



General Submission Guidelines

The Colorado Bureau of Investigation Forensic Services (CBIFS) recognizes that each case is distinctive. These submission guidelines will address typical situations encountered by your agency but cannot speak to all of the unique circumstances that are often exclusive to a particular case. With this understanding, the CBIFS provides the following information to assist you in the submission of your evidence.

Request For Laboratory Examination (RFLE)

A Request for Laboratory Examination (RFLE) serves as chain of custody documentation for the CBIFS. An RFLE must accompany all evidence submissions. It is critical that the information documented on this form is as accurate and precise as possible. This includes the specific details of the evidence and the correct spelling of the names of all individuals involved in the crime: victims and suspects. The information you submit will be entered into our system **exactly** as it is indicated on the form and will populate to our official laboratory reports. The following information must be included:

1. A complete, thorough description of the evidence
2. The source or location of the evidence—from where or whom this evidence was collected
3. Victim(s) names (when applicable)
4. Suspect(s) names (when known)
5. Names of other individuals related to the crime (if any)
6. Dates of birth and state ID numbers (SID) of all related individuals (if known)

Once this information has been entered into our Laboratory Information Management System (LIMS), a CBI case number will be assigned and attached to your agency's case number. If the case is additional evidence on a previously submitted case or a CBI Forensic Service assisted crime scene it will already have a CBI case number. If known, write this number in the CBI Lab Case # area on the top of the RFLE.

Cover Letters

A cover letter must accompany the RFLE submission. Cover letters should provide a brief synopsis of the crime, including any information that will help determine which forensic analysis will produce the best results and answer the investigative questions. Indicate the type of analysis requested for each item and explain. If the thought process behind the request is beyond the submission guidelines for the exam requested, please explain your reasoning. It is a good idea to call the laboratory prior to submission to discuss this type of case. Indicate all aliases/alternate names for involved individuals in the cover letter.

General Packaging Guidelines

- Each item should be packaged separately to ensure the integrity of each item.
- Great care should be taken to avoid any contact between victim and suspect evidence.
- The container/package must preserve the integrity of the evidence, prevent cross contamination, ensure safety of person(s) handling the evidence and be properly sealed with evidence tape.
- An appropriate security seal will include initials and the date and extend from the tape to the packaging.
- All containers/packages must be properly identified with your agency's case number and item numbers. This allows for the CBIFS' case and item numbers to be easily cross referenced with your

agency's numbers. The number and description on the package must match the information on the RFLE.

- Sharp objects (i.e. syringes or knives) and firearms must be packaged in a safe manner that protects person(s) handling evidence and preserves the evidence on the item.
 - Package sharps in rigid, plastic syringe tubes or knife boxes.
 - Secure knife or cover knife blades so they cannot protrude through packaging
 - Firearms must be unloaded, made visibly safe and secured in a gun box separate from ammunition and marked as safe on the package and RFLE.
 - If you are unable to unload a firearm, please call your local CBIFS to make arrangements to meet with a firearms examiner.
- If items of evidence are submitted in a package not large enough to affix the CBIFS evidence label, the evidence technicians will place this item in larger packaging in order to accommodate the CBIFS evidence label.
- If the item of evidence contains a biohazard, please indicate clearly on the packaging.
- When the suspect is known, provide buccal swab standards and/or fingerprint standards.
- Provide elimination buccal swab and/or fingerprint standards for victims and/or witnesses.

Crimes Against Persons

- For homicide cases, a pre-submission meeting with crime scene photos is necessary. Because of the complexities of a homicide case, the CBIFS must fully understand the details associated with the case in order to provide the best possible service to our user agencies.
- For complex cases with multiple pieces of evidence, a pre-submission meeting is strongly recommended. This will ensure that everyone involved is properly briefed with the details, timelines and an agreement is reached regarding the most probative evidence.
- Please call your local CBIFS to arrange this meeting.

Related Cases

If it is believed that multiple cases are related, please inform the Evidence Technicians. They will make certain the cases are appropriately cross-referenced and ensure our laboratories provide accurate reports on requested testing.

Summary

We encourage you to contact us at any time regarding your submissions. It is our goal to ensure your understanding, educate you on situations that may be unfamiliar to you and work collaboratively to ensure the citizens of Colorado are served at the highest possible level.