



JEFFERSON COUNTY

Regional Crime Laboratory

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Notice to Jefferson County Regional Crime Laboratory Customers

ANAB-ASCLD/LAB accreditation requirements states that the laboratory must notify customers (law enforcement, attorneys, court personnel, etc.) of procedures in certain circumstances. This notice will serve as a general notification to customers for these areas. By submitting a request for laboratory examination to the JCRCL the customer accepts these terms and conditions.

Review of Requests for Laboratory Examination:

Each request for laboratory examination is reviewed by laboratory personnel. The laboratory will use this review process to ensure that the customer's needs are understood and that the laboratory can meet those needs. Once the laboratory receives a request, the request is considered a contract between the customer and the laboratory. The laboratory will contact the customer for additional information or clarification, if necessary.

Contract:

The laboratory will determine the scope of analysis, the selection of test methods, and the structure and content of the Laboratory Examination Report. The laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case.

The laboratory strives to provide the highest quality and most valuable forensic analysis possible. For that reason, if analysts conducting testing identify alternate and/or additional testing that may prove beneficial to the customer, the laboratory may notify the customer. This notification will always be done if the proposed analysis will require consumption of the evidence and/or limit future examinations.

Subcontracting:

The laboratory retains the right to subcontract. Subcontracting only occurs in limited circumstances if the laboratory cannot provide the requested or necessary testing. Subcontracting results will be clearly identified in the laboratory report.

Selection of Methods:

The laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written policies. The laboratory will determine the most appropriate method(s) for analysis based on the information and any input provided by the customer.

Disposition of Evidence:

Upon completion of all analyses, laboratory personnel will return evidence items to the Jefferson County Sheriff's Office Evidence Vault. Latent Print lifts are retained by the laboratory. The customer will be notified on the laboratory report if the evidence was consumed during analysis or retained by the laboratory.

Laboratory Examination Report:

Results of examinations and/or analyses are reported to the customer in a Laboratory Examination Report. All supporting technical and administrative data is retained in the case file, including but not limited to analytical methods used, dates of testing, instrumental data and any deviations from policy and procedures. In some circumstances, the analytical methods used and/or disposition of evidence may be listed in the Laboratory Examination Report, as required by accreditation and quality standards. The laboratory will provide supporting case data upon request.

Database Searches:

When a laboratory report states that an item was entered into a database, the extent of the database search is as follows:

National Integrated Ballistics Information System (NIBIN) – searched at the state level. If a search is requested outside of the state of Colorado, the state(s) searched will be specified in the laboratory report.

Automated Fingerprint Identification System (AFIS) – searched at the state level. Integrated Automated Fingerprint Identification System (IAFIS) – searched at the national level. The laboratory report will indicate which database (AFIS and/or IAFIS) the item was entered into.

Combined DNA Index System (CODIS) – the extent of the search (state and/or national) will be specified in the laboratory report.

