



JEFFERSON COUNTY

Regional Crime Laboratory

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Notice to Jefferson County Regional Crime Laboratory Customers

This notice serves as a general notification to customers regarding the submission and analysis of evidence. By submitting a request for laboratory examination to the JCRCL the customer accepts these terms and conditions.

The Jefferson County Regional Crime Laboratory (JCRCL) is committed to providing timely and accurate forensic services to facilitate criminal investigations in the communities it serves.

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.

Externally Provided Services:

The laboratory retains the right to use externally provided services. Using external provided services only occurs in limited circumstances if the laboratory cannot provide the requested or necessary testing. Results generated by external providers 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. Certain instances may necessitate deviation from documented methods. The customer will be notified if the method deviation will affect the requested analysis.

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. The report will be completed in a simplified manner, reporting the information that is best used to convey the laboratory results to the reader. The signature indicates the end of the report and is the identification of the individual authorizing the results. All supporting technical and administrative data is retained in the case file, including but not limited to the location of testing including if testing is performed away from the laboratory's permanent facilities, when necessary the condition of the item submitted, date of receipt of the evidence items, analytical methods used, dates of testing, instrumental data, where relevant a statement that the results relate only to the items that were examined, 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. 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 - Idemia) – searched at the state level.

Integrated Automated Fingerprint Identification System (IAFIS – Next Generation Identification (NGI)) – 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.

When information or data obtained from local, state, or national databases is used for reporting results; the information received is not independently confirmed by the laboratory.

Release of Information:

The JCRCL will keep all information confidential. Information is provided for standard court purposes such as discovery requests and for database hits such as NIBIN and CODIS. In the event the JCRCL is required by court order to release information outside of normal business, the laboratory will notify the customer of the release of information, unless prohibited by law.

Please contact the laboratory with any questions or concerns.