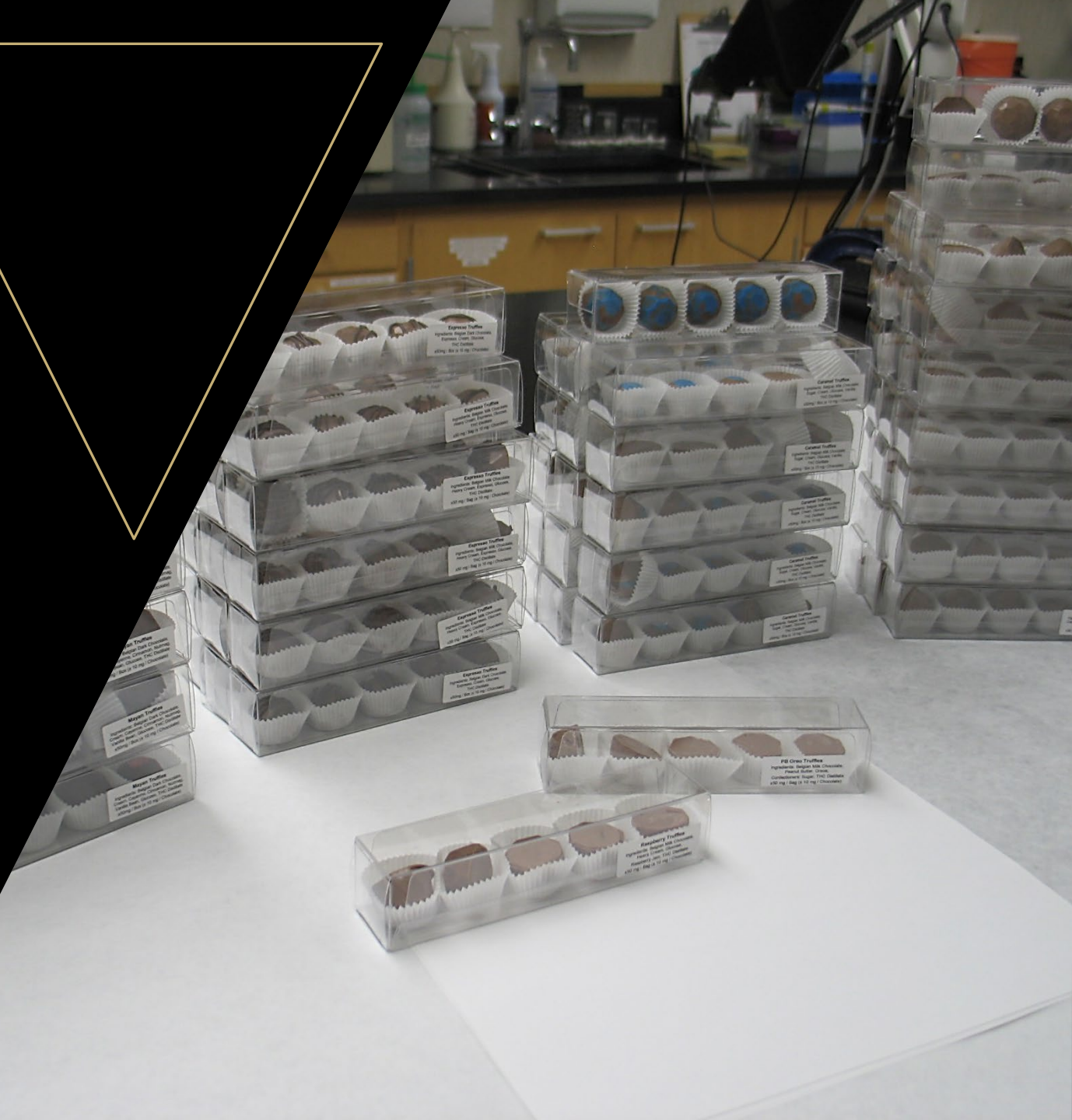


# Evidence Procedures

NEW HAMPSHIRE STATE POLICE  
FORENSIC LABORATORY  
EVIDENCE CONTROL UNIT





# Laboratory Services

- Drug Chemistry
- Arson/Fire Debris
- Firearms and Toolmarks
- Pattern Evidence
- Digital Evidence
- Biology
- Toxicology
- Breath Alcohol



The ECU counter is open from 0800-1445, Monday-Friday. The unit consists of a full-time unit supervisor and five evidence technicians.




Appointments are strongly encouraged and will be given priority.



All criminal evidence cases coming to the laboratory will be received, managed and entered in the LIMS database by ECU staff.

# Evidence Control Unit



# Laboratory Forms

# Key Laboratory Forms

**DSSP20:**  
Evidence Examination  
Request form

**DSSP430:**  
Controlled Drug  
Analysis Authorization  
form

**DSSP325:**  
Blood Sample Collection  
form

**DSSP428:**  
Request for Additional  
Test form

**CODIS Eligibility  
Form:**  
Supplemental  
Questionnaire

**Digital Evidence:**  
Examination Request  
form

# DSSP20 (Required)

*Unless your agency has opted into electronic submissions via Portal*

<b>NH DEPARTMENT OF SAFETY DIVISION OF STATE POLICE 33 HAZEN DRIVE CONCORD, NH 03305</b>	<b>EVIDENCE EXAMINATION REQUEST</b>	<b>FORENSIC LABORATORY CRIMINALISTICS GROUP (603) 223-3854 Fax: 271-1086 TOXICOLOGY GROUP (603) 223-3855 Fax: 271-5936</b>
--	---	--

OFFENSE/INCIDENT _____	LAB NO. _____
TOWN/CITY _____	DEPARTMENT CASE NO. _____
SUSPECT/SUBJECT #1 _____	#2. _____
SEX _____ DOB _____	SEX _____ DOB _____
ADDRESS _____	_____
NAME OF VICTIM(S) _____	OFFENSE/INCIDENT DATE _____
OWNER OF PROPERTY _____	SUBMITTING AGENCY _____
AGENCY CONTACT _____	TELEPHONE _____
AGENCY CONTACT EMAIL _____	TRIAL DATE _____

- List of Evidence – Samples Submitted
  - Match exhibit number on evidence packaging
- Record of Evidence Custody
  - Captures chain of custody

[illegible]

# “Check For” Laboratory Departments and Services

Drug Chemistry	Arson/Fire Debris	Firearms & Toolmarks	Pattern Evidence	Digital Evidence	Biology	Toxicology
<ul style="list-style-type: none"><li>• Drug Analysis</li></ul>	<ul style="list-style-type: none"><li>• Ignitable Liquids</li></ul>	<ul style="list-style-type: none"><li>• Firearm</li><li>• Gunshot Residue</li><li>• Physical Match</li><li>• Serial Number Restoration</li><li>• Toolmark</li></ul>	<ul style="list-style-type: none"><li>• Latent Print</li><li>• Footwear</li><li>• Tiretrack</li></ul>	<ul style="list-style-type: none"><li>• Digital Evidence</li></ul>	<ul style="list-style-type: none"><li>• DNA</li></ul>	<ul style="list-style-type: none"><li>• Toxicology (BAC/Drugs)</li></ul>

# DSSP430 (Drug Analyses)

- Only required for drug submissions
  - Unless juvenile case (receives 2 week turn-around)
- Reference the submittal
  - Exhibit numbers, description, and charge should match submittal
- If there is a court date, prosecution will fill out this form and provide that prior to submittal
  - Due date\* must not be less than two weeks from submittal
- Awaiting results to charge
  - The investigating officer signs this section if an arrest cannot be made without lab results

	<b>NH DEPARTMENT OF SAFETY - DIVISION OF STATE POLICE</b> FORENSIC LABORATORY – CRIMINALISTICS GROUP 33 HAZEN DRIVE, CONCORD, NH 03305 (603) 223-3854 Fax: 271-1086 <a href="mailto:NHSPLab@dos.nh.gov">NHSPLab@dos.nh.gov</a>	
--	--	--

## Controlled Drug Analysis Authorization

SUBMITTING AGENCY \_\_\_\_\_ LAB NO. \_\_\_\_\_  
TOWN/CITY \_\_\_\_\_ DEPARTMENT CASE NO. \_\_\_\_\_  
SUSPECT/SUBJECT #1 \_\_\_\_\_ #2. \_\_\_\_\_  
#3. \_\_\_\_\_ DATE OF INCIDENT/OFFENSE: \_\_\_\_\_  
EVIDENCE OFFICER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
EVIDENCE OFFICER EMAIL: \_\_\_\_\_

### LIST OF EVIDENCE & CHARGES FOR EACH EXHIBIT

(If more than one suspect, indicate which suspect(s) is/are associated with each exhibit, if known)

EX. NO.	SUSP#	DESCRIPTION	CHARGE			
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART
			<input type="checkbox"/> POSS.	<input type="checkbox"/> SALE / INT TO SELL	<input type="checkbox"/> MANUF	<input type="checkbox"/> DEL of ART

### FOR CASES WITH CHARGES ALREADY FILED WITH THE COURT

PROSECUTOR'S NAME/OFFICE/ AGENCY \_\_\_\_\_  
PROSECUTOR'S EMAIL \_\_\_\_\_ FAX# \_\_\_\_\_  
PROSECUTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
☐ TRIAL ☐ GRAND JURY ☐ VOP HEARING ☐ MTI HEARING DATE: \* \_\_\_\_\_

\*Notify the laboratory *immediately* at [NHSPLab@dos.nh.gov](mailto:NHSPLab@dos.nh.gov) to cancel the drug analysis should a negotiated resolution of the case make the requested analysis unnecessary.

Provided that the evidence and this authorization form is received at the laboratory at least 30 days prior to the trial or grand jury date set forth above, and barring exigent circumstances, the lab will provide analysis results no less than 2 weeks prior to a trial date or 1 week prior to grand jury.

### FOR CASES AWAITING LAB RESULTS TO CHARGE

INVESTIGATOR'S NAME/ AGENCY \_\_\_\_\_  
INVESTIGATOR'S EMAIL \_\_\_\_\_ PHONE# \_\_\_\_\_  
INVESTIGATOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*The Forensic Laboratory retains the right to limit or expand the scope of analysis on all submissions*

# DSSP325 (Blood Sample Collection)

- All paperwork needed for blood sample collections will be included in the collection kit provided by the NHSPFL.

**NO DOCUMENTS SHOULD BE INCLUDED IN THE EVIDENCE PACKAGING AT THE TIME OF SUBMISSION**

- Form is required for ALS hearings.
  - Keep white copy for your records.
  - Give yellow copy to the technician at the hospital for their records.



STATE OF NEW HAMPSHIRE  
Department of Safety  
State Police Forensic Laboratory – Toxicology Group  
33 Hazen Drive, Concord, NH 03305



## BLOOD SAMPLE COLLECTION FORM

I, \_\_\_\_\_, \_\_\_\_\_  
Print Name Title

employed by \_\_\_\_\_, have withdrawn a

blood sample from \_\_\_\_\_, on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Subject's Name Date

at \_\_\_\_\_, for the purpose of analysis as authorized under RSA 265:85, I,  
Time (24 hour clock)

and in accordance with Administrative Rule Saf-C 6400.

The area from which the blood was taken was cleansed with \_\_\_\_\_  
Type of cleanser

### SIGNATURES:

\_\_\_\_\_  
Person withdrawing sample

\_\_\_\_\_  
Witness

WHITE COPY TO BE RETAINED BY REQUESTING AGENCY.

YELLOW COPY TO BE RETAINED BY THE PERSON WITHDRAWING THE SAMPLE.

# DSSP428 (Request for Additional Test)

- Provided in additional test kits
  - Includes thorough instructions for officer and phlebotomist
- Laboratory copy of DSSP428 is submitted with blood sample, inside the cardboard mailer
  - **Mail the kit** to the NHSPFL, Attn: Additional Test
- Expired kits can be exchanged at the NHSPFL evidence counter
  - **Please do not mail expired kits**

NH DEPARTMENT OF SAFETY DIVISION OF STATE POLICE 33 HAZEN DRIVE CONCORD, NH 03305	<b>REQUEST FOR ADDITIONAL TEST</b> This form is to be submitted <u>with</u> the Additional Test	<b>FORENSIC LABORATORY</b> TELEPHONE (603) 223-3854 (603) 223-3855 FAX (603) 271-1086 (603) 271-5936
--	---	--

Name of Subject (Print): \_\_\_\_\_

I have requested and granted permission for a blood sample to be drawn pursuant to RSA 265-A:7.

\_\_\_\_\_  
Signature of Subject/Date

\_\_\_\_\_  
Signature of Witness/Date & Time

-OR-

I waive my right for an additional test pursuant to RSA 265-A:7.

\_\_\_\_\_  
Signature of Subject/Date

\_\_\_\_\_  
Signature of Witness/Date & Time

## Arresting Officer:

1. Witness subject's signature above and retain "Police" copy of form.
2. If a blood sample is to be drawn: provide subject with additional test kit.

## Subject:

1. Print your name above and sign the permission line to authorize the draw/waive right to additional test.
2. Provide additional test kit to the person you have chosen to draw your blood.
3. Mail a check or money order (credit card payment accepted at Department of Safety) for a \$15.00 administrative fee **payable to State of NH Department of Safety** with your name, address and date of additional test blood draw to:  
*New Hampshire State Police  
Forensic Laboratory  
Attention: Additional Test  
33 Hazen Drive  
Concord, NH 03305*
4. Arrange for sample analysis at an independent laboratory. See Saf-C 9000 N.H. Administrative Rules.

## Blood Draw Personnel:

1. Confirm subject has authorized permission for the blood draw on the line above.
2. Using a non-alcoholic cleanser, and with the blood tube provided, follow your normal blood draw protocol.  
**Note:** If the vacutainer tube provided is beyond the expiration date you may use an unexpired gray top tube from another source.
3. Complete form below. Retain the "Phlebotomy" copy of this form for your records and provide "Subject" copy to subject.
4. Invert the tube several times and return to the cardboard blood tube protector.
5. Seal the blood tube protector where indicated with a red evidence label, initial and date the seal.
6. Place the sealed box into the biohazard bag and close.
7. Place this completed "Laboratory" form along with sample into the cardboard mailer and seal with remaining red evidence label, initial and date the seal.
8. Mail kit to the New Hampshire State Police Forensic Laboratory.

Date of collection: \_\_\_\_\_

Time of collection: \_\_\_\_\_

Collected by (Print): \_\_\_\_\_

Facility where collected: \_\_\_\_\_

White – Independent Laboratory

Canary – Phlebotomy

Pink – Subject

Goldenrod – Police

DSSP 428 (Rev. 7/2021)

# CODIS Eligibility Form (DNA)

- Two-page questionnaire regarding DNA evidence being submitted
- Federal criteria for DNA submissions possibly being entered into CODIS
- Potentially delay testing if not filled out at submittal

Agency Case #:  Lead Investigator Name:   
Submitting Agency:  Investigator Phone:   
Laboratory #:  Investigator Email:

*NOTE: This form can be used for multiple items as long as the answers to all questions are the same.  
Please use additional forms as necessary.*

Exhibit #(s):

Is this case a new submission or a submission of additional evidence?

☐ New ☐ Additional exhibit submission

How are the victim and suspect known to each other?

☐ Acquaintances ☐ Married  
☐ Friends ☐ Other relative  
☐ Parent/Child ☐ Consensual sexual partners  
☐ Siblings ☐ Unknown to each other

Do the Victim/Suspect normally have access to the crime scene?

☐ Victim access ☐ Suspect access  
☐ Both have access ☒ Neither have access

Have all other possible sources of DNA been ruled out (e.g., victim, homeowners, employees, general public, etc.)?

☐ Yes ☐ No

Where was the evidence collected from at the alleged crime scene? How is it related to the punitive perpetrator?

Was a victim(s) known DNA sample submitted?

☐ Yes Exhibit #(s):  ☐ No

Was suspect(s) known DNA sample submitted?

☐ Yes Exhibit #(s):  ☐ No

Were other pertinent known DNA samples submitted (e.g. consensual sexual partner, elimination subject)?

# Digital Evidence Examination Request Form

- Single page questionnaire regarding digital evidence being submitted
  - Potentially delay testing if not filled out at submittal
- One form per digital evidence exhibit being submitted

Date:  Agency:

Request Completed by:

Lead Investigator:

Lead Investigator Email:

Has a warrant or written consent been issued for the device(s)? Please provide a copy.

Does the device require any additional analysis not related to the data (fingerprints or DNA)?

Is the device currently in a powered-on state?

If yes, has an external power source been applied?

Has the device been isolated from all networks (cellular, wifi, Bluetooth, etc...)? If so, by what method?

Should this case be deemed a priority? Why?

Describe the evidence you are seeking to obtain from the storage media, computer system(s), or mobile device(s) submitted for examination.

Are you aware of any usernames, passwords, pin numbers, email address or disk/file encryption used? If so, list the exhibit number and related information:

Has the evidence been previously examined by anyone?

Additional Notes:



# Evidence 101

- Packaging
- Sealing
- Labeling

# Proper Packaging

- One exhibit per package
  - Like with Like
  - In general, if found together package together
- Wet/damp items must be completely dry prior to submittal
  - Exception: Arson evidence
- Powders/scrapings use a secondary container/double-bag



# Package/ Containment Examples

- Plastic evidence bags
- Paper evidence bags
- Sharp/rigid containers
- Gun/weapon boxes
- Metal/paint cans
- Envelopes
- Anti-static/Faraday bags



# Type of Packaging by Exhibit/Testing

## Drug Chemistry

- Prevents loss of evidence
- Protects from sharp hazards

## Arson/Fire Debris

- Maintains quality of sample
- Prevents release, deterioration or contamination

## Firearms & Toolmarks

- Keeps items secure, does not slide/bang around

## Pattern Evidence

- Covers/protects the entire exhibit
- Leaves enough space to not rub off any prints

## Digital Evidence

- Protects from network access, dust and magnetic fields

## Biology

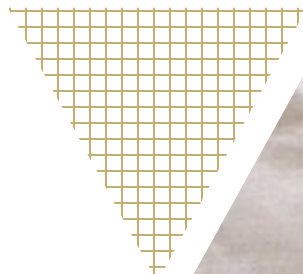
- Breathable in effort to prevent mold or deterioration of evidence

## Toxicology

- Protects glass vials from breakage

# Proper Sealing

- One where evidence cannot escape, be contaminated/alterd without apparent damage to the packaging or seal
  - Tamper indicating tape
  - Heat seals
  - Manufacturer's adhesive seals
- Staples are not acceptable



# Examples of Sealing

CORRECT



Tamper-evident seal placed over the evidence packing tape, creating a proper seal.

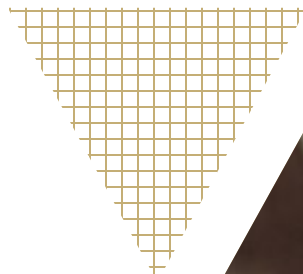
INCORRECT



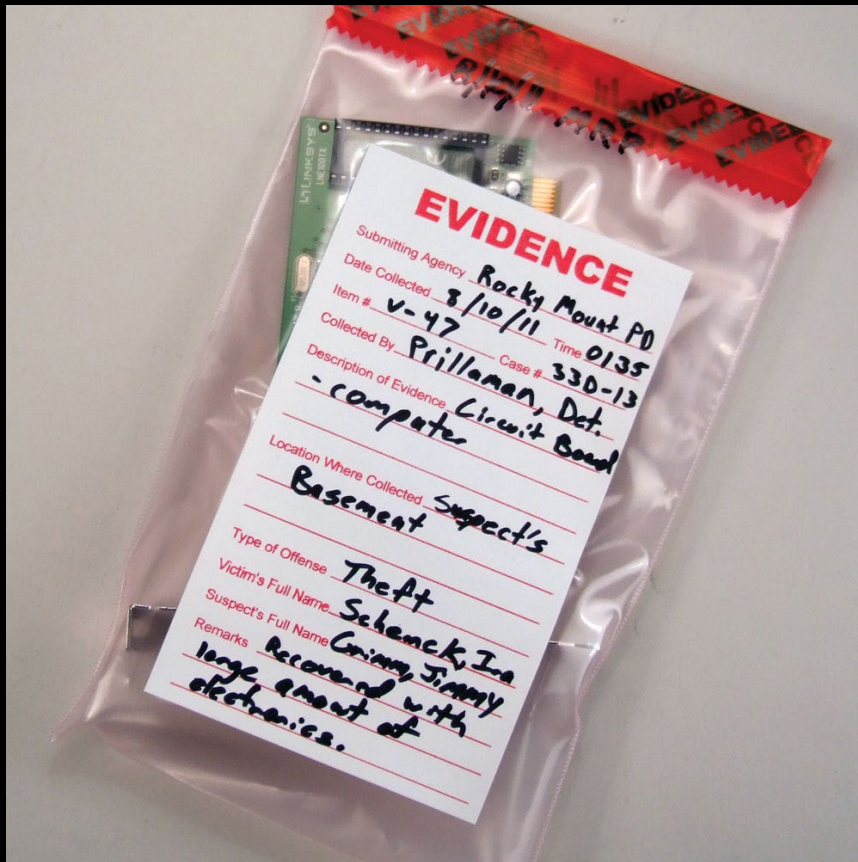
Missing tamper-evident seal is an improper seal, leaving an opportunity for compromised evidence integrity.

# Proper Labeling

- Initials/signature over each seal made on packaging.
- Unique identifiers required:
  - Agency case number
  - Exhibit number
- Helpful but not required:
  - Agency, suspect, description, hazard stickers



# Examples of Proper Labeling



# Unit Specifications



# Drug Chemistry

Common errors we see with drug evidence submissions:

- Ensure packaging does not allow evidence to escape.
  - Double bag powders, do not dump contents from baggie into an evidence bag.
- DSSP430 cannot have a court date that is less than two weeks away at submittal.
  - We will ask you to get a new date from prosecution or turn you away, check your paperwork before arrival.



# Special Considerations



Plant submissions require the following:

- Strip leaves and flowering parts from the plants.
- Dry leaves and flowering parts thoroughly.
- Do not submit roots, stalks, branches or twigs.



Syringes will only be accepted if it is the sole exhibit involved in the case. They must be packaged in a rigid container.

- After initial analysis of subsequent item(s) is complete and testing on a syringe is desired, coordinate with the Drug Chemistry supervisor.

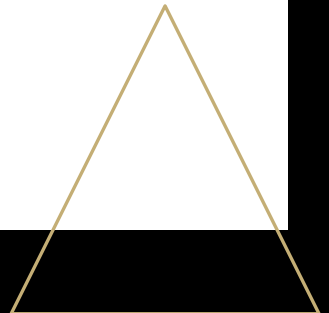
**The lab will not analyze drug evidence from violation-level offenses.**

The lab will only accept cannabis-type samples if the suspect is being charged with a criminal offense.



If submitting evidence that was removed from a body cavity, it must first be:

- Rinsed/removed from outer packaging
- Labeled as biohazard

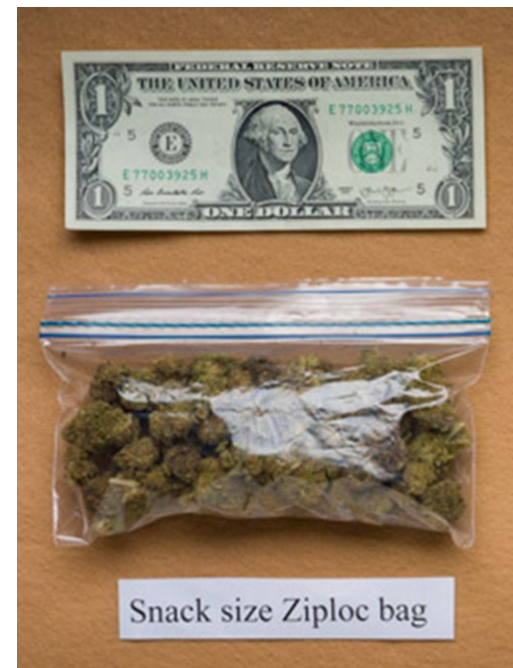


# Marijuana...

Why we ask you to strip leaves/flower and remove roots, stalks, branches or twigs before submittal



$\frac{3}{4}$  oz GVM in common packaging



# Overdose/Death Resulting Cases

Correspondence needs to happen with the laboratory and the submitting agency's Prosecutor's office prior to case submission.

## Step 1

### Consult Prosecution

Agency contacts the Prosecutor's office. Prosecutor consults w/ investigator(s) to evaluate for potential prosecution.



### Lab/Prosecution

Drug Chemistry supervisor and Prosecutor discuss case details to determine what evidence should be submitted and analyzed.



## Step 4

### Lab Analysis

ECU accepts agreed upon evidence and a drug analysis will be performed within 30 days of submission.



## Step 2

### Contact Lab

If the case is going forward, the Prosecutor will contact the lab to discuss the evidence being submitted and what type of analyses will be performed.



## Step 3

### Evidence Submission

Once lab has been contacted, the Prosecutor's office will notify the submitting agency to submit the evidence.



### Analysis Complete

Drug analysis is complete, reports will be issued to the submitting agency and forwarded to prosecution.

# Arson/Fire Debris

Common errors we see with arson evidence submissions:

- Control samples must be packaged in arson appropriate packaging.
  - These samples should never be packaged in regular plastic evidence bags.



# Special Considerations



**Paper and regular plastic bags are not suitable for fire debris evidence.** Acceptable evidence containers and preferred storage would be:

- Metal can (paint cans)
- Nylon fire debris bag
- Glass jar with lid (for liquids)

Fire Debris evidence should not be air-dried

- Store immediately
- Only fill can 2/3 full, do not pack



The lab will not accept full gasoline cans

- Pour a sample into a glass jar with a liquid-tight lid for submission



If possible, samples should be stored refrigerated and submitted ASAP.

# Firearms & Toolmarks

Common errors we see with firearms and toolmark evidence submissions:

- Secure firearm in a proper gun box
  - List all exhibits within packaging on submittal



# Special Considerations

Firearms must always be **disarmed and unloaded** prior to submission. If not possible, they must be labeled as such and communicated in advance prior to submission.

- No tie wraps or cable locks should be used through the barrel or trigger guard.
- Secure firearms individually in a gun box with zip-ties. If magazine/ammunition is included in same box, list on DSSP20.

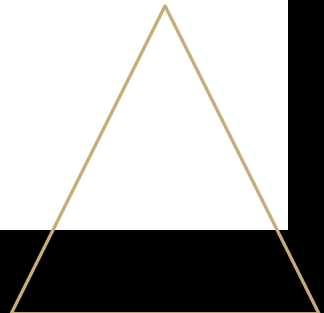


**Do not attempt to dry wet firearms.**

- If firearm is found in fresh water, keep submerged.
- If firearm is found in salt water, rinse with fresh water, treat heavily with oil.

Do not use sharp instruments or metal forceps to retrieve bullets.

Toolmark cases needing comparison analysis will not be accepted without a tool for comparison. Additionally, ensure that the tool is associated with a suspect.



# Pattern Evidence

Common errors we see with pattern evidence submissions:

- Print cards need to be submitted with evidence packaging.
- Items for fingerprint processing should not be handled without gloves.
  - If it has been handled without gloves, we will also need elimination prints.



# Special Considerations



Always handle with gloves

- If you touch evidence ungloved, let us know and submit your prints
- Never mark items for latent print processing
- Do not package items tightly in paper/plastic or with added packaging materials (e.g., Styrofoam), as it can rub prints off



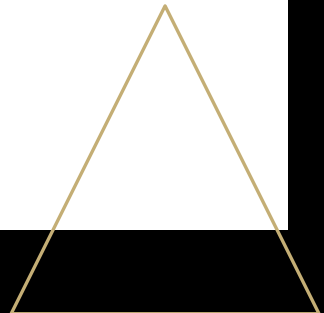
**Footwear cases are now accepted without known footwear for comparison**

- Will be entered into Solemate database, connects with other states in providing leads



Get creative with larger exhibits that you may not have standard packaging for.

- Garbage bags
- Shipping boxes



# Digital Evidence

Common errors we see with digital evidence submissions:

- Exhibits should be submitted in proper packaging; the use of regular plastic evidence bags is not advised
- Best practice is to use anti-static/Faraday bags to preserve evidence



# Special Considerations



Helpful documentation to include with submittal:

- Digital Evidence Examination Request form
- Warrant and/or written consent form

Be sure to protect devices from shock, dirt and magnetic fields

- Place evidence tape over drives
- Cover and label all cables (location/ports and devices)



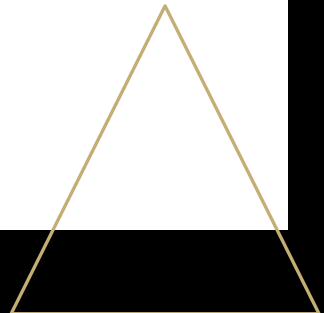
## Device Handling:

PCs

- Leave powered “on” and in the condition they are found, simply unplug device

## CELLULAR DEVICES

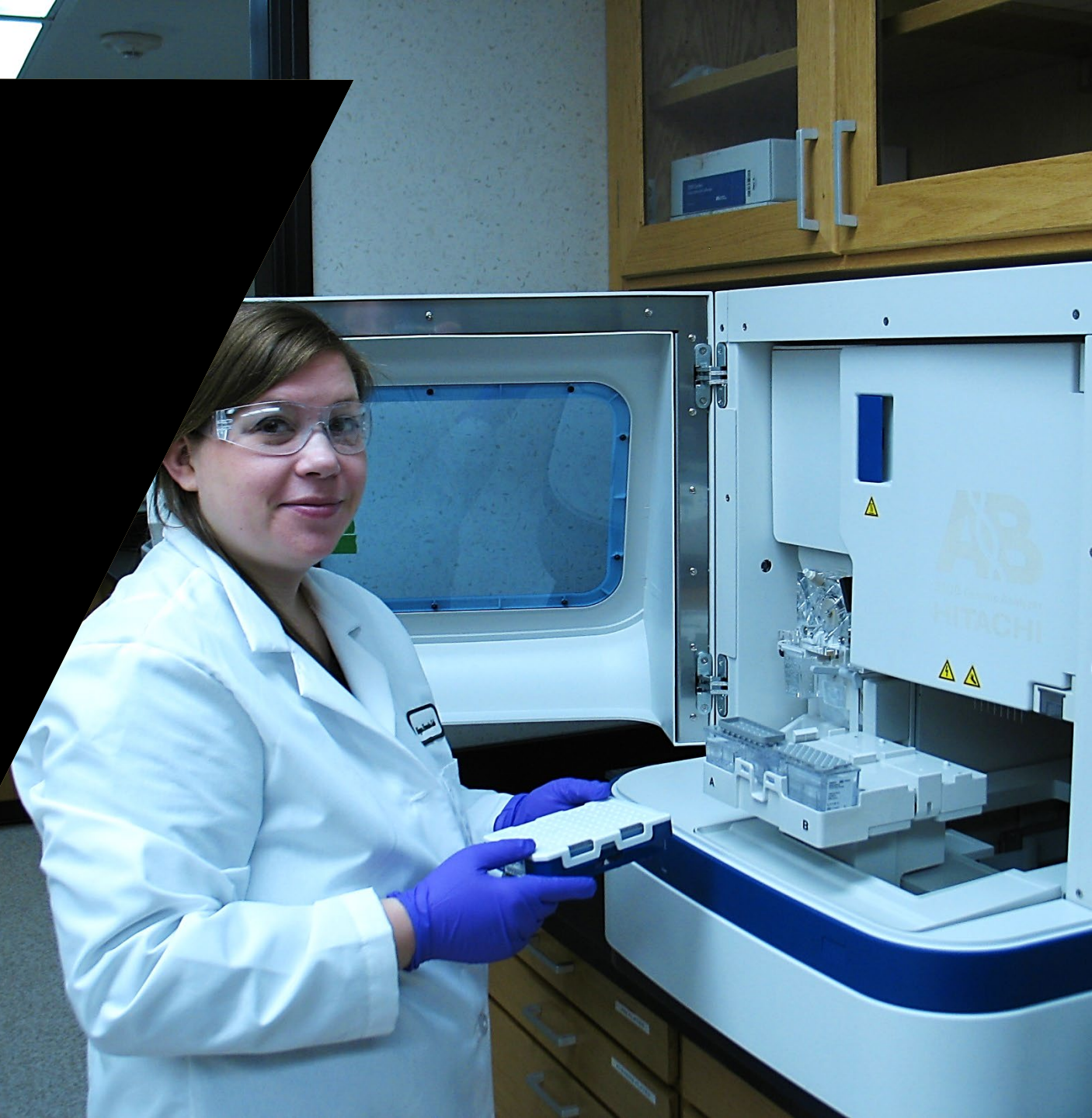
- If possible, activate airplane mode
- Plug in device to keep powered “on” and, if available, package using an anti-static/Faraday evidence bag



# Biology

Common errors we see with biology evidence submissions:

- Ensure plastic is not used for packaging
  - Best practice is to use paper to preserve evidence and reduce risk of mold/deterioration
- Buccal swab submittals must include identifiers of who the swabs are from
  - Additionally, crime scene swabs should not be identified as “buccal swabs”



# Special Considerations



Prevent cross-contamination

- Package two or more swabs of the same source together
- Hairs should be packaged in druggist fold and then in paper

Regardless of the source, evidence is to be **thoroughly air-dried** prior to submission

- All evidence is assumed to be biohazard
- **Paper packaging** is preferred method



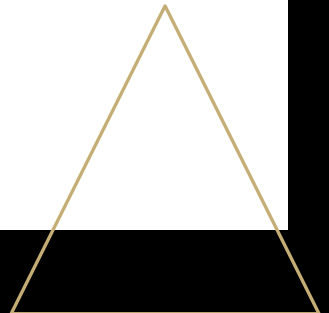
**Collecting stains, spills, etc:**

“WET”

- Blood/fluids should be collected by using a dry, sterile swab

“DRY”

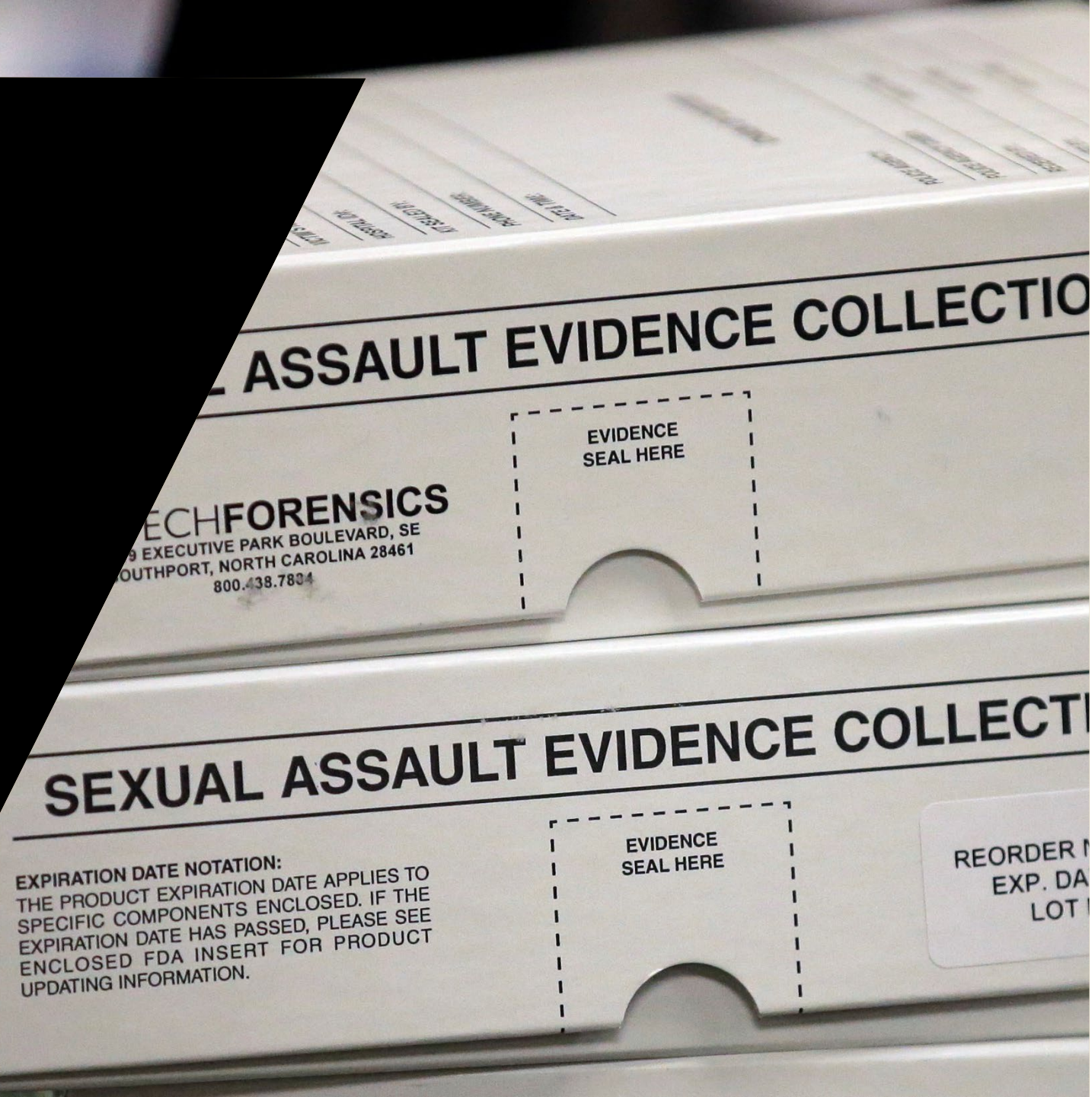
- Blood/fluids stains should be collected using a sterile swab moistened with sterile or distilled water
  - Do not use saline or tap water



# Sexual Assault Kits

All sexual assault kits, whether a victim is listed or anonymous, are submitted to the lab. No new kit will be turned away.

- Only the kit and victim's underwear/diaper collected during the exam, as well as any biological samples (including consensual partners, if applicable) are preferred for initial examination
  - Subsequent items will be accepted if needed pending SA kit findings
- List the SA kit serial number on submittal
- Be sure to scan the QR code on box for tracking



# Toxicology

Common errors we see with toxicology evidence submissions:

- No paperwork should be inside blood kit canisters
- Blood kit canisters should always be submitted inside a plastic evidence bag
  - Additionally, please do not put evidence tape on the canisters



# Special Considerations

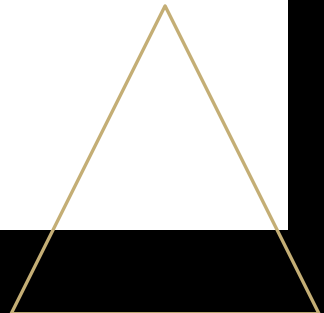


DUI/MV related blood evidence:

- Follow instructions inside kit
- **No paperwork** should be left inside evidence bag or kit after sealing
- Refrigerate all toxicology specimens

Blood collection tubes and kits are provided by the NHSPFL

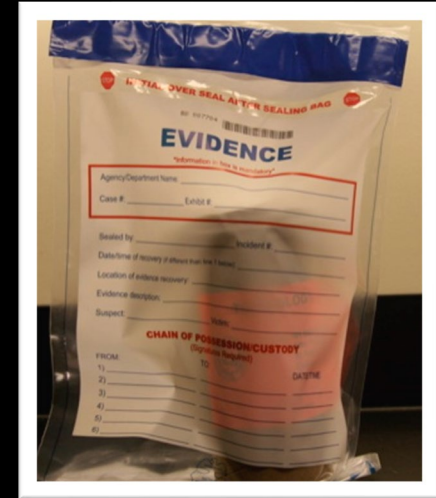
- When your kits are submitted used or you see they have expired, the ECU will swap them out 1:1



# Packaging Toxicology Blood Evidence

What's included in the kit?

- DSSP20
- DSSP325
- Instructions
- (2) 10ml collection tubes
- Bubble bag
- Evidence bag



# Breath Alcohol

The Evidence Control Unit accepts all the Breath Alcohol Unit's PBT's and we provide the Additional Test kits at the evidence counter.



# Special Considerations



Additional test blood samples drawn following a breath test are received into the laboratory via USPS in prepaid mailer kits

- These kits can be picked up/swapped out (if expired 1:1) at the ECU counter

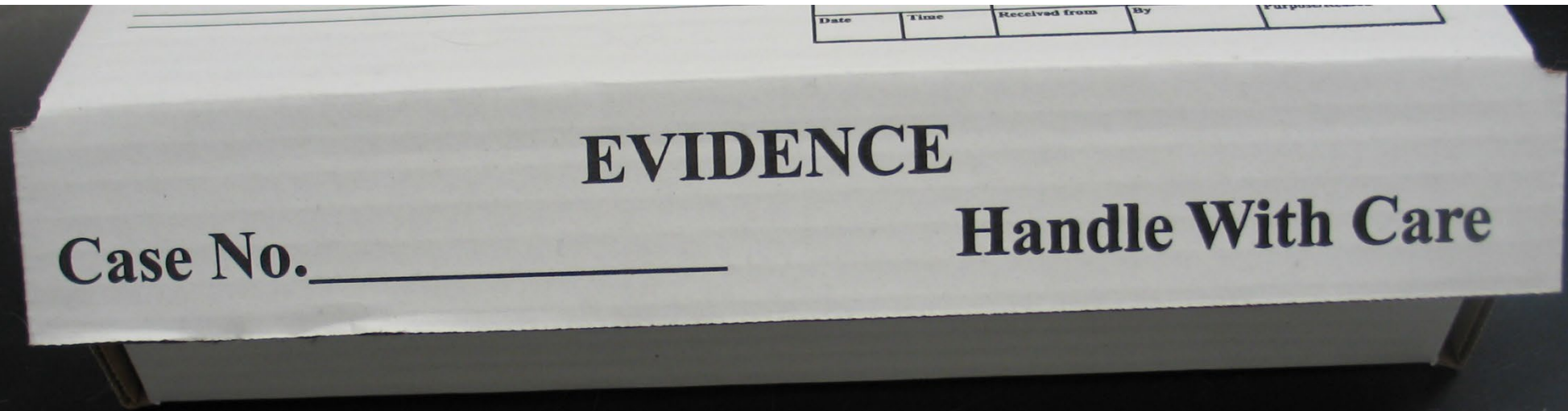


The lab **does not perform testing** on additional test blood samples

- Samples are sent to the lab for storage only
- It is the responsibility of the subject to have their samples independently tested

PBT's needing recalibration or additional maintenance/repair can be brought to ECU for submission to the Breath Alcohol unit





## During & After Analysis

- Notify the lab ASAP if a case has pled, is dismissed, etc.
- Notify the lab if you have a pending analysis that has now received a court date to request a rush.
  - If you have an updated DSSP430 form with a GJ/Trial date, forward that to the lab.
- If you have any questions about your report after analysis is complete, please call the lab and ask to speak to an analyst who worked on the case.
- **DO NOT** advise suspects/victims to reach out to the laboratory regarding the status of their case.

# What Comes In Must Go Back

Once analysis is complete; reports are issued, and exhibits are placed into our Return Vault.

- Be prepared to receive evidence at every lab visit.
- It doesn't matter if you were the one who originally submitted the evidence; if it belongs to your agency, it's going home!
- All agency reps will be provided a laboratory barcode for electronic chain of custody.



# Evidence Submissions via Portal

**Future**



# What is Portal?

A web-based, secure pre-submission software program.

- Allows agencies to complete all documentation requirements for submissions prior to delivering the evidence to the laboratory
- Available to all submitting agencies
  - Once VPN connection to DOS is established
  - 1-2 week connection turnaround

What are the benefits to using Portal?

- Expedited submissions, decreasing time spent at the evidence counter
- Case status updated in real-time
- Laboratory reports made available as soon as they are published
- No more DSSP20 forms
- All documentation being submitted with evidence (warrants, DSSP430's etc.) can be uploaded via Portal

# Interested?

## Contact

- Assistant Laboratory Director, **Carolyn Royer**: Carolyn.M.Royer@dos.nh.gov
- Evidence Control Unit Supervisor, **Caitlin Horr**: Caitlin.M.Horr@dos.nh.gov

## Upcoming Portal Training Sessions

- Tuesday, February 6<sup>th</sup> at 0900
- Thursday, February 22<sup>nd</sup> at 1400
- Wednesday March 6<sup>th</sup> at 0900
- Thursday March 21<sup>st</sup> at 1500

## Acuity Scheduling Link

- <https://nhspforensiclaboratory.as.me/portaltraining>



# Thank You



## Website

[www.nhsp.dos.nh.gov/our-services/forensic-laboratory](http://www.nhsp.dos.nh.gov/our-services/forensic-laboratory)



## Location

NHSP Headquarters  
33 Hazen Drive, Concord, NH  
Third Floor



## Email

[nhsplab-evidence@dos.nh.gov](mailto:nhsplab-evidence@dos.nh.gov)



## Phone

(603) 223-3854

