



BCI Trace Evidence Submission Policy

Effective 11/01/2023

As part of BCI's on-going effort to effectively and efficiently assist law enforcement in Ohio, the Laboratory has adopted the following policies for all Trace Evidence submissions:

PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross transfer, cross contamination and/or deleterious change.

- Small evidence items must be submitted in a minimum of ~ 5x7 package(s).
- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
 - Glass, knives, guns, etc. should be packaged in boxes
- Package questioned and known items separately. The package label should clearly indicate whether the contents are questioned or known items.
- Gunshot primer residue sample collection must be performed using Scanning Electron Microscope (SEM) stubs only.

LABORATORY REQUEST DETAILS

- I. Provide a summary narrative of the case facts. The synopsis should provide the following information:
 - How the evidence relates to the crime in question
 - To whom the evidence belongs
 - Where the evidence was located
- II. To accommodate timely results for all law enforcement agencies throughout Ohio, BCI works evidence in order of submission. Rush requests impede this process; therefore, they will be accepted on a limited basis. Consult with a BCI Laboratory Supervisor with any rush request. Criteria that may constitute a rush request include significant public safety concerns and approaching jury trial proceedings.

EVIDENCE ITEM ACCEPTANCE

- I. The following evidence will be accepted for laboratory analysis in the Trace Evidence unit:
 - Gunshot Primer Residue (GSR) test kits from shooting subjects
 - Footwear Impressions
 - Tire Impressions
- II. Evidence submitted for both DNA / Latent Prints and Trace Evidence will be tested initially by the DNA/Latent Prints unit only. The evidence type, case circumstances, and current laboratory testing methods will be considered in order to determine the best workflow for the evidence. If the DNA/Latent



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Print testing results in a probative association, the Trace Evidence will not be examined. If, however; no probative association is made as a result of the DNA/Latent Print testing, then Trace Evidence can then be submitted for analysis.

III. The following evidence will be not accepted for analysis

- Clothing from shooting suspects for gunshot primer residue testing, unless there is a reasonable association to the suspect and the offense.
- GSR stubs collected from shooting victims.
- GSR stubs collected when time or activity prior to GSR sample collection will likely produce no meaningful conclusion from the test result.
- GSR stubs collected from objects such as vehicles, bedding and home furnishings
- Paint/polymer
- Fibers/fabric
- Hair
- Glass
- Tape
- Vehicle lamps
- Physical fit (i.e. fracture match)

Based on the circumstances of a case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with laboratory management, see contact list below. If an association is obtained, further analysis will be performed on remaining evidence at the discretion of the laboratory.

We invite you to direct your questions concerning the policy to:

Jennifer Duvall, Comparative Sciences Laboratory Manager
(740) 845-2514

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Thank you for your cooperation in helping BCI to provide consistent, quality service to law enforcement agencies throughout Ohio and we look forward to working with you.

BCI Laboratory Supervisor

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