

KERN REGIONAL CRIME LABORATORY
Laboratory Services Section, Evidence Control Unit



Policy on the Submission of Evidence for Technical Investigation (Motor Vehicles)

QT3259 v17

Creation Date: 11/30/2011

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 a vehicle constitutes a "crime scene" and is handled in the same manner as any other crime scene.

Crime Scene Response Team personnel primarily accept vehicle submissions for examination in the Vehicle Exam Bay on weekdays and some court holidays (but not county holidays) from 8:00 AM to 5:00 PM. Submitting agencies are encouraged to schedule a time with the laboratory and not to wait until 5:00 PM to begin the submission process. Therefore, all law enforcement agencies are requested to contact the laboratory prior to vehicle submission so that appropriate accommodations can be made. 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. In the case of a vehicle received after hours, a member of the Crime Scene Response Team will accept the vehicle into the laboratory Vehicle Exam Bay (Refer to [QT131886](#) for information to be documented during the receipt process).

Phone Numbers

Laboratory main phone number: 661-868-5367

CSRT Supervisor: 661-868-5680 (office), 661-979-9501 (cell)

After hours CSRT team number: 661-281-7706, 661-978-1732

Restrictions

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

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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; and
5. Track the progress and final report completion in Portal.

Laboratory Responsibilities

1. Prior to accepting the vehicle for processing, CSRT 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;
3. After the vehicle processing is complete, the CSRT member will provide the Evidence Control Unit with all information to create the chain of custody and log the crime scene vehicle into the LIMS in the same way all crime scenes are handled. See the Protocol for Crime Scene Response General Guidelines ([QT217089](#)) for this process.

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DOCUMENT REVISION HISTORY

Version Number	Version Date	Author	Approval	Changes Made
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

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