



Guide to Crime Laboratory Services
Bexar County Criminal Investigation Laboratory

Guide to Crime Laboratory Services



Bexar County Criminal Investigation Laboratory

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Mission Statement

The mission of the Bexar County Criminal Investigation Laboratory is to provide the citizens of Bexar County and our customers with comprehensive, impartial, reliable scientific analysis of evidence as cost effectively and timely as possible without jeopardizing the quality of work, the integrity of the laboratory, or the principles of justice.

Vision Statement

To be recognized as a leader among Forensic Laboratories in providing expert scientific analysis of forensic evidence to support public safety and further the goals of justice.

Goals and Objectives

- Present impartial scientific findings and opinions to the customer and the Courts
- Provide analytical reports in a timely manner
- Provide cost effective scientific services
- Provide outstanding customer service
- Provide quality services



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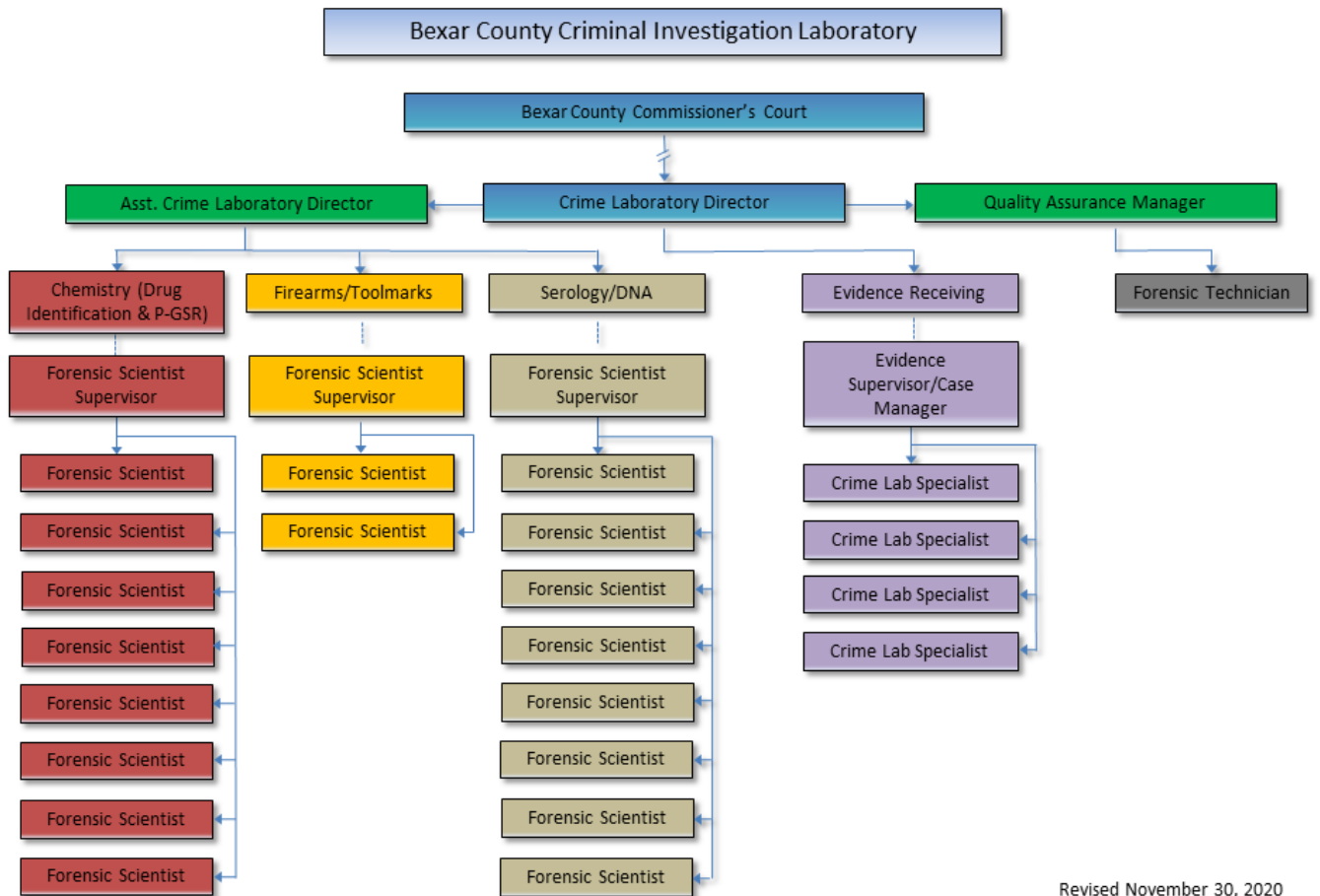
Organization

The Criminal Investigation Laboratory (CIL) is an independent forensic laboratory operated by Bexar County in San Antonio, Texas, accredited by [ANAB \(ANSI-ASQ Nation Accreditation Board\)](#) and the [Texas Forensic Science Commission](#). Administratively, the CIL is under the Department of Criminal Justice Policy, Planning & Programs, which reports directly to the Bexar County Commissioners Court, the legally responsible entity. The CIL employs a cost sharing model, whereby non-Bexar County agencies reimburse Bexar County for the expense of services rendered. The Crime Laboratory (CL) Director manages the CIL operations. For the purposes of administration, the CIL will consist of the following sections (click the link to go straight to that section's services listing):

1. [Chemistry](#)
2. [Evidence Receiving](#)
3. [Firearms](#)
4. [Serology/DNA](#)



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Revised November 30, 2020



Submission Acceptance Policies

The following are general case/submission acceptance policies of the laboratory. Exceptions to these policies may be made under special circumstances, but prior authorization must be obtained from the laboratory prior to submission.

Drug Identification

At a minimum, routine analysis will include one item of a suspected controlled substance per defendant, per collection date.

Items weighing less than ¼ gram (250mg) will not be analyzed unless authorized by the District Attorney's office.

When multiple items are submitted, the item with the highest schedule will be selected. Evidence containing syringes will only be tested if results from all other items submitted are negative and only when the syringe contains a visible volume of liquid deemed by the analyst to be of testable quantity.

Additional items may be analyzed if:

- No controlled substance is identified in the first item.
- The weight or count (whichever is reached first) is near a legal threshold and there is a potential that testing of additional items will lead to exceeding that threshold.
- The physical characteristics or accompanying documentation of other items lead the analyst to suspect that a controlled substance of a different schedule may be present.
- If during the pretrial process it becomes apparent that items not tested will require testing then, upon re-submission, these items will receive top priority at the laboratory.

Firearms

It is recommended that all Firearms related evidence, to include that collected by the Medical Examiner, be submitted at the same time in order and on a separate submission form from other evidence to ensure that all pertinent information can be provided in a timely manner.

Evidence to be examined for muzzle-to-target range determination (aka distance determination) must be accompanied by a suspect firearm in order to be accepted. Available fired cartridge cases or bullets should be included in order to confirm that the suspect firearm is likely to have been used to produce any gunshot damage.



Primer Gunshot Residue (P-GSR)

Under general circumstances, P-GSR analysis on known gunshot victims is uninformative and will not be conducted as a matter of routine by the laboratory. Samples collected from victims of gunshot wounds are expected to contain P-GSR and will not be accepted. Clothing from victims of gunshot wounds will not be accepted for the same reason.

In a circumstance where a kit and clothing have both been collected from a person suspected of firing a firearm, the kit should be submitted first. Due to the transient nature of P-GSR, it will be lost from the hands first which can better pinpoint a time range for the deposition of the P-GSR. If no P-GSR is found on the hands of the suspect, the clothing can subsequently be submitted for testing.

When clothing is submitted for P-GSR testing, only the outer-most garments will be sampled.

Serology/DNA

The type and number of evidentiary items accepted will depend on the offense type (see below). Under general circumstances, samples with a low probability of developing a genetic profile (i.e. samples from minimal physical contact, samples not expected to have come in contact with bodily fluid, etc.) will not be accepted by the laboratory.

Sexual Assault

1. The first submission is limited to the sexual assault evidence collection kit from the complainant, and when available, the suspect's sexual assault evidence collection kit. If multiple complainants/suspects exist for a single case, all kits may be submitted together as a first submission.
2. If no kit was collected, high probative value items such as clothing, bedding, condoms, etc. may be offered as the first submission, along with the known DNA reference samples.
3. If the kit findings are negative or case circumstances indicate multiple perpetrators, additional high probative value items may be offered as separate submissions.

NOTE: Reference DNA samples for elimination purposes from consensual sexual partners and suspect known DNA samples should be included in the first submission when available. CODIS convicted offender DNA profiles are **NOT** considered "on file" for comparisons to evidence submitted in a case.



Serology/DNA (continued)

Homicide

1. The initial submission is limited to ten (10) items (not including reference samples)
2. Each subsequent submission is limited to five (5) items

Aggravated Assault/Robbery

1. The initial submission is limited to five (5) items (not including reference samples)
2. Each subsequent submission is limited to five (5) items

Human Identification of Deceased/Unidentified Human Remains

The laboratory requires at least one (1) known reference standard from a first-degree relative to the suspected deceased/unidentified human remains for kinship analysis, such as a biological parent or child of the deceased. If a biological parent or child is unavailable, a reference standard from a full-sibling may be accepted.

Felon in Possession of a Firearm

Unless previously authorized by the laboratory, submissions for DNA analyses will not be accepted.

All Other Offenses

1. The initial submission is limited to three (3) items
2. Each subsequent submission is limited to three (3) items



Services

Evidence Receiving

The Evidence Receiving section (ER) is responsible for the intake, secured storage, and release of submitted evidence, as well as, the associated data entry, record retention, and invoicing.

4000 Evidence Clerk Testimony / Hour

A Crime Lab Specialist (Evidence Clerk) provides testimony as a fact witness in District, State or Federal Court. The Crime Lab Specialist bills for this activity on an hourly basis, port-to-port.

4001 Evidence Registration / Case

A one-time registration fee for each unique case, which may ultimately include multiple evidence submissions, charged to cover customer relations, data entry, inventory control, and record retention costs.

4002 Shipping and Handling / Case

A fee charged to cover the labor and shipping costs to release evidence to the submitting agency by returning the evidence through a certified parcel delivery service.

4005 Hard or Digital Media Copy of Case Complete File

A fee charged per case file copy to cover the labor and materials costs of creating and delivering a paper or electronic copy of a case file associated with an issued report, to include the analyst's bench notes. No fee is charged for electronic transfer of case file if file size is transferable.

4006 Evidence Registration Pre-Login / Case (Currently Unavailable)

A one-time registration fee for each unique case, which may ultimately include multiple evidence submissions, charged to cover customer relations, data entry, inventory control, and record retention costs when submission information is entered through the Web Portal interface.



Serology/DNA

The Serology / DNA section examines items of evidence for the possible presence of biological material such as blood, semen, saliva and other cellular rich bodily fluids. Forensic DNA analysis may be performed on the suspected biological material in order to develop a genetic profile to help determine who may or may not have been the contributor of the biological evidence. A forensic DNA profile may be compared against other crime scene evidence genetic profiles, known reference standard genetic profiles and / or be entered into the Federal Bureau of Investigation's (FBI) Combined DNA Index System (CODIS) for searches at the local, state and federal level.

4200 Serology / DNA Testimony or Crime Scene / Hour

A qualified analyst provides testimony as an expert witness in District, State or Federal Court or on-site crime scene consulting. The Serology/DNA analyst bills for this activity on an hourly basis, port-to-port.

4201 Evidence Search and Processing / Item

The analyst and/or a technician search and process physical evidence to identify biological material on items of evidence, through visual, chemical or other means, which include detailed written descriptions and photographic documentation (where applicable) for each item submitted. The analyst reports an inventory of received evidence, the results of analyses, the disposition of evidence, and bills for this activity per item evaluated. This activity is a mandatory prerequisite for further analyses.

4202 Storing Biological Evidence / Item

The analyst retains samples of physical evidence, activities which include the packaging, preserving, and storage of biological materials, to prevent further degradation of the biological material prior to forensic DNA analysis, and bills for this activity per item retained.

4203 Presumptive Analysis / Item

The analyst reports on the presumptive chemical analysis for the presence of blood, semen, and/or saliva, which includes sample preparation, chemical analysis, and written documentation, and bills for this activity per item evaluated.

4214 DNA Analysis / Sample (Core CODIS Loci or Y-STR)

The analyst reports on the development of a genetic profile at the core Combined DNA Index System (CODIS) loci or at the approved Y-STR loci through a multi-step process, which includes DNA extraction, human-specific DNA quantification, DNA amplification by the polymerase chain reaction (PCR), and DNA typing by capillary electrophoresis, followed, where appropriate, by



Serology/DNA (Continued)

comparisons with genetic profiles of known individuals, a statistical analysis of the results, and profile entry into the CODIS. The analyst bills for this activity per sample.

4220 Sexual Assault Evidence Collection Kit

The analyst reports on the evaluation of a Sexual Assault Evidence Collection Kit for items of evidence probative in a sexual assault investigation and bills for this activity per Sexual Assault Evidence Collection Kit. The majority of sexual assault evidence submitted to the laboratory involves female complainants and alleged male perpetrators. For this type of investigation, Sexual Assault Evidence Collection Kits will be analyzed for the presence of human male DNA. For Sexual Assault Evidence Collection Kits with male complainants or female alleged perpetrators, traditional presumptive analyses and/or confirmatory testing may be performed. ~~This activity includes within one fee code the following activities described above: Evidence Search and Processing (4201), Presumptive Analysis (4203), and, if necessary, Confirmatory testing (4221).~~

4221 Confirmatory Testing / Item

P30 Antigen Analysis / Item- The analyst reports on the detection of a specific protein with immunological testing, which includes sample preparation and written documentation, and bills for this activity per item evaluated.

Microscopic Examination / Slide- The analyst reports on the microscopic examination of evidence extracts for the presence of spermatozoa and other cellular material, an activity which includes sample preparation, microscope slide preparation, and written documentation, and bills for this activity per slide evaluated.



Firearms

The Firearms/Toolmarks section examines fired bullets and cartridge cases recovered from crime scenes or at autopsy to determine whether the bullets and cartridge cases were fired from a particular firearm. This is accomplished, in part, using a comparison microscope, which allows the direct physical comparison of two objects under the same conditions of lighting and magnification. Additionally, the firearms analysts determine the mechanical functionality of recovered firearms and provide test fired cartridge cases for entry into the National Integrated Ballistic Information Network (NIBIN). The section also carries out examination and comparison work in cases involving tool marks and other types of impression evidence, such as shoe and tire tracks, as well as performing distance determination.

4300 Firearms Testimony or Crime Scene / Hour

A qualified analyst provides testimony as an expert witness in District, State or Federal Court or on-site crime scene consulting. The Firearms analyst bills for this activity on an hourly basis, port-to-port.

4119 GSR Distance Determination / Item

The analyst reports on the identification of Gunshot Residue (GSR) and firearm discharge distance determination, through the chemical detection of characteristic organic and inorganic chemicals associated with the discharge of a firearm, tests which include chemical validation, sample preparation, firing of a submitted weapon at predetermined distances, evaluative comparisons, and written documentation, and bills for this activity per item submitted.

4120 Shoe/Tire Impression Comparison / Item

The analyst reports on the results of a comparison between a known shoe/tire and examination-quality photographs, casts, or evidence bearing an impression collected at a crime scene and bills for this activity per item submitted. When necessary, the analyst will make test impressions of the known standards for comparison.

4301 Powder, Cartridge or Bullet Identification / Item

The analyst reports on the identification of the general class characteristics of gunpowder or cartridges/bullets or the identification of a cartridge / bullet manufacturer through examinations that include stereomicroscopy, general metallurgical composition determinations, weight / diameter measurements, and applicable database inquiries, with appropriate written / photographic documentations. The analyst bills for this activity per submitted item.

4303 Microscopic Comparison / Item

The analyst reports on the microscopic comparison of known vs. unknown Firearms Evidence, which includes sample preparation, written / photographic documentation, and inter-



Firearms (Continued)

comparative analyses. The analyst bills for this activity per submitted item.

4304 Mechanical Evaluation of Weapon or Test Fire / Item

The analyst reports on numerous identified characteristics of Firearms evidence including make, model, caliber, style, overall visual condition, powder deposition, rifling characteristics, deposition of trace evidence, mechanical evaluation of the firing cycle including safety mechanisms, certified measurements of barrel and overall lengths, and ammunition capacity. The analyst will test fire into an appropriate medium, retain test bullets and cartridge cases for future comparisons, and will record and document all findings. Note: For long arm weapons greater than .22 caliber, the analyst may disassemble, download, and reassemble ammunition prior to test fires to avoid destruction of the test fired bullet. The analyst bills for this activity per submitted item. This activity is a mandatory prerequisite for further analyses.

4305 Chronograph or Special Testing / Ammunition or Weapon

As per special request by a submitting agency, the analyst reports on one or more of the following special tests: calculated velocity measurements of a given type of ammunition, functionality of suppressed firearms, distance determination, and frangible or armor piecing ammunition determination. The analysts bill for this activity, which includes any special request testing available within the Firearms section, per submitted ammunition or weapon. Note: Please contact the Firearms section prior to submitting evidence under this service request to ensure that the desired testing is available.

4307 Documentation or Photograph / Case

By special request, the analyst will produce additional documentation or photographs, including those in high-resolution digital format, and bill this activity on a one-time per case basis.

4311 Physical Re-Construction / Item

The analyst reports on the association of two objects along a broken surface by comparing one object with another to determine whether or not they had been joined at that point (fracture match). The analyst bills for this activity per submitted item.

4312 Serial Number Restoration / Number Area

The analyst reports the results of mechanical and/or chemical metallurgical processing of obliterated or altered firearm serial numbers, which includes sample preparation, reagent preparation, chemical validation, and written and photographic documentation. The analyst bills for this activity per number area restored.



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Firearms (Continued)

4314 Repair, Clean or Restoration of Firearm / 0.5 hours

The analyst disassembles and reassembles damaged firearms prior to any further Forensic analysis. The analyst bills for this activity per half hour. This activity may be a mandatory prerequisite for further analyses to ensure the safety of the analyst and co-workers.

4315 Toolmark Replication / Tool

The analyst reports on the reproduction of impression marks onto suitable test material(s) for each submitted tool. The analyst bills for this activity, which includes sample and material preparation, per submitted tool.



Chemistry

The Chemistry section analyzes solid and liquid samples for the presence of controlled substances, as well as physical evidence for the presence of primer gunshot residue (P-GSR). To meet accepted forensic standards, the positive identification of a controlled substance requires two positive results from two diverse analytical methods.

4101 Evidence Search or Removal / Item

An analyst and/or technician samples submitted items not previously processed for Primer Gunshot Residue, thoroughly documenting each submitted item with detailed written descriptions. This activity is a mandatory prerequisite for further analyses, and the analyst bills for this activity per item. Evidence already sampled by the investigating agency and submitted as gunshot residue collection kits will not incur this charge.

4114 GSR by SEM-EDX / Stub

The analyst reports on the identification of Primer Gunshot Residue (P-GSR) by Scanning Electron Microscopy and Energy Dispersive X-Ray Detection analysis, which includes sample preparation, spectral interpretation and evaluation, instrument calibration, and photo documentation, and bills for this activity per each sampling device (stub) submitted.

4500 Chemistry or Crime Scene / Hour

A qualified analyst provides testimony as an expert witness in District, State or Federal Court or on-site crime scene consulting. The Chemistry analyst bills for this activity on an hourly basis, port-to-port.

4501 Qualitative Analysis / Item (Drug)

The analyst reports the identification of presumptive controlled substances (other than marijuana) including sample weight determination, presumptive chemical test(s), Thin Layer Chromatography, chemical extraction, and Gas Chromatography/Mass Spectrometry and bills for this activity per submitted sample. This is the standard analysis requested for most submissions. A negative result is reported as "No Controlled Substance Identified".

4503 Identification by Description / Item (Drug)

The analyst reports the identity and dosage concentration of tablets, capsules, and other commercial medicinal preparations using various published drug references and bills for this activity per submitted sample.

4506 Marijuana: Bulk Handling / Case

The analyst weighs and collects samples from large bulk seizures of packaged items such as marijuana and cocaine and issues a one-time per case bill for this activity. The analyst must then perform a qualitative analysis on the samples (4501).



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Chemistry (Continued)



4507 Marijuana: Qualitative ID / Item

The analyst reports the identification of presumptive marijuana including sample weight determination, visual and microscopic examination for biological characteristics, Thin Layer Chromatography, and, if necessary, alkaline chemical extraction and Gas Chromatography/

Mass Spectrometry and bills for this activity per submitted sample. This is the standard analysis requested for most suspected marijuana submissions. A negative result is reported as “No Controlled Substance Identified”.

4508 Marijuana: Seed Germination / Case

The analyst reports the viability of recovered marijuana seeds using hydroponics growing techniques to determine whether or not the seeds are non-sterile and issues a one-time per case bill for this activity. Note: This analysis requires additional time since the seeds require approximately 5 days to germinate.

4509 Mushrooms or Peyote / Item

The analyst reports the identification of biologically derived hallucinogens, such as Psilocin or Mescaline, through a series of specialized chemical extractions and the interpretation of Gas Chromatography/ Mass Spectrometry results and bills for this activity per submitted sample.

4514 Hashish / Item

The analyst reports the identification of concentrated botanical extracts, such as Hashish and Hashish Oil, through microscopic examination, Thin-Layer Chromatography, and alkaline extraction with Gas Chromatography/ Mass Spectrometry analysis, and bills for this activity per submitted sample.

4515 Microcrystalline Test / Item (Drug)

The analyst reports the identification of Red Phosphorus, a component in the production of methamphetamine in Clandestine Labs, using polarized light microscope based microcrystalline tests and bills for this activity per submitted sample.

4516 Derivatization / Item (Drug)

The analyst reports on the relative amounts of active and inactive drug manufacturing precursors or controlled substances by specific chemical modification of the sample followed by standard identification procedures, and bills for this activity per submitted sample.



Chemistry (Continued)

4517 Organic Extraction / Item (Drug)

The analyst uses specialized chemical extraction techniques to remove manufactured controlled substances from hazardous liquid samples and bills for this activity per submitted sample.

4519 Clandestine Lab Handling (Qualitative) / Case

The analyst uses specialized handling techniques for the extremely hazardous samples obtained from a clandestine lab when a quantitative analysis is not requested and issues a one-time per case bill for this activity.

4520 Inventory of “Not to be Tested” Evidence / Submission

The analyst documents items of evidence submitted with the request “Not to be Tested”. The analyst issues a one-time per submission bill for this activity.

4521 Marijuana vs. Hemp Determination / Item

The analyst reports the determination of plant material as marijuana based upon a concentration of >1.0% tetrahydrocannabinol by dry weight. The analyst must first complete a qualitative analysis (4501) of the sample.



Evidence Submission Requirements

Evidence Condition and Packaging

The Evidence Clerks will not accept into the care and custody of the CIL any evidence that fails to meet the following requirements:

All packages, envelopes, bags, boxes, and containers, except containers of convenience, must have a proper seal.

A container is “properly sealed” only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal. For example, to be considered tape sealed, the evidence item must have an adhesive cellophane, packaging, or Evidence tape completely enclosing, in such a way that an attempt to circumvent a seal can be readily noted, any opening through which the contained items might escape. This could include tape sealing the glue sealed flaps of envelopes and edges of cardboard box flaps. The tape must not be torn or have exposed areas that are no longer adhering to the evidence. Staple closures are not acceptable seals. Heat seals that prevent the escape of contents are proper seals. Evidence, which is sealed with strings, twist ties, glued flaps, or other closures, even if appearing secure, is open evidence if the contents can readily escape.

All seals must be marked to identify the person making the seal. Initials should be partly on the tape and extending onto the package surface. All packages, envelopes, bags, boxes, and containers, except containers of convenience, must be identified by a submitting agency case number. The agency case number should be written on the item of evidence, although a securely attached evidence tag is acceptable.

Sexual Assault Evidence Collection Kits should be packaged so that the Track Kit barcode tag is visible to the Evidence Receiving personnel. If a Sexual Assault Evidence Collection Kit is repackaged inside a box, paper bag or envelope, please write the Track Kit barcode number on the outer packaging so it may be logged into the Track Kit system when it is received by the laboratory.

All packages, envelopes, bags, boxes, and containers, except containers of convenience, must be identified as to the contents except for Sexual Assault Evidence Collection Kits. It is acceptable to identify the contents of an item as ‘alleged’ for evidence submitted for controlled substance identification.

All packages, envelopes, bags, boxes, and containers, except containers of convenience, must be initialed and dated by the Submitting Agent.

All packages, envelopes, bags, boxes, and containers, except containers of convenience, must be



Evidence Condition and Packaging (Continued)

labeled as biohazard or contaminated when blood and/or body fluids may be present. Syringes are assumed to be contaminated with blood or body fluids and must be labeled with a biohazard sticker.

Each evidence item must be packaged securely to prevent outside or cross contamination.

Large or oversized items for serological and/or primer gunshot residue analysis must be covered or wrapped with thick paper or butcher paper. Paper bags and paper wrappings should be intact without tears or rips. Items from the crime scene, the victim, or the suspect, even when packaged separately, must be transported in separate larger bags or boxes.

Evidence items that are wet or moist must be air-dried before packaging. Sealed plastic bags or water impermeable papers are generally unacceptable containers because of the damage that small amounts of moisture can do to evidence. Plastic bags may only be used for suspected controlled substances and as secondary containers for sealed liquid samples (i.e., tissue samples in saline) or dried bloodstain cards.

Sharp objects, especially knives and syringes with needles, must be packaged in such a manner that accidental injury will not result from routine evidence handling. This could include, but is not limited to, tightly wrapping the blade of a knife with thick card stock, cardboard, or packaging evidence in breathable tubes designed for sharp items. Syringes with needles must be contained within a plastic sleeve or other secure packaging designed to prevent punctures through the container. Placing sharp items solely in Kraft paper envelopes is insufficiently protecting and, therefore, unacceptable.

Firearms **must** be unloaded with no chambered rounds. Submit firearms in sturdy containers, preferably in crush-resistant weapons boxes where the firearm can be secured with nylon ties to prevent movement. Live or unfired ammunition should be noted as such on the submission form. Ammunition and magazines may be submitted in the same container as the firearm but should be kept separate by being secured in their own packaging.



Submission Documentation

The Submitting Agent will provide the Evidence Clerk(s) with proper personal identification and a completed submission form. (If proper documentation is not available, the Evidence Clerk(s) will give the Submitting Agent a blank submission form to complete.)

The [Evidence Submission form](#) **must** list the following minimum information:

- The Submitting Agency
- The Submitting Agent's printed name and signature
- The complainant's name (**except** Drug ID submissions)
- Suspect's name and Date of Birth (DOB), if the suspect is known
- The Submitting Agency case number
- The name of an investigator or other responsible individual
- An itemized list of the submitted evidence
- An itemized list of the submitted packaging materials

We **strongly recommend** (to avoid delays in processing) that you provide the following information on the Evidence Submission form at the time of submission of evidence:

- The Offense (using the pull-down menu, [see below](#))
- The Requested Services (in the "[Request:](#)" block)
- The Address of the Submitting Agency

If we do not receive the required information, the submission form and evidence will be rejected until the submission form is completed. If we do not receive the strongly recommended information, the submission will be accepted, however, the evidence may be held until the Forensic Case Manager can contact the investigator or other responsible individual to obtain the information.



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BEXAR COUNTY CRIMINAL INVESTIGATION LABORATORY
Evidence Submission Form

(Tel.) 210-335-4112 (Fax) 210-335-4101

Agency #: ⑤ _____ Agency Name: ① _____ Address: _____ City: _____ State: _____ Zip Code: _____ Investigating Officer: _____ Phone: _____ E-mail/Fax: _____ Offense: _____ Date of Offense: _____	Official Laboratory Use Only CIL #: Don't Write Here!
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③ Name: _____	Assoc.	DOB: _____	Sex: _____	Race: _____	ID#: _____
④ Name: _____	Assoc.	DOB: _____	Sex: _____	Race: _____	ID#: _____
Name: _____	Assoc.	DOB: _____	Sex: _____	Race: _____	ID#: _____
Name: _____	Assoc.	DOB: _____	Sex: _____	Race: _____	ID#: _____

Package(s) Description: ⑧ <small>List the types of containers (manila envelope, paper bag, box, etc.)</small>	Evidence Description: ⑦ <small>List and describe in detail the actual items that are being submitted.</small>
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(Use Additional Submission Forms As Necessary)

Request:

Briefly describe the laboratory examination(s) requested.

Requests Created: Serology/DNA Crime Scene **Don't Write Here!** Trace

I hereby authorize the Bexar County Crime Laboratory to evaluate and/or analyze the submitted evidence using its standard operating procedures and accept the simplified report format as described on the Bexar County Crime Laboratory's website.

Submitted By: ② _____ (Print) \ _____ (Signature) Date: _____

Received By: _____ (Print) \ _____ (Signature) Date: _____

Released By: _____ (Print) \ _____ (Signature) Date: _____

Released To: _____ (Print) \ _____ (Signature) Date: _____

Evidence Receiving Manual: Physical Evidence Submission Form
Revision 3 Effective Date: September 1, 2019

(PRINTED COPIES ARE UNCONTROLLED)

Page ___ of ___

Figure 1: BCCIL Physical Evidence Submission Form



Key to Explanations for Figure 1

Magenta numbers represent terms that are searchable with the BCCIL Laboratory Information Management System (LIMS) and must be consistent between different submissions of evidence for the same case.

- (1) **Agency Name:** Please be consistent with how you write the name of your agency. Since this is a searchable field, “Anywhereville PD” is seen by the system as different from “APD” or “Anywhereville Police Department”.
- (2) **Submitted By:** Again, please be consistent. The submitter’s name is tracked by the BCCIL LIMS, so slight variations could lead to delays in processing your evidence or pulling your case record when you request information. “Sgt. John Doe” is not the same as “Sgt. John Q. Doe, Jr.” or “J. Doe” for the purposes of processing your submission. Please be sure to include the date submitted, even if submitted by mail, since this represents the start of the Chain of Custody for court.
- (3) **[The Complainant’s (Victim’s)] Name:** The complainant’s name is tracked in LIMS to help identify case records. Variations in names should be avoided to allow for the faster processing of evidence and retrieval of records, especially in subsequent submissions for the same case. Also, complete as much of the identifying information on the line as possible ([see below](#)).
- (4) **[The Actor’s (Suspect’s)] Name:** The same concerns as above for the complainant’s name apply to the actor’s name (or other person of interest’s name). Again, avoid variations between submissions. Also, note that date of birth (DOB) is required ([see below](#)). SID numbers may be entered in the **ID#** box.
- (5) **Agency Number:** Please place your agency’s unique identifier for the case related to the submitted items here. Please avoid any variations, particularly with leading zeros. The BCCIL uses this number to track previously submitted evidence related to the case to avoid generating duplicate case record numbers. Many agencies use similar agency numbering conventions, so we will need to use the Agency Name to distinguish Agency Numbers that are the same.
- (6) **Investigating Officer:** The same concern with naming conventions applies here as above. The BCCIL LIMS tracks the investigating officer so that analysts have a point of contact with which to discuss evidence processing and analysis to better serve our customers. Please be sure to include at least one of either a valid telephone number or e-mail address. Include the FAX number if the investigating officer wishes to receive communications via FAX.



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- (7) **Evidence Description:** Please include a detailed description of the submitted evidence, including the suspected physical evidence to be analyzed. For controlled substance testing, please include the number of individual packages submitted, for example “E1 – six plastic baggies cont. alleged cocaine” or “E2 – two plastic baggies cont. alleged methamphetamine”. You may include your agency’s evidence identifiers (“E2”, “Item 3”), but only as part of the description. The Crime Laboratory Specialists in the Evidence Receiving section will not break seals on submitted packaging to inventory evidence. An analyst or technician, working at the bench under controlled conditions, will inventory pertinent evidence in the submitted container packaging.
- (8) **Package(s) Description:** Please include a brief description of each separate evidence container itemized individually, not grouped. For example, “one manila envelope”, “one large cardboard box” and if three paper bags are submitted, list “one paper bag” three times instead of “three paper bags”.

Available Dropdown Menu Choices:

Offense (Strongly Recommended): “Aggravated Assault”, “Attempted Robbery”, “Burglary”, “Criminal Mischief”, “Deadly Conduct”, “Death Investigation”, “Driving While Intoxicated”, “Failure to Stop and Render Aid”, “Homicide”, “Missing Person”, “Possession of a Controlled Substance”, “Robbery”, “Sexual Assault”, “Suicide”, “Theft”, “Weapons – Carrying, Possessing”. If you have another category of offense that you wish to document on the submission form, please contact a Crime Laboratory Specialist at (210) 335-4100 for information on the procedure to list the offense. This line is optional.

Person of Interest Identifying Information:

Assoc. (Required): “Victim” or “Suspect” or left blank if the individual named is only a Person of Interest

Sex (Optional): “F(emale)” or “M(ale)” or left blank

Race (Optional): “B(lack/African –American)”, “H(ispanic/Latino)”, “W(hite/Caucasian)”, or “A(sian)” or left blank if none of the above or unknown

Other Instructions:

Please use the format “MM/DD/YY” or “MM/DD/YYYY” for Date of Offense (Optional) and DOB (Required for Actors/Suspects).

Please do not write in the grayed areas. These areas are for internal laboratory use only.



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Bexar County Criminal Investigation Laboratory



If you need more room, for example, for more items under Evidence Description or more than four (4) person of interest names, please use additional submission forms and number the pages for completeness (i.e., "Page 2 of 3") in the lower right hand corner of each submission form sheet ([see the yellow arrow in Figure 1 above](#)).

In the "Request:" area, please list your requested analyses for submitted evidence. Please contact the laboratory ((210) 335-4100) if you have any questions regarding what you should write here to request specific services. Blanket statements, such as "Test for Blood" or "Compare cartridges" are acceptable, but please consult with an analyst prior to completing a submission form, when you are completing a submission form for the first time, in order receive the services you desire.

Operating Hours

CIL personnel will be available to receive submitted evidence during normal business hours: **8:00 AM to 12:00 PM and 1:00 PM to 4:00 PM** weekdays only. The Evidence Receiving section will be closed during all official Bexar County holidays.

Please contact the Evidence Receiving section at (210) 335-4100 for instructions on submitting evidence after regular work hours.

For any questions,

Please Call:

(210) 335-4100

Thank you

[Bexar County Criminal Investigation Laboratory on the Web](#)