Oklahoma State Bureau of Investigation

STAN FLORENCE
Director

CHARLES D. CURTIS
Deputy Director

TO: ALL LAW ENFORCEMENT OFFICERS

RE: EVIDENCE SUBMITTAL

The laboratories of the Oklahoma State Bureau of Investigation will receive evidence for examination either by personal delivery or by mail.

When evidence is submitted by **mail**, the following procedure must be followed:

The officer should initial the evidence. Evidence should then be placed (when possible) in an OSBI evidence envelope and sealed along all edges of the large flap with 2" clear tape (IPG N8315 or equal) or using evidence tape. The tape seal must be initialed on the tape by the officer.

The evidence envelope should then be placed inside a manila mailing envelope and sealed along all edges of large flap with 2" clear tape or evidence tape. The tape seal must be initialed on the tape by the officer.

A Request for Laboratory Examination Form (laboratory submission form) which has been completely filled out by the submitting officer must be placed in a separate envelope and attached to the <u>outside</u> of the manila mailing envelope (packing slip fashion).

Each mailing container must contain evidence pertinent to one case only.

Evidence received by mail that has not been submitted in the above manner will be returned, unopened, with instruction regarding the correct submittal procedure.

If there are any questions concerning the submission of evidence, please contact the regional laboratory in your area or myself at 405.715.9539, Julie Garrett at 405.715.9514, or the phone number listed below.

Respectfully,

Kevin L. Kramer
Criminalistics Administrator

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