



Evidence Field Manual

New Jersey State Police

Special & Technical Services Section

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I. INTRODUCTION

This manual has been written by personnel from the Special & Technical Services Section of the New Jersey State Police with the following objectives:

To provide law enforcement agencies investigating matters within the State of New Jersey with an overview of forensic services offered by the New Jersey State Police.

To offer guidelines for collecting, preserving and submitting physical evidence to the laboratory for examination.

The importance of physical evidence in a case cannot be underestimated. The credibility and integrity of the evidence are directly predicated upon the proper handling of the evidence from its initial observance through presentation in court.

The evidence procedures in this manual have been developed for the purpose of providing the investigator with a working knowledge of physical evidence handling. As such, this manual should be considered as a guideline of procedures relative to the handling of physical evidence.

It is not feasible to outline procedures for every scenario involving physical evidence. Specific information relating to the handling of evidence should be directed to the laboratory serving the submitting agency.

II. FUNCTIONS OF THE SPECIAL AND TECHNICAL SERVICES SECTION

FORENSIC SCIENCE LABORATORY BUREAU

1. Regional Laboratories

The laboratory system offers forensic analyses and subsequent expert testimony on matters relative to criminal statutes. These services are available to Federal, State, County and Local law enforcement agencies investigating matters within the State of New Jersey. Scientific examinations in areas of criminalistics, DNA., drugs, and toxicology evidence are provided by the laboratory system. Contact the regional laboratory that services your agency at the following locations:

Central Regional Laboratory

Sierra Park Office Complex
380 Scotch Road
Ewing, NJ 08628
(609) 671-0022 / fax 671-0037

North Regional Laboratory

1755 Rte. 46 East
Little Falls, NJ 07424
(973) 256-7790 / fax 256-0621

South Regional Laboratory

1101 South Whitehorse Pike
Hammonton, NJ 08037
(609) 561-2060 / fax 561-5708

East Regional Laboratory

Sea Girt Avenue
Sea Girt, NJ 08750
(732) 449-0303 / fax 974-8928

2. Equine Testing Unit

The Equine Testing Unit performs pre-race and post-race testing of standard bred and thoroughbred horses and conducts testing of drivers and jockeys licensed by the New Jersey Racing Commission. The State Police Regional Equine Testing Laboratory is located at the Meadowlands and can be contacted at (201) 460-4125.

STATE REGULATORY & SERVICES BUREAU

1. Firearms Investigations Unit

In administering the state firearms control laws, the unit is required to promulgate standards and qualifications for the manufacture and sale of firearms as well as develop forms for distribution to firearm dealers, police departments and county courts. A central repository of registration forms relating to the acquisition of firearms, a registry of permits to carry issued by the courts and permits issued to retired police officers in this State, is maintained by this unit.

The unit is required to investigate illegal firearm transactions occurring throughout the State, and will assist all law enforcement agencies with firearms related investigations.

The Firearms Unit, in conjunction with the Bureau of Alcohol, Tobacco and Firearms also provides the service of tracing the origin and history of any firearms when needed to assist investigations by law enforcement.

The Firearms Unit is located at Division Headquarters and can be contacted at (609) 882-2000 extension 2487.

2. Private Detective Unit

The Private Detective Unit has the statutory responsibilities for the administration and enforcement of all laws regulating private detective agencies and their employees within the State of New Jersey. Personnel of the unit investigate and screen all applicants for licensing, process the required documents, and regulate licensing in accordance with the Private Detective Act of 1939 and the New Jersey Administrative Code. Unit personnel maintain files on all licensed private detective agencies and their employees, conduct inspections and audits of agencies, and investigate complaints and violations of the Private Detective Act.

The Private Detective Unit is located at Division Headquarters and can be contacted at (609) 882-2000 extension 2435.

3. Alcohol/Drug Test Unit

The Alcohol/Drug Test Unit is responsible for providing training in Breath Testing, DWI/Standardized Field Sobriety Testing, Drug Recognition Expert and Breathalyzer Re-certification to the law enforcement community in New Jersey. Unit personnel are responsible for the inspection, maintenance, repair and certification of more than 900 evidential breath testing instruments statewide. Unit personnel are also responsible for providing expert testimony in DWI cases in support of the Prosecuting Attorney and Arresting Officer. Administrative personnel maintain the records of Breathalyzer instrumentation, operators, instrument inspections and training programs. Lectures and demonstrations are also conducted to educate through public awareness. The Alcohol/Drug Test Unit is located at the Central Regional Laboratory and can be contacted at (609) 671-0040.

4. Evidence Management Unit

The Evidence Management Unit provides for the handling, storing, security, maintenance and ultimate destruction, through prosecutorial authorization, of evidence and property generated by the New Jersey State Police. Additionally, they are responsible in providing assistance to the regional laboratories with the evidence intake and distribution of submissions from the laboratory evidence vault. The Evidence Management Unit has three regional storage sites which can be contacted through the unit's administrative offices located at Division Headquarters in West Trenton at 609-882-2000 extension 2510 or 6317.

FORENSIC INVESTIGATION BUREAU

The Technical Bureau consists of the following individual units which provide complete scientific and field services to law enforcement and other governmental agencies within the State of New Jersey.

1. Forensic Photography Unit

The Forensic Photography Unit maintains a complete photography laboratory. Black and white, color, ultraviolet and infrared photography are utilized in conjunction with requests submitted to the Regional Laboratories.

The Forensic Photography Unit assists in the preparation of exhibits for courtroom presentation. Typical requests include, but are not limited to, microscopic particles, documents, latent fingerprints and ballistics evidence. The Forensic Photography Unit also handles field photographic assignments that are non-criminal in nature.

The Forensic Photography Unit is located at Division Headquarters and can be contacted at (609) 882-2000 extension 2687.

2. Composite Drawing Unit

The services of the Composite Drawing Unit are available to all law enforcement agencies.

A composite sketch is a drawing approximating a suspect's facial appearance. In order to enhance accuracy, the artist should be called into the investigation within several days of the incident while the memory of the eyewitness' memory is fresh.

Multiple eyewitnesses that are used in describing the suspects appearance should be questioned separately and their initial descriptions filed for future reference.

In addition to drawing composite sketches, this unit also does age enhancement, reconstructs facial features of mutilated or decomposed bodies, and sketches vehicles, jewelry, tattoos, etc. for identification purposes.

Unit members are skilled interviewers and testify as expert witnesses in all aspects concerning the preparation of a composite sketch as well as memory and perception. The Composite Drawing Unit is located at Division Headquarters and can be contacted at (609) 882-2000 extension 2284.

3. Crime Scene Investigation Unit

The Crime Scene Investigation units are available at all times to provide crime scene investigation services within the State of New Jersey. Services are offered to requesting agencies in three categories in accordance with their needs:

Full Service - The complete handling and processing of primary and secondary crime scenes are provided. Services include: crime scene documentation with still photography, videography and diagraming; latent fingerprint examination and comparison; recognition, documentation, collection, packaging, handling, preservation, transfer and submission of evidence according to the rules of evidence. The unit members also provide expert testimony in court.

Partial Service - The State Police Crime Scene Investigator can provide whatever services are necessary to meet the needs of the requesting agency by working with the Crime Scene Investigator of that agency.

Consultant Services - The State Police Crime Scene Investigator can serve as a consultant to the Crime Scene Investigators of the requesting agencies either on the scene or by telephone. He will advise on all matters dealing with the processing of the crime scene and the subsequent submission of evidence to the laboratory.

In connection with the services listed above, the State Police Crime Scene Investigator can arrange for other specialists (i.e., chemists, blood spatter experts, ballistics unit personnel, etc.) to respond to the scene if needed. The following information is provided as contact numbers for the services of the Crime Scene Investigation Units.

North Crime Scene Unit

N.J.S.P. Totowa Headquarters
(973) 785-9412

Central Crime Scene Unit

N.J.S.P. Princeton Headquarters
(609) 452-2600

South Crime Scene Unit

N.J.S.P. Buena Vista Headquarters
(609) 561-1800

4. Ballistics Unit

The examination of firearms, discharged bullets, cartridge cases, shotgun shells and ammunition of all types is conducted by this unit. The unit also performs shooting scene reconstructions utilizing various techniques to include bullet trajectory analysis and examination of bullet strikes to objects (i.e., vehicles, windows, buildings, etc.). The Unit will respond to these scenes at the request of law enforcement agencies. The Unit also conducts examinations of clothing in conjunction with the Regional Laboratory System, with reference to powder residues approximating the distance from which a shot was fired. The

clothing is submitted to the Regional Laboratory as specified in the Evidence Guide under “Clothing”. Obliterated serial numbers of weapons are restored by the Ballistics Unit. The responsibility for destruction of weaponry falls under the “Evidence Management Unit”. The Ballistics Unit is located at the Central Regional Laboratory and can be contacted at (609) 671-0033.

III. COURT MATTERS

Due to the extremely high number of court appearance requests, subpoenas for laboratory personnel must be received by at least **FIVE WORKING DAYS** prior to a scheduled court appearance. It is presupposed that laboratory documents for that particular case have been proffered in accordance with 2C:35-19.

All subpoenas and laboratory correspondence must include the **LABORATORY CASE NUMBER** in order to be processed.

Prosecuting agencies are encouraged to discuss the case with the subpoenaed individual prior to court appearance. Appointments must be made to schedule pre-trial preparation meetings.

IV. PROCEDURE FOR SUBMITTING EVIDENCE TO THE LABORATORY

1. General Information

- A. Please contact the laboratory that services your area with any questions you may have prior to submitting your evidence. This can often alleviate difficulties you may encounter and expedite the evidence reception process.
- B. Only submit items that need analysis.
- C. Be cognizant of cross contamination with regard to your packaging. Placing multiple unsealed items in one bag may lead to the eventual elimination of that evidence.
- D. All potential Bio-Hazard items must be plainly marked with Bio Hazard stickers. This is in accordance with directives set forth by PEOSH/OSHA concerning Bloodborne Pathogens. These stickers are available from supply companies such as Sirchie Inc.
 - 1. If evidence is suspected of being contaminated with Hepatitis B, HIV, or other contagious viruses, it must be noted on the 'Request for Examination of Evidence'.
- E. The laboratory **will not re-analyze** evidence previously analyzed by an outside laboratory for the same type of examination.

2. Paperwork

- A. Evidence submitted must be accompanied by three 'Request for Examination of Evidence' forms. (SP631; see page 26). One typed original and two photocopies. State Police will present an additional copy for a total of four.
- B. All Bio/ Chem. or DNA evidence will in addition, require a completed 'Bio-Chem Questionnaire' form. (SP 648). Refer to the DNA submission section for information relating specifically to the submission of DNA cases.
- C. Ballistics Cases must be accompanied by an additional 'Request for Examination of Evidence' form when submitted in conjunction with other examinations.
- D. The original and all copies of the 'Request for Examination of Evidence' forms will be individually signed by the person delivering the evidence.

3. Evidence Packaging/Marking & Sealing

- A. Refer to the specific areas of evidence collection in this manual for guidance on properly packaging particular evidence. Contact Laboratory Director for any questions.

- B. Acceptable packaging containers (depending on the type of evidence) include:
 - 1. Paper bags
 - 2. Plastic bags (clear plastic is preferred for drug cases)
 - 3. Boxes - sturdy cardboard
 - 4. Manilla envelopes
 - 5. Small glass vials (typically arson and liquid drugs)
 - 6. Metal cans (typically arson)

- C. Acceptable seals -
 - 1. Tamper proof evidence tape
 - 2. Reinforced packaging tape
 - 3. Heat seal

A package is considered sealed if the contents cannot readily escape and the seal/container has not been tampered with.

MANILA ENVELOPE CLASPS, ZIPLOCK BAGS AND STAPLES DO NOT CONSTITUTE AN ACCEPTABLE SEAL.

- D. The individual sealing the evidence will place their initials or individual identifier across the seal or tape onto the package itself.

- E. Information on each package should minimally include:
 - 1. Name of the Agency
 - 2. Agency case number
 - 3. Item number
 - 4. Date
 - 5. The investigator's identifier

Additionally, packaging of criminal cases should include:

- 1. Where the item was found
- 2. By whom
- 3. Date & time found
- 4. Description of item

4. Return of Evidence

- A. All State Police evidence submitted to the laboratory, will be turned over to the Evidence Management Unit upon completion of analysis.

- B. Evidence submitted to the laboratory by non-State Police agencies, will be returned to the submitting agency upon completion of analysis.

- C. All Urine and Blood specimens submitted to Toxicology for analysis, will be destroyed ninety (90) days after analysis is completed. See Note on page 14 for further details.

- D. Blood submitted for DNA analysis will be destroyed after preparing a suitable stain.

V. LATENT PRINTS

1. Examination:

- A. Latent print examinations will be conducted on evidence submitted to the regional laboratories when submitted in conjunction with other laboratory examinations.
- B. Evidence being submitted for latent print examinations ONLY can be submitted directly to one of the regional Crime Scene Investigation Units.

2. Submission:

- A. Evidence submitted directly to the regional laboratories for latent print examination in addition to other laboratory analysis must specifically state the request for latent examination on the 'Request for Examination of Evidence' (SP 631) and indicate which items are to be examined for prints.
- B. Evidence submitted directly to the regional Crime Scene Investigation Units must be accompanied by a copy of the Investigation Report associated with the items for latent print analysis. A 'Request for Examination of Evidence' is not required for evidence submitted directly to the regional Crime Scene Investigation Units.

3. Preservation:

- A. Evidence should be submitted for latent print examination as soon as possible after its discovery.
- B. The primary precaution in all cases is the prevention of adding prints to evidence, or of destroying those already present.
- C. All articles submitted should be packaged in such a way as to eliminate or minimize the surfaces of the article from contacting the packaging material.
- D. Protect latent print evidence from careless and improper handling and packaging which can damage any latent prints which may be present and render them useless.

4. Materials and Surfaces:

- A. Non-Porous/Hard Surface Items (i.e., metal, glass, plastic, etc.)
Package in paper bags, cardboard boxes to avoid movement (no plastic bags)
- B. Porous/Absorbent Items (i.e., paper, cardboard, currency, checks, etc.)
Package in manilla envelopes, paper and/or plastic bags.
- C. Soft/Pliable Items (i.e., vinyl, leather, rubber, wax, caulk, putty, etc.)
Package secured to a fixed surface to avoid movement, crinkling, or folding (no plastic bags).

- D. Visible Print Items (i.e., blood, dust, adhesive coated surfaces, etc.)
Package secured to a fixed surface to avoid movement, crinkling, folding or adhesion to packaging (no plastic bags).

Note: Any print in blood or the like needs to be air dried before packaging and submission. In addition, visible prints should be documented and photographed prior to submission.

- E. Special Surfaces/Conditions
Contact your regional Crime Scene Investigations Unit for instructions on submissions and preservation.

5. Comparison:

- A. Comparison examinations between any latent prints obtained and suspect and/or elimination prints will be conducted by detectives from the regional Crime Scene Investigation Units.
- B. Elimination and /or suspect prints, or suspect names with and S.B.I. number should be submitted with the case. When applicable, dead person prints should also be submitted for comparison.
- C. All supplied print cards or inked impressions should be treated as items of evidence and contain all of the descriptive information of the subjects to be compared.
- D. Any prints obtained which remain unidentified will be forwarded to the New Jersey State Police Automated Fingerprint Identification System (AFIS) where a search against a fingerprint database will be conducted in an attempt to identify a potential candidate.

VI. OTHER EVIDENCE

NARCOTICS & DANGEROUS DRUGS

General Information for Narcotics

- A. The request should indicate which specimen was in the possession of a specific individual.
- B. If one bag is used to hold numerous specimens, the bag should not be given a separate item number.
- C. Different bags containing a number of specimens found in the same place or on the same person should have the same item number with sequential sub-numbers, e.g. item 1-1, 1-2, 1-3, etc.
- D. Separate drugs by type. Do not mix specimens with other unlike drugs.
- E. Be sure to distinguish between 'Possession', 'Possession with Intent to Distribute' and 'Distribution' charges on the 'Request for Examination of Evidence' form (SP 631).
- F. List what you believe the CDS is suspected of being.
- G. List the names of additional suspects in the narrative box and designate as S2, S3, etc.
- H. In order to facilitate pre-trial disposition of cases involving non-critical weights,
 - 1. For single defendant cases, only one sample from one specimen will be analyzed.
 - 2. For multiple defendant cases, only one sample from one specimen per defendant will be analyzed.Note: If needed for trial, additional samples selected at random and consisting of a representative sampling will be analyzed upon written request.
- I. The agency may request that a specific item be tested (Ex. Probable cause). Note that item and reasons for analysis on the 'Request for Examination of Evidence'.
- J. Re-submissions:

****Note: Telephone the laboratory before re-submitting the evidence.**

- 1. Evidence will not be re-analyzed for the same tests. Unexamined evidence which needs to be analyzed will be at the request of the Prosecutor in writing.
 - 2. The entire sealed bag and its contents, as it was returned to the agency from the laboratory, is to be resubmitted with a new 'Request for Examination of Evidence'. Refer to the laboratory number on the original 'Request for Examination of Evidence' for the laboratory number.
- K. **SYRINGES** - For the safety & health of all personnel, do not submit syringes without

prior authorization of the Laboratory Director. Syringes will not be received or analyzed unless it is the only item in the case and the prosecutor has demonstrated the need for the examination.

- L. Disorderly Persons Offenses (possession of marihuana) will not be accepted unless a not guilty plea is entered and a court date is scheduled.
- M. Estimated weights of drugs should not be documented on the 'Request for Examination of Evidence' form (SP 631)

NARCOTICS & DANGEROUS DRUGS

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
Powders	Sealed clear plastic bags; druggist folds, sealed pill box or vial, glassine or foil envelopes.		All	Separate by type of drug and different locations where the items were found and package each individually.
Tablets & Capsules	Sealed clear plastic bag or original containers.		All	Do not write on tablets or capsules. Separate by suspect to include type of drug, appearance and different locations and package them individually.
Liquids	Leak-proof containers		All	Refrigerate beverages or any liquids that may spoil.
Vegetation	Sealed, clear plastic or paper bag.		All	Must be AIR DRIED prior to placing in sealed bags. Submit used bowls only from pipes and package separately.
Plants * If identification of the actual plant is needed, Submit up to 4 intact plants, otherwise submit dried leaves from plants.	Sealed paper bags or cardboard boxes. <u>NO PLASTIC.</u>		All air dried, stripped leaves from plants. OR Intact Plant(s) including roots and stems.	Photograph or video the plants at the scene. Remove all loose dirt from roots.
Bulk Seizures	Call the laboratory for specific information.			Photograph at the scene & contact laboratory prior to submission.
Hypodermic Syringes	Safety tubes with Bio-hazard stickers.		* Call laboratory	Refer to page 12; Section VI; 1; H.

TOXICOLOGY (Only Living suspects and / or victims)

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
Urine * Submit with Blood for drug testing. Urine is not tested for alcohol content.	Clean, plastic, leak proof containers in sealed plastic bags. Leaking containers will be refused at time of submission & returned to agency for proper packaging.		Two ounces or 50 mls. For DFSA *(see below) Cases: 100ml	Urine samples should be refrigerated as soon as possible and may be frozen prior to submission. Submit drinking glass and contents separately for DFSA cases
Blood *Obtain both blood and Urine samples for Drug testing	Vials containing an anticoagulant such as EDTA or potassium oxalate (Kox) & a preservative such as sodium fluoride (NaF). These are generally grey top vials.	Submit entire blood collection kit for analysis. Vials will be removed upon submission at evidence reception; Remaining items will be returned to agency for the evidence chain of custody.	Two - 10cc vials needed for drug as well as alcohol analysis. DFSA Cases: Three (3) 10ml grey top vials	Gently mix the sample to preserve. Properly label vials with subjects name, medical personnel name and date/time sample was drawn. Refrigerate the sample and deliver as soon as possible.
Alcoholic Beverages (Drinks)	New re-sealable airtight containers, such as specimen cups or amber glass bottles.	No control is needed for alcohol content	½ ounce to 3 ounce for alcohol content.	Remove any solid materials or ice from the sample. Refrigerate any mixed beverage samples to avoid spoilage.

NOTE: Ninety days after analysis has been completed; **URINE & BLOOD** specimens and their containers are **DESTROYED**. It is incumbent upon the submitting agency to notify the laboratory if a “HOLD” on that destruction is necessary. It is also necessary for the submitting agency to retain all records necessary to show chain of custody, and specimen identification.

* DFSA : Drug Facilitated Sexual Assaults

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
<p style="text-align: center;">Blood</p> <p>NOTE: Photograph bloodstains and liquid blood samples before collecting.</p> <p>Blood spatter interpretation, if warranted, must be performed prior to removing any bloodstains.</p> <p>** Disposable latex gloves must be worn when handling biological evidence! **</p>	<p>Liquid Sample:</p> <p style="padding-left: 40px;">A: Collect onto at least two sterile cotton swabs, air dry, package, label, and submit to the lab.</p> <p>Dried Stains: <u>*Submit stains only if entire article cannot be submitted</u></p> <p style="padding-left: 40px;">A: Stains on non-porous items (glass, tile, metal) may be scraped with a clean scalpel and collected directly into a druggist fold. Seal, package, label and submit to the lab. <i>This method should only be used if no loss of material will occur.</i></p> <p style="padding-left: 40px;">B: Collect onto cotton swabs moistened with a minimal amount of distilled water, air dry, package, label and submit to the lab.</p> <p>Bloodstained Clothing:</p> <p style="padding-left: 40px;">A: Thoroughly air dry clothing over clean paper, out of direct sunlight and heat sources, package, label, and submit to the lab. Paper which evidence was dried over should be collected, packaged and labeled to preserve any potential trace evidence, and submit to the lab.</p> <p>Bloodstained Knives, Guns, Rugs, Car Seats, Rags, Bed Clothing or other stained objects:</p> <p style="padding-left: 40px;">A: Submit the entire item to the laboratory. If not possible to submit entire item, isolate stained area, remove (cut out, scrape or swab), package, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope, paper bag or clean paper wrapping. Bio-Hazard labels must be affixed to package.</p> <p>NOTE: NO PLASTIC BAGS</p> <p>All clothing should be individually packaged and labeled.</p> <p>** Be sure to separate victim and suspect items to avoid cross-contamination. **</p> <p>Sharp objects: must be placed in an individual puncture proof container.</p>

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
<p>Seminal Stains</p>	<p>Liquid Sample:</p> <p style="padding-left: 40px;">A: Collect onto at least two sterile cotton swabs, air dry, package, label, and submit to the lab.</p> <p>Dried Stains: <u>*Submit stains only if entire article cannot be submitted</u></p> <p style="padding-left: 40px;">A: Stains on non-porous items (glass, tile, metal) may be scraped with a clean scalpel and collected directly into a druggist fold. Seal, package, label and submit to the lab. <i>This method should only be used if no loss of material will occur.</i></p> <p style="padding-left: 40px;">B: Collect onto cotton swabs moistened with a minimal amount of distilled water, air dry, package, label and submit to the lab.</p> <p>Clothing, Rugs, Car Seats, Bedding, Rags, Towels etc.:</p> <p style="padding-left: 40px;">A: Submit the entire item to the laboratory. If not possible to submit the entire item, isolate stained area, remove, (cut out or swab), package, label, and submit to the lab.</p> <p style="text-align: center;">**Semen stains may be isolated by an individual trained in utilizing an Alternate Light Source. **</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope, paper bag or in clean paper wrapping. Bio-Hazard labels must be affixed to package.</p>

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
Condoms	Liquid sample present in the condom: A: collect liquid onto at least two sterile cotton swabs. Air dry the condom and swabs, package, label, and submit to the lab. Dry Condom: A: collect condom, package, label, and submit to the lab.	Thoroughly air dry stains and package in a sealed paper envelope or paper bag. Bio-Hazard labels must be affixed to package.

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
<p>Saliva Stains</p>	<p>Liquid Sample:</p> <p style="padding-left: 40px;">A: Collect onto at least two sterile cotton swabs, air dry, package, label, and submit to the lab.</p> <p>Dried Stains: <u>*Submit stains only if entire article cannot be submitted</u></p> <p style="padding-left: 40px;">A: Stains on non-porous items (glass, tile, metal) may be scraped with a clean scalpel and collected directly into a druggist fold. Seal, package, label and submit to the lab. <i>This method should only be used if no loss of material will occur.</i></p> <p style="padding-left: 40px;">B: Collect onto cotton swabs moistened with a minimal amount of distilled water, air dry, package, label and submit to the lab.</p> <p>Cigarette Butts, Chewing Gum, Envelopes, Stamps, Ski Masks, etc.:</p> <p style="padding-left: 40px;">A: Allow to air dry, package, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope or paper bag. Bio-Hazard labels must be affixed to package.</p>

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
Sexual Assault Evidence Kits	<p>Sexual Assault Victim:</p> <p>A: The victim should be transported to the hospital as soon as possible. Examination should be conducted by medical personnel trained in sexual assault evidence collection utilizing the Sexual Assault protocol present in kit. Label, seal and submit kit to the lab.</p> <p>Note: Each item collected in kit must be listed and numbered separately on the <i>Request for Examination</i> form, SP631. See example, page # ____</p>	<p>Rape kit should be refrigerated prior to submission to the lab. Bio-Hazard labels must be affixed to kit.</p> <p>Do not package Blood and/or Urine Samples in Rape Kits</p>
Fingernail Swabs	<p>Moisten a sterile cotton swab with distilled water and swab under fingernails, (one swab per hand). Allow to air dry, package, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope or paper bag. Bio-Hazard labels must be affixed to package.</p>

BIOLOGICAL EVIDENCE

TYPE	COLLECTION	PACKAGING
<p>Known Control Samples</p>	<p>Living Subjects</p> <p>Buccal Swabs: Prior to collecting, rinse the mouth with water. Utilizing two sterile cotton swabs, rub the inside cheek area of the mouth at least twelve times. Allow swabs to air dry, package, label and submit to the lab. No medical personnel are needed for this collection.</p> <p>Deceased Subjects who <u>have not</u> been Transfused</p> <p>A. FTA Card: Liquid blood sample removed from body at time of autopsy must be spotted onto FTA card. Allow card to air dry, package, label and submit to the lab.</p> <p>B. If no blood sample is available, collect at least 50 head or pubic hairs, (PULLED, NOT CUT), package, label and submit to the lab.</p> <p>C. If no hair sample is available, collect an approximate ½ inch square piece of the best tissue sample available, (liver, spleen, stomach), package, label and submit to the lab.</p> <p>D. If no tissue sample is available, collect an approximate 1" piece of a long bone, (femur, tibia, ulnar), package, label and submit to the lab.</p> <p>Deceased Subjects who <u>have</u> been Transfused</p> <p>A. If available, procure the pre-transfusion sample taken at the hospital, package, label and submit to lab.</p> <p>B. If pre-transfusion sample is unavailable, a buccal swab control may be taken if there is no bleeding in the mouth region. Dry swabs, package, label and submit to lab.</p> <p>C. If no buccal swab is available, collect at least 50 head or pubic hairs (PULLED, NOT CUT), package, label and submit to Lab.</p> <p>D. If no tissue sample is available, collect a 1" piece of a long bone</p>	<p>Thoroughly air dry and package in a sealed paper envelope or paper bag. Bio-Hazard labels must be affixed to package.</p> <p>FTA cards should be packaged in the barrier envelope available through the manufacturer of the FTA card.</p> <p>Hairs should be packaged in druggist folds</p> <p>Place the tissue specimen in a leak proof container and keep frozen prior to submission to the lab.</p>

TRACE EVIDENCE

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
<p style="text-align: center;">Hairs</p> <p>Note: The laboratory will only analyze Head, pubic and facial hairs for comparison purpose.</p>	<p>Small pill boxes or druggist folds; try not to bend samples. Seal all edges with evidence tape</p> <p>Be sure to keep each article separate from each other.</p>	<p>Hairs: At least 50 pulled and combed hairs representing all areas of the head (front, back, sides and top). At least 25 pulled hairs should be submitted from the pubic area and facial areas of evidential interest. Head hairs, pubic hairs, and facial hairs should be packaged separately and clearly labeled as to origin.</p>	<p>All from the scene that have possible evidential value.</p>	<p>Leave attached to object and submit intact if possible. Note position of hairs.</p> <p>Use clean forceps or gloves to collect. Clear tape can be used to collect. Avoid damaging the root of the hair.</p> <p>Air dry if wet, prior to packaging.</p>
<p style="text-align: center;">Fibers</p>	<p>Small pill boxes or druggist folds; try not to bend samples. Seal all edges with evidence tape</p> <p>Be sure to keep each article separate from each other.</p>	<p>Fibers: entire garment or adequate sample of textile that specimen could have originated from.</p>	<p>All from the scene that have possible evidential value</p>	<p>Leave attached to object and submit intact if possible. Note position of fibers.</p> <p>Use clean forceps or gloves to collect. Clear tape can be used.</p> <p>Air dry if wet, prior to packaging.</p>
<p style="text-align: center;">Glass</p>	<p>Preserve in order to avoid further breakage. Use druggist folds; cushioned pill boxes; film canisters, etc.</p> <p>Secure large pieces of glass between layers of cardboard. Use tape labels showing inside/outside surfaces, and list the area where sample was taken from.</p>	<p>Obtain samples from all areas which glass fragments may have originated from.</p> <p>* * Obtain at least a one square inch specimen as a control.</p>	<p>1. All from hit & run scenes.</p> <p>2. Submit both sections of glass for matching edges & breaks.</p>	<p>Shoes and clothing containing glass fragments should be submitted intact.</p>

TRACE EVIDENCE

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
<p style="text-align: center;">Impressions and Toolmarks</p> <p><i>*NEVER INSERT ITEM INTO IMPRESSION FOR FIT!</i></p>	<p>Sturdy cardboard boxes if practical.</p> <p>Package tool and impressions separately and carefully so as not to distort evidence.</p>	<p>Refer to soil & paint controls for transfer evidence.</p>	<p>All</p> <p>Include keys with any lock evidence.</p>	<p>Photograph 1:1 or from directly above with a scale at the scene. Submit the entire article with the impression or tool mark intact if practical. Otherwise, make a mold or cast of the impression with Mikrosil or dental stone. Leave any debris or dirt left on the surface of the impression intact.</p>
<p style="text-align: center;">Cords, Ropes, Wires, etc.</p>	<p>Preserve cut / broken ends. Label questioned cut ends.</p> <p>Separate items, package in sealed plastic or paper bags; plastic containers or cardboard boxes.</p>		<p>Submit entire length of line if possible.</p>	<p>Attempt to leave in its current state (knots tied, tape wrapped around an object).</p>
<p style="text-align: center;">Vehicle Bulbs</p>	<p>Preserve in order to avoid damage by using cushioned containers, i.e., Styrofoam coffee cups.</p>	<p>If possible, submit an identical undamaged bulb from the vehicle.</p>	<p>All</p> <p>Collect any glass fragments from a lens housing or from the scene.</p>	<p>Mark top or bottom of bulb.</p> <p>Attempt to recover filament at scene if bulb is broken.</p>
<p style="text-align: center;">Tape (Adhesive Tape)</p>	<p>Place on transparency sheets or clean glass.</p>	<p>Recover any roll of tape that may have been the source of pieces collected as evidence.</p>	<p>All</p>	<p>Do not cut, wad, distort or separate tapes that are stuck together.</p>

TRACE EVIDENCE

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
Paint	<p>Small chips and scrapings should be packaged in druggist folds, pill boxes, film canisters etc. and secured to prevent further breakage. <i>Do not use envelopes.</i> Seal all edges with evidence tape.</p> <p>Package entire items or materials submitted for transfer examination separately.</p>	<p>Obtain samples from areas as close to damaged and/or contacted areas adjacent to where paint may have originally come from.</p> <p>Control samples must include all layers of paint present to the substrate and be from at least 1 square inch area.</p> <p>Vehicles may have different paints on different parts of the vehicle (repaints/repairs)</p>	<p>All chips present at the scene.</p> <p>Entire area where transfer occurred from both surfaces if practical.</p> <p>Otherwise, scrape paint down to substrate into suitable packaging.</p> <p>Submit all outer layers of clothing.</p>	<p>Obtain chips of paint down to the bare surface level.</p> <p>Alternatively, flake off chips into druggist fold or cut out a one square inch portion of the surface.</p>
Soil	<p>Pill box or film canister. Shoes and articles of clothing should be packaged such that soil remains on the item or within the packaging.</p>	<p>One to two tablespoons of the top soil layer. Samples should be collected at the area of interest and several areas within a 100-yard radius.</p>	<p>All samples.</p> <p>Each sample must consist of at least ½ teaspoon for analysis.</p>	<p>Do not package wet. Attempt to maintain the integrity of any layer structure present in collected samples.</p>

TRACE EVIDENCE

<p style="text-align: center;">Arson</p> <p><i>*Contact the NJSP Bomb Squad before attempting to submit any explosive and/or bomb residue evidence.</i></p>	<p>Package each representative sample in its own clean, unused, air-tight metal container, glass jar or Kapak bag. Clearly label complete location information.</p> <p>Avoid ANY contamination.</p> <p>Do not package collection gloves inside the same container as the evidence.</p>	<p>1 ounce of liquid in sealed metal or glass container.</p> <p>Material; identical to suspect specimen but ensure it is uncontaminated.</p> <p>Clean all tools (using water and dish detergent) between different points of origin.</p>	<p>1 ounce of suspect liquid.</p> <p>Can ½ filled with material.</p>	<p>Transfer 1 oz sample of volatile liquids into clean sealed containers. Retain containers for possible finger print analysis.</p> <p>Collect specimens identified by vapor detector, accelerant canine or personal observation.</p> <p>Soil containing suspected volatile liquids should be frozen until submission to the laboratory</p>
SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
<p style="text-align: center;">Explosives</p> <p>*Contact the NJSP Bomb Squad before attempting to submit any explosive and/or bomb residue evidence.</p>	<p>All explosive devices should be examined, identified and rendered safe by a hazardous devices technician (bomb Technician).</p> <p>Evidence should be packaged as directed by the NJSP Bomb Squad.</p>	<p>If a control of identical material to suspect specimen is submitted, ensure it is uncontaminated and examined by a hazardous devices technician.</p>	<p>As directed by the NJSP Bomb Squad.</p>	<p>Care must be taken not to damage evidence further and hand protection (double glove) should always be utilized during collection.</p>
<p style="text-align: center;">Bullet Holes & Gunshot Residue</p>	<p>Clothing or Other Biological Fluid Stained Objects should be submitted dry in separate (individual) paper bags.</p> <p>Call the laboratory for information on submitting other types of items with suspected bullet holes.</p>	<p>An identical garment may be needed for determining distance.</p>	<p>Entire article should be submitted.</p>	<p>Do not cut through suspected bullet holes.</p>

BALLISTICS

SPECIMEN	PACKAGING	AMOUNT	COLLECTION
AMMUNITION			
Discharged Bullets & Shells, Unfired Cartridges & Shells	<p>Separate sealed envelope for each specimen found.</p> <p>Label packaging completely. (Refer to pg.9, sec. #3e)</p> <p>Protect items from damage which may occur during handling.</p>	All found.	<p>Do not mark bullets, they will be marked at the lab during examination.</p> <p>Mark each envelope with full information at time of collection.</p> <p>Submit items found in the gun separately from other items located.</p>
Pellets	Submit pellets together and mark envelope as one item.	<p>Buckshot - All</p> <p>Birdshot - Random sampling of good specimens.</p>	
Wadding	Separate envelope for each specimen. Air dry before packaging if taken from body.	All found.	

BALLISTICS

SPECIMEN	PACKAGING	AMOUNT	COLLECTION
<p style="text-align: center;">FIREARMS</p> <p>Revolvers, Automatic Pistols, Rifles, Shotguns, etc.</p>	<p style="text-align: center;">UNLOAD THE WEAPON!</p> <p>Indicate on packaging if weapon is loaded or unloaded.</p> <p>If presence of other evidence (i.e., blood, latent prints, hairs, etc) prohibit unloading, contact the Crime Scene Investigation Unit, Ballistics Unit or a regional Laboratory for information on how to proceed. Carefully package the item in a cardboard box in order to preserve the evidence.</p> <p>Weapons not involving other types of physical evidence may be placed in a cardboard carrier, heavy-duty envelope or carried by hand.</p>	<p>All</p>	<p>Do not mark firearms that have the complete manufacturers serial number. Mark those items using an evidence tag securely attached to the weapon.</p> <p>Physically mark firearms that have the serial number removed or defaced, or older firearms manufactured without a serial number.</p> <p>Special care should be exercised to preserve other evidence on the weapon at the time of collection. The request for examination should specify if the weapon needs to be examined for other types of evidence (i.e., blood, hairs, latent prints, etc).</p>

COMPUTER CRIMES EVIDENCE

SPECIMEN	PACKAGING	CONTROL	AMOUNT	COLLECTION
HARD DRIVES Zip Drives Jazz Drives Removable Media Flash Media Memory Modules	<p>Use separate dry, paper envelopes for each hard drive.</p> <p>Protect items from damage which may occur from handling.</p> <p>Note any and all serial numbers.</p>		All	Mark each envelope with full information at time of collection.
COMPUTERS Peripheral devices and components	<p>Tag large devices such as computer CPU's.</p> <p>Tag small peripheral devices and bag separately.</p>		All	Mark each envelope with full information at time of collection.
VIDEO Re-writable compact disks DVD-Roms	<p>Use separate dry, paper envelopes for each hard drive.</p> <p>Protect items from damage which may occur from handling.</p> <p>Note any and all serial numbers.</p>		All	Mark each envelope with full information at time of collection.

NOTE: Computers that are running should be photographed when possible and then placed through the normal shutdown process for that operating system.

If in doubt as to proper procedures for collecting computer evidence at a scene, contact the High Tech Crimes & Investigative Support Unit at (609) 882-2000 extension 6614.

REQUEST FOR EXAMINATION OF EVIDENCE

Submitting Agency (Case Number) 12345	Laboratory Number	
STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY DIVISION OF STATE POLICE SPECIAL AND TECHNICAL SERVICES SECTION POST OFFICE BOX 7068 <input checked="" type="checkbox"/> WEST TRENTON NEW JERSEY 08628-0068 (609) 882-2000		
<input type="checkbox"/> North Regional Lab. State Highway 46 Little Falls NJ 07424 (973) 256-7790	<input type="checkbox"/> South Regional Lab. 1101 S White Horse Pk Hammonton, NJ 08037 (609) 561-2060	<input type="checkbox"/> East Regional Lab. Sea Girt Avenue Sea Girt, NJ 08750 (732) 449-0303

(Laboratory Use Only)

CRIME:						COUNTY OF:					
Homicide; Aggravated Sexual Assault						Mercer					
VICTIM:			Age	Sex	Race	SUSPECT:			Age	Sex	Race
Jane Doe (v)			25	F	C	John Doe(s)			30	M	C
SUBMITTING AGENCY: (Address)											
Trenton P.D. Central Evidence 225 N. Clinton Avenue, Trenton, N.J. 08609											
FORWARD REPLIES TO: (Name)						FORWARD REPLIES TO: (Address)			Telephone Number:		
Capt. John Smith, Chief of Detectives						Same as above			609 555-5555		
INVESTIGATED BY:						DELIVERED BY: (Signature of Person Delivering Evidence)					
Detective John Jones											
BRIEF HISTORY OF CASE: (Include Date and Location, if Applicable)											
On March 1st, 2001 the victim was found dead in her bedroom. Victim was partially clothed and autopsy revealed that victim was stabbed numerous times and medical examiner stated that their was evidence of sexual assault. Victim was last seen drinking with suspect at a local tavern. Suspect was arrested and item # 23, a folding knife, was found in his pocket.											
* Note* Suspect is HIV+											
EXAMINATION REQUESTED ON SPECIMENS LISTED BELOW:											
Examine items 2, 5, 8-11, 13-15, 18 and 19 for seminal material and compare to controls #'s 12 and 26. Examine #1, 2, 4, 7,13, 14, 15, 18, 20, 21, 22 and 23 for trace evidence transfer. Examine #3 for saliva from suspect. Examine #6 for skin, blood and trace evidence. Examine #'s 20-23 for transfer blood evidence and compare to control #'s 12 and 26.											
Item #	* Code	LIST OF SPECIMENS *SOURCE OF EVIDENCE CODE (V-Victim, S-Suspect, SC-Scene)									
1	V	Debris collection									
2	V	Clothing, white panties									
3	V	Dried Secretions/bite marks									
4	V	Head Hair Combings									
5	V	Oral Specimens									
6	V	Fingernail Specimens									
7	V	Pubic Hair Combings									
8	V	External Genital Specimen									
9	V	Vaginal Specimens									
10	V	Cervical Specimens									
DRUG <input type="checkbox"/> TRACE <input type="checkbox"/> BIO/CHEM <input type="checkbox"/> TOX <input type="checkbox"/> ABC <input type="checkbox"/> EQUINE <input type="checkbox"/> BALLISTICS <input type="checkbox"/> (LABORATORY USE ONLY)											
FOR ADDITIONAL INFORMATION USE FORM 631A AND ATTACH										Page <u>1</u> of <u>2</u> pages	

REQUEST FOR EXAMINATION OF EVIDENCE (continuation page)

<input type="checkbox"/> North Regional Laboratory (973) 256-7790	<input type="checkbox"/> East Regional Laboratory (732) 449-0303	(Laboratory Use Only)
<input type="checkbox"/> South Regional Laboratory (609) 561-2060	<input checked="" type="checkbox"/> Central Regional Laboratory (609) 882-2000	
Submitting Agency Number <div style="text-align: center; font-size: 1.2em;">12345</div>		
PAGE <div style="text-align: center;">2 of 2 Pages</div>		Above Space for Date and Time Received

Brief History of Case (include Date and Location, If Applicable)

On March 1st, 2001 the victim was found dead in her bedroom. Victim was partially clothed and autopsy revealed that victim was stabbed numerous times and medical examiner stated that their was evidence of sexual assault. Victim was last seen drinking with suspect at a local tavern. Suspect was arrested and item # 23, a folding knife, was found in his pocket.

* Note* Suspect is HIV+

Examination Requested on Specimens Listed Below

Examine items 2, 5, 8-11, 13-15, 18 and 19 for seminal material and compare to controls #'s 12 and 26. Examine #1, 2, 4, 7,13, 14, 15, 18, 20, 21, 22 and 23 for trace evidence transfer. Examine #3 for saliva from suspect. Examine #6 for skin, blood and trace evidence. Examine #'s 20-23 for transfer blood evidence and compare to control #'s 12 and 26.

Item #	Code	LIST OF SPECIMENS	SOURCE OF EVIDENCE CODE (V-Victim S-Suspect SC-Scene)
11	V	Anal Specimens	
12	V	Bloodstain Control on FTA card	
13	V	Clothing, blue jeans	
14	V	Clothing, green blouse	
15	V	Clothing, white bra	
16	V	50 head hairs pulled	
17	V	25 pubic hairs pulled	
18	SC	Bed sheet	
19	SC	Condom	
20	S	Blue Jeans	
21	S	Gray T-Shirt	
22	S	Sneakers	
23	S	Folding knife	
24	S	50 head hairs pulled	
25	S	25 pubic hairs pulled	
26	S	Buccal Swab control	

NJSP 631A (11-81)

NEW JERSEY STATE POLICE SPECIAL & TECHNICAL SERVICES SECTION BIOCHEMICAL ANALYSIS QUESTIONNAIRE		Laboratory Number N01101-0000
		Submitting Agency Trenton P.D.
Questionnaire to be submitted with cases involving blood and other body fluid stains for analysis. Be specific and include as much detail as possible on the Request for Examination (S.P. 631) under BRIEF HISTORY OF CASE. WHERE APPLICABLE, ANSWER THE FOLLOWING QUESTIONS		
1A Where did the crime occur (<i>victim/suspect residence, vehicle, other</i>)? <u>victim's residence</u>		
1B What is the relationship between victim and suspect? <input type="checkbox"/> Live together <input type="checkbox"/> Frequent visitor <input checked="" type="checkbox"/> None <input type="checkbox"/> Other (<i>explain</i>) _____		
1C Indicate if any of the individuals involved have known contagious diseases such as hepatitis, venereal, HIV, etc. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Who/What? <u>Suspect HIV positive</u>		
1D Number of hours between sexual assault and medical exam: <u>8 hrs</u>		
2 Indicate whether victim(s) and/or suspect(s) were bleeding and from what source (<i>menstrual, nose, mouth, wounds, etc.</i>)	Explain: Victim stab wounds to stomach, suspect unknown	
3 Have any of the individuals whose blood is being analyzed (<i>whether stains, controls or otherwise</i>) had a transfusion within the last eight (8) weeks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, indicate who and when:	
4 Indicate, if known, the specimen numbers that show a transfer of blood from: Victim to suspect <u>20-23</u> Suspect to victim _____ Other (<i>suspect to scene, victim to scene, etc.</i>) _____		
5 If a weapon was used, indicate the weapon and injuries it may have caused and to whom: knife, victim stab wounds		
6 If any stains (blood, semen, saliva, etc.) submitted on the specimens for analysis can be attributed to anyone other than the suspect(s) and/or victim(s) (boyfriend, girlfriend, husband, wife, children, pets, etc.), remember to submit the proper control sample from this person.	What stains? Not applicable	
	From Whom?	
7A If victim is dead, how long? <u>~8 hrs</u>	7B Was body decomposed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7C Where was body discovered? victim's bedroom
7D Any indication that a struggle took place between (v) and (s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7E When submitting fingernail clippings, was blood on the hands of the: Victim: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Suspect: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8A Which suspect(s) had sexual relations or contact with the victim?	Who? Suspect	
8B Did the suspect(s) ejaculate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure	Explain:	
8C If yes, indicate where <input type="checkbox"/> Vaginal <input type="checkbox"/> Oral <input type="checkbox"/> Anal <input type="checkbox"/> Other		
9 Between the assault and medical exam, did the victim: <input type="checkbox"/> Douche <input type="checkbox"/> Bathe <input type="checkbox"/> Defecate <input type="checkbox"/> Urinate <input type="checkbox"/> Brush teeth <input type="checkbox"/> Use mouthwash <input type="checkbox"/> Drink <input checked="" type="checkbox"/> Unknown		
10 Was a prophylactic, jelly, foam or lubricant used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain: unknown	
11 Was oral contact made by suspect(s) upon the victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate body location: unknown	
12 Was oral contact made by the victim upon the suspect? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate body location: unknown	
13 Was any foreign object inserted into the: <input type="checkbox"/> Vagina <input type="checkbox"/> Anus <input type="checkbox"/> Oral Cavities	If yes, explain: unknown	

S.P. 648 (Rev. 05/00)

If additional space is required, use back of form.

