



Kansas Bureau of Investigation

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EVIDENCE SUBMISSION GUIDELINES

Table of Contents

1. General Submission Guidelines for Evidence Control Centers, LIMS, and Pre-Log System

- 1.1 Case and Item Information Submission Guidelines
- 1.2 Packaging and Sealing Guidelines
- 1.3 General Evidence Submission Guidelines
 - 1.3.1 Weapons, Firearms, and Explosive Devices
 - 1.3.2 Hazardous Chemicals
 - 1.3.3 Biohazard Containing Submissions

2. Submission Guidelines for Chemistry Evidence

- 2.1 Scope of Analysis Performed
- 2.2 General Guidelines
- 2.3 Submission Limits, Weights, and Sampling
- 2.4 Plant Material
- 2.5 Syringes/Liquids
- 2.6 Pharmaceuticals and Clandestinely Manufactured Tablets
- 2.7 Residues/Drug Paraphernalia
- 2.8 Clandestine Methamphetamine Manufacturing Chemicals
- 2.9 Hazardous Materials
- 2.10 Federal Cases/Quantitation

3. Submission Guidelines for Firearm and Toolmark Evidence

- 3.1 Scope of Analysis Performed
- 3.2 Examinations Not Performed
- 3.3 Packaging Guidelines
 - 3.3.1 Firearms and Ammunition Components
 - 3.3.2 Clothing Items for Muzzle-to-Garment Distance Determination
 - 3.3.3 Items requesting Physical Fit/Fracture Match Analysis

4. Submission Guidelines for IBIS Case Entry

- 4.1 Scope of Analysis Performed
- 4.2 Case Types which will be Entered
- 4.3 Case Types which Normally will not be Entered

5. Submission Guidelines for Latent Print Evidence

- 5.1 Scope of Analysis Performed
- 5.2 General Submission Guidelines

6. Submission Guidelines for Footwear and Tire Track Evidence

- 6.1 Scope of Analysis Performed
- 6.2 General Submission Guidelines

7. Submission Guidelines for Questioned Document Evidence

- 7.1 Scope of Analysis Performed
- 7.2 General Submission Guidelines

8. Submission Guidelines for Toxicology Evidence

- 8.1 Scope of Analysis Performed
- 8.2 General Submission Guidelines

9. Submission Guidelines for Digital Evidence

- 9.1 Scope of Analysis Performed
- 9.2 General Submission Guidelines
- 9.3 Computer Systems
- 9.4 Mobile Devices
- 9.5 Removable Media

10. Submission Guidelines for Trace Evidence

- 10.1 Scope of Analysis Performed
- 10.2 Primer Gunshot Residue (P-GSR) analysis
- 10.3 Fire Debris

11. Notice to KBI Forensic Science Laboratory Customers

- 11.1 Review of Requests for Analysis
- 11.2 Changes to Contracts
- 11.3 Subcontracting Analysis
- 11.4 Selection of Methods
- 11.5 Deviations from Analytical Procedures
- 11.6 Dissemination of Analytical Results
- 11.7 Disposition of Evidence

1. General Submission Guidelines for Evidence Control Centers, LIMS, and Pre-Log System

The KBI Forensic Science Laboratory accepts and examines evidence without charge pertaining to all types of criminal cases from misdemeanors to felonies from qualified submitters. All submissions should be connected to criminal investigations. Submissions will not be accepted from private individuals or corporations. The following describes the general requirements for submitting evidence to the laboratory. Refer to discipline specific evidence submission guidelines for additional instructions and limitations regarding evidence submission for specific testing.

1.1. Case and Item Information Submission Guidelines

Critical case information is entered into the Laboratory Information Management System (LIMS) when a case is submitted for analysis. This information can be entered by a KBI Evidence Control Center (ECC) Evidence Technician or can be entered by the contributing agency utilizing the LIMS Pre-Log System. An Evidence Custody Receipt (ECR) must accompany submitted evidence and should contain the following information.

- Contributing agency case number, agency name, and agency ORI
- County of offense, date of offense, and date items were collected
- Investigator name and contact information to include phone number and email address
- Victim name(s), suspect name(s), elimination name(s) and all available identifying information for the individuals such as DOB, SSN, DL, etc.
- Address and attention name destination for the Laboratory Report
- A list of each individual item submitted, with a description of the item, including relationships to victims/suspects/elimination, and the requested examinations.
(Refer to Packaging and Sealing Guidelines and General Evidence Submission Guidelines below for more information regarding item submission. Also refer to discipline specific evidence submission guidelines for additional information regarding item submission)

1.2. Packaging and Sealing Guidelines

- Each case must be submitted and packaged separately. A single shipping container may be utilized to hold multiple cases.
 - Items should be individually packaged, with the package marked for identification purposes, sealed, and grouped prior to submission by the type of exam to be conducted.
(Exceptions: Latent print lifts or cartridge cases collected from a single item or in the same general area or swabs from the same area)

- Evidence should be packaged and stored in a manner which reduces the risk of loss, cross transfer, contamination and/or deleterious change
 - Evidence should not be packaged in containers which have remnants of evidence tape, markings or unique identifiers from submissions in other unrelated cases.
 - Use packaging materials that are sufficiently larger than the evidence they contain to allow examiners room to easily reseal the evidence after they have completed their analysis of the evidence.
- Items of evidence submitted to the KBI must be properly sealed.
 - A container is properly sealed only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal.
 - Seals may be made using tamper indicating evidence tape, heat sealing of plastic bags, or tamper resistant adhesive seals (e.g. manufacturer sealed flaps and joints of envelopes, bags, and boxes and field sealed evidence bags)
 - All evidence tape seals, heat seals, and field seals must have at a minimum the initials or identifying mark of the individual making the seal.
(It is recommended but not required that the markings on the seal traverse the boundary between the seal and the packaging)

1.3. General Evidence Submission Guidelines

All evidence must be packaged to maintain the integrity of the evidence, chain of custody, and safety of future handlers.

1.3.1. Weapons, Firearms, and Explosive Devices

- All firearms must be unloaded and rendered safe. If ammunition is packaged with the firearm it should not be loose but be secured in such a way that it will not pose a future hazard through handling.
(If a firearm cannot be unloaded prior to submission a Firearms Examiner will be contacted to assist in the safe submission of the item)
- The container holding the weapon must state that the firearm is unloaded or a statement will be required by the contributor to the Evidence Technician declaring the safety of the firearm before submission of the evidence will occur.
- No live explosives or explosive devices will be accepted for examination. Any potentially harmful device must be rendered safe before it will be accepted by the Evidence Technician.

1.3.2. Hazardous Chemicals

- Recently a number of very potent designer drugs have emerged that are dangerous or even fatal in very small quantities. Many of the hazardous materials have a similar appearance to other commonly encountered substances like cocaine, methamphetamine, and other controlled substances that are found in powder form

and so cannot be identified by appearance alone. These hazardous materials may also be incorporated in with other commonly encountered substances.

Therefore the following recommendations apply to all powder drug submissions:

- The material should be packaged in a sealed plastic bag that is packaged inside another sealed plastic bag (i.e. double-bagged).
- All items containing suspected fentanyl or other potent designer drugs should be marked as such and the Evidence Control Center should be notified prior to these items being submitted.

Additionally it is strongly recommended that:

- Field testing not be conducted on suspicious samples.
- Agencies should have in place and follow policies and safety procedures to protect their personnel from exposure to these dangerous materials.
- Agencies should provide their personnel with appropriate Personal Protective Equipment.

1.3.3. Biohazard Containing Submissions

- All containers with evidence which may pose a biohazard threat should be clearly labeled as such.
 - Clothing, bedding, and other items containing body fluids should be dried prior to submission.
- “Sharps” (e.g. knives, syringes, etc.) should be properly packaged in protective containers prior to submission. Syringes will not be routinely examined. Any liquid contained in a syringe should be transferred to a sample vial and submitted for analysis.
(Exceptions must be approved by the Laboratory Director or their designee)

For further questions contact:

Topeka Office

2001 SW Washburn Ave.
Topeka, Kansas 66604
(785) 296-1137

Great Bend Regional Office

625 Washington
Great Bend, Kansas 67530
(620) 603-7112

Pittsburg Regional Office

821 N. Broadway
Pittsburg, Kansas 66762
(620) 230-5810

Kansas City Regional Office

7250 State Avenue
Kansas City, KS 66112
(913) 288-0080

2. Submission Guidelines for Chemistry Evidence

2.1. Scope of Analysis Performed

The KBI Chemistry Section conducts examination of evidence for the presence of controlled substances, clandestine manufacture of controlled substances, and alcoholic beverages.

The Chemistry Section receives a high volume of case and item submissions. While we always strive to meet the needs of our customers, limited resources dictate that we prioritize what items are worked in each case. The following Chemistry submission guidelines will allow us to provide our customers with the highest quality service with the shortest turnaround times.

Please remember that these are guidelines and we are fully aware that not all cases will fit into this mold. We encourage you to call the laboratory in your service area with any scenario you encounter that does not fit these guidelines and ask for a chemistry examiner to assist you. We will always do our best to address the special needs of your case.

2.2. General Guidelines

- Requested biology examinations must be performed prior to chemistry analysis and will delay examination completion. Drug evidence is not accepted for biology examinations. If there are circumstances that a biology exam is needed, approval from the Biology supervisor(s) or laboratory director is required prior to submission of the evidence.
- Items requiring fingerprint analysis should be packaged separately from drug evidence. If a case requires fingerprinting of drug containers, please separate them prior to submission and list them as separate items on the ECR.
- If multiple suspects are associated with the case, clearly mark on the ECR and/or evidence packaging which items are associated with each suspect. If not marked, the examiner may assume that the items are from one source and the items may not be examined if other items of the same type are present in the case.
- Clearly indicate any probable cause items on the ECR. If not marked as such they may not be examined.
- Generally, evidence should be submitted as soon as possible. The Chemistry Section would like evidence submitted **at least 60 days prior to the first trial date** to allow the laboratory time to complete analysis before court.
 - Known court dates must be clearly identified upon submission of the evidence.
 - If the analysis is needed for a pre-trial date, the lab needs to be notified of this date as soon as possible.
 - Please limit rush case(s) to **1 item of evidence for each charge** whenever possible. The Chemistry Section would like a lead time of two weeks on rush cases.
- We ask that you contact the laboratory as soon as possible if analysis is no longer required for a case. Working cases that have already been litigated wastes time and money and delays the analysis of other cases.

2.3. Submission Limits, Weights, and Sampling

- The KBI laboratories have limited space for holding large amounts of drug evidence. The laboratory must be contacted at least one day prior to submitting a large amount of evidence for special arrangements to be made. The following amounts are considered large:
 - A single item weighing more than 25 pounds
 - A total weight of all submitted evidence of more than 50 pounds
 - A single item larger than an airline carry-on bag, i.e. a bag with the following dimensions or larger: 24" x 16" x 10" or a total length + width + height of 50".
- Generally the laboratory will work to the highest statutory weight limit for each type of drug submitted.
- If the drug does not have a statutory weight limit, or the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.
- In some cases the Chemistry Section may utilize a scientific sampling plan known as hypergeometric sampling. This plan is based on a mathematical formula which ensures uniformity in the sampling process and meets the KBI Laboratory accreditation standards.

State of Kansas severity level (SL) thresholds for distribution and manufacture pursuant to KSA 21-57 are as follows:

* Please follow the link to access the most current sentencing guidelines: <http://www.sentencing.ks.gov/>

Methamphetamine or heroin

Less than 1 gram, SL 4
At least 1 gram but less than 3.5 grams, SL 3
At least 3.5 grams but less than 100 grams, SL 2
100 grams or more, SL 1

Marijuana violations

Less than 25 grams, SL 4
At least 25 grams but less than 450 grams, SL 3
At least 450 grams but less than 30 kilograms, SL 2
30 kilograms or more, SL 1

Other controlled substances

Less than 3.5 grams, SL 4
At least 3.5 grams but less than 100 grams, SL 3
At least 100 grams but less than 1 kilogram, SL 2
1 kilogram or more, SL 1

Marijuana cultivation (plant count)

More than 4 but fewer than 50, SL 3
More than 50 but less than 100, SL 2
More than 100, SL 1

2.4. Plant Material

- **Do not submit wet plant material to the laboratory.** Wet plant material will mold which results in a health hazard and loss of the substance of interest.
- Seal recently dried plant material in paper bags.
- Submit a sample (approximately 1 gram) from a large plant instead of the entire plant. **Package and seal each plant, or plant sample, separately.** Do not submit only the roots of a plant; the roots do not contain any statutory controlled substance. If you have only the stem and root portion of a plant it will not be counted as a plant and will at best be

considered a residue. Remove any soil from the plant prior to packaging; the soil contains bacteria that will degrade the plant.

- Please contact the laboratory in your service area for guidance to determine the number of plant samples needed for submission.

2.5. Syringes/Liquids

NOTE: Syringes will generally not be accepted if there are other items of evidence in the case. All syringe submissions MUST be approved by the Laboratory Director

- Syringes with needles will not be accepted. There are two options available:
 - If the syringe contains liquid, that liquid can be placed in a sealed glass vial and the liquid may be submitted to the laboratory.
 - The needle can be removed and the remaining parts of the syringe submitted. The needle must be pulled completely from the syringe so no exposed metal from the needle remains.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vials or specimen jars). Please contact the laboratory in your service area for guidance.

2.6. Pharmaceuticals and Clandestinely Manufactured Tablets

- Non-controlled pharmaceuticals should not be submitted to the laboratory.
- If an item contains tablets or capsules that do not have a pharmaceutical logo identifier and are visually consistent (same color, shape, and size), a representative sample of the tablets or capsules may be examined and reported on.

2.7. Residues/Drug Paraphernalia

- If weighable material is present in other items, paraphernalia and/or residues do not need to be submitted.
- If there is no weighable material, only one residue item per substance type will be analyzed (e.g., one plant residue and one powder residue).
- If a residue or paraphernalia item meets the guidelines for submission, **DO NOT FIELD TEST THE RESIDUE**. Submit to the laboratory for testing.
- Do not use the general phrase “various or miscellaneous paraphernalia”. Clearly describe the item(s) on the ECR.
- Remove any water from “bongs” or smoking devices prior to submitting. Do not submit the water removed.
- When possible submit only the removable bowl portion of large smoking devices.
- Do not submit ashtrays.
- Do not submit currency for analysis unless there is visible residue or weighable substance.

- Only submit the evidence to be analyzed and hold other miscellaneous items such as lighters or boxes of rolling papers. Example: If you find vegetation on a plate, submit the vegetation and hold the plate, etc.

2.8. Clandestine Methamphetamine Manufacturing Chemicals

- Place ample samples of liquids in leak proof containers. Fill vials 2/3 full.
- Do not seal bottles. Place closed bottles in bags and seal the bags.
- Do not submit lithium strips. Lithium is a fire hazard and will not be accepted by the KBI Laboratory.
- Clearly state on the ECR where the sample originated, do not submit an ECR that reads “Item 1A sample from Item 1,” without describing Item 1.

2.9. Hazardous Materials

Potentially hazardous materials, such as LSD, fentanyl compound, and other potent designer drugs are dangerous or even fatal in small quantities. These types of chemicals will require special handling procedures as well as additional personal protective equipment, packaging, and labeling to prevent exposure.

Many of the hazardous materials have a similar appearance to other commonly encountered substances like cocaine, methamphetamine, and other controlled substances that are found in powder form and cannot be identified by appearance alone. These hazardous materials may also be incorporated in with other commonly encountered substances.

To prevent or reduce the possibility of exposure, field testing and sampling is NOT recommended on these substances. If field testing must be done, the recommended personal protective equipment must be worn while conducting the field test.

Recommended personal protective equipment for any suspect hazardous substance (always follow departmental policies/procedures):

- Goggles/Safety Glasses
- N95 Particulate Dust Mask
- 2 pairs of Gloves
- Long sleeves, Lab Coat or Tyvek Suit
- Optional: Full Face Respirator and Tychem suit for a higher level of protection

Required packaging and labeling:

- At a minimum double bagging is required. Plastic bag or other plastic type material for the outer most packaging is recommended. Ensure both inner and outer package are sealed.
- All products containing suspected fentanyl should be clearly marked to ensure safe handling. The KBI Evidence Control Centers will mark the packaging with an appropriate warning label when received at the laboratory.

2.10. Federal Cases/Quantitation

- The name and contact information of the federal prosecutor needs to accompany the request for analysis. Federal prosecution/sentencing guidelines are dependent on the amount of controlled substances present. The examiner will work with the prosecutor to determine what will be analyzed.
- Quantitations (quants) will only be performed on federal cases.

2.11. Alcoholic Beverage

- Do not submit open containers of liquids, if those containers cannot be sealed in a leak-proof manner. Place samples of liquids from open containers in leak proof containers. The preferred container is a 1 ounce glass bottle with Teflon lined screw cap, secured against breakage/leakage during transport.
- If original containers are not submitted, include a description of the container from which the sample originated (for example: "Sample from 3.2 Bud Light can").
- Containers with intact factory seals may be submitted.
- Original containers with screw on lids that do not leak may be submitted.

We are committed to providing you with the highest quality forensic analyses in a timely fashion. Questions, concerns, or comments may be directed to the appropriate laboratory in your service area. Contact information for our three laboratories are listed below:

For further questions contact:

Topeka Office

2001 SW Washburn Ave.
Topeka, Kansas 66604
(785) 296-1137

Great Bend Regional Office

625 Washington
Great Bend, Kansas 67530
(620) 603-7112

Pittsburg Regional Office

821 N. Broadway
Pittsburg, Kansas 66762
(620) 230-5810

3. Submission Guidelines for Firearm and Toolmark Evidence

3.1. Scope of Analysis Performed

The KBI Firearm and Toolmark section examines firearms and ammunition components, tools and toolmarked items, firearms with obliterated serial numbers, fractured items, and articles of clothing exhibiting gunshot patterns for a muzzle-to-garment distance determination analysis.

3.2. Examinations Not Performed

- Gunshot Residue Examinations of suspected shooter's hands
- Examinations of photographs of suspected firearms or ammunition components

3.3. Packaging Guidelines

1.1.1. Firearms and Ammunition Components:

- Firearms must be submitted unloaded
- No loose ammunition should be packaged with a firearm
- Firearms should be packaged with the actions open (zip-ties through the action typically suffice).
- Magazines submitted should not be inserted into the firearm.
- Firearms recovered in water should be brought to the KBI Forensic Science Laboratory while still submerged in the water, to prevent excessive rust. A firearms examiner will properly drain, dry and treat the firearm with rust preventative during submission.
- Projectiles removed during autopsy or surgery should be rinsed with water and dried prior to packaging, to prevent corrosion.

1.1.2. Clothing Items for Muzzle-to-Garment Distance Determination:

- Clothing items exhibiting gunshot residues should be laid flat to dry. Once dry, package flat and seal between pieces of cardboard to provide rigidity and protection.

1.1.3. Items requesting Physical Fit/ Fracture Match Analysis:

- Items should be packaged such that they are protected from damage and are not contacting each other roughly.

For further questions, contact:

Topeka Office

2001 SW Washburn Ave.
Topeka, Kansas 66604
(785) 296-1137

Kansas City Regional Office

7250 State Avenue
Kansas City, KS 66112
(913) 288-0080

4. Submission Guidelines for IBIS Case Entry

4.1. Scope of Analysis Performed

The **I**ntegrated **B**allistic **I**dentification **S**ystem (**IBIS**) is intended for use in cases where there is the potential that the same firearm has been utilized at more than one crime scene. Its purpose is to link separate shooting incidents in which the same firearm was used and to link recovered firearms to unsolved shootings. Evidence from cases where there is the reasonable indication that the crime is a one-time shooting event should not be submitted for entry into the **IBIS** system. Such cases will continue to be examined by traditional procedures. Cases that cannot reasonably be determined to be non-serial should be submitted for entry.

The **IBIS** system can be used when the case evidence includes fired cartridge cases or firearms. Cartridge cases from revolvers would normally not be suitable candidates for inclusion into the **IBIS** database. The system does not have the capability to enter fired bullets.

4.2. Case Types Which Normally Will Be Entered

- Shootings that have the potential for being one of a series where the same firearm was used (such as homicides, gang-associated shootings, drug-related shootings, freeway shootings, and robberies).
- Firearms used by suspects in officer involved shootings.
- Confiscated firearms, which may have been involved in serial criminal use as indicated by case information.

The above examples will not preclude entry of other cases that the Firearms Examiner may deem necessary based on case information.

4.3. Case Types Which Normally Will Not Be Entered

- Where the results of the crime scene investigation indicate a one-time shooting event with the firearm in question (such as a domestic homicide, suicide, or accidental shooting). The Firearms Examiner will reserve the right to make a judgment call if the case demands otherwise. An example would be the suicide of a known gang member or drug dealer.
- Where the cartridge cases do not bear sufficient markings or other information useful for comparison or searching of the database.

For further questions, contact:

Topeka Office (HQ)
2001 SW Washburn Ave.
Topeka, Kansas 66604
(785) 296-1137

Kansas City Regional Office
7250 State Avenue
Kansas City, KS 66112
(913) 288-0080

5. Submission Guidelines for Latent Print Evidence

5.1. Scope of Analysis Performed

The KBI Latent Print Section conducts work pertaining to the examination of latent prints and the identification of unknown individuals on evidence submitted to the KBI Forensic Science Laboratory. Scientists analyze and compare these items in all types of criminal cases from misdemeanors to felonies. All evidence involved in criminal cases that have surfaces suitable for the deposition, recovery and development of impression evidence is accepted.

5.2. General Submission Guidelines

- Items should be packaged in a manner to protect the latent evidence from obliteration or damage.

- Multiple latent lift cards may be packaged in the same container since obliteration of the latent prints is not a concern.
- Please mark out with an “x” any prints left inadvertently by a collector on latent lift cards.
- Please note on the evidence custody receipt (ECR) if an item has been processed by the contributing agency.
- Known fingerprints of suspects, victims, or other prints for elimination should be submitted for comparison to any prints found.
 - If known fingerprint cards are not submitted, please list any persons involved along with other identifying information such as a DOB and/or SSN.
- After comparison to known prints submitted, any unidentified latent prints of suitable quality will be entered in the Kansas Automated Fingerprint Identification System (AFIS), Missouri Automated Fingerprint Identification System (MoAFIS), and/or the FBI Next Generation Identification (NGI) as necessary.
- Exam quality photographs of latent prints taken by the contributing agency will be accepted for analysis and comparison.
 - Photographs must have a scale and be taken at a 90° angle to the surface.
 - It is recommended that the frame be filled and that the photograph be taken at the highest resolution allowed by the camera.
 - Only submit images that need examination or indicate which image numbers need examination.

For further questions contact:

Topeka Office (HQ)

2001 SW Washburn Ave.
Topeka, Kansas 66604
(785) 296-1137

Great Bend Regional Office

625 Washington
Great Bend, Kansas 67530
(620) 603-7112

Pittsburg Regional Office

821 N. Broadway
Pittsburg, Kansas 66762
(620) 230-5810

6. Submission Guidelines for Footwear and Tire Track Evidence

6.1. Scope of Analysis Performed

The KBI Latent Print Section conducts work pertaining to the examination of footwear and tire tracks on evidence submitted to the KBI Forensic Science Laboratory. Scientists analyze and compare these items in all types of criminal cases from misdemeanors to felonies. All evidence involved in criminal cases that have surfaces suitable for the deposition, recovery and development of impression evidence is accepted. Common items examined include casts, photographs, gel lifts, rubber lifts, tape lifts, electrostatic dust lifts, and evidence for processing.

6.2. General Submission Guidelines

- Items should be packaged in a manner to protect the evidence from damage or obliteration.
 - Known footwear should be packaged in cardboard or paper, not plastic.
 - Known test impressions of footwear are accepted when the known footwear cannot be submitted.
 - Record the brand of footwear, style, size of shoe, right or left and any other manufacturing information.
 - It is preferred that known tire impressions be taken with the tires on the vehicle.
 - Do not clean the tire and record the full circumference of the tire.
 - Record the tire location (front/rear, passenger/driver), brand, model, size, DOT number, and type of vehicle.
- Exam quality photographs of footwear and tire track impressions taken by the contributing agency will be accepted for analysis and comparison.
 - Photographs must have a scale and be taken at a 90° angle to the surface.
 - Include markers/ identifiers
 - Utilize side lighting at different angles for 3-D impressions.
 - It is recommended that the frame be filled and that the photograph be taken at the highest resolution allowed by the camera.
 - Only submit images that need examination or indicate which image numbers need examination.
- Questioned footwear and tire track impressions can be searched in the SICAR database. This database can provide information about the impression that may include manufacture, model and/or images of the potential footwear or tire.

For further questions contact:

Topeka Office

2001 SW Washburn Ave.

Topeka, Kansas 66604

(785) 296-1137

7. Submission Guidelines for Questioned Document Evidence

7.1. Scope of Analysis Performed

The KBI Questioned Document Section conducts work pertaining to the examination of forgery, authorship, origin, and authenticity on evidence submitted to the KBI Forensic Science Laboratory. This section also performs analyses and comparisons regarding physical matches of items of evidence. Evidence from all types of criminal cases from misdemeanors to felonies is accepted. Common items examined include machine generated documents for source determination, alleged forged documents for authorship, origin, or authenticity, examination of papers and inks, and physical matches of items such as pieces of automotive parts, duct tape, torn papers, and stamps.

7.2. General Submission Guidelines

- The original item of evidence or document should be submitted when possible
 - Preserve documents in the condition it was originally received.
 - Wear gloves and handle the document in places where the item is usually not handled.
 - Do not fold, tear, mark on, or touch the item unnecessarily.
 - Do not write on something laid over the item and leave indentations.
 - Do not write on the outer packaging after the item is inside.
- Known writing (exemplars) of suspects, victims, or other individuals should always be submitted for comparison.
 - These known writings can include previous letters to family members, notes, homework, and exemplar booklets.

For further questions contact:

Topeka Office

2001 SW Washburn Ave.

Topeka, Kansas 66604

(785) 296-1137

8. Submission Guidelines for Toxicology Evidence

8.1. Scope of Analysis Performed

The KBI Toxicology Section provides Kansas law enforcement agencies and medical examiners with testing of human biological materials for the presence of a wide variety of volatile and drug compounds.

8.2. General Submission Guidelines

- KBI Blood Alcohol Kits are available upon request. Please call 785-296-1040/1042 to order kits. Follow the instructions provided in the kit. The KBI Forensic Science Laboratory does not provide urine collection kits.
- Be sure all tubes containing additives are well mixed before packaging.
- Write the subjects name on the blood tube/ specimen container and put all other pertinent information on the Physical Evidence Custody Receipt (PECR).
- Postmortem samples should be labeled with type (e.g. blood, bile, urine, liver) and location of sample collection (e.g. iliac, heart, subclavian).
- Package all specimen containers in a manner that will prevent leakage or spills. Use zip lock type plastic bags; heat seal pouches or other sealable, leak resistant packaging.
- Pack specimens securely in a protective container such as a cardboard box.

- Place the Evidence Custody Receipt (ECR) outside or separate of the sealed inner package that contains evidence (e.g. a blood tube).
- Seal all specimen containers and each layer of packaging with tamper indicating tape, and write your initials and date on each seal.
- All containers with evidence which may pose a biohazard threat should be clearly labeled as such.
- It is understood that refrigeration is not possible while specimens are in transit or in the mail. Whenever possible, refrigeration is preferred prior to submission.

For further questions contact:

Topeka Office
 2001 SW Washburn Ave.
 Topeka, Kansas 66604
 (785) 296-1137

9. Submission Guidelines for Digital Evidence

9.1. Scope of Analysis Performed

The KBI Digital Evidence Section provides examination and analysis of electronic information stored on a wide variety of computer, mobile, and digital-storage devices, including:

- Computer Systems, such as desktops, laptops, digital video/audio recorders, and gaming systems
- Mobile Devices, such as cellular telephones, tablets (specific examples needed?), GPS, and portable gaming devices
- Removable Media, such as USB drives (flash drive), CDs, DVD's, SD cards, external hard drives etc. Items are sometimes referred to as “peripherals.”

9.2. General Submission Guidelines

- Examine digital device(s) for possible evidence such as fingerprints, blood, hair, tissue, etc. that may be relevant to the investigation. If other examinations are needed, please note on the Evidence Custody Receipt.
- When articles must be handled, which may contain latent fingerprints, biological, or trace evidence, handle sparingly to limit altering the possible evidence and wear proper protective equipment to prevent contamination, if necessary.
- **Legal authority** – Search Warrants and/or written Consent to Search are required and must include appropriate language that specifically allows the forensic examination of the digital evidence submitted.
 - Search Warrants must be signed by a District Court Judge.
 - Search Warrants should contain language that states a digital examination can take months to complete because of the amount of data to be analyzed and the possibility of encryption.
 - Search Warrants must be executed and open for the duration of the examination.
 - Submit Legal Authority with the item to be examined.

- Requested Examination – The Digital Evidence Submission form must be included, providing detailed, case specific information and examination information.
 - Due to the potential mass of information involved in digital evidence, providing specific information is critical for timely examination.
 - Specific requests may include, for example, a specific time frame/date range, email addresses, call logs from identified phone numbers, photographs, communication using specific applications, internet history, etc.
 - If known victims, please provide images of victim for comparison. This is very important in child exploitation cases.
- Digital evidence is fragile and can be altered, damaged, or destroyed by improper handling, packaging, and transportation. For these reasons, special precautions should be taken to preserve this type of evidence.
- Documentation of digital evidence
 - The location and condition of the digital evidence and related evidence should be documented before recovering and securing.
 - Documentation should describe how items were connected. Take photographs if possible.

9.3. Computer Systems

- Secure digital evidence in accordance with departmental policy.

In general:

- Seize the items in a manner that protects and preserves the evidence.
- Original packaging, if available, should be used. Similar packaging, such as boxes with foam padding or paper to prevent shifting is recommended.
- Document or label how cords and cables are attached, if necessary.
- Gather any disks or CDs, external hard drives, or other relevant items.
- Seize any additional computer related materials working outward from the computer, including printouts, sticky notes, notebooks, manuals, trash, and any other materials that might contain passwords and other evidence (as identified in the search warrant).
- Obtain passwords, if possible. Passwords may be written down and stored near computers or in accompanying manuals or software information.

9.4. Mobile Devices

- Secure digital evidence in accordance with departmental policy.

In general:

- Establish network isolation. Methods for isolation include enabling “Airplane Mode” or placing device in radio frequency (RF) shielded packaging (“Faraday” bags, aluminum foil, arson cans).
- Collect phone related software, manuals, and chargers.
- Do not scroll or browse through an evidentiary device, this may alter the integrity of the data

- If any manipulations are made, document any actions that were done on the device.
- Place device in appropriate packaging.
- Obtain passwords, pin numbers, or screen pattern lock code, if possible. Passwords may be written down and stored in original device packaging or in accompanying manuals or software information.
- If requesting J-TAG or Chip off forensics on the phone, there is a high probability that the phone will be destroyed.

9.5. Removable Media

- When seizing computer systems and/or mobile devices, look for “peripherals” such as, cables, chargers, flash or thumb drives, external hard drives, and SD/microSD cards.
- Place items in protective sleeves or envelopes to prevent damage.

10. Submission Guidelines for Trace Evidence

10.1 Scope of Analysis Performed

The KBI Trace Section conducts examination of evidence in the areas of primer gunshot residue (P-GSR), fire debris, and elemental analysis, and will be providing additional trace disciplines in the future..

10.2 P-GSR

Primer gunshot residue (P-GSR), also known as primer residue, is the term applied to the microscopic particles of metal and metal compounds that are emitted by a firearm at the time of discharge. These particles are derived from the primer composition and is NOT the residue of partially burned gunpowder grains. P-GSR particles may be deposited on any surface near the firearm at the time of discharge, including the hands, face, and clothing of the shooter and any bystanders in proximity to the gun. The KBI Trace Section provides P-GSR collection kits and training on proper collection techniques.

NOTE: In control test firings, it has been shown that the concentration of primer gunshot residue (P-GSR) significantly declines on living subjects due to normal activities. In view of these findings, if a significant amount of time (approximately 8 hours) has passed since the shooting, it is recommended that you check with the KBI Trace Section before submitting samples for analysis. This does not apply to deceased subjects. For all other items not listed in the P-GSR kit, you must contact the laboratory prior to submitting the P-GSR kit (see instructions provided with the P-GSR kit).

General P-GSR Guidelines:

- If the subject is deceased, collect P-GSR samples prior to processing the body. If the body has been processed, check with the KBI Trace Section before proceeding.
- Heavily soiled or bloody areas should be avoided during collection, if possible.

- **Do not** collect P-GSR samples if the subject has already been fingerprinted. The inking process removes the primer gunshot residue particles from the skin.
- **Do not** collect P-GSR samples if it is known the subject has washed his/her hands and face since the time of the shooting.
- **Do not** use this kit to submit expended casings to the laboratory.
- Fill out all the information on the Primer Gunshot Residue Analysis Information Form included in the P-GSR kit.

General Collection Guidelines:

- Allow the kit to reach room temperature before using.
- Put on the disposable gloves that are provided in the P-GSR kit. **Do not** substitute with other gloves. Gloves provided in the P-GSR kits are approved barrier gloves to protect you from blood borne pathogens if there is blood on the subject's hands or clothing.
- When the cap is removed from the clear plastic vial containing the sample platforms (or "stubs"), the adhesive collecting surface is exposed and care must be used to not drop the stub or contaminate the collection surface by allowing the surface to come into contact with an object other than the area that is to be sampled.
- **Do not** touch or contaminate the inside of the plastic vial.
- When pressing (in an up-and-down motion) the collecting surface of the stubs on the subject's skin, use enough pressure to cause a mild indentation on the surface of the subject's skin. Continue sampling the area of interest until the adhesive loses its potency.
- **Right Hand:**
 - Carefully remove the cap from the vial labeled RIGHT HAND.
 - While holding the vial cap, press the collecting surface of the stub onto the back of the subject's right hand until the area has been covered.
 - Next, press the collecting surface of the stub onto the palm of the subject's right hand until the area has been covered.
 - After sampling the subject's right hand (both back and palm), return cap to the RIGHT HAND vial.
 - Fill out all information requested on the vial label.
- **Left Hand:**
 - For collection from the left hand, repeat the procedures for RIGHT HAND using the vial labeled LEFT HAND.
 - After sampling the subject's left hand (both back and palm), return cap to the LEFT HAND vial.
 - Fill out all information requested on the vial label.
- **Face:**
 - Remove the cap from the vial labeled FACE and press the collecting surface of the stub onto the subject's face until the areas have been covered.
 - Collect from the areas outlined in the instructions printed on the P-GSR kit envelope.
 - NOTE: Do not collect from cheeks or chin if the subject has facial hair.
 - After sampling the subject's face, return cap to the FACE vial.
 - Fill out all information requested on the vial label.

General Submission Guidelines for P-GSR Kits

- Fill out all information requested on the front of the kit envelope.

- Return the completed Primer Gunshot Residue Analysis Information to the kit envelope.
- Return all used vials to the kit envelope. If the P-GSR kit contains a Control Stub, **do not** open this vial. However, fill out all information requested on the vial and return the Control Stub to the kit envelope.
- Close the envelope flap and properly seal with evidence tape.
- Properly dispose of the gloves and **do not** submit them with or in the P-GSR kit.
- The sealed P-GSR kit along with a completed KBI Request for Laboratory Services form may be hand delivered or sent by mail to:
Kansas Bureau of Investigation Forensic Science Center
Attn: Evidence/Trace Section
2001 SW Washburn Ave
Topeka, KS 66604
(785) 296-1137
- NOTE: If sent by mail, package the sealed P-GSR kit in an appropriate container to prevent damage in transit. Do not forget to send the KBI Request for Laboratory Services form along with the kit. **Do not** enclose the Request for Laboratory Services inside the P-GSR kit.

General Submission Guidelines for Clothing and Other Objects

- Package individual items of clothing in separate containers.
- **Do not** package evidence collected from one individual with evidence collected from a second individual.
- Only clothing that has already been associated with the suspect and/or victim and the incident will be analyzed.
- For further questions, contact the KBI Trace Section.

10.3 Fire Debris

The collection, preservation, and timely transmittal of fire debris evidence are important steps in the investigation of possible arson fires.

- Place fire debris evidence in sealed containers that provide a physical barrier that is impermeable to vapors (e.g. metal cans, plastic fire debris bags, glass canning jars). Metal cans should be unused, lined metal paint cans with tight friction lids. Lined cans are preferred because unlined cans may rust through in a matter of weeks. Nylon bags manufactured for arson evidence may also be used. When using nylon bags a heat-sealed control bag should be submitted.
**Note: The typical plastic (polyethylene) bags used for other types of evidence collection do not adequately retain vapors.*
- Do not package liquids in metal cans or plastic bags. Use a container appropriate for liquids.
- Liquid samples should be placed in glass bottles (one ounce maximum) with Teflon-lined screw caps and secured against breakage/leakage during transport. Do not overfill the evidence container (no more than 2/3 full is best).
- Do not submit leaking or wet containers. If you can smell a petroleum product the evidence is not properly packaged.

- Do not submit large quantities of ignitable liquids (maximum one ounce).
- Do not submit more than one case per package.
- Consider submitting a container exemplar.
- Refrigerate/freeze soil samples to prevent bacterial degradation of sample.
- Do not include gloves.
- Submit comparison (control) samples when possible.
- Containers requiring latent print examination should have the liquids removed before submission.
- Please contact the laboratory in your service area for guidance or questions.

10.4 Elemental Analysis

Evidence can be analyzed to determine its elemental composition. Many of the objects used in the commission of a crime (knives, ice picks, prying instruments, etc.) are composed of metal.

General Submission Guidelines:

- Collect filings and un-embedded fragments caused by sawing, drilling, or filing by carefully lifting or scraping into a plastic bag (make sure filings are dry before packaging).
- Use a nonmetallic device to transfer the filings or fragments to the collection bag.
- Tape seal the plastic bags before packaging into an appropriate sized container prior to submission.
- Package large items or items containing embedded fragments in a manner that provides a physical barrier, prevents the loss of evidence, and maintains the integrity of the evidence.
- When available, collect a comparison standard.
- **Do not** package known reference samples in the same packaging as questioned samples.

For further questions contact:

Topeka Office
 2001 SW Washburn Ave.
 Topeka, Kansas 66604
 (785) 296-1137

11. Notice to KBI Forensic Science Laboratory Customers

ISO/IEC 17025:2005 International accreditation standards and ANAB Accreditation Requirements require the laboratory to notify customers (law enforcement, attorneys, court personnel, etc.) of certain laboratory policies and procedures. This notice will serve as a general notification to customers for the following areas:

11.1. Review of Requests for Analysis

Each request for forensic science analysis is reviewed by laboratory personnel. The laboratory will review each request to ensure that the customer's needs are understood and that the

laboratory can meet those needs. Once the laboratory accepts a request for analysis, the accepted request is considered a contract between the customer and the laboratory.

11.2. Changes to Contracts

The laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case. The laboratory does not consider this a change to the contract, and this may be done without additional notice to the customer.

The laboratory strives to provide the highest quality and most valuable forensic analysis possible. For those reasons, if analysts conducting testing identify alternate and/or additional testing that may prove beneficial to our customers, the laboratory may notify the customer. This notification will always be done if the proposed analysis will require consumption of the evidence and/or limit future examinations.

11.3. Subcontracting Analysis

In limited circumstances, if the laboratory cannot provide the requested or necessary testing, a subcontracted facility may be used. The customer will receive notification by the laboratory prior to releasing any items to a subcontractor.

11.4. Selection of Methods

The laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written procedures. The laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer.

In some circumstances, the analytical methods used may be listed in the examination report, as required by accreditation and quality standards. In any case in which a report does not list the analytical method(s) used, the laboratory will provide this information upon request.

11.5. Deviations from Analytical Procedures

The laboratory maintains a policy to allow for suggesting, evaluating, approving, and documenting deviation to policy and procedure, when necessary. These deviations are not routinely communicated on a case by case basis, but are documented according to laboratory policy and will be discussed with customers upon request.

11.6. Dissemination of Analytical Results

Confidentiality of customer information is extremely important to the laboratory. Unless otherwise directed by our customers, on a case specific basis, the policy of the laboratory will be that members of the customer's agency, members of other agencies that are part of a multi-agency investigation and the staff of the local prosecutor's office(s) will be considered to be the authorized recipients of information provided to or generated by the laboratory for the case.

11.7. Disposition of Evidence

Evidence items analyzed by the laboratory shall be returned to the customer upon the completion of all requested examinations. If the circumstance or nature of evidence precludes any evidence item(s) from being returned, the customer shall be notified of the disposition of the evidence item(s).

By submitting evidence to the KBI Forensic Science Laboratory the customer agrees to accept these terms.