



Idaho State Police

Service Since 1939



Colonel Kedrick R. Wills
Director

Brad Little
Governor

To: Idaho Law Enforcement Agencies
From: Matthew Gamette, ISP Forensic Services Laboratory System Director
Subject: **ISPFS Laboratory Evidence Intake and Return**
Date: March 16, 2020

At this point, the Idaho State Police Forensic Services labs plan to stay open through this COVID-19 crisis. Effective immediately, ISPFS will be shifting our evidence intake and return procedures for agencies submitting to the ISPFS laboratory in person. To minimize the amount of contact that the law enforcement delivery courier has with our evidence staff, and due to some construction in the Meridian lab leaving us without a customer counter for a period of time, we will be implementing the following procedures:

The law enforcement agency courier will now merely drop off a box of evidence with the prelog submission form and the chain of custody signed to facilitate minimal interaction with the ISPFS evidence custodian. Please prepare all shipments in a single box or container that can be handed to the evidence specialist at the ISPFS laboratory. All in-person courier transactions will be handled like shipments from a commercial carrier such as UPS/FedEx. If there are issues with a shipment, ISPFS will hold the evidence as “unlogged” and notify the submitting agency electronically/telephonically of the issues that need to be corrected. Agency couriers are welcome to wait in a vehicle until the transaction is complete and successful, but we cannot guarantee a timeframe for the evidence check-in, and wait times in a vehicle may be longer than a desired. Evidence receipts are available to the submitting agency in the prelog system once the evidence has been accepted and logged in.

Returns of evidence will be handled like we do for a commercial carrier shipment. ISPFS evidence staff will prepare a box of evidence for the law enforcement agency and either ship it via commercial carrier to the law enforcement agency or sign over the full box to the in-person agency courier. ISPFS evidence staff will make all efforts to minimize the amount of contact and time the courier has in the physical laboratory space. This is particularly critical in the Meridian ISPFS lab because there is very limited space due to the front entry remodel project.

ISPFS evidence staff have also been authorized to utilize personal protective equipment such as masks, gloves, and lab coats while working with external couriers of evidence.

Thank you for your understanding as we try and keep our staff and your staff functional in their first response capacity.

Please do not hesitate to contact me at 208-608-2301 or matthew.gamette@isp.idaho.gov if you have any questions.

700 S. Stratford Drive • Meridian, Idaho 83642-6202

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