



# Oregon

Kate Brown, Governor

## Department of State Police

Forensic Services Division  
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May 29, 2020

Agency Partners,

Starting June 1, 2020, the Oregon State Police Forensic Services Division will no longer limit evidence submissions to the criteria defined in the letter dated March 24, 2020; however, we will continue to accept evidence by appointment only. We are asking our agencies to continue to ship evidence, when possible, in order to minimize in-person contact between staff and encourage social distancing. In addition, we want to take this opportunity to highlight a few of the most commonly encountered evidence submission issues that decrease efficiency and lead to increased turn-around times. Please review this list and ensure that all evidence submissions meet the following requirements PRIOR to submission:

1. An Officer/Incident report must be submitted with all requests EXCEPT for DNA-High Throughput Property Crimes, Blood Alcohol and Urine Toxicology (unless the request is associated with a sexual assault), IBIS only or Drug Chemistry. A summary or a formal report is acceptable, but at a minimum **must** include the following:

- i. Where the evidence was collected
- ii. The likely/possible owner of the evidence
- iii. How the evidence is related to the crime

2. Our Request for Services Forms (Form 49s) have been updated and can be downloaded from our website. The Form 49 must accurately and completely reflect the information necessary for the analysis. Common issues that we see are:

- i. Inaccurate evidence descriptions
- ii. Incomplete or inaccurate investigating officer information – an email address and phone number must be included
- iii. Incomplete or inaccurate Suspect and/or Victim information, as applicable

3. All necessary comparative standards must be submitted. Please contact your local laboratory for assistance if you have questions regarding necessary standards.

### Examples:

- i. DNA standards (victim, suspect, consensual partner, etc.)
- ii. A head hair standard (from a victim or suspect)
- iii. A paint standard from the victim or suspect vehicle
- iv. As warranted by case circumstances, fingerprint standards for any individuals who **DO NOT** have a State Identification (SID) number

Evidence Acceptance, page 2  
May 29, 2020

4. Controlled Substance submissions are limited to two items per defendant without prior approval.

We understand some cases require exceptions due to case circumstances, but please contact your local Laboratory Director PRIOR to submission.

When the evidence submission requirements are not met, it significantly impacts the efficiency of the lab system. We will make every effort to assist our agency partners; however, some circumstances will require us to reject the evidence. Rejection of evidence can be prevented if required information is submitted at the same time as the evidence. The Physical Evidence Manual goes into more detail on the requirements of evidence submission. We encourage our agencies to reference the [Law Enforcement Resources](#) section of our website where the Physical Evidence Manual and our Form 49s may be found.

A handwritten signature in black ink, appearing to read "Rob Hilsenteger". The signature is cursive and somewhat stylized, with a large initial "R" and "H".

Rob Hilsenteger, Operations Manager  
Forensic Services Division