



GEORGIA BUREAU OF INVESTIGATION

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OPERATIONS BULLETIN 2002-05 EVIDENCE RECEIVING October 17, 2002

Vernon M. Keenan
Director

Effective August 20, 2002, Evidence Receiving for the GBI Headquarters Crime Lab (DOFS) was relocated into the new Crime Lab Annex adjacent to the current building. See enclosed map.

There is designated parking for submitting evidence located directly outside the new evidence receiving entrance. For higher security, entry will require ringing the bell and showing proper ID to the camera. **Please note that effective January 1, 2003, the new HQ Evidence Receiving hours are 8:00-3:30 p.m.**

In an effort to improve DOFS procedures and to meet certain accreditation requirements, DOFS has revised several procedures.

- 1) Effective January 1, 2003, ALL evidence, including firearms, must be submitted in appropriate packaging that has been properly sealed and legibly labeled with the submitting agency case number. **All weapons must be submitted in an appropriate gun/rifle evidence box.**
- 2) Each evidence submission must include an accurate, legible copy of the DOFS submission form (or other submission form approved by DOFS), stapled or otherwise attached to the evidence package. Evidence that is submitted improperly packaged, inadequately sealed or for which the submission form is missing, incomplete or inconsistent with information written on the evidence packaging is subject to return without analysis to the submitting agency. If you have a question about proper packaging or how to complete the submission form, refer to the Laboratory Services and Requirement for Submitting Evidence booklet and/or CD or phone 404/244-2500. In order for GBI-DOFS to provide optimal service, it is essential that evidence submissions and accompanying information be accurate and complete. **Please ensure that all officers within your agency are aware of these evidence submission requirements.**
- 3) New 2-part Submission Forms are now available. Please be sure to stamp the Submission Form with the automatic date/time stamp available near the lockboxes, and keep a copy for records. As all necessary information is available on the Submission Forms please do not leave Property Sheets with the evidence. If necessary, date/time stamp the property sheet and retain for your records.
- 4) A Cease-fire Weapon Worksheet must be attached to all IBIS/Cease-fire submissions. Only the top portion labeled "Crime Information" needs to be completed.
- 5) All agencies have designated their preference for evidence return either by DOFS or by notification for pick-up. All evidence returned by DOFS will be shipped by FedEx addressed to 'E. Custodian', with an abbreviation of the agency e.g. FCPD = Fulton County Police Dept. and the remainder of the mailing address. These changes were deemed necessary to ensure the security of the evidence being shipped.

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