern analysis, GSR testing (distance determination, metals), GSR collection (clothing, gloves) and/or the collection of DNA of potential skin cells (items handled, worn, and/or used during a crime) as applicable to the case.
 - Items selected for DNA testing are per MSPCL policies and may be conducted in rounds.
 - Except for found firearms, firearm evidence related to non-violent crimes are not routinely sent for DNA testing, however samples will be preserved for testing upon request if the item meets our Item Analysis Policy.
 - Please reference the Sample Summary Form once a Criminalistics examination is completed for a list of items selected/retained for DNA testing.
 - * **If Crim/DNA is selected, indicate if the item has previously been processed for fingerprints to avoid delays in testing.**
- **Toxicology** – Requests for Toxicology analysis on biological samples (blood/urine) and vomit. Vomit samples submitted will be assessed for outsourcing.
- **Trace** – Requests for paint and fiber comparisons, serial number restorations on firearms, glass, tape, rope, and physical match analysis.
- **Arson** – Requests for analysis of explosive materials, ignitable liquid detection and/or fire debris. Analysis of non-biological liquids (including potential breastmilk), beverages, and/or foods submitted for possible poisoning/tampering and Gunshot Residue testing on stubs only. To request GSR (primer or distance determination on clothing items) select Crim/DNA.
- **GSR** – Requests for Gunshot Residue testing on stubs or other items or distance determination.
- **Drugs** – Requests for analysis of seized drug evidence such as powders, liquids, organic materials and tablets/capsules to determine the presence or absence of controlled substances.
 - All requests for Drug analysis must be activated by contacting the MSPCL Case Management Unit at mspclcmu@mass.gov once the evidence has been submitted.
 - Fingerprint and DNA testing is not routinely conducted on packaging from seized drug evidence; all requests must be approved by the MSPCL – contact the MSPCL Case Management Unit for details.
- **Ballistics Testing Options:**
 - **Firearm Cert** – Request for examination by the Firearms Identification Section (FIS) to determine if item meets the definition of a firearm. Test fires will be uploaded automatically to NIBIN if applicable.
 - **Comparison** – Request for microscopic examination by the Firearms Identification Section (FIS) to determine if casings/projectiles came from the same source. Items will be uploaded to NIBIN if applicable.
 - **NIBIN Only** – Request for upload to the NIBIN database only.
- **Other** – If you are unsure which analysis to request please consult an Evidence Technician at the window or call the Evidence Control Unit at 508-358-3155 prior to submission so that the lab can best serve your case requests.