



## Office of Forensic Sciences Drug Evidence Submission Guidelines

### Case Information

- Is the Offense Date and Type provided? (Distribution, Possession, Ongoing Investigation, etc.)
- Is there a Not Guilty Plea entered for Possession of Marijuana cases?
- Is the **Investigator's contact information** included in the Brief History?  
If not, was the agency phone number updated or confirmed to be current?
- Does the Comments/Brief History contain information linking the evidence to a specific suspect or suspects?  
Was the suspect in possession of the item or was it recovered from another location?
- If the item was recovered from another location is it clearly indicated where each item was found?  
Was the item recovered from a Vehicle or a specific room in a Residence?
- If submitting additional evidence, is the evidence being submitted under the original Laboratory Number?
- If the item(s) was purchased as part of a Controlled Buy is it clearly indicated along with the date(s) of each buy?
- If the item(s) was purchased as part of a Controlled Buy is there a target weight the investigation is seeking to achieve?

### Name Information

- Are the names of all Suspect(s) provided?
- Is the Suspect a Juvenile?

### Item Information

- Was each item counted prior to submission and listed in the Item Description?
- Are Probable Cause items noted along with a brief description? (odor of marijuana, paraphernalia, observed in plain sight, etc.)
- Is there anything unusual about the item or is the item a potential biohazard? (unknown substance, syringe contents, recovered from body cavity, etc.)
- Is the Agency item number entered on the Evidence Receipt as it appears on each item of evidence?
- Is a source code (Scene or Suspect) attributed to each item of evidence? If multiple Scenes or Suspects, were they delineated and defined?
- Are the Item Descriptions sufficient enough to distinguish items? (bag type, color, stamps, logos, etc.)
- Is the collection location included in the Item Description or Brief History?
- Was the correct Item Type selected?

### Evidence Packaging

- Is the evidence properly packaged and sealed so its contents cannot escape?
- Is each Item packaged individually and not co-mingled?
- Are investigator's initials or unique identifier across the seal?

Refer to the NJSP Evidence Field Manual: [http://inet.njsp.org/pdf/forensics/013014\\_evidencefieldmanual.pdf](http://inet.njsp.org/pdf/forensics/013014_evidencefieldmanual.pdf)

**The Office of Forensic Sciences strives to provide timely, accurate and quality service to our agencies. The above information is needed for the Laboratory to process your case and determine the appropriate analysis. Please contact the Laboratory with any questions.**