155.00 LAB REQUESTS / RESULTS

- Northern Colorado Regional Forensic Lab (NCRFL)/Colorado Bureau of Investigation (CBI)
  - Disciplines
    - DNA
    - Gunshot residue
    - Trace, hair & fiber
    - Narcotics, fire debris, & other chemistry
    - Latent prints, shoe/tire impressions
    - Digital media
    - Firearms / tool marks
  - Submitting a NCRFL/CBI Lab Request
    - A NCRFL "Request for Laboratory Examination" form must be completed.
    - Each Greeley Police Department case (case number) requires a separate RFLE be completed.
    - All submissions must include a cover letter.
    - All digital media requests must be emailed to the digital media supervisor.
    - All other requests need to be turned into the evidence section, either in person, with the evidence in the evidence drop or placed in their mailbox.
    - RFLE and cover letters can be submitted by email to evidence@greeleypd.com.

        - If timeliness of analysis is of any concern, contact lab personnel by email or phone in addition to submitting the paper request.

- Chematox
    - Blood alcohol analysis
    - Submitting a request for Chematox analysis
        - The form inside the kit must be completed by the nurse who draws the blood as well as the officer that submits it into evidence. All copies of the completed form are to be left inside the box with the blood sample.
        - An evidence entry is to be completed and the kit stored in a temporary refrigerated locker.
        - Evidence staff must retrieve the kit as soon as normal operating hours allow and ship it to the lab using overnight service. If the kit is received the day before a weekend or holiday, it will be held in a secure refrigerator until overnight shipping will guarantee delivery to the lab within 24 hours.
    - Drug-facilitated sexual assault (DFSA) analysis, urine and blood
    - Submitting a request for DFSA analysis
        - Sex assault DFSA blood kits are not automatically sent for testing. Testing can be requested at the time the kit is entered into evidence or at a later date.
        - The form needs to be completed and placed in the Evidence drop or mailbox.
        - The DFSA kits are also sent to Chematox for analysis.
        - “Medical reporting” victim kit
            - “DCJ” must be written on the outside of the kit.
            - The submitting officer must write “Medical Reporting” across the top of the form and omit the victim’s name.

- Lab results

  - On all RFLE requests, the investigating officer and notification field are auto-filled with “investigations supervisors” and the required email address for notification.
  - All completed CBI/NCRFL reports will be sent to investigations supervisors for review and screening.
  - Investigations supervisors will forward the lab report to the officer assigned the associated Greeley Police Department case.

General Order 155.00 Lab Request/Results Reviewed: 06/15

Authorized by Jerry Garner, Police Chief
Effective: June 2, 2015

Jerry Garner
Signature

Date: 6-2-2015