



**Crime Laboratory
SOP 83-2**

Number: 02-08-01
Subject: Whole Case/Partial Case
Controlled Substance Submissions
Effective Date: November 8, 2023
Revision Date:
Review Date:

I. Purpose

Limiting the total number of Crime Laboratory employees involved in each individual case is a benefit to all parties involved in the criminal justice process. This policy will outline uniform procedures for crime laboratory submissions containing controlled substances to ensure cases submitted to the crime laboratory are assigned to the fewest analysts possible and the appropriate testing is completed in the most efficient manner possible.

II. Policy

Cases submitted to the Crime Laboratory containing controlled substances in which the seizures are separated by time (e.g., C.I. Buys, Conspiracies, etc.) will conform to one of the two following options.

A. Whole Case Submissions (preferred method)

1. All submissions will be held by the law enforcement agency and submitted to the Crime Laboratory at the same time.
 - a. If the agency case numbers are different, provide all related agency case numbers on all submissions.
 - b. Provide information, either through separate communication with the laboratory or on the submittal form, that the case is complete.
 - c. If the substance is suspected to be methamphetamine:
 1. Provide information on the submittal forms regarding state or federal charges
 2. Provide the name of the federal prosecutor. NOTE: The federal prosecutor will be contacted, therefore they MUST be aware of the case.

B. Partial Case Submissions

1. If the same agency case number WILL NOT be used for all submissions and the cases cannot be held and submitted to the

Crime Laboratory at the same time:

- a. First Submission: Provide information that there will be additional submission on the case
 - 1. If the substance is suspected to be methamphetamine:
 - a. Provide information on the submittal forms regarding state or federal charges
 - b. Provide the name of the federal prosecutor.
NOTE: The federal prosecutor will be contacted, therefore they MUST be aware of the case.
 - b. Subsequent Submissions: Provide all related agency cases numbers on ALL subsequent submissions.
 - c. Final Submission: In addition to related agency case numbers, provide information that the case is complete.
- C. For all submissions where one of the above is followed: Related submissions will be placed in the queue at the date of the earliest buy/offense.