Rhode Island State Crime Laboratory (RISCL)

Services & Evidence Submission
THE TEAM

- DIRECTOR - DENNIS HILLIARD  874-5056
- FIREARMS - DENNIS LYONS  874-5436
  NEIL CLAPPERTON
  KAREN VALLARO
- TRACE - AMY DUHAIME  874-4114
  KIM FREELAND
- LATENTS - MARK ZABINSKI  874-2922
  JD EDWARDS
- QUALITY - JANE NORTHUP  874-2893
FIREARMS/TOOLMARKS SERVICES

- TEST FIRE
- OPERABILITY
- SERIAL NUMBER RESTORATION
- GSR - DISTANCE DETERMINATION
- NIBIN
- COMPARE/ID
- GRC
- TOOL MARK COMPARISONS
TRACE EVIDENCE SERVICES

- FOOTWEAR
- TIRE
- FABRIC
- HAIRS/FIBERS
- POLYMERS/PAINTS
- ADHESIVES

- FIRE DEBRIS
- GLASS
- FILAMENTS
- FRACTURE MATCH
- GSR - IDENTIFICATION
LATENT PRINT SERVICES

- CHEMICAL PROCESSING - DEVELOP PRINTS
- AFIS (Automated Fingerprint Identification System)
- NGI AFIS (Next Generation Integrated)
- UNSOLVED LATENT DATABASE
- COMPARE/IDENTIFY
<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016Q1</th>
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<tbody>
<tr>
<td>Cases</td>
<td>781</td>
<td>796</td>
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<td>789</td>
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<tr>
<td>Exhibits</td>
<td>3792</td>
<td>4245</td>
<td>4258</td>
<td>3966</td>
<td>919</td>
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</table>
RISCL Turnaround Times

- Firearms: 21 days
- NIBIN - test fired by PD: 5 days
- NIBIN - test fired by lab: 45 days
- Tool marks: 90 days
- Trace Evidence: 7 - 90 days
- Fire Debris: 14 days
- Latent Prints: 6 months
- If needs processing: 9 months
CASE TRIAGE

Firearms

- Homicides
- NIBIN
  - 48 hour entry
  - 72 hour report
- Oldest to newest
- Tool marks
- Priorities upon request
CASE TRIAGE
Trace Evidence

▶ Homicides
▶ Oldest to newest
▶ Priorities upon request
▶ GSR*
  ▶ Not analyzed without a letter from AG’s office
  ▶ Held for 1 year
Case Triage

Latent Prints - Crimes

➤ Homicides
➤ Robbery
➤ Suspects

Oldest to newest

Priorities upon request

Analyst

JD / Ed / Mark
Case Triage
Latent Prints

Analytical time window

Submit 3 types of items:
1. Items
2. Lifts
3. Images
Case Triage
Latent Prints - Images

- CD/jump stick
- Do not send crime scene images
- Select only images of comparison quality
Hours of Operation

- Lab hours 8:30 - 4:30
- Submission hours:
  - In person 8:30 - 1:30
  - Other times by appointment
- Mail/Common Carrier
SPECIAL CIRCUMSTANCES

**MUST BE DELIVERED IN PERSON**

- FLAMMABLE AND HAZARDOUS CHEMICALS
- LOADED FIREARMS
- CALL IN ADVANCE

LAB PERSONNEL WILL MEET YOU IN PARKING AREA
EVIDENCE SUBMISSIONS

► Packaging
► Sealing
► Labeling
► Documentation
Evidence Submissions

Package properly to ensure:

- No loss of evidence
- No damage to items
- No cross contamination
CONTAINER OPTIONS

- ENVELOPES
  - impression lifts/known prints/CD’s

- PLASTIC BAGS
  - Cartridge cases/trace evidence

- PAPER BAGS
  - Clothing/misc. items for LP processing

- BOXES
  - firearms/knives/footwear gel or elec. lifts

- CANS
  - arson evidence
Packaging for Safety

- Firearms must be unloaded
- Knives must be secured in appropriate container
- Biohazards must be labeled
- Syringes must be submitted in approved sharps containers
- Verify that liquid submissions are not leaking
Packaging for Safety

Secure firearms/knives with zip ties
Package for integrity of evidence

- Loss of evidence
- Contamination of evidence
Package for integrity

Do not put footwear in plastic bags
Package for integrity

DENTAL STONE
BUBBLE WRAP/BOX

ELECTROSTATIC DUST LIFTER
FOLDER/CARDBOARD/ENVELOPE
Package for integrity of evidence

Package with cover off
Use a pizza box
Not cardboard box
Cardboard fibers will attach to exposed gel lift

Tape the edges of the gel lift to the box
Package for integrity

- Package with cover on- Use roller to smooth out air bubbles
- Air bubbles will hinder examination
- Do not take cover off
  - If you do you can create a double impression
Bloody items need to be dried prior to packaging/submission.

Do not place in plastic.

Always package in paper bag.
Package items individually whenever possible
Package for integrity

1. Use Lined Paint cans
2. Use Teflon lined glass containers
3. Do not use steel paint cans
4. Do not use mason jars with rubber lid
Labeling Package

- Submitting Agency
- Agency Offense/Case Number
- Property/Item Number
- Evidence Description
- Location (if applicable)
- Date Collected
- Time Collected (if available)
- Who Collected
Items are to be numbered accordingly on the outside of each package/container with the appropriate property number.
Sealing Packages

Never use staples to seal
Initial & date evidence tape seal
Write half on tape / half on package
TAMPER EVIDENT SEALS

Heat Seal
Tamper-proof Evidence Tape
## The Required Paperwork for Case Submissions

<table>
<thead>
<tr>
<th></th>
<th>RISCL</th>
<th>DNA</th>
<th>Drug Chemistry</th>
<th>Toxicology</th>
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<tbody>
<tr>
<td>Evidence Examination Request (EER)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Incident /Arrest Report</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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</tr>
<tr>
<td>Case Narrative</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td>✔️</td>
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<tr>
<td>Test Fire Certificate</td>
<td>✔️</td>
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</table>
# TEST FIRE CERTIFICATE

## POLICE DEPARTMENT
DETECTIVE BCI SECTION
CERTIFICATE OF FIREARMS TEST

<table>
<thead>
<tr>
<th>Case Number</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Make of Weapon</th>
<th>Type</th>
<th>Model</th>
<th>Caliber</th>
<th>Serial Number</th>
</tr>
</thead>
</table>

| Other Identifying Marks or Features: Length of Barrel inches: Capacity: Color: |
|---------------------------------|------|--------|------|

<table>
<thead>
<tr>
<th>Country of Origin</th>
<th>Importer and State</th>
</tr>
</thead>
</table>

TEST FIRED (Functionality):  ____ YES  ____ NO

Test Bullets retained:  ____ YES  ____ NO

Test Cartridges retained:  ____ YES  ____ NO

TEST FIRED BY: ___________________________  DATE: ___________

PRINT NAME  Signature
<table>
<thead>
<tr>
<th>Evidence Examination Request Form</th>
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<tbody>
<tr>
<td><strong>Case Type (Homicide, Assault, ADW, B&amp;E, etc):</strong> ADW</td>
</tr>
<tr>
<td><strong>Submitting Agency:</strong> Acme PD</td>
</tr>
<tr>
<td><strong>Case Officer (Report will be addressed to):</strong> Sgt. Bgg</td>
</tr>
<tr>
<td><strong>Submission Method (Hand Carried, Mailed, etc.):</strong> Hand</td>
</tr>
<tr>
<td><strong>Agency Case Number (CR# or IMC#):</strong> 06-777-AR</td>
</tr>
<tr>
<td><strong>Related Case(s) (if applicable):</strong></td>
</tr>
<tr>
<td><strong>Submitted By:</strong> Det. Little</td>
</tr>
<tr>
<td><strong>Date of Incident:</strong> 3/20/2006</td>
</tr>
<tr>
<td><strong>Location/Address:</strong> 111 Main Street</td>
</tr>
<tr>
<td><strong>Agency Item Number(s):</strong></td>
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<td>PR-0</td>
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- **Offense Type**
- **Submitting Agency**
- **Case Officer**
- **Submitting Agency’s Offense Number**
- **Submitting Officer/Contact**
- **Incident Date**
- **Incident Location**
- **Suspect/Victim name (if available)**
- **Agency Property Number**
- **Evidence Description**
- **Service Requested**
Common Firearms/Toolmark Submission Mistakes

1. Firearm box - no mention of ammo or magazine in box with gun
2. Forget TF certificate
3. FA transcription errors on submission report firearm description - keep it brief
4. TF vs. Scene cc’s
5. Multiple exemplar or suspect tools in one package
Common Latent Print Submission Mistakes

1. Known cards and CD’s not packaged and/or sealed
2. Print card without a name
3. No scale in image
4. Resolution – below minimum required for CAFIS search
ELIMINATION PRINTS & CD’s

- **DO NOT** need a PR number
- **DO** need name / DOB/ ID number when possible
- **DO** need to be packaged and sealed as if they are evidence
COMMON TRACE EVIDENCE SUBMISSION MISTAKES

- Packaging - Multiple items in 1 bag
- Descriptions incorrect
- Footwear images - Quality insufficient for analysis
COMMON TRACE EVIDENCE SUBMISSION MISTAKES - ARSON

- LIDS NOT TIGHT ENOUGH
- IMPROPER CANS
SEQUENCE OF MULTIPLE ANALYSES

1. TRACE EVIDENCE
2. LATENT PRINTS
3. FIREARMS
4. ARSON
5. DOH - always last

Email generated upon request to lab sections
TOOLMARK CASE
Request with Multiple Analyses

SEQUENCE

1. TRACE
2. LATENT PRINTS
3. TOOL MARKS
FIREARM CASE - GUN
Request with Multiple Analyses

SEQUENCE
1. LATENT PRINTS/TRACE
2. TRACE SWABS SOME AREAS
3. LATENT PRINTS PROCESSES GUN
4. TRACE SWABS ALL OF GUN
5. FIREARMS
FIREARM CASE - Cartridge cases
Request with Multiple Analyses

SEQUENCE

1. TRACE
2. LATENT PRINTS PROCESSES CC’s
3. TRACE SWABS ALL CC’s
   Some single / some all together
4. FIREARMS
ARSON CASE - Container Request with Multiple Analyses

SEQUENCE

1. TRACE/LP CONFER
2. ROOM TEMP. ARSON ANALYSIS
3. LP

Note - If negative results at room temp. then arson analysis repeated at high temp
ARSON CASE
Request with Multiple Analyses

Miscellaneous

Label Restoration

Paper towel comparison

Paint comparison

Identify substance
RISCL CITATION FORM

RISCL Case Number: 
Agency: 

TO: 
Agency Case Number: 

FROM: RHODE ISLAND STATE CRIME LABORATORY
RE: EVIDENCE SUBMITTED

On ______ the RISCL received evidence from your agency.

We are unable to process the evidence for the following indicated reason(s).
Evidence is being returned to the submitting agency.

☐ 1. Necessary information missing on the Submission Form.
   ☐ Victim ☐ Suspect ☐ Officer ☐ Agency/Case Number ☐ Service ☐ Incident Report

☐ 2. Information on the Submission Form not legible and/or conflicting.

☐ 3. Evidence Submission Form(s) has not been submitted with evidence.

☐ 4. Submission Form damaged by leaking specimen. Please resubmit information.

☐ 5. RISCL does not perform service(s) requested. See Remarks.

☐ 6. No services were requested.

☐ 7. Specimen container not labeled. See Remarks.

☐ 8. Improper packaging. See Remarks.

☐ 9. Specimen container leaked. Do you want to pick up evidence? ☐ Y ☐ N

☐ 10. Other: 

We are able to complete your request(s) but we have noticed a problem with the manner of submitting the evidence.

☐ 11. Evidence not sealed.

☐ 12. Sample collected in improper container for service requested.

☐ 13. Other:

REMARKS: 

Please FAX requested information to the attention of ______ at ______

SIGNATURE ___________________________ DATE ___________________________