



### General Submission Guidelines

The Colorado Bureau of Investigation Forensic Services (CBI-FS) recognizes that each case is distinctive. These submission guidelines will address typical situations encountered by your agency but cannot speak to all of the unique circumstances that are often exclusive to a particular case. With this understanding, the CBI-FS provides the following information to assist you in the submission of your evidence. Please see individual discipline submission guidelines for more information.

**\*Recommended exam requests are listed at the end of this document.**

### Request For Laboratory Examination (RFLE)

A Request for Laboratory Examination (RFLE) serves as chain of custody documentation for the CBI-FS. An RFLE must accompany all evidence submissions. It is critical that the information documented on this form is as accurate and precise as possible. This includes the specific details of the evidence and the correct spelling of the names of all individuals involved in the crime: victims and suspects. The information you submit will be entered into our system **exactly** as it is indicated on the form and will populate to our official laboratory reports. The following information must be included:

1. Suspect(s) names (when known) and Victim(s) names (when applicable)
2. Offense and NCIC Offense Code
3. Date of Offense
4. Agency Name
5. Agency Case #
6. Judicial District and Trial Date (if known)
7. Agency Item number and Evidence description
8. Investigating Officer Contact information and additional contacts

The image shows a 'COLORADO BUREAU OF INVESTIGATION REQUEST FOR LABORATORY EXAMINATION' form. It contains fields for 'SUBJECT', 'OFFENSE', 'VICTIM', 'SUSPECT', 'REQUESTING AGENCY', 'JUDICIAL DISTRICT AND COURT DATE', 'ITEM #', 'DESCRIPTION', 'DATE OF OFFENSE', 'NCIC OFFENSE CODE', 'AGENCY CASE #', 'INVESTIGATING OFFICER', and 'CONTACT INFORMATION'. Numbered callouts 1 through 8 are placed on the form to correspond with the list of required information provided in the text.

Once this information has been entered into our Laboratory Information Management System (LIMS), a CBI case number will be assigned to your agency’s case number. If the case is additional evidence on a previously submitted case, or a CBI Forensic Service assisted crime scene, it will already have a CBI case number. If known, write this number in the CBI Lab Case # area on the top of the RFLE.

### Related Cases

If you believe that multiple cases are related, please inform the Evidence Technicians. They will make certain the cases are appropriately cross-referenced and ensure we provide accurate reports on requested testing.

### Cover Letters

A cover letter must accompany the RFLE with each submission. Cover letters should provide a brief synopsis of the crime, the investigative question(s), and indicate the type of analysis requested for each item. If the request is beyond the submission guidelines, please explain your reasoning and call the laboratory prior to submission to discuss your case. Indicate all aliases/alternate names for involved individuals in the cover letter.

## General Packaging Guidelines

- Package items separately to ensure the integrity of each item.
- Avoid contact between victim and suspect evidence.
- The container/package must preserve the integrity of the evidence, prevent cross contamination, ensure safety of person(s) handling the evidence and be properly sealed with evidence tape or a heat seal.
- An appropriate security seal includes initials and the date and extends from the tape to the packaging.
- All containers/packages must be properly identified with your agency's case number and item numbers and must match the information on the RFLE.
- Sharp objects (i.e. syringes or knives) and firearms must be packaged in a safe manner, protecting person(s) handling evidence and preserving the evidence on the item.
  - Package sharps in rigid, plastic syringe tubes or knife boxes.
    - Do not tape over any needles/caps.
    - Secure knife so blades cannot protrude through packaging.
- Firearms must be unloaded, made visibly safe and secured in a gun box separate from ammunition and marked as safe on the package and RFLE.
  - If you are unable to unload a firearm, please call your local CBI-FS to make arrangements to meet with a firearms examiner.
- If items of evidence are submitted in a package not large enough to affix the CBI-FS evidence label, the evidence technicians will place this item in larger packaging in order to accommodate the CBI-FS evidence label.
- If the item of evidence contains a biohazard, please indicate clearly on the packaging.
- When the suspect is known, provide buccal swab and/or fingerprint standards.
- Provide elimination standards; buccal swab and/or fingerprints for victims and/or witnesses.



## Complex Cases

- Because of the complexities of a homicide case, a pre-submission meeting is necessary.
- For complex cases (any type) with multiple pieces of evidence, a pre-submission meeting is strongly recommended. This will ensure that everyone involved is properly briefed with the details, timelines and an agreement is reached regarding evidence that will be submitted.
- Please call your local CBI-FS to arrange this meeting. [Contact Us.](#)

## Forensic Analysis not Provided

The CBI Forensic Services does not perform the following forensic analysis. If you require testing for the following areas, please contact us for possible resources.

- Question Documents
- Poisons
- Explosives
- Mitochondrial DNA

## Recommended Exams

The CBI-FS wants to provide the most valuable exam for each type of evidence or sample type. Please see the below chart for examples of possible exam choices.

Evidence/ Sample Type	Firearms/ Toolmarks	Serology DNA	Trace	Fingerprints	Toxicology	Chemistry	NIBIN
Casing	✓						✓
Bullets	✓						
Bodily Fluid stains on items		✓					
Firearms	✓			✓			✓
Suspected Controlled Substances				✓		✓	
DUI Blood Draw					✓		
Medicolegal Death Investigation Toxicology					✓		
Tool used in crime (no bodily fluid)	✓			✓			
Clothing from person	Maybe for Distance Determination	✓	Maybe For GSR				
Gunshot Residue Stubs			✓				
Items touched by suspect (no bodily fluid)				✓			
SANE Kit		✓					
SANE Urine and /or Blood Sample					✓		
Unknown Liquid			✓			✓	
Envelopes		✓		✓			
Letters & paper				✓			

## Summary

We encourage you to contact us at any time regarding your submissions. It is our goal to ensure your understanding, educate you on situations that may be unfamiliar to you and work collaboratively to ensure the citizens of Colorado are served at the highest possible level.

See additional submission guidelines for further information for your evidence type.

[Biological Sciences](#)

[Controlled Substances](#)

[DUI Toxicology](#)

[Fire Debris - Ignitable Liquids](#)

[Firearms and Toolmarks](#)

[Gunshot Residue Evidence](#)

[Ignitable Liquids from Hands](#)

[Latent Prints](#)

[Medicolegal Death Investigation](#)

[Paint Evidence](#)