



**Crime Laboratory
SOP 83-2**

Number: 02-04-01
Subject: Returning Evidence
Effective Date: March 1, 2000
Revision Date: August 16, 2023
Review Date:

I. Purpose

To establish guidelines for the return of evidence to the submitting agency or their third party agent.

II Background Information

There are times when more than one agency is involved in an investigation. The Crime Laboratory may get several evidence submissions from various agencies pertaining to the same case. Although these agencies are working together, it is important to return submitted evidence to the correct agency so the chain of custody is properly kept.

III. Policy

Evidence will only be returned to personnel from the submitting agency or their third party agent. In the event that the submitting agency would like their evidence released to a third party agency, a Third Party Release Agreement must be completed and will be scanned into the applicable case file(s).

Agencies which share evidence officers will have standing permission on file at the Crime Laboratory to allow their evidence to be returned to the shared officer. The Crime Laboratory shall have a letter from the agency on their department letterhead documenting authorization.

The Crime Laboratory is not a long term storage facility. Arrangements are expected to be made for return of evidence as soon as analyses are complete.

Evidence will not be forwarded to other labs for defense re-testing or testing that is not performed by or provided through a contract with the NSP Crime Lab. Other situations will be evaluated on a case by case basis.

Previous Revision Dates: December 1, 2000, October 26, 2006, September 23, 2011,
August 21, 2012