Guide to Crime Laboratory Services

Bexar County
Criminal Investigation Laboratory
San Antonio, Texas

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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
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
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. Analysts have discretion to select items for examination based upon laboratory submission acceptance policies and probative nature of evidence. Therefore, analytical reports may not reference all items submitted.

**Drug Identification**

1. The Controlled Substance discipline limits the evidence that can be accepted based on the assignment as a felony offense in the Texas Health and Safety Code Chapter 481. C.
   - All selection criteria are based upon evidence associated with a suspect. If multiple suspects are present, indication must be provided for which items are associated with which suspect.
   - The number of items that are tested in each case is limited to the minimum number necessary to reach the Texas Health and Safety Code requirement of the highest felony offense for each suspected controlled substance submitted.
   - 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 a testable quantity.
   - Items not accepted for analysis:
     - Residues
     - Edibles/Food Products

2. Extenuating circumstances, including but not limited to, severe case backlog and section resource issues, may require implementation of the Drug Chemistry Item Selection Policy for Backlog Reduction:
   - In each case, only one highest penalty substance/item, per suspect, will be tested to threshold.
     - Cases with charges related to “Possession With Intent to Deliver” shall be exempt from this policy
     - The submission form for such cases must clearly indicate the charge
   - If it is necessary to test more than one item per suspect in each case to reach threshold, the case will be tested up to threshold, regardless of number of suspects. [Example: case with one or multiple suspects. Submitted evidence includes Item 1= Meth (2 grams), Item 2 = Meth (1 gram), Item 3 = Meth (1.5 grams), Item 4 = Meth Syringe. Item 1, Item 2, and Item 3 will be tested to meet/exceed 4-gram penalty threshold].
• Once extenuating circumstances have been resolved, routine analysis shall resume as outlined above in Submission Acceptance Policies, Drug Identification Item 1.

• To help ensure needed items are analyzed, on the submission form please indicate:
  o Probable Cause Items
  o Which items are associated to which individuals
  o If the evidence is related to Possession with Intent to Deliver
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
Serology/DNA (continued)

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.

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.

4003 Expedited Requests for Analysis (Rush)/Case
A fee charged to cover the cost of an analyst pausing their current processing/examination of evidence to work a request outside of the pending queue.

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.
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.

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.

4204 DNA Extraction & Quantitation / Sample
The analyst processes physical evidence to include accessioning, DNA extraction, and human-specific DNA quantitation. The analyst then determines whether extracted samples proceed on to DNA Analysis (4205 DNA Analysis / Sample). The analyst bills for this activity per sample.

4205 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 following DNA extraction and human-specific DNA quantification. DNA analysis is conducted via amplification by the polymerase chain reaction (PCR), and DNA typing by capillary electrophoresis, followed, where appropriate, by 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
Serology/DNA (Continued)

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 performing muzzle-to-target 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.

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-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
**Firearms (Continued)**

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.

**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.

**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.

**4316 Toolmark/Tool Examination / Item**
The analyst reports on the microscopic comparison of known vs. unknown Toolmark Evidence, which includes sample preparation, written / photographic documentation, and inter-comparative analyses. The analyst bills for this activity per submitted item.

**4317 Clothing Examination for GSR/Visual/Microscopic / Item**
The analyst reports on the examination of clothing for the presence of defects consistent with the passage of a projectile and associated residues from the discharge of a firearm in order to provide an approximate muzzle-to-target distance. The analyst bills for this activity per submitted item.
Firearms (Continued)

4318 Chemical Testing/Defect
The analyst reports on the results of chemical testing on clothing or other surfaces for the presence of defects consistent with the passage of a projectile and associated residues resulting from the discharge of a firearm in order to provide an approximate muzzle-to-target distance. The analyst bills for this activity per defect tested.

4319 Distance Test Panel/Item
The analyst reports on the production of test panels fired at different distances using a specific combination of firearm and ammunition in order to provide an approximate muzzle-to-target distance. These panels may also be subjected to chemical testing. The analyst bills for this activity per submitted item.
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.
Chemistry (Continued)

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.

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.
# BEXAR COUNTY

**Criminal Investigation Laboratory Fee Schedule (Effective October 1, 2023)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Fee</th>
<th>Description</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Clerk Testimony/ Hour</td>
<td>4000</td>
<td>$80</td>
<td>Forensic Biology Testimony/ Hour</td>
<td>4200</td>
<td>$120</td>
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<tr>
<td>Evidence Registration/ Case</td>
<td>4001</td>
<td>$20</td>
<td>Evidence Search and Processing/ Item</td>
<td>4201</td>
<td>$40</td>
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<tr>
<td>Shipping and Handling/ Case</td>
<td>4002</td>
<td>$50</td>
<td>Presumptive Testing/ Item</td>
<td>4203</td>
<td>$40</td>
</tr>
<tr>
<td>Expedited Requests for Analysis (Rush)/ Case</td>
<td>4003</td>
<td>$300</td>
<td>DNA Extraction &amp; Quantitation/ Sample</td>
<td>4204</td>
<td>$200</td>
</tr>
<tr>
<td>Hard or Digital Media Copy of Complete Case File</td>
<td>4005</td>
<td>$40</td>
<td>DNA Analysis of Quantitated Sample/Sample</td>
<td>4205</td>
<td>$400</td>
</tr>
<tr>
<td>Confirmatory Testing/ Item</td>
<td>4221</td>
<td>$40</td>
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<tr>
<td><strong>Firearms Testimony/ Hour</strong></td>
<td>4300</td>
<td>$120</td>
<td><strong>Chemistry Testimony/ Hour</strong></td>
<td>4500</td>
<td>$120</td>
</tr>
<tr>
<td>GSR by Microscopic and Chemical Analysis/ Item</td>
<td>4119</td>
<td>$100</td>
<td>Evidence Search or Removal/ Item and Lift</td>
<td>4101</td>
<td>$40</td>
</tr>
<tr>
<td>Powder, Cartridge or Bullet Identification/ Item</td>
<td>4301</td>
<td>$50</td>
<td>GSR by SEM-EDX/ Stub</td>
<td>4114</td>
<td>$200</td>
</tr>
<tr>
<td>Microscopic Comparison/ Item</td>
<td>4303</td>
<td>$100</td>
<td>Qualitative Analysis/ Item</td>
<td>4501</td>
<td>$100</td>
</tr>
<tr>
<td>Mechanical Evaluation of Weapon or Test Fire/ Item</td>
<td>4304</td>
<td>$90</td>
<td>Identification by Description/ Item</td>
<td>4503</td>
<td>$35</td>
</tr>
<tr>
<td>Documentation or Photograph/ Case</td>
<td>4307</td>
<td>$40</td>
<td>Mushrooms or Peyote/ Item</td>
<td>4509</td>
<td>$140</td>
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<tr>
<td>Physical Reconstruction/ Item</td>
<td>4311</td>
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<td>Inventory of &quot;Not to be Tested&quot; Evidence/Submission</td>
<td>4520</td>
<td>$25</td>
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<tr>
<td>Serial Number Restoration/ Item</td>
<td>4312</td>
<td>$90</td>
<td>Marijuana Determination (THC &gt;1%)</td>
<td>4521</td>
<td>$300</td>
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<tr>
<td>Repair, Clean-up, or Restoration of Firearms/0.5 hour</td>
<td>4314</td>
<td>$40</td>
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<tr>
<td>Toolmark Replication/ Tool</td>
<td>4315</td>
<td>$20</td>
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<tr>
<td>Clothing Examination for GSR (Visual/Microscopic)/ Item</td>
<td>4317</td>
<td>$50</td>
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<tr>
<td>Chemical Testing/ Defect</td>
<td>4318</td>
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<tr>
<td>Distance Test Panel/ Item</td>
<td>4319</td>
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</table>
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.
**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.
(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(male)” 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.
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_

*Effective Date: June 4, 2024*