

KERN REGIONAL CRIME LABORATORY

Laboratory Services Section, Evidence Control Unit



Policy on Submission of Motor Vehicles

QT3259

Creation Date: 03/06/2009

The purpose of this document is to provide guidance regarding the submission of a motor vehicle for processing by the Kern Regional Crime Laboratory's (KRCL) Crime Scene Response Team. Vehicles are submitted to the laboratory primarily for the purpose of physical evidence collection and inventory, as well as specialized examination such as bullet trajectory documentation. It should be noted that although a vehicle constitutes a "crime scene" it is also, in itself, a piece of evidence. Therefore, because vehicles actually enter the laboratory as physical items to be examined, they are booked through the laboratory's Evidence Control Unit like any other item of evidence. Thus, vehicles are given item numbers and the items collected from them are given sub-item numbers of the vehicle item number. A chain-of-custody is established within the Laboratory Information Management System (LIMS) for the vehicle and all of the sub-items collected from that vehicle. This chain-of-custody is closed when the vehicle and all of the items collected from it are returned to the submitting agency via the Evidence Control Unit.

Owing to the above considerations, Evidence Control Unit personnel primarily accept vehicle submissions on behalf of the laboratory. Therefore, all law enforcement agencies are requested to contact the laboratory prior to vehicle submission so that appropriate accommodations can be made. The laboratory primarily accepts vehicles on weekdays and some court holidays (but not county holidays) from 8:00 AM to 5:00 PM. However, submitting agencies are encouraged to schedule a time with the laboratory and not to wait until 5:00 PM to begin the submission process. Under some circumstances (such as the inability to properly protect potential evidence on/in the vehicle), arrangements may also be made for the submission of vehicles outside of the laboratory's normal hours of operation. Such an arrangement must be made by a member of the supervisory staff of the submitting agency by contacting the Crime Scene Response Supervisor or Laboratory Director for approval. In the case of a vehicle received after hours, a member of the Crime Scene Response Team will accept the vehicle into the laboratory (Refer to [QT 820](#) for the chain of custody).

Evidence Type

Vehicle – Service offered in Portal

Discipline	Service type
Crime Scene Response Team	Technical Investigation

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Restrictions

The laboratory will not deliver a vehicle to or from the laboratory; it is the agency's responsibility to do so.

SUBMISSION OF VEHICLE TO THE LABORATORY FOR ANALYSIS**Agency Responsibilities**

1. Ensure the search warrant or other written consent is available at the time of vehicle submission;
2. Transport the vehicle using a tow service to minimize the loss of possible evidence;
3. Account for weather conditions that may affect the integrity of the evidence;
4. Accompany the vehicle to the laboratory to maintain chain-of-custody;
5. Enter the case, evidence item (do not use quotation marks in description field) and analysis request into Portal; and
6. Track the progress and final report completion in Portal.

SUBMISSION OF A VEHICLE TO THE LABORATORY VIA PORTAL

Full instructions for the use of Portal are available on the laboratory's website, www.kerncounty.com/daCrimeLab. Click on the link "Getting started with Portal" and there you will find basic instructions for use with a link to in-depth instructions by clicking on "Instructions for using Portal."

Submitting Evidence in Portal

Use the following example when submitting a vehicle for examination.

Evidence Type	Evidence Description
Vehicle	Vehicle – [Make, Model, year, color, VIN #, license plate #]

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Add/Edit Evidence

Evidence Type
Vehicle

Description
Vehicle - Ford, Escort, 2012, blue, 123BNV6789XYZ,
2AXH999

Note

Submitting Rep
Tammi Noe

✓ Save ✓ Save & Add Another Cancel

Submitting a Request in Portal

See page 1 for the *Discipline* and *Service Type* available for submitting a vehicle for an examination request in Portal.

Add Request

Discipline: Crime Scene Response Team

Service Type: Technical Investigation

Requesting Rep: Select...

Complexity: Call Out - Vehicle

Reason: Standard

Due Date:

Notes:

✓ Save ✓ Save & Add Another Cancel

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Laboratory Responsibilities

1. Prior to accepting the vehicle for processing, laboratory personnel shall ensure that the agency representative will be able to either 1) provide a copy of a signed search warrant or 2) give permission to the lab to process the vehicle including the name of the agency representative consenting to the lab examination, his/her title and badge number. Laboratory personnel shall record this permission to process in the case notes;
2. If accepting the vehicle for processing during non-business hours, in addition to the previous step the Crime Scene Response Team member will accept the vehicle by filling out the vehicle receipt form ([QT131886](#)) in its entirety. The Evidence Control Unit will enter all appropriate information into the LIMS on the next business day morning (Refer to [QT820](#) for chain of custody regarding after-hours vehicle receipt);
3. Review and ensure that Portal is properly completed, or, in the case of after-hours vehicle receipt where Evidence Control Unit members will manually log the case using information from the vehicle receipt form;
4. Ensure that the requested analysis matches the evidence received;
5. Evidence Control Unit members shall ensure that the vehicle has been physically received into the laboratory by visually verifying acceptance of the vehicle in the Vehicle Exam Bay;
6. Once the evidence has been accepted by KRCL, laboratory personnel shall record the date, time and received from and by into the Laboratory Information Management System (LIMS) or on the Vehicle Receipt form ([QT131886](#)) if after normal business hours;
7. Log the evidence, including all sub-items, completely into the LIMS. This is to include the make, model, color, vehicle identification number (VIN) and state license plate number; and
8. After the examination is complete, a member of the Evidence Control Unit shall update the chain of custody to reflect that the vehicle and any item(s) of evidence collected from it are being returned to the submitting agency via the computer station in the Vehicle Exam Bay. This allows for the Evidence Control Unit member to visually verify the vehicle's return to the submitting agency.

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DOCUMENT REVISION HISTORY

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0	3/6/2009	L. Menees	V. Kyle	Effective date
OE	3/6/2009	L. Menees	V. Kyle	Original electronic
1	11/30/2011	R. Ramos	K. Miller	Transitioned to Qualtrax format and published

END OF DOCUMENT

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