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1. PURPOSE

This policy provides Police Department (PD) partners with the guidelines for completing and submitting Forensic Services examination requests. The large amount of evidence collected and submitted to Forensic Services for analysis precludes the possibility of analyzing every item in every case. The goal of Forensic Services is to apply the best science to the best evidence in every case we process.

2. REQUESTS

- A. Use the Request for Forensic Examination form for services requiring examination requests.
- B. Use Photo Lab Request for photo requests.

2.1 Submitting Scientific Examination Requests

- A. Complete the Request for Forensic Examination and e-mail it to Forensic Services as an electronic attachment.
- B. Send the e-mail to PDFSSRequestsForAnalysis@MesaAZ.gov with the electronic attachments.
- C. Hard copies of the Request for Forensic Examination may be forwarded to Forensic Services when an electronic version is not practical.

2.2 Submitting Photo Requests

- A. Complete the Photo Lab Request and submit it to Forensic Services.

2.3 Order of Analysis

- A. If multiple unit analysis is needed, check all appropriate boxes on the request form. The units will coordinate the order of analysis.

3. GENERAL GUIDELINES

- A. The analysis of all physical evidence, or all objects surrounding a crime scene, is not only unnecessary but is a physical impossibility given the finite resources of Forensic Services.
- B. Selection criteria must be applied to determine what physical evidence has the best chance of aiding in the investigation of the crime, what has a lesser value, and what has little to no value.
- C. Documented communication between the investigator, the prosecutor, and the analyst will aid in the selection of the appropriate items to be analyzed.
- D. Without this communication, the analyst will choose the items based on the information available.

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- E. Once the best physical evidence has been analyzed, it is rarely necessary to duplicate the effort with further analysis (barring unusual circumstances, additional suspects, or additional pending charges).
- F. When multiple pieces of physical evidence are submitted as one item in one package (e.g.; contents of trash can, contents of laundry basket, drugs and paraphernalia):
 1. The case officer may be requested to separate the pieces of evidence, decide which ones are important, and resubmit only those which are probative.
 2. At the discretion of the analyst, the item may not be analyzed and/or may be rejected for repackaging.
 3. Realizing that cross-contamination may have occurred, the analyst may choose one piece of evidence to analyze, with the remaining pieces reported as received, but not analyzed (e.g.; bloodstained clothing packaged together).
- G. When a drug evidence item consists of multiple units that are not individually wrapped and are in the same container, then these units are considered to be cross-contaminating each other. Providing that the units are all similar in appearance, only a number of units sufficient to exceed the threshold amount for that substance needs to be tested.
- H. Problems with evidence, such as missing items or evidence that is in a form or condition that is not suitable for testing, may result in the evidence being returned without examination. The reasons for the non-analysis will be clearly documented and the requesting officer or case agent notified of the issue.

4. BIOLOGY REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Biology/DNA	<ul style="list-style-type: none"> • Crime Scene or investigative samples • Known Reference Samples 	

- A. The following guidelines are general in nature and apply to all cases submitted for forensic biology analysis, regardless of the type of crime. Application of these guidelines enables the Biology Unit to provide sound scientific information to its customers in a timely and effective manner and improves the turnaround time. The Biology Unit supervisor, Biology Technical Leader, or designee must approve any deviations from these procedures.
- B. Evidence Selection – The most likely samples to yield a DNA profile are from the original liquid biological sources (blood, semen, and saliva). In all cases, the most probative items to analyze are unexplained stains.

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- C. Items will be processed for biology on misdemeanor offenses at the discretion of the Forensic Services Administrator, the Biology Unit Supervisor, or designee and found property will **not** be processed for biology.
- D. For a prohibited possessor charge, if a firearm is found on a person, no processing for biology will be conducted. Prohibited possessor cases will be considered as property crimes for prioritization and analysis purposes. DNA profiles from evidence items associated with a prohibited possessor charge are not eligible for searching in state and national DNA databases (SDIS/NDIS [CODIS]). Direct comparisons can be made if a buccal swab from the suspect is requested and submitted.
- E. Samples requested for analysis should be specific to victim/suspect/crime scene to be searched against state of national databases. For example:
 - 1. Cigarette butts or beer bottle swabbing collected from a parking lot, vacant lot, or other public place cannot be entered into SDIS/NDIS (CODIS).
 - 2. A cigarette butt or beer bottle swabbing from the home of the victim who does not smoke or drink may be entered into SDIS/NDIS (CODIS) dependent upon the scene specifics.
- F. All county attorney requests for analysis must be made through the case agent and with the knowledge of the case agent. Forensic Services personnel may contact the county attorney directly to discuss requested items.
- G. Requests from the Maricopa County Attorney's Office (MCAO) must include the attorney's contact information on the Forensic Services request.
- H. Rule 15 requests require a firm trial date for prioritization.
- I. Limited DNA Samples – Samples requested for analysis that are expected to have low levels of DNA (swabbing of a surface with no visible stains and hairs for example) should be selected only as a last resort. These types of items have extremely limited success.
- J. Questionable Samples for DNA Analysis – DNA cannot answer all questions. Analysis will be undertaken only when pertinent questions regarding the crime can be answered. Discussion of the case between the case agent and the analysts will resolve any issues that need to be addressed.
- K. Fired cartridge cases will not be routinely processed for DNA unless they are the only item associated with a persons crime.
- L. Firearm swabbing typically yields uninterpretable mixtures.
- M. The Biology Unit will analyze items from persons crimes as needed, but only one item per case for property crimes.
 - 1. Additional items for property crimes may be analyzed with written approval from both the affected Division Commander and the Forensic Services Administrator.
- N. The Biology Unit will only analyze evidence when a request has been submitted. Items are not automatically processed if placed into the Evidence Section.

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4.1 CODIS Entry Criteria

- A. CODIS entries searched against the state and national databases can only be completed for DNA evidence from a crime scene and those that can be attributed to the suspect of the crime.
 1. DNA profiles from victims cannot be searched in the SDIS/NDIS (CODIS) database.
 2. DNA obtained from items that are in possession of the suspect cannot be searched against the SDIS/NDIS (CODIS) database (even if it is evidence of the crime).
 3. All eligible profiles developed by Mesa Forensic Services will automatically be entered into the appropriate database.
- B. A Scientific Examination Report will be issued when a “hit” in the SDIS/NDIS (CODIS) system occurs.

4.2 Known Confirmations

- A. In the case of a CODIS “hit,” a known DNA sample from the suspect must be obtained as a confirmation sample unless one has already been collected by a member of the PD. A Scientific Examination Request must be submitted to have this confirmation sample analyzed.
 1. Offender and Arrestee samples collected for entry into the SDIS/NDIS (CODIS) database are not evidence (no chain of custody exists).
 2. SDIS/NDIS (CODIS) hits are rarely allowed to be discussed in court. Known reference samples run by the Mesa Forensic Services can be discussed.
 3. Known reference samples are needed by the Mesa Forensic Services in order for analysts to testify that the individual matches the crime scene evidence and to offer statistics of the match.
- B. MPD: Refer to [INV 2.5 Investigating Cases with DNA Evidence](#) for additional information on examinations performed by the Biology Unit and guidelines for requesting Biology Unit analysis.

5. BLOODSTAIN PATTERN ANALYSIS

Type of Request	Services by Request	Services Provided w/o Request
Bloodstain Pattern Analysis (BPA)	Bloodstain Pattern Analysis	

- A. Requests for Bloodstain Pattern Analysis can be made by contacting the Biology Unit Supervisor. A meeting or phone call will be scheduled for the requestor and analyst(s) to discuss evidence items, medical reports, etc. that may be needed to complete the analysis.

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6. CONTROLLED SUBSTANCES REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Controlled Substances	Gilbert PD and Tempe PD Controlled Substances Analysis	Mesa PD Controlled Substances Analysis

- A. Syringes pose unique hazards to the analysts and will not be routinely analyzed. A loaded syringe (a syringe with more than ½ inch of liquid) will be analyzed if it is the only drug item in the case and the contents are in a usable form and condition. When multiple loaded syringes are submitted in any one case, only one syringe will be analyzed. Empty syringes or syringes containing residue will not be analyzed. For safety purposes, the syringe needle may be disposed of during analysis.
- B. Paraphernalia evidence will not be analyzed.
- C. Non-paraphernalia samples that are residues will not be routinely analyzed (e.g.; a tablet fragment).
- D. Items will be selected for analysis based on maximizing the number of charges that can be filed against each suspect based on available information. Other considerations may also need to be taken into account, such as special requests from the prosecutor or an attempt to prove possession of drugs for sale.
- E. If the analysis of two or more items would result in the same charge, then the item that appears to have the greater amount of substance will generally be the one analyzed. However, if only one of the items can be linked directly to the suspect, then that item will be analyzed.
- F. If the analysis of multiple items/units will allow for the sentencing threshold amounts to be met, then enough items/units to reach the necessary amount will be analyzed.
- G. Items that cannot be associated with a particular suspect will not be routinely analyzed.
- H. Items that contain broken glass will not be analyzed.
- I. Requests from the MCAO must include the attorney's contact information or original request.
- J. Items of evidence assigned to "victim" especially in homicide cases will only be analyzed in extenuating circumstances and after consultation with the case agent.
- K. Asset forfeiture cases will be analyzed as a low priority and not all items will be analyzed.

7. REQUESTS FOR CRIME SCENE PROCESSING (Mesa PD)

Type of Request	Services by Request	Services Provided w/o Request
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Crime Scene Unit		Crime Scene (Prioritized dispatched)
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- A. MPD: Refer to [DPM 2.10.55 Forensic Services Crime Scene Unit](#).
- B. Investigating members shall perform routine photography, latent print processing, and/or evidence collection for property related crimes where there is not a CSS available. Department members shall check the availability of CSSs in CAD to determine if a request for routine processing should be generated. Only Mesa Police Department approved members may take photos per [DPM 3.4.15 Evidentiary Recordings](#).
- C. Some exceptions to routine processing requests include the following situations:
 - 1. Textured surfaces where black powder would be ineffective.
 - 2. Serial crimes.
 - 3. Comparative photography is required.
 - 4. Extensive or multiple areas require processing.
- D. MPD Patrol Officers can use black powder to process all property crimes.
- E. CSSs will not respond to routine stolen vehicles originating from other jurisdictions (FOJs). Exceptions:
 - 1. There are Mesa related charges being prosecuted in Mesa City Court or under Mesa jurisdiction.
 - 2. As a courtesy to the originating agency when a member of that agency has arranged to pick up any latent fingerprints or evidence item(s) during normal business hours.
 - 3. When there are extenuating circumstances where the recovered stolen vehicle was used in a violent crime.
 - 4. Other exceptions at the approval of a CSU supervisor.
- F. CSSs will not respond to routine evidence collection calls where no other services are fundamental to the investigation.

7.1 Prioritization of Calls

- A. Requests for the Crime Scene Unit for forensic processing shall be prioritized as follows:
 - 1. Major scenes (i.e.; homicides, police shootings, and other high-profile cases) requiring immediate response.
 - 2. Scenes that may be subject to alteration or loss of evidence due to weather or traffic conditions.
 - 3. Traffic investigations blocking roadway.
 - 4. Serious injury calls.
 - 5. Suicides or other death investigations.
 - 6. Other person-related crimes.

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7. Residential or commercial burglaries.
 8. Other property crimes.
 9. Miscellaneous requests.
- B. Search Warrants will be prioritized based on forensic technical needs, time sensitivity, and other calls holding.
1. Notify the Crime Scene Unit at the time the search warrant is being drafted to give notice of pending processing request.
 2. Create a 907C to request forensic assistance. Include any out of the ordinary processes or equipment (e.g.; chemical processing, alternative light sources, and evidence packaging challenges) that may be needed. Also include time frames and contact information.

8. FINGERPRINT (INKED PRINT) REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Fingerprint Identification	<ul style="list-style-type: none"> Inked Print Comparison (citations, etc.) Request for copy of ten print/major case prints 	

- A. Items being requested for inked print comparison must contain an inked print (e.g.; citation, misdemeanor print card).
- B. The subject's exemplars must be on file or provided for an inked print comparison to be performed.
- C. Out-of-state exemplars must be provided by the requestor and attached to the inked print comparison request.
- D. Submission of an incomplete request (i.e.; no bureau number, SID number, or ARN for the suspect) may result in the request being returned without examination. The reasons for the non-analysis will be clearly documented and the requesting officer or case agent notified of the issue.

9. FIREARMS/NIBIN REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Firearms	<ul style="list-style-type: none"> Firearms Toolmarks Tempe NIBIN 	Mesa NIBIN (eligible firearms and cartridge cases impounded after 01/01/2014)

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- A. The Forensic Services Firearms Unit does not perform muzzle to target distance determinations on skin. These determinations are considered within the purview of the Office of the Medical Examiner (OME). The Firearms Unit may provide distance tests produced using an evidence firearm and like ammunition to assist the OME with these determinations upon request.

Distance determinations will not be performed without the evidence firearm involved in the shooting.

9.1 Firearms/Tool Mark Requests

- A. MPD: Refer to [INV 2.4 Investigating Cases with Firearms Evidence](#) for additional information on types of examinations performed by the Firearms Unit and guidelines for requesting Firearms Unit analysis.

9.2. NIBIN Requests

- A. MPD: Refer to [DPM 3.3.86 NIBIN Program](#).
- B. By default, National Integrated Ballistic Information Network (NIBIN) requests will only be searched against other entries within the State of Arizona.
- C. If comparison against another state or city is desired, it must be documented on the request in the case synopsis portion of the Forensic Examination Request form.

10. FIRE DEBRIS/IGNITABLE LIQUIDS REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Fire Debris	Fire Debris Analysis	

- A. Evidence submitted in vapor-tight packaging will be analyzed for ignitable liquids. Proper packaging includes metal paint cans, glass jars, appropriate polymer bags, and liquid samples (however contained).
- B. Evidence submitted in improper packaging will not normally be analyzed. Examples of improper packaging include paper or cardboard containers, boxes, and zip-lock bags.
- C. A comparison sample should be submitted if available.
- D. If the evidence consists of a soil sample, the item should be frozen to preserve the possible ignitable liquid(s) inside.
- E. Items of evidence requiring both ignitable liquids analysis and evidence processing will proceed in the order deemed fit by the examiners.
- F. Forensic Services does not test for explosives.

11. COMPOSITE REQUESTS

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Type of Request	Services by Request	Services Provided w/o Request
Forensic Art	Laboratory Request not required. E-mail PDFSSForensicArt@mesaaz.gov to request a hand sketch composite. Leave your name, contact information and case number. Call 480-323-5402 for urgent requests.	

- A. Requests for hand-sketched composites can be e-mailed to mailto:PDFSSForensicArt@mesaaz.gov. One of the department's forensic artists will respond to the e-mail to arrange the composite session.
- B. Composites should not be constructed under the following conditions:
1. A clear photo or surveillance video of the suspect's face is available.
 2. A subject's face was mostly concealed.
 3. The victim/witness did not see the subject's face.
 4. The victim is unwilling or unable to assist in the construction of the composite.
 5. Another known composite was made on the same case for the same subject.
- Exceptions can be made if the original composite is outdated, or additional information has been received by the case agent.
- C. Only one victim/witness should be used in creating a composite per incident.
- D. Arrangements for a translator must be made if the victim/witness does not speak English.

12. LATENT PRINT REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Latent Print Processing (EPU)	Latent Processing	
Latent Print Analysis (LPU)	<ul style="list-style-type: none"> • Arizona AFIS (felony criminal damage or theft) • Latent Print Comparison: <ul style="list-style-type: none"> ◦ Inked Print Comparison (pawn slips, checks, etc.) • National AFIS NGI (stolen vehicles, burglary, forgery/fraud, drugs) 	<ul style="list-style-type: none"> • Arizona AFIS (latent lifts/photos from CIS, CSU and patrol for persons crimes, stolen vehicles, burglary, and forgery/fraud) • National AFIS NGI (latent lifts/photos from CIS, CSU and patrol for persons crimes)

12.1 Evidence Processing (Latent print processing and DNA collection)

- A. Syringes pose unique hazards to the analysts and will not be processed for latent prints.

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- B. Fired cartridge cases will not be routinely processed for DNA or latent prints unless they are the only item associated with a Persons crime.
- C. Items will not be processed for latent prints on found property.
- D. Items handled by the collecting member without gloves or not properly packaged will not be processed for latent prints or DNA.
- E. For a prohibited possessor charge, if a firearm is found on a person, no processing for biology or latent prints will be conducted.
- F. Items collected at a crime scene where witnesses or video indicate that the subject(s) wore gloves will not be processed for latent prints.
- G. Items submitted for latent processing in reference to Federal Task Force cases will be reviewed on a case-by-case basis and may require approval of the Forensic Services Administrator.
- H. Drug packaging submitted for latent processing must have the drugs separated from the packaging prior to the submission of a request.
- I. All County Attorney requests for analysis must be made through the case agent and with the knowledge of the case agent. At times, Forensic Services personnel may contact the County Attorney directly to clarify the need for requested items.
- J. Requests from the MCAO must include the attorney's contact information on the Forensic Services request.
- K. Rule 15 requests require a firm trial date for prioritization.
- L. Submission of an incomplete request result in the request being returned without examination. The reasons for the non-analysis will be clearly documented and the requesting officer or case agent notified of the issue.

12.2 Latent Print Comparisons

- A. Latent print analysis will not be performed for misdemeanor offenses or found property.
- B. Comparisons of latent prints developed from FOJ stolen vehicle recoveries will not be performed. These latent prints may be released to the originating agency.
- C. Latent prints developed from agency assists may be completed upon supervisor approval.
- D. Comparison of latent prints developed from felony property cases may only be performed from interior and known points of entry at the assigned examiner's discretion.
- E. Comparisons of latent prints developed from a crime scene when witnesses or video indicate that the subject(s) wore gloves will not be performed.

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- F. Analysts have the discretion to compare latent prints developed from probative locations (e.g.; interior vs. exterior) and suspend the comparison once an identification conclusion is reached.
- G. Victim and/or elimination comparisons will not be performed unless specifically requested and when the results will further the investigation.
- H. Latent print to latent print comparisons will not be performed.
- I. Latent prints submitted in reference to Federal Task Force cases will be reviewed on a case-by-case basis and may require approval from the Forensic Services Administrator.
- J. All latent and inked print analysis requests must contain a BU (Bureau Number), CD# as listed in RMS, AZ SID (Arizona State Identification Number) or ARN (AFIS Record Number).
- K. Out of state exemplars must be provided by the requestor and attached to the latent/inked print analysis request.
- L. All County Attorney requests for analysis must be made through the case agent and with the knowledge of the case agent. At times, Forensic Services personnel may contact the County Attorney directly to clarify the need for requested items.
- M. Requests from the MCAO must include the attorney's contact information on the Forensic Services request.
- N. Rule 15 requests require a firm trial date for prioritization.
- O. Submission of an incomplete request (e.g.; no Bureau number, SID number, or ARN for the suspect) may result in the request being returned without examination. The reasons for the non-analysis will be clearly documented and the requesting officer or case agent notified of the issue.

12.3 Arizona Automated Fingerprint Identification System (AZAFIS)

- A. The following offenses where latent lifts/photos are recovered are automatically reviewed for AZAFIS entry and do not require a request:
 - 1. All person's crimes.
 - 2. Property crimes - Burglary (commercial, residential, vehicle), stolen vehicle recoveries, forgery/fraud.
- B. Latent prints from all other felony offenses require an AFIS request.
- C. Latent prints developed from misdemeanor offenses will not routinely be reviewed for AZAFIS.
- D. Latent prints developed from an FOJ stolen vehicle recovery, agency assist, or found property will not be reviewed for AZAFIS.

12.4 National Next Generation Identification (NGI)

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- A. All latent prints to be searched in NGI must have been searched in AZAFIS first with a negative AZAFIS search result.
- B. Latent prints from persons crimes (homicides, assaults, robberies, sex crimes, officer involved shootings) will automatically be reviewed for search in NGI.
- C. Latent prints from non-persons crimes will only be searched in NGI upon submission of a request or upon supervisor approval.

MPD: Refer to [INV 2.6 Investigating Cases with Latent Print Evidence](#) for additional information on types of examinations performed by the Latent Print Unit and guidelines for requesting Latent Print Unit analysis.

13. PHOTO REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Photo Request	Printed Photos	

- A. MPD: Refer to [DPM 3.4.15 Evidentiary Recordings](#).
- B. Submit completed Photo Lab Request form to Forensic Services.

14. SHOE/TIRE IMPRESSION COMPARISONS

Type of Request	Services by Request	Services Provided w/o Request
Shoe/Tire Comparison	Shoe/Tire impression comparison	

- A. The physical shoe(s) and/or tire(s) to be compared to shoe/tire impression evidence must be submitted for a comparison to be performed. Photographs of the known shoe(s)/tire(s) and exemplars collected from the shoe(s)/tire(s) will not be accepted for comparison to impressions.
- B. Comparative photographs or a method of collection must have been performed of the shoe/tire impression evidence for a comparison to be conducted.
- C. Impression to impression comparisons will not be performed.
- D. The vehicle on which the known tires were mounted should be made available for proper collection of exemplars for comparative analysis.
- E. Latent print processing and/or serological analysis must be performed prior to the submission of shoes/tires for comparison to shoe/tire impressions. Clean techniques are not utilized when obtaining exemplars from shoes/tires for comparative analysis.
- F. Examiners have the discretion to suspend comparisons once an identification conclusion is reached.

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15. TOXICOLOGY REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Toxicology	Gilbert PD and Tempe PD DUI cases. All Non-DUI Incidents <ul style="list-style-type: none"> • Blood/Urine Drugs • Blood/Urine BAC • Blood inhalants/nitrous oxide 	All Mesa DUI cases

- A. Mesa Forensic Services' sample of choice for drug analysis is blood. The Toxicology Unit may elect to conduct testing of urine depending upon the drug category requested and the Mesa Forensic Services testing capability.
- B. If a DRE evaluation was conducted, the DRE face sheet should be included.
- C. Only one drug confirmation will be completed per sample to allow the unit to be timely, effective, and improve the turnaround time. The Toxicology Blood Drug testing protocol is as follows:
 1. All Drug DUI cases will be screened.
 2. If a sample screens positive for multiple drugs they will be confirmed in the following order:
 - a. Amphetamine, methamphetamine and cocaine (stimulants) confirmations will be tested first.
 - b. Opioids will be tested next if no stimulants are present.
 - c. Marijuana will be tested last if no stimulants or opioids are present.
 3. Special requests for additional testing can be done but will need approval from the Forensic Services Administrator (e.g.; court requirements).
 4. If a case screens positive for drugs that Mesa Forensic Services does not confirm, and no other confirmations are being performed, the sample will be sent out to an appropriate lab.
- D. All containers and packaging used to collect blood and urine samples must be properly sealed and labeled. Proper labeling includes, at a minimum, Department case number (GO# or DR#) and the name of the individual who provided the sample.
- E. When multiple blood samples are collected from the same individual, only the sample closest to the time of the incident will be analyzed.
- F. The following are minimum sample volumes for toxicology analysis. If less is submitted, the sample may not be analyzed and will be reported as "Quantity insufficient for analysis."
 1. Blood (drug analysis) – 2 mL (~1/4 of a 10mL gray top tube) is required.
 2. Blood (alcohol analysis only) – 1 mL
 3. Urine (drug analysis) – 5 mL (~1/10 of a specimen cup) is required.

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- G. Only gray top tubes should be used for blood collection of toxic vapor/inhalant abuse cases.
1. Deliver the blood kit to Mesa Forensic Services as soon as possible.
 2. Notify Mesa Forensic Services about all nitrous oxide cases for speedy analysis.
- H. Record the following in the “Description” section of the RMS Property module.
1. “BAC,” “NEED BAC,” or similar comment if blood alcohol analysis is required.
 2. “NO BAC NEEDED” if blood alcohol analysis is not required.
 3. “BLOOD DRUGS” if blood drug analysis is required.
- I. Put the suspect name as the owner.
- J. List suspected DRE drug categories and suspected drug(s).

16. PRIORITIZATION OF SCIENTIFIC EXAMINATION REQUESTS

- A. Scientific examination requests will be prioritized based on the crime type (e.g.; persons, property), the date of the request received, etc.
- B. Based on the type of evidence, different types of cases may be worked at the same time for efficiency purposes.
- C. The following may be exceptions to the prioritization:
1. Serial cases (approval by the Forensic Services Administrator).
 2. Court dates, Rule 15, Court proceedings (approval by the Unit Supervisor).
 3. The Forensic Services Administrator must approve any priority elevated to “rush” or “expedite.”
 - a. Requests to elevate priority or deviate from this policy should be sent by a Division Commander to the Forensic Services Administrator.
- D. Photo Lab processing is based on first-in, first-out with the exceptions of raising priority.
- E. Controlled Substances Case Prioritization:
1. In custody cases.
 2. Time sensitive requested cases (e.g.; Rule 15 requests with trial dates).
 3. “For Sale” cases, not in-custody.
 4. Requested cases, not time sensitive (e.g.; no trial date or other deadline).
 5. Possession cases that cannot be field tested, not in custody.

17. OUTSOURCED SCIENTIFIC EXAMINATION REQUESTS

Type of Request	Services by Request	Services Provided w/o Request
Outsourcing	<ul style="list-style-type: none"> • Y-STR, Mitochondrial DNA • Gunshot Residue • Documents 	

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	<ul style="list-style-type: none"> • Trace • Blood Drugs • Other 	
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- A. Complete the Forensic Examination Request and submit to Mesa Forensic Services. The form must include:
 1. Commander's approval signature for authorization to charge designated RC for analysis costs.
 2. RC responsible for analysis costs.
 3. Division accounting string.
- B. Mesa Forensic Services does not currently provide these services. Forensic Services personnel will coordinate the following:
 1. Selection of appropriate external laboratory.
 2. Transporting/shipping of evidence.
 3. Communication with external laboratory.
 4. Receipt of analytical reports.
 5. Return of evidence to Evidence Section.
 6. Submission of analytical reports and related records to DMS or RMS.
- C. Once the report is available to the requestor, an automatic e-mail notification will be sent to the requestor through the Laboratory Information Management System (LIMS) with an attached copy of the report. The official copy of the report is maintained in DMS or RMS.

18. RESULTS NOTIFICATION & REPORTING PROCEDURES

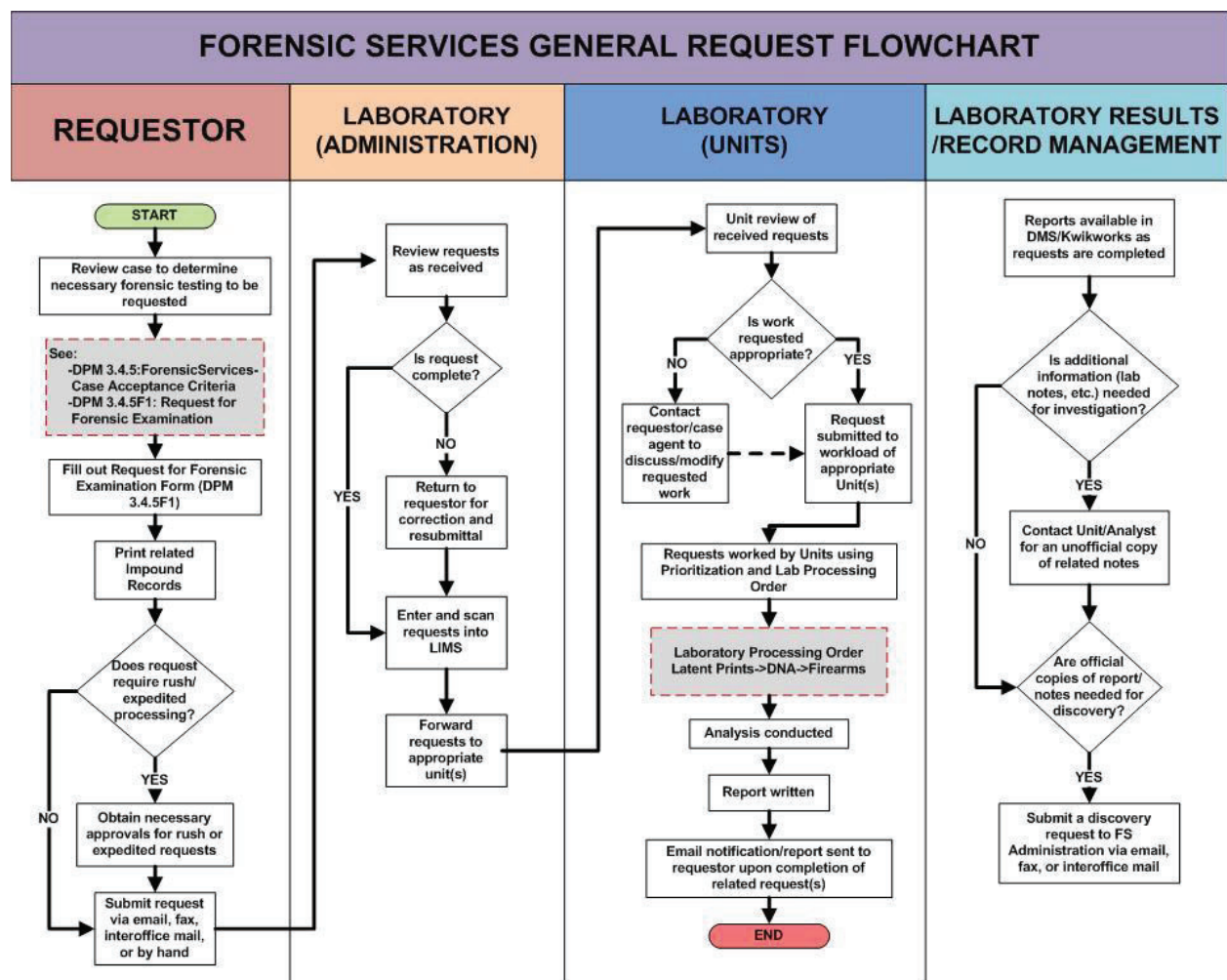
18.1 DNA/Serology, Firearms/NIBIN, Toolmarks, Controlled substances, Latent Prints, Fingerprint Identification, Toxicology Results

- A. Preliminary results can be provided by e-mail, phone or fax (In-Custody controlled substances, DNA/Serology, Firearms/NIBIN, Toolmarks).
- B. Preliminary results will not be provided for analyses conducted by the Latent Print and Fingerprint Identification Units. Results are available only upon completion of the analysis and release of the final report.
- C. Once the report is available to the requestor, an automatic email notification will be sent to the requestor through the Laboratory Information Management System (LIMS) with an attached copy of the report. The official copy of the report is maintained in DMS or RMS.

18.2 Automatic AFIS Search Results

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- A. A notification of the completion of the automatic AZAFIS or NGI search resulting in an identification and a copy of the report will be e-mailed to a designated member at the appropriate division. The official copy of the report is maintained in DMS or RMS.
- B. The designated member will distribute notifications to the appropriate investigative personnel.



MESA POLICE DEPARTMENT REFERENCES

- [DPM 2.10.55 Forensic Services Crime Scene Unit](#)
- [DPM 3.2.20 Evidence-Disposition and/or Removal](#)
- [DPM 3.2.20F2 Evidence Disposition Order](#)
- [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#)
- [DPM 3.3.86 NIBIN Program](#)
- [DPM 3.4.5F1 Request for Forensics Examination](#)

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- [DPM 3.4.5F2 Photo Lab Request](#)
- [DPM 3.4.15 Evidentiary Recording](#)
- [INV 2.4 Investigating Cases with Firearms Evidence](#)
- [INV 2.5 Investigating Cases with DNA Evidence](#)
- [INV 2.6 Investigating Cases with Latent Print Evidence](#)