

## Evidence Handling

### 803.1 COLLECTION OF EVIDENCE FROM KNOWN SOURCES

A significant degree of the value of laboratory examinations concerns the identification of substances and the comparison of these materials with materials from known sources.

Whenever such materials or substances are available, and it is legal to do so, Field Evidence Technicians may, when necessary, collect standards from known sources. After collection, these items will be appropriately packaged and booked into the BART Police Department evidence system for preservation and laboratory coordination. Materials and substances to consider collecting for comparison include:

1. Blood
2. Biological fluids
3. Hair
4. Fibers
5. Paint
6. Glass
7. Wood
8. Metal
9. Soil
10. Tools
11. Footwear

Other items not listed above may be valuable for comparison, such as non-expended ammunition, or other objects specific to each case.

### 803.2 TRANSPORTING EVIDENCE

When personnel process a scene, they are responsible for transporting the evidence in a safe, secure and timely manner to one of the BART Police Department facilities, while maintaining the chain of custody. The evidence will be packaged and booked into the Evidence Room or substation evidence lockers (Refer to BART PD Lexipol Policy 804 regarding proper evidence packaging).

### 803.3 SUBMITTING EVIDENCE TO THE LAB

The BART Police Department processes all evidence to the capability of the department. Also available are the Alameda County, Contra Costa County, San Francisco County, San Mateo County, Santa Clara County, FBI, private and the Department of Justice Criminalistics Laboratories. [Evidence shall only be submitted to an accredited forensic laboratory.](#)

Evidence Submission Responsibility - The responsibility of submitting evidence and requesting laboratory examinations lies with the Investigations Unit. Any requests must be made via a

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Request for Laboratory Services form. One copy of the Request for Laboratory Services form is attached to the approved report for submission to the lab.

If the evidence is to be processed by an outside laboratory, the assigned detective then completes a Physical Evidence Submission Form requesting the types of laboratory analysis necessary.

If the California Department of Justice Crime Scene Investigators or any federal crime scene investigators (i.e. FBI or ATF) assist with a crime scene, evidence may be submitted to them directly at the scene. An investigator or Field Evidence Technician must create a complete list and description of the items on a Property Receipt. The assisting agency personnel who receive the item(s) must sign the reverse side of the Property receipt. The items must also be entered in the property section of the written report as being in the possession of DOJ or the FBI, etc.

If evidence is to be sent to an outside Laboratory it should be sent with department personnel or, depending upon the evidence, can be sent via US Mail or by FedEx.

Documentation - If an outside Laboratory is to process evidence, a copy of the examination request form and a copy of the report must accompany the evidence.

Receipts for Chain of Evidence – It is the responsibility of Property/Evidence personnel to indicate the transfer of evidence from BART Police Department Evidence to any other location including to the DOJ. A receipt is given to the department transporter documenting the evidence transfer. This record will be kept in the Property/Evidence Room.

Results in Writing - All reports pertaining to the results of evidence analysis performed must be in writing. Employees must forward an original copy of this report to Records, for filing with the original reports on the offense.