



# NSP Crime Laboratory Special Report:

## New Evidence Submittal Form & Informational Videos

### NEW Evidence Submittal Form

The NSP Crime Laboratory has implemented use of a NEW evidence submittal form! The new form can be accessed on the Nebraska State Patrol website by following the below link and selecting "Crime Lab Forms/Documents":

<https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory>

#### Changes to the new evidence submittal form include:

➔ A Check Box for resubmitted items has been added to the submittal form (see attached). Please check this box when you are resubmitting an item that has already been to the lab. It is VERY important that the evidence technicians know when an item is being resubmitted due to the fact that the evidence is checked in differently when it is resubmitted. If resubmitted evidence is checked in as a new item it causes issues.

INVENTORY OF EVIDENCE SUBMITTED			
ITEM #	DESCRIPTION	EXAMINATION(S) REQUESTED	RESUBMITTED ITEM
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

➔ It is also important that resubmitted items are packaged correctly. If you are sending multiple items that have different storage requirements we ask that those items are packaged, and if mailing in, mailed in separate packages. **Improper packaging and mailing of evidence items can greatly affect the integrity of your evidence.**

➔ A Clear Fields button. The new form is set up so that when you select the "Clear Fields" button, all of the sections from "Case Information" and below will clear. The top portion will not clear. By using this time-saving feature, you will not be required to enter the agency/submitting officer/contact information each time!





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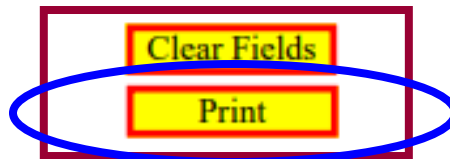
### New Evidence Submittal Form & Informational Videos

#### NEW Evidence Submittal Form (continued)

➡ A Link to the NSP website where the most current version of the submittal form can be found has been placed at the bottom of the form.

You can find the most current version of this form at <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory>  
750 (06/2020)

➡ A Print button that allows you print the form.



➡ The supplemental submittal form (750A) is no longer needed when using the new form!

#### NEW Evidence Submission Informational Videos

In addition to creating the new evidence submittal form, the NSP Crime Lab Evidence section staff have been diligently working on filming a series of informational videos for our submitting agencies! We hope that these videos will better assist our customers regarding NSPCL evidence submission requirements, policies, and procedures. Please take time to view the videos ([link below](#)):

<https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory/videos-how-package-evidence-and-urine-samples>.

The NSPCL Evidence Unit is currently working on production of additional informational videos that will focus on a variety of evidence-related topics to include how to utilize the new evidence submittal form!

**For questions/concerns regarding evidence submission policies, forms, etc., please contact the NSPCL Evidence Unit (402-471-8950)**

