



# Focus on Forensics

*A closer look at the Crime Lab*

## INDIANAPOLIS-MARION COUNTY FORENSIC SERVICES AGENCY

May 2018

### CUSTOMER NOTIFICATIONS

This newsletter serves as a notification by the Indianapolis-Marion County Forensic Services Agency

#### **SIMPLIFIED REPORTS**

The Indianapolis-Marion County Forensic Services Agency Laboratory Examination Reports shall be provided in a simplified format. Laboratory results relate only to the items tested, or sampled as received. Untested items shall be listed as such.

Laboratory Examination Reports shall include the following information:

- a) title: Laboratory Examination Report,
- b) name and address of the laboratory,
- c) location of performance of crime scene activities,
- d) laboratory case number providing unique identification on each page,
- e) numbering of report pages such that the report end is clearly delineated,
- f) name of the customer,
- g) unique identification for all items received including a description, and, when necessary, the condition of the item,
- h) items created and preserved for future testing,
- i) date of issue of the report,
- j) methodology utilized in analysis,
- k) results with, where appropriate, opinions and interpretations, and units of measurement,
- l) reference to the sampling plan and sampling method used when relevant to the validity or application of the results;
- m) deviations, additions or exclusions from the method,
- n) clear identification if results are from an external provider,
- o) name, signature and job title of individual authorizing the results.

All other information related to the case shall be documented in the case record and shall be available upon proper request. Other information communicated to the customer in a simplified report may include preliminary drug test results, preliminary blood alcohol test results and information regarding database search results. Customer contact information shall be maintained by the LIMS and will not appear on reports.

Subsequent requests for examination between evidence items from multiple cases and/or submissions, may be reported in an abbreviated report format. Only those items involved in the current comparison will be listed. Items that have been previously reported will not be listed under "Material Submitted", as long as the report contains a reference to the original report.

*Acceptance of this notification indicates agreement with the content of the simplified report format.*

## CUSTOMER NOTIFICATIONS

### Extent of Database Search Communication

Results of database searches (NIBIN, AFIS, CODIS) may be communicated via emails, telephone calls, reports, or forms.

#### **NIBIN**

The extent of automatic correlations in NIBIN includes all participating sites in the state of Indiana. Manual correlation searches may be done per customer request.

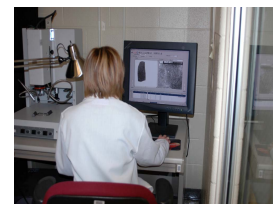


#### **CODIS**

The extent of CODIS searches includes all appropriate state and federal CODIS databases. (offender, arrestee and forensic, etc.)

#### **AFIS**

The extent of AFIS searches includes the local NEC Integra AFIS, the Indiana State Police NEC AFIS and the Federal Bureau of Investigation's Integrated Automated Fingerprint Identification System.

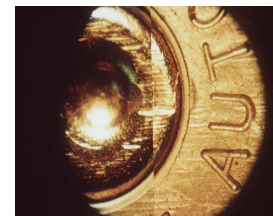


### Disposition of Evidence

All evidence items will be returned to the submitting/responsible agency.

### Fired Bullets and Cartridge Cases

Bullets and/or cartridge cases are unlikely to retain latent fingerprints after being fired. However, a visual examination will be conducted for prints, biological evidence, and trace evidence. Observed prints will be photographed, and biological or trace evidence collected.



Exceptions to these procedures must be approved by the Laboratory Director.

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