## BRAZORIA COUNTY SHERIFF'S OFFICE CRIME LABORATORY

We have <u>TWO</u> different forms, one for seized drug evidence and one for biological evidence. These are <u>NOT</u> interchangeable forms.

	Br	Seized Dr				tory	
		FC	R LAB USE	ONLY			
LAB N	UMBER ASSIGNED	BY LABORATORY PERSON!	NEL.			Registed By: Registed:	_Date
				1	Delivered l	Ву:	
Case Office	ormation:		Ågency	-City:			
Case Numb			E-mail	-			
				2			
Name (Last, I	Information	n:		Race	Sex	DOB (MM/	DD/YYYY)
	1						
3							
Offense I	nformation:						low
(Reason for Submission)  Date / Time of Offense:							Charge(s) Filed Pending Charge(s)
Date / Tan	or oncase.						Investigative
Evidence:							OHAZARD® □
Exhibit #	Evidence Sub	mitted		Suspect	ted Substar	ice	Weight (in grams)
5.1							5.2
	ate: May 2, 202					.,	ment Authorized

All boxes in **red** are required.

Please make sure all information on the evidence bag is accurate and matches the submission form.

All evidence must be sealed with your initials and date on the seal.

Offense Information:  Type of Offense: (Ranco for Submission) Date(and Time of Offense: Date(and Time of Specimen:	FOR LAB USE ONLY    Lab NUMBER ASSIGNED BY LABORATORY PERSONNEL    Delivered By:	FOR LAB USE ONLY  Revised By: Revised Date	7
Delivered By:	LAR NIMBER ASSENCED BY LARGE ATORY PERSONNEL  Delivered By:  Case Information:  Case Officer:  Case Number:  Delivered By:  Case Number:  Delivered By:  Delivered By:  Case Number:  Delivered By:  Delivered By:  Case Number:  Delivered By:  Deliv	Revised by Date	1
Delivered By:  Case Information:  Case Office:  Case Number:  Subject(s) Information:  Name (Last, First Middle)  Offense Information:  Type of Offense: (Jason for Scheminion)  Date(and Vime of Offense: (Jason for Scheminion)  Date(and Vime of Offense: (Jason for Scheminion)	Delivered By:  Case Information:  Case Officer: Agency-City:  Case Number: E-mail: 2  Subject(s) Information:  Name (Last, First Middle) Race Sex DOB (MM/DD/YYYY)  Offense Information:  Type of Offense: (Jason for Subminico)  Date (and Time of Specimen: Date (and Time of Specimen: Exhibit # # of Items Evidence Submitted Supperted Substance	Renind*	
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	Exhibit # # of Items Evidence Submitted Suspected Substance		
	Exhibit # # of Items	Date(and Time of Specimen:	
Evidence:   ©BIOHAZARD  ©	Exhibit # # of Items	Evidence: \$\text{\text{BIOHAZARD}}\text{\text{\$\text{\$\text{\$}}}}	
Exhibit # # of Items	5.1 5.3	Exhibit # # of Items Evidence Submitted Suspected Substance	Ī
	5.1 5.3		
	5.1 5.3		
5.1 5.3		5.1 5.3	

We do not accept handwritten forms. All forms must be typed. You can make appointments and find our most up-to-date forms and any information we release at <a href="https://www.brazoriacountytx.gov/departments/sheriff-s-office/crime-lab">https://www.brazoriacountytx.gov/departments/sheriff-s-office/crime-lab</a>.

## BRAZORIA COUNTY SHERIFF'S OFFICE CRIME LABORATORY

- 1. Whoever is submitting the evidence to the laboratory needs to make sure they put their name in this box. We do not need date and time. This is to establish our initial chain of custody.
- 2. If we need to reach you, this is how we will contact you. In the future when we begin our transition to paperless, this is the email we will use to send you your final report.
- 3. Please make sure the full name on the form matches the name on the evidence. The last name is always first. If the Subject's name is John J. Doe, it should appear Doe, John J. There is no comma between the first and middle names.
- 4. Please check the appropriate box. Investigative is typically only used for DOA cases and the Narcotics department.
- 5. Evidence: Please make sure all information on the evidence bag corresponds with the submission form.
  - 5.1 Exhibit  $\# \neq \#$  of Items
  - 5.2 Weight is something new we added with our last revision. Please weigh before placing and sealing your evidence in the bag. If your scale cannot read less than one gram, that is fine and you can put "< 1 g." If you do not have a scale, we have one available for you to use in the evidence receiving area.
  - 5.3 For blood kits, you have two options:
    - 5.3.1 Option 1: 1 Exhibit and # or tubes = # of items.
    - 5.3.2 Option 2: 1 Exhibit and kit = # of items. If you choose this option, the evidence submitted description must include the number of tubes.
- 6. Evidence Containers

Evidence Bags: Each Seized Drug exhibit gets its own bag. Make sure it is an evidence bag – we do not accept brown paper bags. Fold on the line and be sure to initial and date the seal. Be sure to use a ball point pen or ultra-fine sharpie or it will smear. The top part of the bag must be filled out. The bottom chain of custody part is optional.

Blood Boxes: The seal must be initialed and dated. Make sure the subject's name is on the outside of the box.