

KERN REGIONAL CRIME LABORATORY
Laboratory Services Section, Evidence Control Unit



Policy on the Submission of Evidence for Impressions Analysis

QT41352 v13

Creation Date: 09/19/2012

The purpose of this document is to provide law enforcement and criminal justice officials with guidance regarding the submission of physical evidence for impression examination/analysis by the Kern Regional Crime Laboratory Firearms and Toolmarks Unit (FTU).

Shoe print or tire tread impressions are routinely left at crime scenes on two- and three-dimensional surfaces. Almost all impressions, including partial impressions, have value for forensic comparison. The examination of detailed shoe and tire tread impressions from a crime scene may result in the positive identification to the shoes of the subject(s) or tire(s) from the vehicle(s) of the subject(s) if either the impression itself or high resolution examination quality photographs are available for comparison to known shoes or tires.

Service offered in Portal

Discipline	Service Type
Firearms & Toolmarks Unit	Tire Impression
	Shoe Impression

Evidence Type

Unknown or questioned items	All shoe/tire impression scene photographs
	Shoe/tire impression scene cast or lift
Known item(s)	Shoes or tires
	Tire – rolled ink exemplar on clear media film

General or overall crime scene photographs must be taken to relate the impressions to the crime scene. Examination-quality photographs then must be taken to obtain maximum detail for forensic examination and must include a scale. All impressions must be photographed using both methods.

Kern Regional Crime Laboratory personnel are available, through the Crime Scene Response Team, to assist law enforcement agencies in proper photography of evidence for impression examination.

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Whenever possible, the submitting agency should provide the laboratory with the evidence bearing the original impression. If the evidence cannot be submitted, then casting techniques and/or examination quality photographs should be used to develop the best detail of the impression.

SUBMISSION OF IMPRESSION SAMPLES TO THE LABORATORY FOR ANALYSIS

Requirements

1. Photographs of unknown impressions must contain a scale, fill the frame, and be parallel to the film plane. They must be taken at the highest resolution setting possible for the camera and then submitted on a CD/DVD and printed natural size (1:1, if possible);
2. Digital images submitted to the KRCL on a DVD will not be returned to the submitting agency; and
3. Both the unknown scene evidence and known shoe, tires and/or tire test impressions are needed in order to perform the examination and comparison.

Agency Responsibilities

In order to submit physical evidence to the laboratory for shoe impression or tire impression analysis:

1. Submit digital images of unknown or questioned impressions on a DVD and printed natural size (1:1, if possible) as an evidence item, properly packaged and sealed;
2. Submit known shoes or tire test impressions properly packaged and sealed. Clearly write the collector's initials, dates, and other relevant information on the evidence. Air-dry and package evidence separately in bubble wrap (if a breakable shoe or tire cast); clean high-quality paper or laminated folders, or mail tubes (if a dust print lift); or paper bags, depending on the items being submitted for examination. Known tire test impressions are required for the examination and comparison process of tire impressions. If the agency needs assistance, the vehicle can be submitted to the Laboratory and the KRCL personnel will collect the known tire test impressions on-site;
3. Provide both the unknown scene evidence and known shoes or tire test impressions in order to perform the examination and comparison;
4. Enter the case information, list of evidence item(s) and analysis request into Portal; and
5. Track the progress and final report completion in Portal.

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SUBMISSION OF IMPRESSION SAMPLES TO THE LABORATORY VIA PORTAL

Full instructions for the use of Portal are available on the laboratory's website, www.kerncounty.com/government/departments/kern-regional-crime-laboratory. 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 evidence types and evidence descriptions when submitting impression evidence for analysis.

Evidence Type	Evidence Description
Bag	Sealed bag labeled as – [Agency property # or item #], [Exact description as on label or evidence bag]
Envelope (other envelope)	Sealed envelope labeled as – [Agency property # or item #], [Exact description as on label or evidence envelope]
Box (other box)	[Agency property # or item #], [Exact description as on label or evidence box]

Add/Edit Evidence

Evidence Type
Bag

Description
Sealed bag labeled as - 112233-1, Pair of size 10 blue boots

Note

Submitting Rep
Tammi Noe

Save Save & Add Another Cancel

Add/Edit Evidence

Evidence Type
Envelope (other envelope)

Description
Sealed envelope labeled as - 112233-2, CD with 1:1 ratio photos

Note

Submitting Rep
Tammi Noe

Save Save & Add Another Cancel

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Submitting Request(s) in Portal

See page 1 for the *Discipline(s)* and *Service Type(s)* available for submitting impression analysis request(s) in Portal.

Add Request

Discipline: Firearms and Toolmarks Unit ▼

Service Type: Firearm Analysis ▼

Requesting Rep: Tammi Noe ▼

Complexity: Case Work ▼

Reason: Standard ▼

Due Date:

Notes:

Buttons: ✓ Save, ✓ Save & Add Another, Cancel

Please print the Evidence List and submit along with your evidence to the Evidence Control Unit of the laboratory.

Evidence submitted without a printout may not be accepted.

Laboratory Responsibilities

In order to accept evidence from law enforcement officials a member of the Kern Regional Crime Laboratory's Evidence Control Unit (ECU) shall:

1. Ensure that the following information is included in the Portal request or is provided by some other means (e.g. email, evidence item, or courier):
 - a. Incident date;
 - b. Subject and/or victim names (first and last);
 - c. Offense(s);
 - d. List of items submitted; and
 - e. Requested analysis.
2. Ensure that the information on the evidence is properly completed. The following information, at a minimum, is **required** for acceptance:
 - a. Agency;
 - b. Agency case number;
 - c. Requesting officer; and

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- d. Subject and/or victim names (first and last), if the item was taken directly from a person (e.g. known reference samples, sexual assault kits, toxicology samples, seized drugs).
3. Ensure that the outer packaging of evidence items is properly sealed; and
4. Record the date, time, and received from and by in the Laboratory Information Management System (LIMS).

END OF DOCUMENT

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