RISCL

- **10 Employees**
  - Trace Evidence (2), FA (3), LP (3), Quality Assurance (1)
- **Service 50 law enforcement and investigative agencies in RI**
  - Federal and state agencies, BATF, URI, local PD’s, local fire departments, RISFM’s office, and RIAG’s Office
- **Examines 800+ cases/year**
- **Involving 4500+ exhibits for scientific analysis**
# RISCL SERVICES

## Trace Evidence Analysis
- Duct Tape
- Fibers
- Filaments from lamps
- Fingernail clippings
- Fire Debris
- Fracture Matches
- Glass
- GSR kits – primer on hands
- Hairs
- Impressions Evidence
  - footwear, tire, fabric...
- Paints/Coatings/Plastics/ Polymers

## Toolmark/Firearms
- Distance Determination for GSR
- Firearms
- NIBIN
- Serial Number Restoration
- Test Fires
- Toolmark

## Latent Print Analysis
- CAFIS
- Latent Print
Evidence Submissions

2 Goals

- MAINTAIN CHAIN OF CUSTODY
  - At time of transfer
- ENSURE INTEGRITY OF PHYSICAL EVIDENCE WILL NOT:
  - Lost
  - Damaged
  - Contaminated
LAB’S GOAL - MAKE ASSOCIATIONS

LOCARD EXCHANGE PRINCIPLE
• The perpetrator of a crime will bring something into the crime scene and leave with something from it
• Both can be used as forensic evidence
LOSS/DAMAGE/CONTAMINATION
Loss of package vs. loss of evidence
EVIDENCE SOP’s

1. PACKAGING
2. SEALING
3. LABELING
4. DOCUMENTATION
CHOOSE PACKAGING MATERIALS

- BAGS
- BOXES
- ENVELOPES

- PROTECT PERSONS HANDLING
- PROTECT INTEGRITY OF ITEMS
- SIZE & WEIGHT
- TYPE OF EVIDENCE

Biologicals
Tools
Impressions
Trace
Lifts
SAFETY FIRST

- Biohazards MUST be labeled
- Firearms MUST be unloaded
- Needles MUST be removed from syringes
Evidence Boxes

Retail at $20 - $40 per 25 boxes
Evidence Tubes

Retail
$1 - $5 per tube
Evidence Bags

- 4x6 inch = $1
- 9x12 inch = $2.30

- Lunch = $2
- Grocery = $3
Generic Bags

- 2X5 inch = 5¢
- 10x13 inch = 10¢
- Lunch bag = 3¢
- Grocery bag = 9¢
LABELING

Hand written

Computer generated
LABELING

Retail labels - 3¢/label
# LABELING for the lab

<table>
<thead>
<tr>
<th>MUST HAVE</th>
<th>SHOULD HAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency name</td>
<td>Description of item</td>
</tr>
<tr>
<td>Agency case #</td>
<td>Date collected</td>
</tr>
<tr>
<td>Item property #</td>
<td>Time collected</td>
</tr>
<tr>
<td>Safety label when needed</td>
<td>Collected from where</td>
</tr>
<tr>
<td></td>
<td>Collected by whom</td>
</tr>
</tbody>
</table>
Safety Labels/Stickers

**MUST HAVE**

- **BIOHAZARD**
  - Possibly Biologically Contaminated
  - Handle with Gloves
  - $10 - $20 per 100

**SPECIALTY**

- **FENTANYL**
  - $5 per 100

- **LATENT PRINTS**
  - $9 per 250
INTEGRITY OF EVIDENCE

• MUST
  o Tamper evident – all seals

• SHOULD
  o Initials and date
SEAL MUST BE TAMPER EVIDENT

ENTIRE LENGTH
SIGN SEALS

• Sign half-on/half-off tape
SEAL TAPES

Avoid loss/damage/contamination

$10 - $15 per box
LARGE & UNUSUAL ITEMS

- INTEGRITY OF EVIDENCE
- PROTECT AREA VS. ENTIRE
- CUT PIECE OFF
- PACKAGE/SEAL/LABEL
- DO YOUR BEST
VENDORS
DELIVERY to the Lab

- Delivered in person to the Laboratory
  - hours of 8am and 1:30pm, M/T/Th/F
  - By appointment if outside those hours
  - Flammables and other hazardous substances **MUST** be delivered in person
  - Loaded firearms by appointment ONLY

- Mail/Common Carrier
  - Recommend tracking with return receipt
    - optional
**Evidence Examination Request Form**

- **RISCL Evidence Examination Request Document**
  - Required each time evidence is submitted to the laboratory
  - Additional and re-submissions
<table>
<thead>
<tr>
<th>MUST INCLUDE</th>
<th>SHOULD INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Case Type /Offense</td>
<td>- Submission method</td>
</tr>
<tr>
<td>- Agency name</td>
<td>- Agency telephone number</td>
</tr>
<tr>
<td>- Investigating officer</td>
<td>- Date of Incident</td>
</tr>
<tr>
<td>- Agency case number</td>
<td>- Address of Incident</td>
</tr>
<tr>
<td>- Submitting officer</td>
<td>- Victim &amp; Suspect Names</td>
</tr>
<tr>
<td>- Property number</td>
<td></td>
</tr>
<tr>
<td>- Analysis requested</td>
<td></td>
</tr>
</tbody>
</table>
Incident/Arrest Report

Incident Report

Copy must be provided to lab with evidence submission.
### ADDITIONAL & Re-SUBMISSIONS

**Additional submissions**
- Best to inform lab that other items have already been submitted for the offense number
- Might need agency report – PR #
- Lab item number will continue where left off

**Re-submissions**
- Best to inform lab that other items have already been submitted for the offense number
- No need for agency report
- Item number will stay same as original lab submission
Test Fire Certificate

**MUST INCLUDE WITH SUBMISSION OF TF CC’s**

- Agency name
- Agency case number
- Make, Type, Model and Serial number
- Test fire successful Y/N
- Name who test fired
- Date when test fired
CERTIFICATE OF FIREARMS TEST

<table>
<thead>
<tr>
<th>Agency</th>
<th>Department Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Make of Weapon</th>
<th>Model</th>
<th>Type</th>
<th>Serial number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identifying Marks or Feature:

Test fired   ( ) Yes   ( ) No   ( ) UNSUCCESSFUL
Test projectiles kept on file ( ) Yes ( ) No
Test cartridge cases kept on file ( ) Yes ( ) No
Examiner: Date: Time:

COMMENTS:
I took possession of the above weapon from BCI. I ensured that the weapon was clear and that the barrel was free from any obstructions. I manipulated the weapon to ensure that it would function properly. I then loaded the weapon with (2) rounds of (factory ammunition) into the magazine and performed a test fire. The weapon fired without malfunction. I then repeated the process a second time. The weapon again fired without malfunction. I then placed each test fired casing into separate evidence bags, sealed them and returned them to the BCI.
## COMMON SUBMISSION ERRORS

<table>
<thead>
<tr>
<th>Small ones</th>
<th>Big ones</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Typos</td>
<td>• Wrong agency or property numbers</td>
</tr>
<tr>
<td>• Transcription errors</td>
<td>• Paperwork does not match item labels</td>
</tr>
<tr>
<td>• Forgot agency report or TF certificate</td>
<td></td>
</tr>
<tr>
<td>• DVD’s &amp; Known Print cards</td>
<td><strong>MIGHT BE ABLE TO SUBMIT</strong></td>
</tr>
<tr>
<td><strong>CAN STILL SUBMIT</strong></td>
<td></td>
</tr>
</tbody>
</table>
Corrections for Case # or Property #

- **UPON SUBMISSION** – CAN MAKE CHANGES

- **AFTER SUBMISSION**
  - Email to submitting officer to re-sign Lab Sub Form
OTHER ERRORS NOTED AFTER SUBMISSION

• ANY QUESTIONS/DISCREPANCIES NOTED BY ANALYST WILL RESULT IN A PHONE CALL

• ALL CALLS ARE DOCUMENTED & KEPT IN CASE FILE

• LAB NO LONGER WRITING DISCREPANCY REPORTS
The Rhode Island State Crime Laboratory (RISCL) offers a range of scientific services for all appropriate agencies investigating evidence related to federal, state or local crimes. Not all services are available onsite and services offered may change from time to time depending on the availability of scientific expertise. However, evidence may be delivered to the laboratory for transfer to the appropriate laboratory which does offer the requested service(s).

The goal of the RISCL is to provide our customers with scientific results and administrative services in a useful time-frame. The RISCL has defined its customer base as all appropriate agencies investigating evidence relating to federal, state or local crimes. The RISCL is committed to meeting the needs and expectations of all of our customers utilizing a philosophy of quality and service. The services offered may change from time to time depending on the availability of scientific expertise. However, evidence may be delivered to the laboratory for transfer to the appropriate laboratory which does offer the requested service(s).
As of January 1, 2015 evidence may be submitted and/or retrieved between 8:30 a.m. and 1:30 p.m., Monday through Friday.

All submissions of exhibits should be connected to criminal investigations. No evidence will be analyzed for private individuals or corporations.

Several methods may be used to submit evidence to the laboratory. The method selected will depend upon the type and size of the item, the urgency, and the complexity of the case. At this time, the RISCL does not accept any evidence by email submission.

Whatever method is used, the officer/submitting agency must take care to ensure that the evidence will not be lost, damaged, or contaminated and that the chain of custody will be as short as possible. It is equally important to recognize and observe that proper safety precautions have been used at all times not only in the collection of evidence but also when submitting evidence to the RISCL.

The Submission Manual describes the general requirements for submitting evidence to the laboratory. Other special instructions will be given in each service area. Please refer to these instructions before submitting any evidence.

- Manual for Evidence Submission
- Evidence Examination Request Form

*Rhode Island State Crime Laboratory Report Notice*

Please click HERE for an Important Message to our customers regarding Rhode Island State Crime Laboratory Reports.
The goal of the Rhode Island State Crime Laboratory (RISCL) is to provide our customers with scientific results and administrative services in a useful time frame. This handout is designed to make the process of submitting evidence to the RISCL easier, safer, and more efficient. This handout is extensive, but additional section specific guidelines may exist. Should you require additional information, please call the RISCL at 401-874-2893 for assistance.

HOURS OF OPERATION

RISCL hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Evidence submission hours, at this time, are Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 1:30 p.m. but may be expanded upon request. Please call the RISCL for your specific submission needs.

RISCL LOCATION

Fogarty Hall, Campus Avenue Entrance
41 Lower College Road
Kingston, RI 02881-0966
http://web.uri.edu/riscl/

Main Telephone: 401-874-2893  FAX: 401-874-4868
Director: 401-874-5056
Latent Print Section: 401-874-2922
Trace Analysis Section: 401-874-4114
Firearms/Toolmarks Section: 401-874-5436

SERVICES

RISCL offers a range of scientific services for all appropriate agencies investigating evidence related to federal, state or local crimes. Services offered may change from time to time depending on the availability of scientific expertise.

SERVICES PERFORMED BY THE RISCL

Automated Fingerprint Identification System
Distance Determination
Fibers
Filaments
Firearms
Fire Debris

Footwear and Tire Impressions
Fracture Matches
Gunshot Residue
Glass
Hair
Latent Prints

National Integrated Ballistic Network (NIBIN)
Paints and Coatings
Plastics/Polymers
Serial Number Restoration
Test Fires
Toolmarks
INTRODUCTION TO RISCL’S NEW PRE-LOG PROGRAM
COMING SOON TO A LAB NEAR YOU!