

# 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.

## 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	<b>Ballistics</b> <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	<b>Ballistics</b> <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	<b>Ballistics</b> <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	<b>Ballistics</b> <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](mailto: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.